



**AGENDA**  
**ARCHITECTURAL REVIEW BOARD MEETING**  
**Public Meeting Room, Village Hall**  
**Tuesday, December 18, 2018**  
**7:00 p.m.**

*Reasonable accommodations or auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings. Please contact the Village Administrative Office (847.883.8600) 48 hours in advance if you need any special services or accommodations. The Architectural Review Board will not proceed past 10:30 p.m. unless a motion is made and approved by a majority of the Architectural Review Board members to extend the meeting one-half hour to 11:00 p.m. Any agenda items or other business that are not addressed within this time frame will be continued to the next regularly scheduled Architectural Review Board Meeting.*

**CALL TO ORDER**

**1.0 ROLL CALL**

**2.0 APPROVAL OF MINUTES**

- 2.1 Approval of the Minutes of the Architectural Review Board Meeting Held on Tuesday, September 4, 2018.

**3.0 ITEMS OF GENERAL BUSINESS**

- 3.1 Consideration of a Minor Amendment to an Existing Special Use Permit for Shell Gas Station/Circle K Regarding Convenience Store and Car Wash Building Design and Sign Changes, 1000 Milwaukee Avenue (Municipal Resolutions).
- 3.2 Workshop regarding Text Amendments to Title 12, Sign Control, of the Lincolnshire Village Code, to Consolidate and Revise Regulations in the Downtown and Corridor Commercial Sign Districts for Permanent Signs (Village of Lincolnshire).
- 3.3 Approval of 2019 Architectural Review Board Calendar and Meeting Schedule (Village of Lincolnshire).

**4.0 UNFINISHED BUSINESS**

**5.0 NEW BUSINESS**

**6.0 CITIZEN COMMENTS**

**7.0 ADJOURNMENT**



**UNAPPROVED** Minutes of the regularly scheduled **ARCHITECTURAL REVIEW BOARD** held on Tuesday, September 4, 2018 in the Public Meeting Room of the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

**PRESENT:** Chairperson Kennerley, Members Baskin, McCall, Tapia and Santosuosso

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

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

**CALL TO ORDER:** Chairperson Kennerley called the meeting to order at 7:02 p.m.

#### 1.0 ROLL CALL

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

#### 2.0 APPROVAL OF MINUTES

2.1 Approval of the May 31, 2018 Minutes of the Architectural Review Board.

**Member Tapia** moved and **Member McCall** seconded the motion to approve the minutes as written for the May 31, 2018 Architectural Review Board. The motion passed unanimously by voice vote.

#### 3.0 ITEMS OF GENERAL BUSINESS

3.1 Consideration and Discussion of a Petition for a Major Amendment to Westgate of Lincolnshire Planned Unit Development (PUD) to Install a Fence on a Berm along Route 22/Half Day Road (Westgate of Lincolnshire Homeowners Association).

**Ben Gilbertson, Assistant Village Manager/CED Director** summarized the proposal sought by the Westgate Lincolnshire Homeowners Association of a major amendment to the PUD to install a fence along Half Day Road/Route 22, noting the concern the homeowner's association has raised in regards to Stevenson school pedestrian traffic impact on the Westgate residents. The fence as proposed per Westgate Lincolnshire Homeowners association would include:

- Increase in fence height from maximum permitted 6 ft. to 8 ft.
- Placement of the fence on the berm, following the contours of the berm.
- Installation of a board and batten style solid wood fence which does not include post end caps as required by code.



**Gordon Grote, Acting VP, Special Projects Westgate Board of Directors** addressed the Board noting the student population at Stevenson has increased to more than 4,000 currently. He noted the existing berm at Stevenson Drive and Route 22 is very low; they are dealing with students and parents parking illegally in Westgate during school hours and other functions, cutting across the berm to get to the school. He stated the homeowners association seeks to cut off the flow of pedestrians across the southern edge of the berm by extending the fence approximately 319 feet along the southern boundary perpendicular to Route 22. The fence would be located 5 ft. back from the right-of-way and would be same style as the existing original installed fence. No trees will be removed; some trimming of trees and additional landscaping will be needed. He added the Westgate Homeowners Association has been diligent in maintaining the existing landscaping and berms for the past 25 years and will be equally diligent with the new fence, berm and landscaping along the southern border if the Village approves this amendment.

In response to questioning by **Chairperson Kennerley** about the pedestrian traffic, **Gordon Grote** replied it occurs throughout the day, but with greater traffic before and after school; much from Hotz Road with students parking in those driveways and cutting through the Westgate southern berm to get to school. **Member McCall** asked if they considered a metal fence. **Gordon Grote** replied the association wanted to keep the fence similar with the existing fence. **Bob Barnhill, Westgate Homeowners Association Treasure**, noted the landscaping was planted 25 years ago and has grown into a forest; students like to cut through it as the canopy is high enough to allow pedestrian passage.

**Member Baskin** noted Westgate has a wonderful green belt around the perimeter but disagreed with the lower plant materials being of any significance to screen the fence as proposed and the "wall effect" of a solid fence. **Member Baskin** asked if they considered a fence that is not so linear and would undulate between the existing trees. **Gordon Grote** disagreed with Member Baskin, saying he felt the Village is asking them to meet a standard no one else along Route 22 has to meet and reiterated they are committed to building a fence and high quality landscaping. **Member Baskin** said the fence is a solution, but not the best solution; this is why the Village has an Architectural Review Board. **Bob Barnhill** addressed the suggestion of an undulating fence; noting they have right-of-way, utility, and setback issues which need to be taken into consideration. In addition, **Bob Barnhill** noted there are height issues with the berm; adding an undulating fence may not look right. **Member Baskin** said he would like to see the fence capture the beauty of the existing trees and keep them as a feature versus putting the fence in front of the trees. He suggested substituting the low juniper bushes with taller species and incorporate an undulating pattern for the fence. **Bob Barnhill** noted they have to deal with salt during winter which is why the plants shown on the plans were selected. In response to the petitioners saying they are considering for a screen, **Member Santosuosso** commented ivy may cause some decay issues with the wood so they should take into consideration.



**Member McCall** moved the Architectural Review Board to recommend to the Village Board their approval of the proposed fence height, material, and location, as well as landscaping for the Westgate of Lincolnshire Homeowners Association, with the cover letter dated August 30, 2018, subject to staff's recommendation and further subject to the Architectural Review Boards suggestions of an undulating fence between the trees and/or addition of taller landscaping material to complement the existing material that exists with the ultimate desire to soften the fence and make it the right scale along Half Day Road.

**Gordon Grote** requested clarification on the motion, noting his association has a budget to adhere to for the fence, and asked if they do an undulating fence on the berm which results in a higher fence, would they have to come back to this board for another height variation. **Chairperson Kennerley** stated they are suggesting if the Association can, with staff supervision, look at potentially weaving the fence in between the trees and maybe only on a couple of sections. **Gordon Grote** said they would work with their landscaper and Village staff for alternatives to a straight linear fence. **Chairperson Kennerley** noted this Board is also suggesting some additional plant materials in addition to the day lilies and hydrangea which will be dormant in the winter to supplement. **Cheryl Pratt of Westgate Homeowners Association** came forward; she said their landscaper had concerns about taller type plants growing up into the trees; they also grouped some species together for height and also have to take into consideration roadway salt in winter. **Member Baskin** suggested Red Twig Dogwood as a good contrast against the fence and to maintain a softer visual. **Tonya Zozulya** stated staff will review alternatives to the fence with the homeowners association; it will be reviewed by the Village Board at a hearing for final consideration.

**Motion seconded by Member Tapia.** Motion passed unanimously by voice vote.

3.2 Consideration and Discussion of a Petition for a Major Amendment to Lincolnshire Marketplace Planned Unit Development (PUD) to Permit Front-Lit Illumination for Existing Wall Signs on Culver's Resdaurant Building at 405 Milwaukee Avenue (Culver's of Lincolnshire).

**Tonya Zozulya, Economic Development Coordinator**, stated Culver's has appeared before this board a few times since 2016. At that time of the initial design and approval, the three existing wall signs were approved to be externally lit with LED lights; photos of which were included in the packet. She stated Culver's indicated to the Village nighttime customer volume is not where it should be. She noted the comments received by Culver's and from customers stated the existing sign at night makes it look like the business is closed; hence the request from Culver's for the major amendment to the Lincolnshire Marketplace PUD. She added staff suggested changing to a backlit sign which is permitted by code, but Culver's indicated this would still not meet their requirements. The Village Board did review this proposal and were favorable in terms of sign illumination change. **Tonya Zozulya** said she also completed a



field review of signs in the immediate area; noting some signs were backlit, some externally and some front lit.

**Kevin Weasler, Culver's Lincolnshire** addressed the Board, stating when they were going through the approval process for Culver's; they did not think the sign design through very well and he takes the responsibility for those design decisions. Recently one night when he looked up at the sign, he said it appeared to be turned off, giving the impression Culver's was closed. He noted other signs along the Milwaukee Avenue Corridor have numerous internally lit signs. He stated their primary goal is to look open and remain competitive for Lincolnshire. He added the sign company can add the tools to dim the sign if needed and will turn the sign off at the close of business each day. He presented sign pictures which indicated the visual difference between the existing and proposed sign. **Member Tapia** stated he noticed the sign one evening and he thought they were closed; other members were in support of the proposed sign change.

**Eric Tapia moved** the Architectural Review Board recommends to the Village Board for their approval of the proposed front-lit illumination for three existing wall signs on the north, south and west elevations on the existing Culver's Restaurant building at 405 Milwaukee Avenue, as presented in the packet submitted by Culver's of Lincolnshire, with the cover letter dated August 29, 2018, subject to staff's recommendation all three wall signs be turned off at business close.

**Motion seconded by Member McCall.** Motion passed unanimously passed by voice vote.

3.3 Continued Consideration and Discussion of Text Amendments to Various Sections to Title 12, Sign Control, of the Lincolnshire Village Code, to revise the Clarify Requirements for Permanent and Temporary Signs (Village of Lincolnshire).

