



# VILLAGE OF LINCOLNSHIRE

## MINUTES ARCHITECTURAL REVIEW BOARD MEETING Tuesday, October 17, 2023

Present:

Chair Kennerley

Member Hefner (Arrived at 7:16 p.m.)

Member Lazarus

Member McCall

~~Member Santosusso~~

Member Orzeske

Alternate Member Malhotra

~~Trustee Liaison Raizin~~

Planning And Development Manager Zozulya

### 1.0 ROLL CALL

Chair Kennerley called the meeting to order at 7:03 p.m., and Planning & Development Manager (PDM) Zozulya called the Roll.

### 2.0 APPROVAL OF MINUTES

#### 2.1 Approval of the minutes of the Architectural Review Board (ARB) meeting held on Tuesday, September 19, 2023

Member McCall moved and Member Orzeske seconded the motion to approve the minutes as presented for the Tuesday, September 19, 2023, ARB meeting.

AYES: Kennerley, Lazarus, McCall, Orzeske, and Malhotra

NAYS: None

ABSENT: Hefner, Santosusso

ABSTAIN: None

PDM Zozulya declared the motion carried.

### 3.0 ITEMS OF GENERAL BUSINESS

#### 3.1 **Public Hearing Regarding Proposed Text Amendments to Title 12 (Sign Control) of the Lincolnshire Village Code to Establish Regulations for Government Signs (Village of Lincolnshire)**

Chair Kennerley reviewed public hearing procedures and opened the public hearing regarding Item 3.1.

PDM Zozulya stated she represents the Village of Lincolnshire in a public hearing regarding a sign code amendment request to install an electronic ground-mounted kiosk sign. She noted the Village Board reviewed the proposed text amendment allowing digital signs for government entities, such as schools, fire districts, and libraries, with

specific regulations and referred it to the ARB for review and recommendation. She stated the proposal is time sensitive given the Village's desire to install a digital kiosk sign before the end of the year weather permitting.

PDM Zozulya explained the new definition of a "government sign" would include signs owned, leased, or accessed via an easement by taxing bodies, providing a path for government entities to obtain digital signs. She also read the proposed government ground sign regulations.

Chair Kennerley asked PDM Zozulya if she wanted the text amendment findings of fact entered into the record and PDM Zozulya responded affirmatively.

Member Lazarus expresses concerns about the readability of electronic signboards in Vernon Township and the Village of Riverwoods.

Member Orzeske discussed potential issues with the new sign location, including visibility and size.

Member Hefner expresses concerns about a white background, suggesting it may be too distracting for drivers. He suggested using a consistent design for the signs to make them easily recognizable and accessible.

PDM Zozulya clarified the proposed regulations are for government ground signs only and will not extend permissibility to commercial entities.

PDM Zozulya mentioned the proposed 10-second minimum frequency of image changes has been tested and found adequate after 10 years on existing Stevenson High School and Marriott resort digital ground signs, with the possibility of adjustments if necessary.

Member Hefner expressed concerns about changing messages too frequently, citing the need for a study to determine the optimal frequency.

Members discussed potential signs and regulations for the Village, including the use of color and movement as well as road safety and driver distractions.

Member Lazarus raised concerns about the potential distracted driving due to the sign's brightness and its proximity to intersections.

Chair Kennerley expressed concerns about the Village's digital sign proposal, seeking clarification on its intended use and the messages it will display.

PDM Zozulya provided examples of how the sign could be utilized to advertise village and eligible community group events. She said different color backgrounds could be used like the current manual kiosk sign.

PDM Zozulya requests the Architectural Review Board review and recommendation with any changes to the proposed text amendments.

Member Lazarus suggested simplifying the signage by removing animations and utilizing monochromatic dark backgrounds to maximize visibility.

Chair Kennerley and other members expressed concerns about the blanket approach to signage, noting that each location may necessitate different restrictions based on its unique context.

PDM Zozulya emphasized the importance of having a basic set of requirements as a starting point for government ground sign design, with the flexibility to make adjustments based on specific location and design considerations when an individual sign request is presented to the ARB for review and approval.

Member Hefner questioned the rationale behind addressing electronic display screen requirements, while Member Lazarus proposed adding additional regulations based on location and safety measures.

PDM Zozulya clarified the Village's intention is not to regulate content but to focus on design elements such as formatting and contrast, maximizing content neutrality.

Member Lazarus suggested including a requirement in the code that digital signs should not be placed in the line of site triangle to prevent potential safety hazards.

PDM Zozulya stated if members are concerned about animation, they should feel free to recommend prohibiting it as part of their recommendation to the Village Board.

Member Malhotra questioned the reliability of data on driver distractions at a location without proper research or evidence.

Member Hefner advocated for specific language in the ordinance to address traffic safety concerns.

