



**APPROVED** Minutes of the regularly scheduled **ARCHITECTURAL REVIEW BOARD** held on Tuesday, January 16, 2018 in the Public Meeting Room of the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

**PRESENT:** Chairperson Kennerley, Members Jensen, Tapia and McCall.

**ABSENT:** Trustee-Liaison Hancock and Members Orzeske and Baskin.

**ALSO PRESENT:** Tonya Zozulya, Economic Development Coordinator and Adam Letendre, Assistant Village Manager/Director of Community and Economic Development

## **CALL TO ORDER**

### **1.0 ROLL CALL**

The roll was called by **Tonya Zozulya, Economic Development Coordinator**, and **Chairperson Kennerley** declared a quorum to be present.

### **2.0 APPROVAL OF MINUTES**

2.1 Approval of the November 21, 2017 Minutes of the Architectural Review Board.

**Member Tapia** moved and **Member Jensen** seconded the motion to approve the minutes as written for the November 21, 2017, Architectural Review Board. The motion passed unanimously by voice vote.

**3.0 ITEMS OF GENERAL BUSINESS.** **Chairperson Kennerley** welcomed **Member Mike McCall** to the Architectural Review Board; adding he has served in the past on this Board as Chairman.

3.1 Consideration and Discussion of a Minor Amendment to the Lincolnshire Marketplace Planned Unit Development regarding Center-Wide Ground Sign and Landscaping Revisions, 475 Milwaukee Avenue (Lincolnshire Marketplace C-1 LLC).

**Michael Mallon, Senior Vice President of Draper & Kramer** introduced members of the Culvers development team and presented to the Architectural Review Board the request for changes to the previously approved plan; stating during construction they came across a two issues which need to be addressed.

**Michael Mallon** stated the first issue involves monument ground signs along Half Day Road and Milwaukee Avenue. He stated the sign on Milwaukee needs to be moved approximately 3 feet to the north to accommodate an existing sidewalk. In regards to the sign on Half Day, he stated they encountered significant underground utilities; requiring moving the sign 35 feet to the west. The sign width on both monument signs will also be reduced from the original 12 foot width to 10 feet in width to accommodate the relocations. The second issue



involves the landscape along the spine road and Indian Creek; stating due to grading, sidewalk and flood plain issues they encountered during construction, modifications to the landscape plan are needed. He added their development team met with Village staff and determined the best option is to relocate plants to a more level area and provide shade trees in the sloped area.

In response to question by **Chairperson Kennerley** about the reduction in the sign width, **Michael Mallon** responded the reduction was necessary to accommodate the existing underground utilities and field conditions; they can only fit a 10 foot width sign rather than the originally approved 12 foot wide sign; design features and architectural elements of the sign will remain. **Chairperson Kennerley** questioned why the existing grade along the creek was not taken into consideration during the landscape design stage in which **Michael Mallon** responded the focus was more on the building pad site; not taking into consideration the field conditions along the creek side of the site. **Member Jensen** asked if there was any grading issues along the spine road/creek in which **Michael Mallon** indicated this is in a flood plain and they were limited in what permits would allow them to do.

**Chairperson Kennerley** requested the petitioner address in more detail what landscape items were changed; Kathryn Talty, KL Talty Landscape Design responded. She said the original intent with the shade trees along the northern edge of the spine road was to blend in with existing vegetation, but the grade challenges required relocation to the south end of the spine road and also elimination of two low multi stem trees as well as some ornamental shrubs as they did not fit with the new plan.

**Member Tapia** moved, seconded by **Member Jensen** The Architectural Review Board approve new locations and width for the two center wide ground signs along Milwaukee Avenue and Half Day Road, and a revised landscape plan for the Lincolnshire Marketplace Center at 475 Milwaukee Avenue, as presented in the presentation packet dated January 16, 2018 and as recommended by staff in the January 16, 2018 memorandum with the condition none of the relocated trees shall conflict with the future sidewalk extension that will be constructed during subsequent phases of the development.

In closing, **Michael Mallon** noted the target grand opening date for the Lincolnshire Culvers should be in early March.

- 3.2 A Public Hearing regarding text amendments to various sections of Title 12, Sign Control, of the Lincolnshire Village Code, to revise and clarify requirements for permanent and temporary signs (Village of Lincolnshire).