**Tonya Zozulya, Economic Development Coordinator** addressed the Board, recapped the content neutrality nature of the code; permissible signs will be based upon which zoning district they are located in. She stated in previous meetings with the Architectural Review Board there was agreement signs should be turned off at night when located within 120 ft. of residential dwellings, but there was a request for a dimming standard for signs 120 ft. outside of residential dwellings. On July 19, 2018 staff conducted nighttime field inspections at 15 sign locations using a light meter. The results of these findings are included, the last page of the packet. The information was collected at various distances from the sign; the property line assumed to be at the curb. She stated none of the signs measured exceeded the allowable .5 foot candles at the property line; in fact most were all at 0. Only exception was the Marriott electronic message board along Milwaukee Avenue, which seemed to be dependent upon the background showing at the time of the survey. **Chairperson Kennerley** thanked Village staff for conducting the sign brightness inventory; reviewing these findings was very helpful. As this



dimming issue was the last remaining open item on the proposed sign code, **Chairperson Kennerley** asked if this Board was ready to make a motion.

**Member McCall moved**, having conducted a public hearing on January 16, 2018 and having held further consideration and discussion on March 20, 2018, May 31, 2018 and September 4, 2018, the Architectural Review Board recommend to the Village Board for their approval of comprehensive Sign Code revisions to Title 12 of the Lincolnshire Village Code regarding permanent and temporary signs, as presented in the draft Sign Ordinance prepared by the Village Attorney; no additional conditions.

**Motion Seconded by Member Tapia.** Motion passed unanimously by voice vote.

3.4 Continued Consideration and Discussion of Single Family Residential Design and Bulk Regulations (Village of Lincolnshire).

**Ben Gilbertson, Assistant Village Manager/CED Director** presented a brief recap for the Board

- Initially discussed at November 21, 2017 and January 16, 2018 after referral from Village Board.
- Four areas of special consideration including limiting siding materials, minimum code requirement for landscaping, front door orientation, and “lantern effect”.
- Village of Glencoe voluntary guidelines, incentives and historic preservation of certain areas within Glencoe.

**Member McCall** asked if the Village Attorney has reviewed what has been discussed to date. Staff replied the Village Attorney had not reviewed the items discussed. **Member Baskin** inquired as to what the ARB wanted to achieve and what the community should look like. **Chairperson Kennerley** noted this came from an individual issue but the Architectural Review Board wanted to accomplish some guidelines for new homes and improvements to existing homes for residents and builders to consider. **Member Tapia** commented on the neighborhood character and asked the Board to consider what that character is versus people’s taste and style. **Member Baskin** said this was an opportunity to put a ‘stake in the ground” and do something a little different. **Chairperson Kennerley** said the residents should have some input as to what the character of Lincolnshire is and should become. **Member Tapia** said the Architectural Review Board also needed to consider changing demographics of the Village.

**Ben Gilbertson** stated the Village is currently re-evaluating the Village branding and logo. **Chairperson Kennerley** said if that is the case, this Board should wait until the “branding” process is completed. **Ben Gilbertson** said there is a consultant under contract who has done previous work on branding with the Village and has revised some of those initial proposals. He further added much of the previous discussion on bulk regulations included potentially expanding the purview of the Architectural Review Board. **Ben Gilbertson** said



if the Architectural Review Board did not want to expand their review authority; whatever guidelines would come from this Board and Zoning Board would be up to staff to interpret and execute those guidelines.

**Member Baskin** noted recent trends to build smaller homes but recent developments in the Village seemed to go bigger. On the branding issue, **Member Tapia** asked why the Village Board is considering the rebranding. **Chairperson Kennerley** asked about the branding issue, what the look is and what does it represent; how will the residents react to the new branding?

**Ben Gilbertson** stated in regards to the branding, the Village Board will mainly focus on the actual logo, but will also include discussion about how the Village communicates with the community. **Chairperson Kennerley** noted the Architectural Review Board would want to see the approved logo and branding but also to learn what led the Village Board to reconsider the branding at this time.

**Member Santosuosso** commented when there is new development and no existing “neighborhood character”, it should be considered as a commercial development and appear before the Architectural Review Board, requiring minimum design requirements with the intent to build neighborhood character. He added that in regards to existing subdivisions and neighborhoods, he was against further regulation but does see the need to further review the tear down issue. **Tonya Zozulya** clarified multi-family projects do appear before the ARB, but single-family, non-PUD subdivisions such as Whytegate are not required to appear before the Architectural Review Board. **Member Santosuosso** said the guidelines could be useful, but did want them to set precedent.

**Chairperson Kennerley** requested staff and the branding consultant provide to the Architectural Review Board reasons for the final branding designs; stating this would be very useful for the Architectural Review Board to take into consideration during their deliberation of the bulk regulations.

#### 4.0 UNFINISHED BUSINESS (None)

#### 5.0 NEW BUSINESS (None)

#### 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.

**REQUEST FOR BOARD ACTION  
Architectural Review Board  
December 18, 2018**

**Subject:** Shell Gas Station/Circle K - Building Design and Sign Changes  
(1000 Milwaukee Ave)

**Action Requested:** Approval of a Minor Amendment to the Existing Special Use Permit Regarding Convenience Store and Car Wash Building Design and Signs

**Petitioner:** Municipal Resolutions

**Originated By/Contact:** Tonya Zozulya, Planning & Development Manager

**Referred To:** Architectural Review Board

**Background:**

- Municipal Resolutions, the petitioner representing the property owner (RDK Ventures LLC), seeks to modify the existing convenience store and car wash wall signs and install a new fascia band on both buildings. The proposal is supported and has been approved by RDK Ventures LLC.
- The 1.7-acre property is located in the Corridor Commercial Sign District on the northwest corner of Milwaukee Avenue and Aptakisic Road, as shown on Figure 1 and on the attached map (see attached Document 1).
- The gas station and car wash site was rezoned and approved with a Special Use permit in 1997. The project was placed on hold until 1999 when the original Special Use Ordinance was amended to accommodate a revised site layout, which included signage for the entire site. The site was subsequently constructed in accordance with the 1999 revised plans. In following years, Circle K took control of the property, with Shell continuing to own fuel pumps.
- In 2010, the Village Board approved a Special Use amendment to revise convenience store and car wash wall signage (with a variation for an increased wall sign height) and to revise two existing ground signs to incorporate new Circle K and car wash faces (Ordinance #10-3172-49).
- In 2016, the ARB approved a minor Special Use amendment to permit ground sign and gas station canopy wall sign modifications.

**Figure 1: Location Map**



**Approval Process:**

- The Special Use Ordinance for this property requires ARB review of any site design

changes.

- Village code provides for a minor Special Use amendment process with ARB review and final approval when the approved site intensity, uses, and structure scale remain unaltered.

**Project Summary & Staff Comments:**

Circle K Convenience Store Building

The petitioner is proposing the following changes (see attached Document 2):

- Install a new 15.83 sq. ft. “Circle K” backlit wall logo with acrylic letters for the east and south elevation of the convenience store, replacing the existing 6.25 sq. ft. backlit “K” logo on the same elevation (see attached Document 3). Attached is verification of the logo registration with the United States Patent and Trademark Office as well as a rendering of the logo nighttime illumination.
- Install a new non-illuminated red fascia band with orange and white accents, consistent with the Circle K brand, on the east, south, and north elevations, replacing the existing white fascia. The existing fascia on the west elevation is proposed to remain unchanged.

Car Wash Building

The petitioner is proposing the following changes (see attached Document 2):

- Install two new non-illuminated wall signs: (1) a 2.9 sq. ft. “Car Wash” wall sign with acrylic letters on the west elevation, and (2) a 2.2 sq. ft. “Exit” wall sign with acrylic letters on the east elevation, replacing the existing 1 sq. ft. vinyl decal “Exit” sign.
- Install a new 4’ tall, 3 sq. ft. car wash menu board near the entrance to the car wash along the west elevation. The menu board dimensions meet Village code.
- Remove the existing 3.43 sq. ft. vinyl decal “Car Wash” sign on the south elevation. No replacement is proposed.
- Install a new non-illuminated red fascia band with orange and white accents on the west, east and south elevations to match the proposed convenience store band, replacing the light-colored fascia. The existing fascia on the north elevation is proposed to remain unchanged.
- The proposed convenience store and car wash sign dimensions and code requirements for the Corridor Commercial Sign District are summarized below (see attached Document 4). The proposed signs dimensions, materials, and illumination meet code.

Sign	Max code permitted/ proposed sign length	Max code permitted/ proposed sign face height	Max code permitted/ proposed letter height	Max code permitted/ proposed logo height
Corridor Commercial Sign Code	18’	36”	24”	30”
Convenience Store – “Circle K”	6’-4”	N/A	N/A	30”
Car Wash - “Car Wash”	4’-9 1/8”	7 3/8”	7 3/8”	N/A
Car Wash - “Exit”	2’-8”	10”	10”	N/A

**Recommendations:**

Staff recommends approval of the proposed convenience store and car wash building design and sign modifications with the following conditions:

1. Install the new red fascia band with orange and white accents on the west elevation of the convenience store and on the north elevation of the car wash.
2. Remove the existing instructional board from above the car wash entrance and the signs on both sides of the car wash entrance upon the installation of the new “car wash” building sign and the freestanding car wash menu board.