Chair Kennerley stated the public hearing will need to be continued as members need additional information before taking a vote on the proposed text amendments.

Member Hefner moved and member Orzeske seconded the motion to defer the discussion until the next regular meeting with the following conditions:

1. Provide studies from IDOT or other reputable sources on the effects of digital sign brightness on automobile traffic.
2. Provide studies on any litigation against either private or municipal operators regarding digital sign concerns.

3. Provide studies regarding the optimal placement of any two digital signs that are in close proximity to one another for Lincolnshire conditions.
4. Provide best practices for digital signage placement, emphasizing considerations such as color, movement, legibility, and distance from the street. The study must have similar specifications such as no exterior lights, distance from sign to street and must also take into consideration signage at intersections.

AYES: Kennerley, Hefner, Lazarus, McCall, Orzeske, and Malhotra

NAYS: None

ABSENT: Santosuosso

ABSTAIN: None

PDM Zozulya declared the motion carried.

Chair Kennerley stated the public hearing on the text amendment would remain open and would be readdressed at the next ARB meeting on November 21, 2023.

**3.2 Public Hearing Regarding Sign Variances from Title 12 (Sign Control), Section 12-9-1 (Table 1) of the Lincolnshire Village Code for a Government Ground Sign for the Village of Lincolnshire in the Commercial Sign District (1 Olde Half Day Road – Village of Lincolnshire)**

**3.3 Design Review of a Proposed Government Ground Sign for the Village of Lincolnshire in the Commercial Sign District (1 Olde Half Day Road – Village of Lincolnshire)**

Chair Kennerley opened Items 3.2 and 3.3 simultaneously at the staff's request given they are related and provided an overview of public hearing procedures for Item 3.2.

PDM Zozulya presented design information for the proposed Village digital kiosk sign which would replace the existing manual kiosk sign at the northeast corner of Half Day Road and Old Half Day Road. She stated the Village Board selected the proposed design option and reviewed the sign variance request regarding sign height, length, and area, which were referred to the ARB for review and recommendation.

PDM Zozulya explained the sign design provided by Hitchcock Design Group, highlighting subdued colors and understated illumination in keeping with the other Village signs previously reviewed by the ARB. She noted the park signs are currently being installed and encouraged the ARB to view them.

PDM Zozulya provided visual aids and explains the findings of fact for the proposed sign variances.

Chair Kennerley asked if PDM Zozulya would like the variance findings of fact entered into the record and PDM Zozulya responded affirmatively.

Member Lazarus expressed concerns about the sign’s visibility and location, suggesting that the current spot might not be ideal for its intended purpose.

Chair Kennerley and Member Lazarus discussed the angle of the sign and its potential impact on visibility from different directions.

Members Lazarus and McCall suggested relocating the sign to the northwest corner of Half Day Road and Olde Half Day Road in front of the Village Hall building for a higher position for improved visibility, considering the competition with the transformer box and other elements in the area. Members also suggested a V-shape sign design for enhanced visibility.

Chair Kennerley and member Hefner expressed concerns about the potential for wind to cut through the leaf-shaped sign element, potentially causing it to become a “flying object” or produce a “whistling sound” for nearby path users.

Chair Kennerley stated she would like to continue the public hearing to November 21 as members need additional information, including renderings and material/color samples, for the proposed sign location change.

The group discussed the potential relocation of the sign to the west side and the necessity to readdress the variance for the new location.

Member McCall moved and Member Lazarus second the motion to continue the public hearing for Item 3.2 and continue the design review for Item 3.3 until the November 21, 2023, ARB meeting with a request for the following information for the ARB’s review:

1. Renderings/simulations of the proposed sign in the exact location at different viewing angles and including the grade change from the adjacent roadways and showing surrounding obstructions (including the transformer box).
2. Strong consideration for placing the sign at the northwest corner of Half Day Road/Olde Half Day Road and a landscape plan.
3. Strong consideration for a V-shape sign design in the new location.
4. If the northwest corner location is not possible, elevate the sign at the northeast corner and provide distances from the roadways and line-of-sight triangle.
5. Material/color samples.
6. Information on the structural integrity of the sign and lead wind impacts on adjacent path users.

AYES: Kennerley, Hefner, Lazarus, McCall, Orzeske, and Malhotra

NAYS: None

ABSENT: Santosuosso

ABSTAIN: None

PDM Zozulya declared the motion carried.

**3.4 Design Review Regarding Site and Building Design, Landscaping, Lighting, and Site Amenities for a Proposed Multi-Tenant Office/Industrial Building Addition (121 Schelster Road – Fitzgerald Architecture Planning Design/TZ Properties LLC)**

PDM Zozulya gave an overview of the petition for a proposed multi-tenant office/industrial building addition at 121 Schelster Rd.