**Tonya Zozulya, Economic Development Coordinator**, provided some background stating the current code was adopted in June 2009 with recent changes adopted in March 2017. She stated the Village Attorney recommended they look into Sign Code revisions given a 2015 Supreme Court case in Arizona in regards to temporary signs and content neutrality on temporary signs.



**Tonya Zozulya** directed the Boards attention to the Temporary Sign Code-Chapter 13. She noted the Village Board conducted a preliminary evaluation in 2017 and then referred to the Architectural Review Board for public hearing and recommendations and also to take into consideration the Village Attorney recommendations for content neutrality.

In regards to the temporary free standing signs in residential sign districts, **Tonya Zozulya** queried if the Architectural Review Board would consider an increase to the allowable size and duration. **Tonya Zozulya** presented photos of sample real estate signs in residential sign districts. **Chairperson Kennerley** asked what other applications besides real estate signs would there be in residential districts in which **Tonya Zozulya** noted as example church services, holiday bazar or rummage sale signs would be posted between posts/poles and installed on private property. She added the Village Board, in reference to real estate signs, did not want bigger but possibly smaller signs such as 6 square feet in Residential Districts. **Member Jensen** asked if they go smaller on the free standing signs, would temporary banner signs be used in place and is this something the Village wants to have in residential districts. After further discussion regarding size and height of non-banner type signs and poles versus sign frames (a-frame type) on the ground in residential districts;

- The recommendation to staff is to provide some sign samples from Lake Forest and other type of signs in residential districts for further consideration by the Architectural Review Board.

As to temporary signs in business sign districts, there was discussion regarding the proposed duration of 245 days being too long; **Mike McCall** noted it seems like a lot but maybe businesses need time to advertise specials. **Tonya Zozulya** clarified in the proposed changes; the temporary free standing signs could be up for 245 days straight and asked Board Members if they feel this is too generous given the current code allows for only 90 days. She added the Village Board did not have a recommendation on duration. **Chairperson Kennerley** stated 245 days almost makes this a permanent sign.

- There was discussion about proposing 180 days duration for downtown and corridor commercial sign districts; the 180 day limit would be acceptable to the Architectural Review Board.

In regards to temporary free standing banner signs, photos were presented indicating temporary banners being supported by two posts and single pole feather banners. **Tonya Zozulya** stated the Village Board would not approve banner signs on buildings or the single pole feather type sign in which the Architectural Review Board concurred. She added as part of the permit process for temporary signs; specifics such as sign material type (canvas or vinyl) and requiring two support structures to prevent the sign from degrading or sagging. The Architectural Review Board recommends canvas be removed from the proposal; with vinyl being the preferred material. There was discussion about the 91 day total duration; other municipalities have varying durations. **Member Tapia** felt the proposed sizes are huge; **Tonya Zozulya** noted current code



allows 20 square feet and they look large. **Chairperson Kennerley** asked what would prevent real estate signs of this nature up to 16 square feet for 14 days in residential districts to bypass the requirements of temporary free standing signs; this could become a problem; staff to consult attorney on this potential issue.

- **Member Tapia** asked if the banner sizes should be the same as the temporary freestanding signs requirement; this would be discussed with the attorney as well.

In regards to Chapter 8-Items of Information on Signs for Temporary Signs, **Tonya Zozulya** reviewed the current regulations: 2 items of information plus phone or web site address allowed for promotional signs only, the recommendation is to remove the limits on items of information for temporary signs but work within the allowable square footage. She added this code requirement has been the most challenging for staff and businesses. **Member Tapia** agreed with removing the limits on the information as long as they stay within the allowable size parameters. **Adam Letendre, Assistant Village Manager/Community & Economic Development Director** reiterated what the Village Attorney has communicated to staff; we can regulate size, materials, lighting and other aspects which have nothing to do with the sign message. The sample sign for the Gardner School submitted for a “project announcement sign” was viewed as an example by the members; the sign included the schools name, opening soon statement, 2 additional lines of preschool age information and the web site which was denied by Village staff as it exceeded the 2 line limit.

- Members agreed this requirement needs to change and agrees with staff recommendations to remove the current limit on the items of information.

In regards to temporary window signs for office buildings, current code does not allow it on office buildings or above the first floor of all other buildings; staff is recommending removing this prohibition. This would include decals, and would still have to comply with the window covering requirement of not more than 25% of the window area. **Tonya Zozulya** said the prohibition currently applies to office buildings only; noting Northshore University building at 900 Milwaukee wanted to add a window sign, but the Village could not allow. Is this something the Architectural Review Board would consider allowing window signs in office buildings and would they want to add restrictions to height but not going beyond the second floor? She added this is not a frequent request, but wants the Architectural Review Board to discuss it.