**Motion:**

*The Architectural Review Board moves to approve the proposed convenience store and car wash wall signs and fascia band for the existing Shell Gas Station/Circle K convenience store, located at 1000 Milwaukee Avenue, as depicted in a presentation packet prepared by Municipal Resolutions, with the cover letter dated September 24, 2018, and as depicted in the material/color sample board provided at the meeting, subject to recommendations contained in the staff memorandum, and further subject to...*

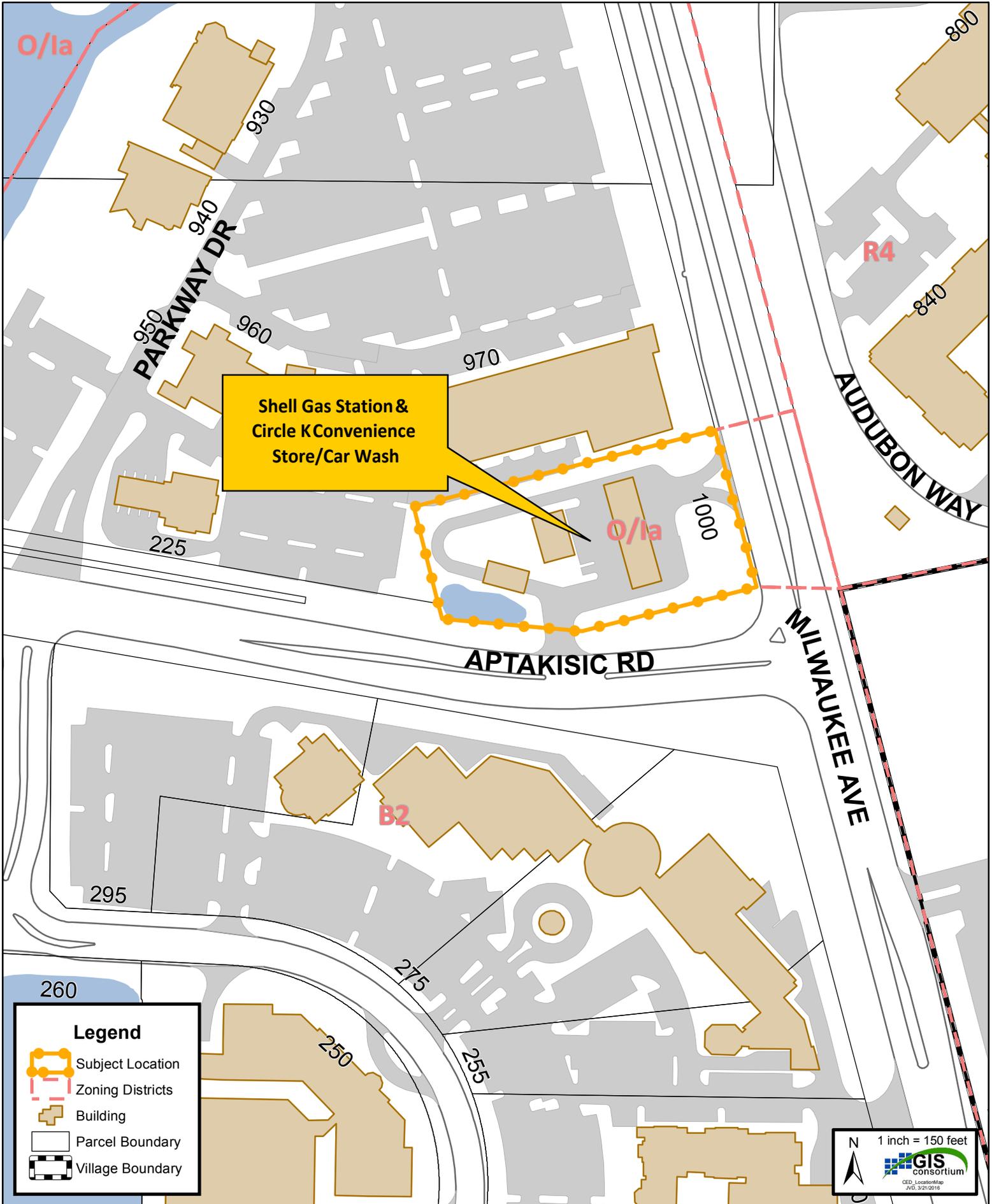
*{Insert any additional conditions or modification desired by the ARB}*

**Reports and Documents Attached:**

- Document 1: Location Map, prepared by MGP Consortium.
- Document 2: Cover letter and presentation packet, prepared by Municipal Resolutions, with the cover letter dated September 24, 2018.
- Document 3: Photos of the existing Circle K convenience store and car wash buildings, prepared by staff.
- Document 4: Sign Code excerpt regarding wall sign requirements in the Corridor Commercial Sign District.

<b>Meeting History</b>	
ARB Review (current):	December 18, 2018

# Shell Gas Station & Circle K Convenience Store 1000 Milwaukee Ave



**Legend**

-  Subject Location
-  Zoning Districts
-  Building
-  Parcel Boundary
-  Village Boundary

N 1 inch = 150 feet



GIS consortium  
CED LocationMap  
JVG 3/20/2016



P.O. Box 2552 | Naperville, IL 60567  
T 630.978.4110 | F 630.978.4220  
support@municipalresolutions.com

September 24, 2018

Village of Lincolnshire  
One Olde Half Day Road  
Lincolnshire, IL 60069

Dear Cherise Kennerley,

The new Circle K logo has been created to be clean, fresh and relevant, and to incorporate the many great assets of our existing brands. It includes circles in both the symbol and the wordmark or text-based element, illustrating wholeness, unity and teams. Ensuring their circle is open and not exclusive, one leg of the K intersects the circle, welcoming customers and communities.

We would like to update the signage at the Circle K 1000 Milwaukee. We would like to update the existing Circle K sign with the new 15.83 square foot logo on the east elevation. We would like to add a 15.83 square feet wall sign on the south elevation. Both signs are halo-illuminated. We would like to add non-illuminated fascia band for the east, south and north convenience store elevations.

We would also like to update the car wash signage. We would like to add non-illuminated fascia band for the east, south and west for the car wash elevations. On the west elevation, we would like to add an acrylic sign for 2.9 square feet of text stating "Car Wash". On the east elevation, we would like to add an acrylic sign for 2.2 square feet of text stating "Exit". Lastly, we would like to install a menuboard at the entrance for 3 square feet. These signs will not be illuminated.

Thank you,

A handwritten signature in black ink that reads "Karen Dodge".

Karen Dodge

630-978-4110



RDK Ventures, LLC

## LETTER OF AUTHORIZATION

July 26, 2018

TO WHOM IT MAY CONCERN,

This letter authorizes Corporate Identification Solutions, Inc. to install signs at the following location as detailed in the site drawings enclosed. Corporate Identification Solutions, Inc. and Municipal Resolutions are authorized to secure permits and variances required by the local governing body as necessary.

**SITE:**  
**CK #6704**  
**1000 Milwaukee Ave**  
**Lincolnshire, IL**

Sincerely,

RDK Ventures, LLC / Circle K  
545 S Ridge Line Rd  
Carmel, IN

By



Authorized Agent



United States Patent and Trademark Office

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## Trademarks > Trademark Electronic Search System (TESS)

TESS was last updated on Thu Dec 14 03:33:24 EST 2017

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List At:  OR  to record: **Record 4 out of 28**

[TSDR](#) | [ASSIGN Status](#) | [TTAB Status](#) ( Use the "Back" button of the Internet Browser to return to TESS)



**Word Mark** CIRCLE K

**Goods and Services** IC 004. US 001 006 015. G & S: Fuels, fuel gas, fuel oil, motor fuel, ethanol fuel, Diesel oil, Petroleum, Motor oils, Kerosene, Automotive lubricants, all purposes lubricants, motor vehicle lubricants, Charcoal fuel. FIRST USE: 20151028. FIRST USE IN COMMERCE: 20151028

IC 035. US 100 101 102. G & S: Retail grocery store services and convenience store services featuring foodstuffs, prepared foods, groceries, candy and confections, beverages, alcoholic beverages, water, clothing and apparel, toiletries, non-prescription pharmaceuticals, tobacco products, maps, stationery products, gifts cards, pre-paid telephone calling cards, books, magazine and newspapers, toys, pre-recorded audio/video media, electronics, batteries, household products, health and beauty products, automotive products and lubricants; business management and organization of retail stores and retail convenience stores; business management and organization of petrol service stations; wholesale and retail distributorship of fuels, fuel gas, fuel oil, motor fuel, ethanol fuel, Diesel oil, Petroleum, Motor oils, Kerosene, Automotive lubricants, all purposes lubricants, motor vehicle lubricants, Charcoal fuel; business management assistance relating to the franchising of the establishment and operation of retail stores, retail convenience stores, petrol service stations. FIRST USE: 20151028. FIRST USE IN COMMERCE: 20181028

IC 037. US 100 103 106. G & S: vehicle service stations featuring refuelling and maintenance services, vehicle wash and cleaning services; battery charging services; tire changing services. FIRST USE: 20151028. FIRST USE IN COMMERCE: 20151028

1000 MILWAUKEE AVENUE, LINCOLNSHIRE, IL



**CORPORATE IDENTIFICATION SOLUTIONS**

CUSTOMER  
Circle K

SITE NUMBER  
6704

LOCATION  
Lincolnshire, IL

ACCOUNT REP  
Mike Shelly

DRAWN BY  
JR

DATE  
12/11/18

REVISION  
12

SCALE  
NTS

CORPORATE ID SOLUTIONS  
5563 N Elston Ave.  
Chicago, IL 60630  
P: 773-763-9600 | F: 773-763-9606  
www.CorporateIDSolutions.com

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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**LEVEL A**