PDM Zozulya stated the property is well known to the ARB as they approved comprehensive facade changes on the property in 2021.

PDM Zozulya explained the petitioners are proposing to put an addition to the rear of the existing building following the existing setbacks and footprint.

PDM Zozulya stated there were a few zoning variances reviewed by the Zoning Board that were recommended favorably to the Village Board. The ARB is tasked with reviewing the site design, building design, exterior, landscaping, lighting, and site amenities.

No new signs are proposed, and staff is in favor of the request as they believe it is a favorable addition that is keeping with the existing theme.

Daniela Fitzgerald, Fitzgerald Architecture Planning Design, representing the property owner, stated they are looking to stay in line with the colors, textures, and general aesthetic they created with the front facade renovation.

She presented elevation drawings and renderings showing how the addition would match the existing building materials and colors.

The addition would extend the existing building lines to the rear and provide more usable space inside.

Ms. Fitzgerald showed the rear yard of the property, explaining the location of the natural drainage ditch and the trees being removed to extend the parking lot. She stated the project team will replace 45 existing trees with 20 new ones to be planted to meet code landscaping requirements.

She provided details on the proposed plantings and civil engineering for the addition, including the location of retaining walls and pole lights in the parking lot.

Ms. Fitzgerald stated one reason for the addition is to more easily pull in and out a large semi-truck and race car that is stored on site.

Member McCall asked if semitrucks will be pulled in from the front and brought all the way to the back, since it seems tight to turn. Ms. Fitzgerald confirmed trucks will be pulled in from the front.

Member Hefner asked if the material for the new awnings would be different than the existing.

Ms. Fitzgerald stated it would be the same material.

Members Orzeske and Hefner commented on the difficulty of maintaining landscaping along the building foundation given the lack of sun exposure and snow plowing/salt damage. Ms. Fitzgerald acknowledged it may be an issue.

Member Orzeske mentioned the location of the trash enclosure relative to their condensing units, stating they seem too close together for garbage trucks to access.

TJ Zizzo, property owner, stated he has workers who go out and push the trash cans to the front so they can be easily accessed at the time of collection.

Alternate Member Malhotra asked about the total number of parking spots required and how many would be demolished/added. Ms. Fitzgerald responded they would meet the current requirements for the total number of spots.

Member Lazarus inquired about an outdoor paved space for picnic benches and barbecues. Mr. Zizzo responded no outdoor paved space will be added.

Mr. Zizzo stated the reason they are looking to expand is due to their semi-truck traffic. Their trucks are 80 feet long and they do not want to load and unload their race cars on the street, and possibly interrupt traffic along Schelter Road. The addition would allow for everything to be done within the confines of their property.

PDM Zozulya explained the landscape strip along the building is a code requirement. The building has a very tight setback, and this was an effort to provide more greenery.

Alternate Member Malhotra moved and Member Orzeske second the motion to provide a favorable recommendation to the Village Board regarding the proposed site and building design, landscaping, lighting, and site amenities for a proposed multi-tenant office/industrial building addition at 121 Schelter Road.

AYES: Kennerley, Hefner, Lazarus, McCall, Orzeske, and Malhotra

NAYS: None

ABSENT: Santosuosso

ABSTAIN: None

PDM Zozulya declared the motion carried.

PDM Zozulya stated staff will combine the Zoning Board and ARB recommendations and will forward them to the Village Board for final review and approval.

**3.5 Approval of a Minor Amendment to a Planned Unit Development Regarding Exterior Building and Site Modifications for the CityPark Center (255/275 Parkway Drive - Lincolnshire City Park Properties LLC/ KennMar)**

PDM Zozulya provided an overview of the minor amendment to a planned unit development (PUD) for the City Park Center located at 255/275 Parkway Dr.

PDM Zozulya stated this is a two-part request. The first part of the request concerns the awning changes to the existing buildings. The petitioner has made several improvements since acquiring the property last year and the new awnings are the next improvements in line and will make a substantial visual difference.

PDM Zozulya stated the ownership opted to go with a black fabric as opposed to the current blue, however the general design and configuration will remain the same.

The second part of the request is the Chipy Café exterior vestibule.

PDM Zozulya stated Chipy Café purchased and installed a green vestibule outside their entrance without realizing it requires ARB approval. She noted staff is in support of the vestibule but would prefer it to be black to coordinate with the proposed black awnings and the existing outdoor vestibule for Big Bowl in an adjacent building. However, staff does not object to green as it would match the restaurant brand color as reflected in the wall sign.

India Edmonson, KennMar, provided details regarding their proposal. She stated the proposal was to change the existing blue awnings at the property to black to keep with the theme. She provided simulations and sample materials of the proposed black awnings.

Ms. Edmonson stated the locations of the awnings would remain the same.