- **Chairperson Kennerley** noted with the changes to the temporary free standing banner signs; this should satisfy local office businesses; members agreed and it was the consensus to leave the restriction in place for office buildings.

In regards to the Chapter 8 General Standards for permanent wall and ground sign illumination, **Tonya Zozulya** stated a Lincolnshire resident brought an issue to her attention in regards to the Athletico wall and monument signs on Milwaukee Ave. This resident noted the code states illuminated signs across the street from residential zoned properties, regardless which direction the sign faces, must be turned off between 11 p.m. and 7:00 a.m. unless the business is



open past 11 p.m. in which case it is to be turned off between 1 a.m. and 7 a.m. **Tonya Zozulya** said staff began to research the subject; contacted surrounding communities about their requirements. She added in Lincolnshire, most of our commercial properties are across from residential zoned properties. Deerfield limitations direct commercial properties within 120 feet of residential zones to be regulated. Staff is asking the Architectural Review Board to consider allowing a specific distance separation of 120 feet from the illuminated sign to the nearest residential unit, also, should there be different standards for allowing the signs to be turned on earlier than 7:00 a.m. She further noted upon her request, the Lincolnshire Police Department drove by the commercial centers at approximately 1:30 a.m. in October 2017 and noted the vast majority of the signs were on.

**Chairperson Kennerley** asked if lights could be dimmed versus full power between midnight and 6:00 a.m., not necessarily supporting full turnoff but there was some discussion if all signs in Lincolnshire have such technology. **Member McCall** asked staff to check to see if local hotels are turning off their signs. Member **Tapia** feels lights should be turned off, **Adam Letendre** said enforcement could become an issue. **Tonya Zozulya** noted how the code is currently written; this could affect 99% of the businesses in Lincolnshire.

- After further discussion, the Architectural Review Board directed staff to review with Village Attorney adding a 120 foot distance requirement from façade of nearest residential building and inquire about dimming sign lights; time frame between business closure and the earliest of business opening and to exempt 24 hour businesses.

There being no further testimonies or questions from the Architectural Review Board, **Chairperson Kennerley** closed the public hearing with continuance to Tuesday, February 20, 2018 for further discussion.

### 3.3 Single Family Residential Design and Bulk Regulations – Continued Workshop Session (Village of Lincolnshire).

**Adam Letendre** reviewed the direction from the last meeting including review of other municipalities' ordinances and also Village of Skokie Appearance Review Commission. In regards to the Skokie's Appearance Review Commission, Adam Letendre noted staff size and number of staff liaisons assigned to this Commission is much larger than Village of Lincolnshire CED staff and would not be feasible here.

**Adam Letendre** presented a power point presentation on the Village of Glencoe Residential Design Guidelines; adding Glencoe's design guidelines are voluntary, but involve unique guidelines that are designated by area which are based upon a village character analysis, very similar to the discussion this board had in relation to neighborhood character. He added that Glencoe, in the case of a teardown, reviews the character of the existing homes on both sides of the street and use those existing characteristics to review the plans for the new home.



The immediate surrounding homes setbacks, building heights, side yard requirements are taken into consideration for the new home. Based upon Glencoe's program, while voluntary, an applicant who meets most if not all the guidelines, are given additional exemptions to do other things with the new house. Staff believes the Glencoe guidelines provide a decent framework for the Village to consider. Staff will review our current regulations and create something workable for the Village. **Chairperson Kennerley** noted this process takes the approach of working with residents, providing alternatives rewarding them in return for designing a home with "neighborhood character" in mind.

The members of the Architectural Review Board recommended staff continue to review the Glencoe guidelines, provide some indications of what Village of Lincolnshire neighborhood character would include and come back for further discussion.

#### **4.0 UNFINISHED BUSINESS (None)**

**5.0 NEW BUSINESS.** **Tonya Zozulya**, on behalf of the Village Staff, welcomed Mike McCall to the Architectural Review Board.

#### **6.0 CITIZEN COMMENTS (None)**

#### **7.0 ADJOURNMENT**

There being no further business, **Chairperson Kennerley** adjourned the meeting at 9:05 p.m.

Respectfully Submitted,  
Carol Lustig  
Administrative Assistant, Community & Economic Development Dept.