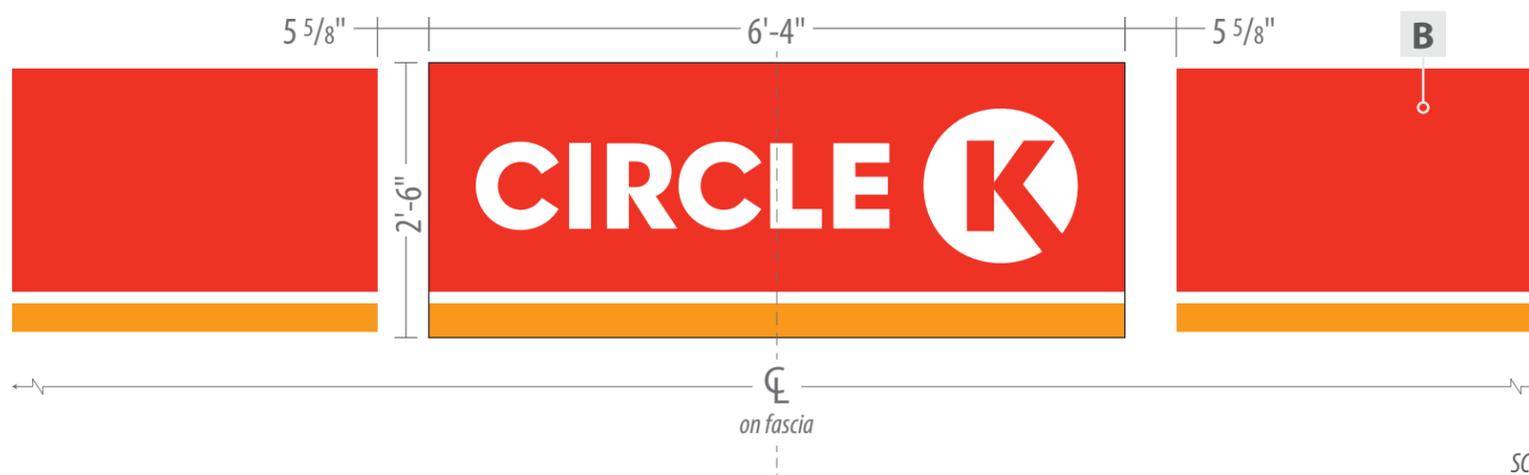
**FIELD VERIFY ALL DIMENSIONS PRIOR TO MANUFACTURE**

	HEIGHT	FRONT	SIDES
<b>BUILDING INFO</b>	15'-0"	57'-6"	39'-0"
<b>FASCIA INFO</b>	30.125"	57'-6"	39'-0"

	SIGN DESCRIPTION	QTY	SIZE	AREA
<b>A</b>	Illuminated Circle K Channel Letters (Halo Illumination)	2	2'-6" x 6'-4"	<b>15.83 SF</b>
<b>B</b>	Aluminum Composite Material Fascia Bands (Non-Illuminated)	1	2'-6" tall	<b>187 LF</b>
<b>C</b>	Building Painted to Match Circle K Paint Schedule			

- CIRCLE K VINYL COLORS**
- 3M 3630-33 Red
  - 3M 3630-3540 Tangerine

- PAINT SCHEDULE (SEMI-GLOSS FINISH)**
- SW #6088 Nuthatch - Grade to 30" above grade starting at front entry door. Gray to be remain horizontal and may change in elevation from starting point.
  - SW #7570 Egret White - 30" above grade to bottom of fascia.



SCALE: 1:20



**CORPORATE IDENTIFICATION SOLUTIONS**

**CUSTOMER**  
Circle K

**SITE NUMBER**  
6704

**LOCATION**  
Lincolnshire, IL

**ACCOUNT REP**  
Mike Shelly

**DRAWN BY**  
JR

**DATE**  
12/11/18

**REVISION**  
12

**SCALE**  
NTS

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



**LEVEL A**

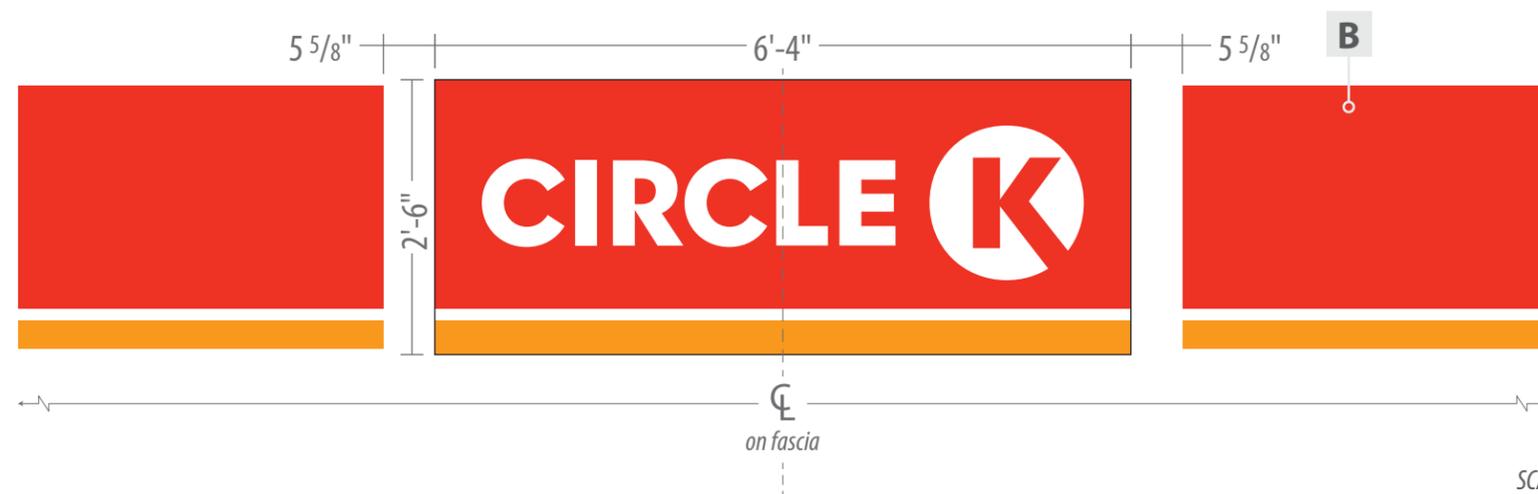
**FIELD VERIFY ALL DIMENSIONS PRIOR TO MANUFACTURE**

	HEIGHT	FRONT	SIDES
<b>BUILDING INFO</b>	15'-0"	57'-6"	39'-0"
<b>FASCIA INFO</b>	30.125"	57'-6"	39'-0"

	SIGN DESCRIPTION	QTY	SIZE	AREA
<b>A</b>	Illuminated Circle K Channel Letters (Halo Illumination)	2	2'-6" x 6'-4"	<b>15.83 SF</b>
<b>B</b>	Aluminum Composite Material Fascia Bands (Non-Illuminated)	1	2'-6" tall	<b>187 LF</b>
<b>C</b>	Building Painted to Match Circle K Paint Schedule			

**CIRCLE K VINYL COLORS**  
■ 3M 3630-33 Red  
■ 3M 3630-3540 Tangerine

**PAINT SCHEDULE (SEMI-GLOSS FINISH)**  
■ SW #6088 Nuthatch - Grade to 30" above grade starting at front entry door. Gray to be remain horizontal and may change in elevation from starting point.  
■ SW #7570 Egret White - 30" above grade to bottom of fascia.



SCALE: 1:20



**CORPORATE IDENTIFICATION SOLUTIONS**

**CUSTOMER**  
Circle K

**SITE NUMBER**  
6704

**LOCATION**  
Lincolnshire, IL

**ACCOUNT REP**  
Mike Shelly

**DRAWN BY**  
JR

**DATE**  
12/11/18

**REVISION**  
12

**SCALE**  
NTS

**CORPORATE ID SOLUTIONS**  
 5563 N Elston Ave.  
 Chicago, IL 60630  
 P: 773-763-9600 | F: 773-763-9606  
 www.CorporateIDSolutions.com

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



**LEVEL A**

**FIELD VERIFY ALL DIMENSIONS PRIOR TO MANUFACTURE**

	HEIGHT	FRONT	SIDES
<b>BUILDING INFO</b>	15'-0"	57'-6"	39'-0"
<b>FASCIA INFO</b>	30.125"	57'-6"	39'-0"

	SIGN DESCRIPTION	QTY	SIZE	AREA
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**CIRCLE K VINYL COLORS**

- 3M 3630-33 Red
- 3M 3630-3540 Tangerine

**PAINT SCHEDULE (SEMI-GLOSS FINISH)**

- SW #6088 Nuthatch - Grade to 30" above grade starting at front entry door. Gray to be remain horizontal and may change in elevation from starting point.
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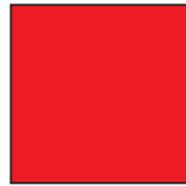
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**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## PAINT COLORS