She also noted the vestibule is needed to block the cold from entering the building in the winter months and would be removed once the weather breaks.

Member Lazarus asked why they chose black for the awnings instead of keeping them green to match the roof.

Ms. Edmonson responded they were considering painting the building facade a different color and black was a good match for the new scheme.

Member Hefner asked if the material for the new awnings would be different than the existing. India stated it would be the same material.

Member Lazarus asked about plans to power wash the building facade. Ms. Edmonson stated they are considering options for painting or improving the facade.



Member Orzeske asked if they had a maintenance program for the awnings, since the black material would show dirt and grime more than the existing blue material. Ms. Edmonson acknowledged the need to maintain the awnings.

Member Orzeske asks what type of anchoring system will be in place to secure the vestibule.

PDM Zozulya responded stating the Building Official has done a high-level review and did not identify any concerns, but noted a structural engineer will need to provide plans with their stamp.

Members noted their preference for the awning color change from blue to black and keeping metal roofs green as painting them black would present maintenance concerns due to peeling.

PDM Zozulya noted any further exterior alterations such as a new color scheme would require ARB review and approval.

Member Hefner moved and Member Orzeske seconded the motion to approve the minor amendment to a Planned Unit Development regarding exterior building and site modifications for the CityPark Center at 255/275 Parkway Drive with the condition the vestibule for Chipi Café be changed to black.

AYES: Kennerley, Hefner, Lazarus, McCall, Orzeske, and Malhotra

NAYS: None

ABSENT: Santosuosso

ABSTAIN: None

PDM Zozulya declared the motion carried.

### **3.6 Approval of a Minor Amendment to a Special Use Permit to Revise a Drive-Up Window Design (300 Olde Half Day Road/4 Indian Creek Road – Vernon Area Public Library)**

PDM Zozulya provided an overview of a minor amendment to a special use permit to revise a drive-up window design.

She stated in 2020 the library came before the ARB for a small building addition and the addition of a drive-up window.

PDM Zozulya stated the existing design had flaws that were discovered shortly after the drive-up window was put in use, including the window being located too high.

Staff were informed the library had received complaints from patrons about difficulty using the existing window, its location, and design.

PDM Zozulya stated they explored the option of lowering the existing window rather than moving it, but structural constraints prevented that.

Stephen Territo representing the library stated the reason the existing location was problematic included patrons having trouble pulling up and navigating the turn and obstructed visibility.

Mr. Territo added moving the window 10 feet to the east was proposed to address the issues PZM Zozulya referenced.

The new location, design, and signage above the window is intended to make it clearer that this is the pickup area.

Mr. Territo provided dimensions and structural details of the proposed relocated window along with renderings showing what the new window location would look like compared to the existing.

Member Orzeske asked if there was any need for illumination under the roof eaves by the proposed window location. Mr. Territo responded they may consider adding a can light in that area to match the existing lights along that route.

Member Orzeske asked about the size of the standalone drop box contemplated by the library. Mr. Territo responded the drop box is a standard mailbox size which is proposed as part of the library's application for a Planned Unit Development designation.

Member Lazarus asked if they considered alternate positions for the window, since as proposed it may not be the best location. Mr. Territo responded that the proposed location worked best with their circulation flow.

Member Lazarus asked if removing the wall-mounted drop box was considered since it is close to the proposed window location. Mr. Territo acknowledged the proximity is a concern.

Member Lazarus asked about any plans to adjust for better traffic flow. Mr. Territo stated they would be looking into that with a new architect during the next phase of construction.

Member Lazarus moved and Member Orzeske second the motion to approve a minor amendment to a Special Use Permit to revise a drive-up window design at 300 Olde Half Day Road/4 Indian Creek Road as proposed.

AYES: Kennerley, Lazarus, McCall, and Orzeske

NAYS: Hefner & Malhotra

ABSENT: Santosuosso

ABSTAIN: None

PDM Zozulya declared the motion carried.

### **3.7 Approval of a Ground Double Post Identification Sign in the Office/Industrial Sign District (475 Bond Street – Setna iO)**

Chair Kennerley announced the petitioner requested Item 3.7 be tabled until the next meeting.

**4.0 UNFINISHED BUSINESS**

PDM Zozulya reminded the ARB they are all invited to attend the Comprehensive Plan open house from 6 to 8 p.m. on October 19 at the Vernon Area Public Library. She stated an email was sent to all parties involved and encouraged members to attend.

**5.0 NEW BUSINESS**

**6.0 CITIZENS COMMENTS**

**7.0 ADJOURNMENT**

Member McCall moved and Member Orzeske seconded the motion to adjourn the Architectural Review Board Meeting. The voice vote was unanimous and PDM Zozulya declared the meeting adjourned at 10:30 p.m.

Minutes submitted by Shannon Latham, Administrative Assistant, Community & Economic Development.