### SAFETY RED

SW #4081

Semi-gloss finish



### SHELL WARM WHITE

RAL9016

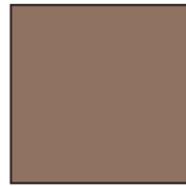
Semi-gloss finish



### EGRET WHITE

SW #7570

Semi-gloss finish



### NUTHATCH

SW #6088

Semi-gloss finish

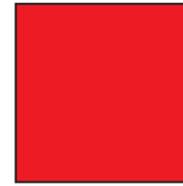


### SHELL GRAY

Paint to match Pantone 431

Semi-gloss finish

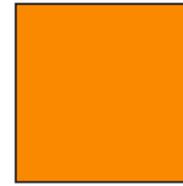
## SIGN COLORS



### PRIMARY RED

Pantone 485

3M 3630-33 Red



### PRIMARY ORANGE

Pantone 144

3M 3630-3540 Tangerine



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Chicago, IL 60630

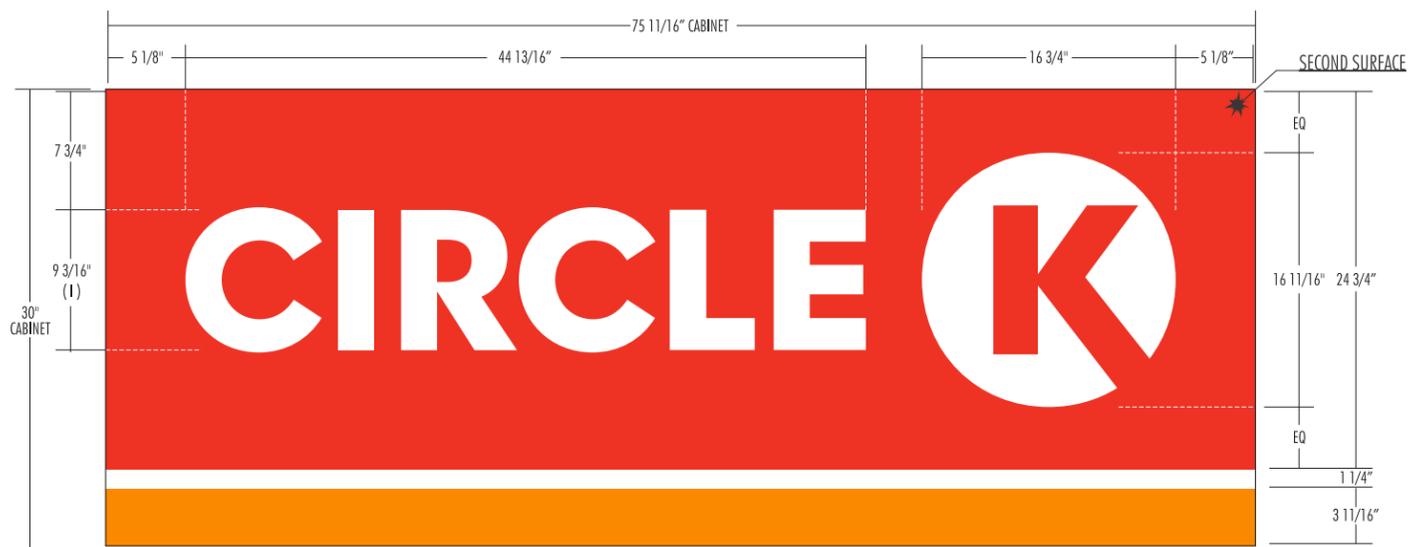
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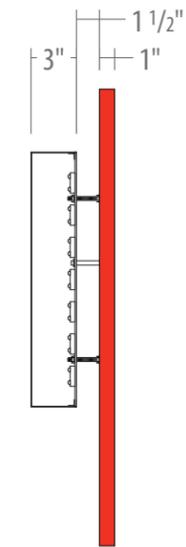
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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



FRONT VIEW



SIDE VIEW

**SignResource**  
IDENTITY GROUP  
6135 District Blvd • Maywood, CA 90270  
800.423.4283 • Fax 323.560.7143  
Website: www.signresource.com

REVISION HISTORY:

REV	DATE	REQUESTED BY	UPDATED BY
A	10/30/17	R.S	EOA

REVISION DESCRIPTION: INITIAL DRAWING RELEASE

MATERIAL INFORMATION

ITEM	DESCRIPTION
1	CLEAR MODIFIED ACRYLIC
2	3M VINYL
3	
4	
5	
6	

DECORATION INFORMATION

ITEM	DESCRIPTION
A	WHITE PLASTIC WET PAINT
B	3M VINYL 3630-33 RED <span style="background-color: red; color: white; padding: 2px;">PMS 485</span>
C	3M VINYL 3630-84 TANGERINE <span style="background-color: orange; color: white; padding: 2px;">PMS 144</span>
D	
E	
F	

DECORATION APPLICATIONS

ITEM	DESCRIPTION
A	
B	<span style="background-color: red; color: white; padding: 2px;">PMS 485</span>
C	<span style="background-color: orange; color: white; padding: 2px;">PMS 144</span>
D	
E	
F	

GENERAL NOTES

- TOLERANCE (UNLESS NOTED)
  - GRAPHICS +/- 1/8" • FACE SIZE + 1/16" - 1/4"
  - CABINET +/- 1/8" • VINYL OVERLAP + 1/8" +/- 1/16"
  - ALL COPY LEVEL UNLESS NOTED OTHERWISE
- VIEWING DISTANCE 25' TO 50' UNLESS NOTED OTHERWISE
- PMS COLOR CALLOUT INDICATES USE OF SPRAYLAP MIX SYSTEM
- NO DEVIATION OR MATERIAL SUBSTITUTION WITHOUT ECH.
- ALL ELECTRICAL SIGNS TO COMPLY WITH UL 48

DESCRIPTION  
**CIRCLE K**  
**WALL SIGN 3' X 6'**

VOLTAGE:	CIRCUIT:	CURRENT:	DESIGN LOAD:
120 AC	ONE		30 PSF

DRAWN BY: E.ACOSTA  
CHECKED BY:

CLIENT: CIRCLE K SKYFALL

LOCATION: VARIOUS LOCATIONS

QUOTE: DATE: 10/30/2017

DRAWING/PART #  
CKS3076SP10L REV: A SHEET # 1 OF 2

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APPROVAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
By signing, you are validating the dimensions and graphic provided to SignResource and/or you are handling your own installation.

Please Note: Weights and Measures requirements vary by State, County and Municipality. It is the responsibility of the customer to confirm that these graphics are compliant with all local Regulations, Statutes and Ordinances. Compliancy must be confirmed by the party obtaining the permit. SignResource is not liable for misinterpretation of local Weights and Measures requirements or any rule changes that may occur after the order has been placed. If permitting and installation is provided by SignResource, we will make every effort to confirm the signage provided is compliant at the time of installation.



CUSTOMER  
Circle K  
SITE NUMBER  
6704

LOCATION  
Lincolnshire, IL  
ACCOUNT REP  
Mike Shelly

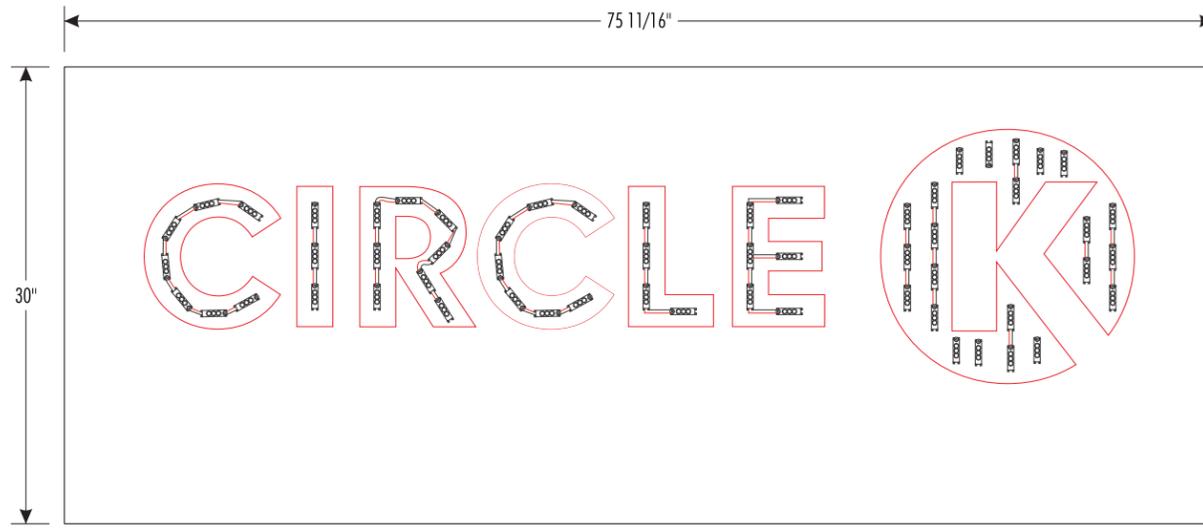
DRAWN BY  
JR  
DATE  
12/11/18  
REVISION  
12  
SCALE  
NTS

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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



LED LIGHTING COMPONENTS			UOM
OLED Sylom65S	SYLVANIA BACKLED M PLUS SQUARE	58	EACH
OLED Syl60PS	SYLVANIA OPTOTRONIC LED POWER SUPPLY	1	EACH



**FRONT VIEW**

<b>APPROVAL SIGNATURE</b>	<b>DATE</b>
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**REVISION HISTORY:**

REV	DATE	REQUESTED BY	UPDATED BY
A	10/30/17	R.S	EOA

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**MATERIAL INFORMATION**

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C	3M VINYL 3630-84 TANGERINE <span style="background-color: orange; color: white; padding: 2px;">PMS 144</span>
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E	
F	

**DECORATION APPLICATIONS**

ITEM	DESCRIPTION
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**GENERAL NOTES**

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  - GRAPHICS +/-1/8" • FACE SIZE + 1/16"-1/4"
  - CABINET +/- 1/8" • VINYL OVERLAP + 1/8" +/- 1/16"
  - ALL COPY LEVEL UNLESS NOTED OTHERWISE
- VIEWING DISTANCE 25' TO 50' UNLESS NOTED OTHERWISE
- PMS COLOR CALLOUT INDICATES USE OF SPRAYLAT MIX SYSTEM
- NO DEVIATION OR MATERIAL SUBSTITUTION WITHOUT ECH.
- ALL ELECTRICAL SIGNS TO COMPLY WITH UL 48

**DESCRIPTION**

**CIRCLE K  
WALL SIGN 3' X 6'**

VOLTAGE:	CIRCUIT:	CURRENT:	DESIGN LOAD:
120 AC	ONE		30 PSF

DRAWN BY: E.ACOSTA      CHECKED BY:

CLIENT: CIRCLE K SKYFALL

LOCATION: VARIOUS LOCATIONS

QUOTE:	DATE:
	10/30/2017

DRAWING/PART #	REV.	SHEET #
CKS3076SP10L	A	2 OF 2

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**CORPORATE IDENTIFICATION SOLUTIONS**

**CUSTOMER**  
Circle K

**SITE NUMBER**  
6704

**LOCATION**  
Lincolnshire, IL

**ACCOUNT REP**  
Mike Shelly

**DRAWN BY**  
JR

**DATE**  
12/11/18

**REVISION**  
12

**SCALE**  
NTS

**CORPORATE ID SOLUTIONS**  
5563 N Elston Ave.  
Chicago, IL 60630  
P: 773-763-9600 | F: 773-763-9606  
www.CorporateIDSolutions.com

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

1000 MILWAUKEE AVENUE, LINCOLNSHIRE, IL



EXISTING



EXISTING



EXISTING



**CORPORATE  
IDENTIFICATION  
SOLUTIONS**

CUSTOMER  
Circle K

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6704

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Lincolnshire, IL

ACCOUNT REP  
Mike Shelly

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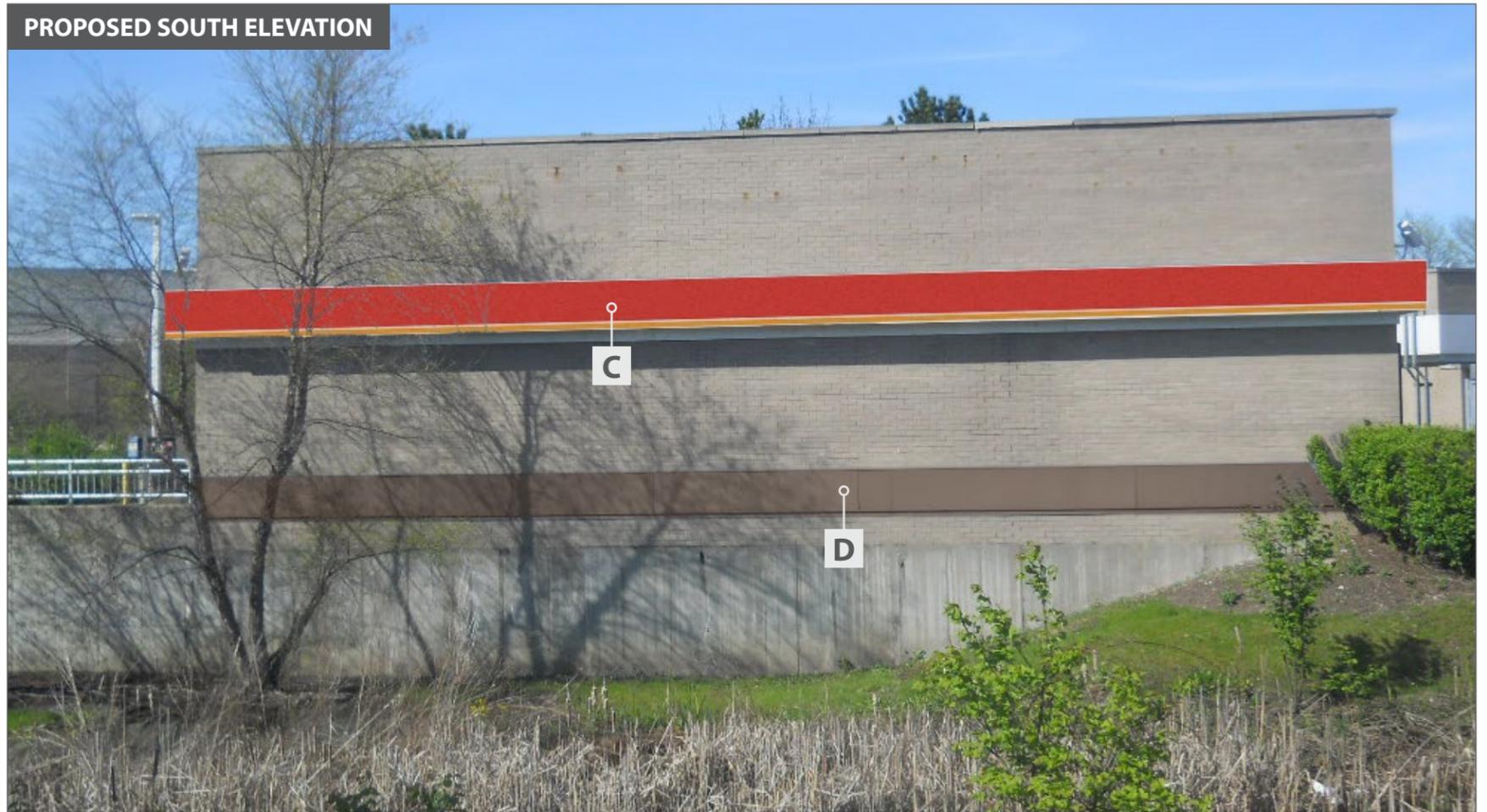
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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**ARTWORK REFLECTS CURRENT SURVEY**

	HEIGHT	ENTER/EXIT	DEPTH
<b>BUILDING INFO</b>	15'-0"	29'-0"	53'-0"
<b>FASCIA INFO</b>	2'-0"	29'-0"	53'-0"

	SIGN DESCRIPTION	QTY	SIZE	AREA
<b>A</b>	Car Wash-1/2" thick white acrylic dimensional letters painted white (Non-Illuminated)	1	7 3/8" x 4'-9 1/8"	<b>2.9 SF</b>
<b>B</b>	Exit -1/2" thick white acrylic dimensional letters painted white (Non-Illuminated)	1	10" x 2'-8"	<b>2.2 SF</b>
<b>C</b>	ACM Fascia Bands - Aluminum Composite Material (Non-Illuminated)	1	2'-0" high	<b>164 LF</b>
<b>D</b>	Building, Bollards & Clearance Sign Painted to Match Circle K Paint Schedule			

**CIRCLE K VINYL COLORS**

- 3M 3630-33 Red
- 3M 3630-3540 Tangerine

**PAINT SCHEDULE (SEMI-GLOSS FINISH)**

- SW #6088 Nuthatch - Grade to 30" above grade starting at front entry door. Gray to be remain horizontal and may change in elevation from starting point.
- SW #7570 Egret White - 30" above grade to bottom of fascia.



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EXISTING

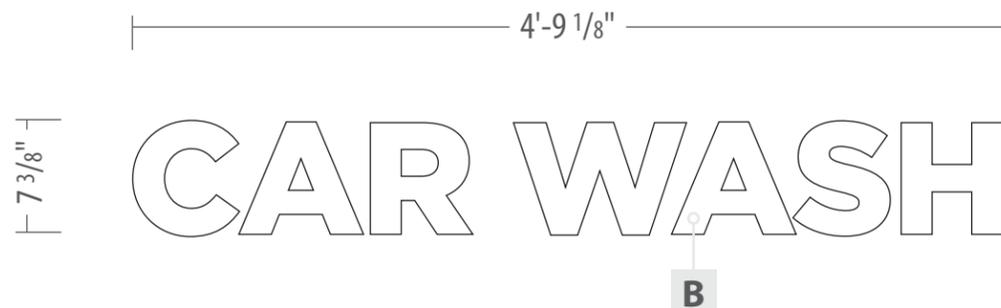


PROPOSED WEST ELEVATION

**ARTWORK REFLECTS CURRENT SURVEY**

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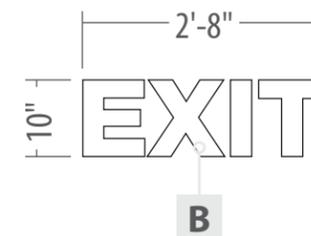
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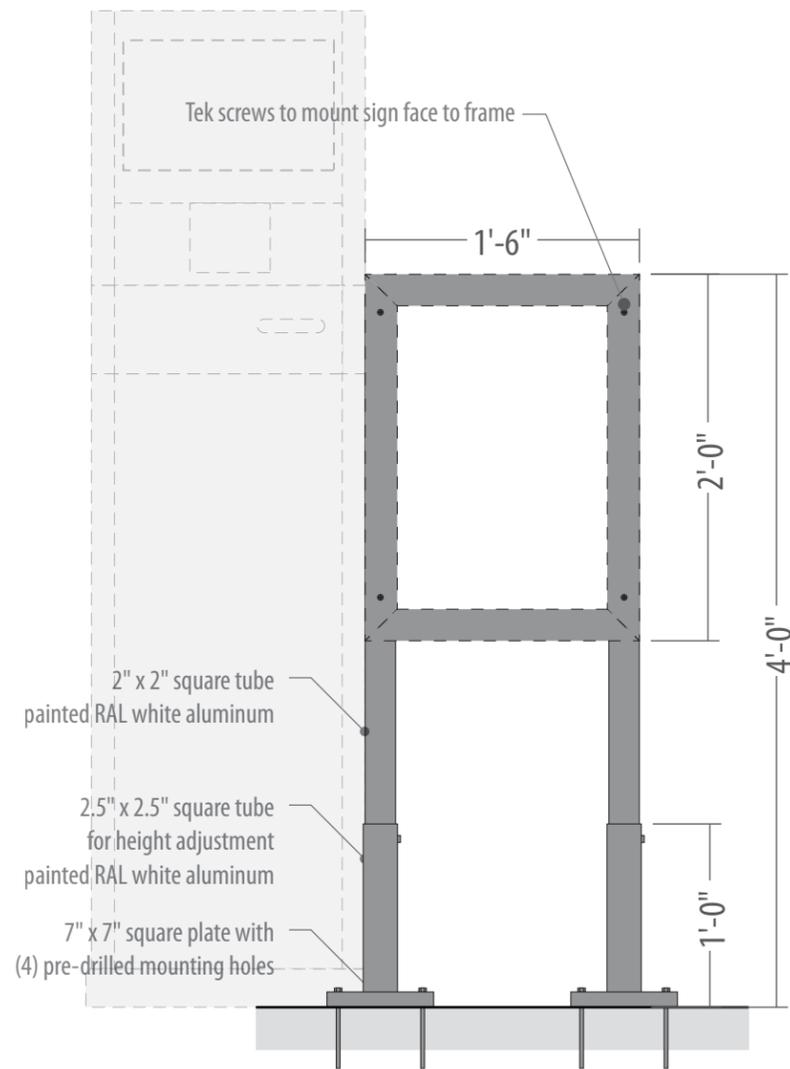
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**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_



**INSTRUCTIONS SIGN - AO  
3 SF**

**3 TOTAL SF**



**CORPORATE  
IDENTIFICATION  
SOLUTIONS**

**CUSTOMER**  
Circle K

**SITE NUMBER**  
6704

**LOCATION**  
Lincolnshire, IL

**ACCOUNT REP**  
Mike Shelly

**DRAWN BY**  
JR

**DATE**  
10/18/18

**REVISION**  
11

**SCALE**  
NTS

**CORPORATE ID SOLUTIONS**  
5563 N Elston Ave.  
Chicago, IL 60630  
P: 773-763-9600 | F: 773-763-9606  
www.CorporateIDSolutions.com

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



**SECONDARY SIGNAGE**

SIGN DESCRIPTION	QTY	SIZE	AREA
------------------	-----	------	------



**CORPORATE IDENTIFICATION SOLUTIONS**

CUSTOMER  
Circle K

SITE NUMBER  
6704

LOCATION  
Lincolnshire, IL

ACCOUNT REP  
Mike Shelly

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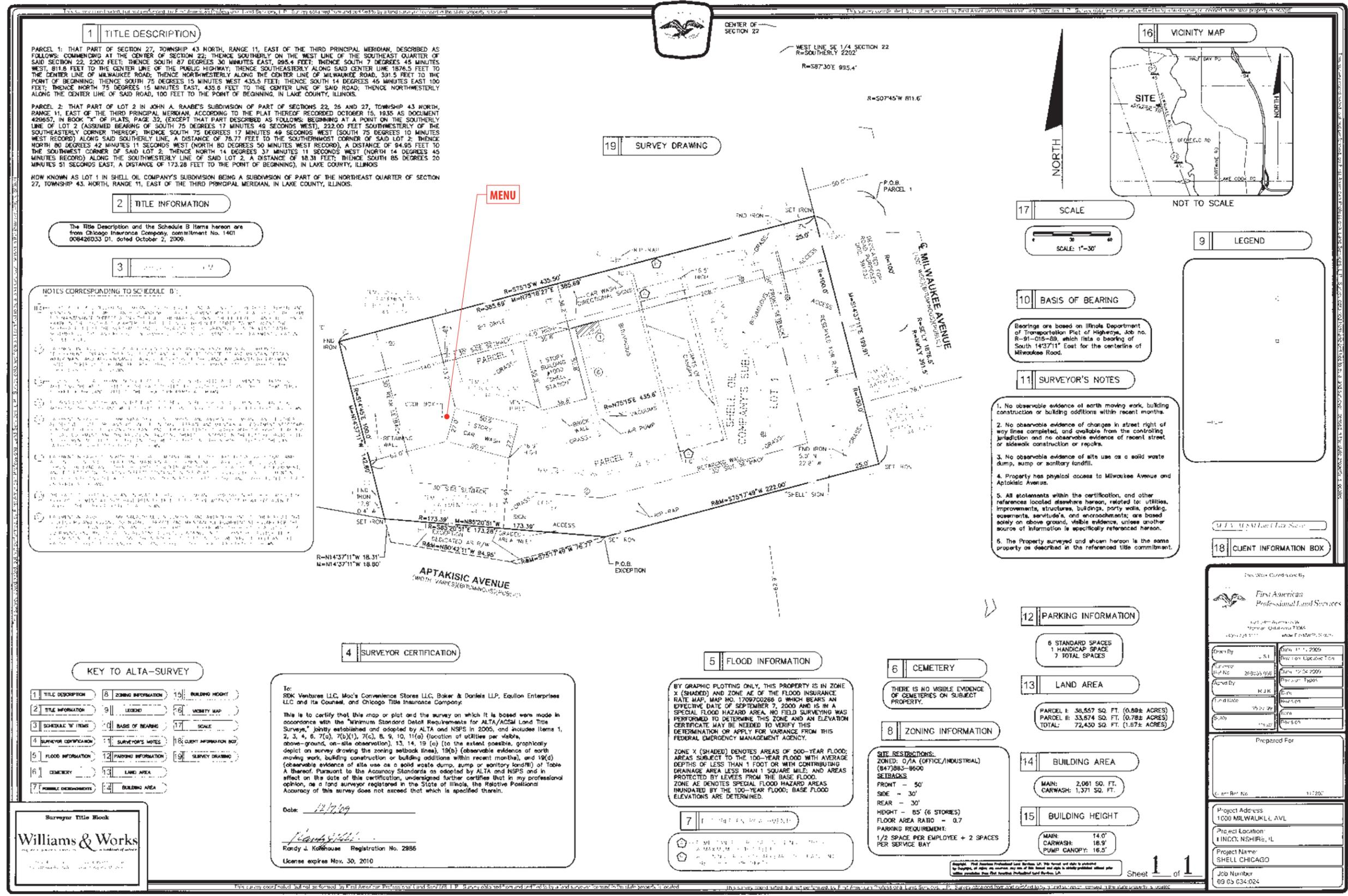
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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



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

DOCUMENT 3

EXISTING CONVENIENCE STORE - EAST



EXISTING CONVENIENCE STORE - NORTH AND WEST













## DOCUMENT 4

## SIGN CODE

**B. Wall Signs**

Permanent wall signs are permitted in the Downtown Sign District, the Corridor Commercial Sign District, the Office/Industrial Sign District and for non-residential uses in the Residential Sign District, subject to the following standards.

1. Wall signs are permitted only in districts listed in Table 3, subject to the regulations of Table 3 and this Title. The maximum Sign Area of a wall sign shall be ten percent (10%) of the area of the wall to which it is attached, including doors and windows, or the maximum wall sign area listed in Table 3, whichever is less.
2. Wall signs are permitted for each building wall that faces a public street or parking lot, with no more than one (1) wall sign permitted on any wall, unless permitted by Section 12-9-1(B)(11) and Section 12-9-1(B)(13). Where there is a secondary customer entrance, an additional wall sign is permitted but shall be limited to no more than sixteen (16) square feet and shall only indicate the name of the business and the words “entrance,” “enter” or similar term.
3. The total area of a side wall sign or signs shall not exceed five percent (5%) of the area of the side façade of the principal building, including doors and windows, or twenty-five (25) square feet, whichever is less. Any side wall sign must be located facing a side yard of twelve (12) feet or more in width on the same lot.
4. Wall signs must be safely and securely attached to the building wall. Wall signs must be affixed flat against the building wall and must not project more than six (6) inches from the building wall. Illuminated wall signs shall not be permitted to extend more than twelve (12) inches beyond the sign face or sign structure.
5. No wall sign affixed to a building, including sign support structure, may project beyond the ends or top of the wall to which it is attached. On buildings existing on the effective date of this Title, July 1, 2009, a parapet wall must not be constructed for the sole purpose of increasing the allowable height of a wall sign.
6. Wall signs shall not cover windows, doors or architectural features.
7. For buildings in commercial use, wall signs should be located on the sign frieze, or the portion of the building immediately above the first floor windows and below the second floor window sills in the case of a two-story building. For buildings in office use that are larger than two-stories, wall signs may be located on the top floor of the building no more

than five (5) feet above the windows on the top floor and no portion of such wall sign shall extend above the roof line.

8. Wall signs may be constructed of wood, metal or plastic.
9. Internally illuminated wall signs shall only consist of backlit/halo illumination and be designed so light does not filter through the face of individually cut letter sets. In the Corridor Commercial and Office/Industrial Sign Districts, internal illumination where light is filtered through the face of individual letter sets is permitted under the following conditions: a) the majority of gross floor area must be devoted to office use; b) the wall sign shall only identify the office occupant; c) the building height must be a minimum of forty (40) feet; and d) the wall sign shall be mounted a minimum of thirty-five (35) feet above grade. Gooseneck reflectors are permitted on all wall signs provided the reflectors concentrate the illumination upon the sign face only.
10. In no case shall any side wall or rear wall sign be permitted to contain any form of illumination if said wall is adjacent to a residential district.
11. On multi-tenant commercial buildings, all wall signs must be located at a generally uniform height on the building wall in similar proportion to one another. Wall signs identifying individual tenant spaces in multi-tenant structures shall be centered within each leaseable space unless otherwise approved by the Department of Community and Economic Development. Signs within a multi-tenant commercial development must be of a natural or white finish, however a logo or mark registered with the United States Patent and Trademark Office shall not be limited by color. Where a single principal building is devoted to two (2) or more business or commercial uses, the operator of each such use may install a wall sign. The maximum area of each such sign shall be determined by the proportionate share of the front façade, including doors and windows, of the principal building occupied by each such use and applying such proportion to the total sign area permitted for the front wall of the building.
12. On multi-tenant office buildings, one wall sign shall be permitted per building frontage, provided signs have a minimum separation from the common edge of each building frontage equal to ten feet (10') or one third (1/3) of the length of the respective frontage, whichever is lesser.
13. On multi-tenant industrial buildings, individual tenant wall signs shall be permitted only for those tenant spaces that have individual entrances facing a public street or a parking lot. Such signs must be located over or next to a corresponding entrance at a uniform height on the building wall in similar proportion to one another. Regardless of whether the first wall sign in any multi-tenant building is installed over the entry or next to the entry, that same placement type shall be required for any additional signs in the same building. The maximum area of each such sign shall be determined by the proportionate share of the front façade, including doors and windows of the principal building occupied by each tenant space and applying such proportion to the total sign area permitted for the front wall of the building. Any two adjoining wall signs placed next to entrances shall be located no closer than 1 foot (1') from each other. Any two adjoining wall signs placed above entrances shall be located no closer than 5 feet (5') from each other.
14. Within a single-tenant commercial development, signs utilizing carved, etched, or raised letters are not limited by color. Metal letters and logos shall have a non-reflective metal surface.
15. Wall signs shall be attached to a building façade at a height of not less than eight (8) feet

above any sidewalk, and may not extend over said thoroughfare and/or sidewalk.

16. Consistency must be provided between ground sign lettering for individual tenants and the corresponding lettering of wall signs on the façade of the building.

<b>TABLE 3 WALL SIGNS</b>					
<b>SIGN DISTRICT</b>	<b>Maximum Sign Area</b>	<b>Maximum Sign Length</b>	<b>Maximum Height of Sign Face</b>	<b>Maximum Height of Letters</b>	<b>Maximum Height of Logo</b>
<b>Downtown Sign District</b>	10% of the area of the wall to which the sign is attached	15 ft.	2 ft.	18 in.	24 in.
<b>Corridor Commercial Sign District</b>	10% of the area of the wall to which the sign is attached	18 ft.	3 ft.	24 in.	30 in.
<b>Office/Industrial Sign District</b>	10% of the area of the wall to which the sign is attached	20 ft.	3 ft.	24 in.	30 in.
<b>Residential Sign District - Non-residential Use</b>	10% of the area of the wall to which the sign is attached, or 24 sq. ft., whichever is less	8 ft.	2 ft.	12 in.	18 in.



**Agenda Item  
3.2 ARB**

**REQUEST FOR BOARD ACTION  
Architectural Review Board  
December 18, 2018**

**Subject:** Sign Code (Title 12) Revisions - Downtown and Corridor Commercial Sign District Requirements

**Action Requested:** Workshop Regarding Permanent Wall and Ground Sign Requirements in the Downtown and Corridor Commercial Sign Districts

**Petitioner:** Village of Lincolnshire

**Originated By/Contact:** Tonya Zozulya, Planning & Development Manager

**Referred To:** Architectural Review Board

**Background:**

- At the October 22, 2018 Committee of the Whole meeting, during the consideration of comprehensive Sign Code revisions, the Village Board (Board) directed staff to research and evaluate sign dimensions in the Downtown and Corridor Commercial Sign Districts for potential standardization between both districts (see attached Documents 1 and 2).
- At the November 12, 2018 Committee of the Whole meeting, staff presented to the Board opportunities for potential revisions. The Board expressed appreciation for the three-part monument sign design requirements (base, main area, cap) in the Downtown Sign District but did not reach consensus regarding sign dimensions. Some board members were interested in larger signs in the Downtown District to match those in the Corridor Commercial Sign District. Other board members wished to keep current Downtown Sign District dimensions and consider requests for larger signs on a case-by-case basis. At the conclusion of the meeting, the Board referred this matter to the Architectural Review Board (ARB) for consideration and recommendations (see attached Document 3).

**Overview:**

- Below is an overview of the current Downtown and Corridor Commercial Sign District regulations. Presently, the Corridor Commercial Sign District allows larger wall and ground signs and is less restrictive with sign design criteria compared to the Downtown District.

**Wall Signs**

Sign District	Illumination	Max Length	Max Face Height (letters & graphics)	Max Letter Height	Max Logo Height
Downtown	Backlit Goosenecks	15'	24"	18"	24"
Corridor Commercial	Backlit Frontlit (with restrictions) Goosenecks	18'	36"	24"	30"



**Agenda Item  
3.2 ARB**

**Double-Post Ground Signs**

Sign District	Illumination	Max Area	Max Structure Area	Max Structure Height	Max Structure Length
Downtown	Single tenant Backlit Goosenecks	24 sq.ft.	66 sq.ft.	5.5'	12'
	Multi-tenant Frontlit Backlit Goosenecks				
Corridor Commercial	Frontlit Backlit Goosenecks	30 sq.ft.	72 sq.ft.	6'	12'

**Monument Ground Signs**

Sign District	Illumination	Design	Max Area	Max Structure Height	Max Structure Length
Downtown (single-tenant)	Backlit Goosenecks	- Base - Main area - Cap	54 sq. ft.	6'	9'
Downtown (multi-tenant)	Frontlit Backlit Goosenecks	- Base - Main area - Cap	67.5 sq. ft.	7.5'	9'
Corridor Commercial (single-tenant)	Frontlit Backlit Goosenecks	N/A	60 sq.ft.	6'	10'
Corridor Commercial (multi-tenant)	Frontlit Backlit Goosenecks	N/A	75 sq.ft.	7.5'	10'

**Considerations for the ARB:**

**1. Combine Districts & Apply All Current Corridor Commercial Requirements**

Does the ARB desire to combine the Downtown and Corridor Commercial Sign Districts and have all current Corridor Commercial Sign District requirements apply?

**2. Maintain Districts & Apply All (or Certain) Corridor Commercial Requirements**

Does the ARB desire to maintain the Downtown and Corridor Commercial Sign Districts, yet apply all or any combination of the Corridor Commercial dimensions and/or design and illumination requirements, as follows?

- a. Dimensions only
- b. Dimensions and Design
- c. Dimensions and Illumination
- d. Dimensions, Design, and Illumination

**3. Combine Districts & Develop/Apply New Requirements**

Does the ARB desire to combine the Downtown and Corridor Commercial Sign Districts and develop/apply a new set of requirements?



**Agenda Item**  
**3.2 ARB**

**Recommendation:**

Discussion and feedback to staff. If the ARB would like to propose text amendments regarding Downtown and Corridor Commercial Sign District permanent signs for the Village Board's consideration, a public hearing will be scheduled at a future Architectural Review Board meeting.

**Reports and Documents Attached:**

- Document 1: Sign District map and purpose.
- Document 2: Downtown and Corridor Commercial District regulations.
- Document 3: November 12, 2018 Committee of the Whole meeting minutes.

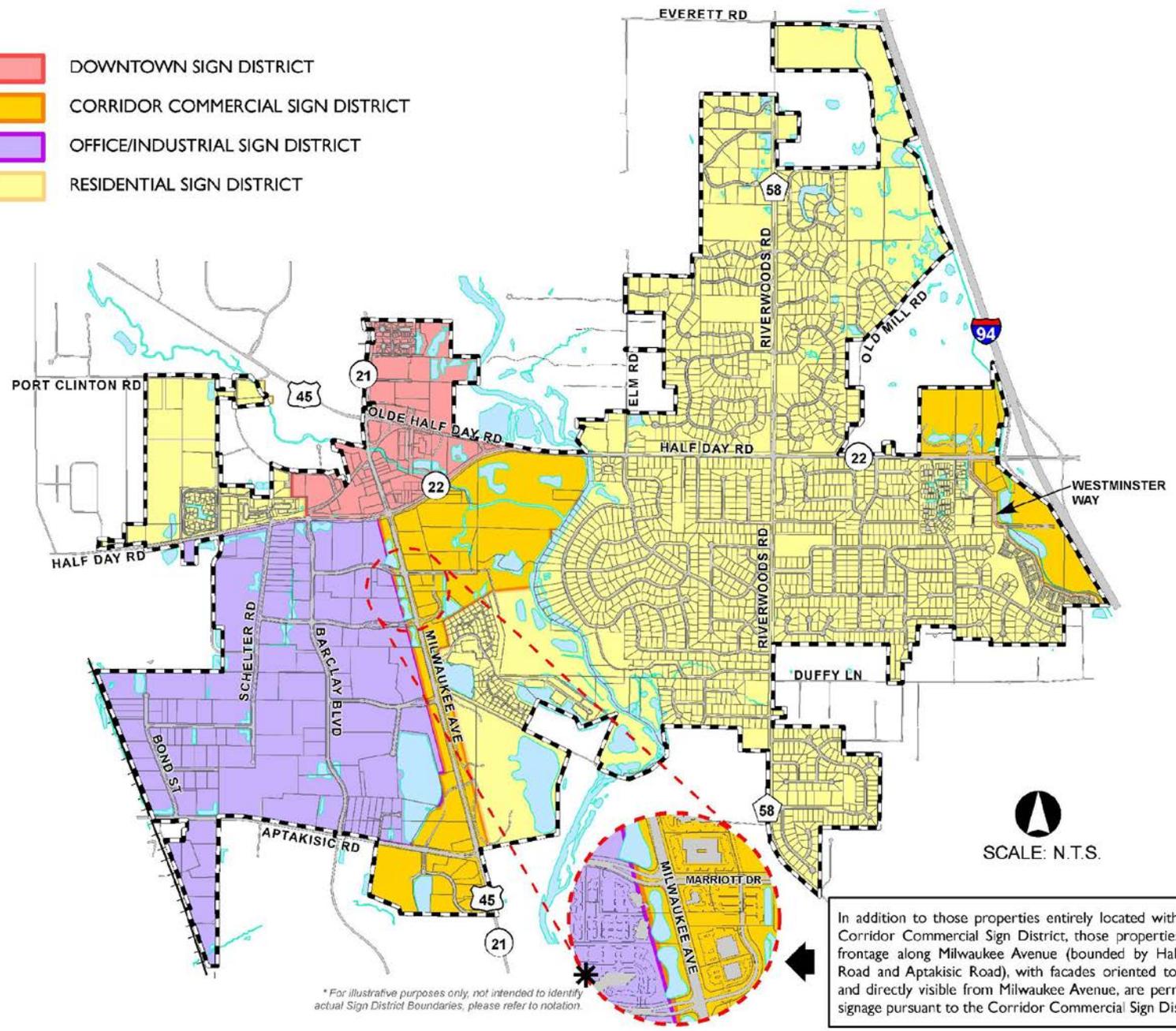
<b>Meeting History</b>	
Committee of the Whole	November 12, 2018
Architectural Review Board Workshop (current)	December 18, 2018

DOCUMENT 1

Site in Ontario  
eased

Site in Ontario  
e

- DOWNTOWN SIGN DISTRICT
- CORRIDOR COMMERCIAL SIGN DISTRICT
- OFFICE/INDUSTRIAL SIGN DISTRICT
- RESIDENTIAL SIGN DISTRICT



\* For illustrative purposes only, not intended to identify actual Sign District Boundaries; please refer to notation.

In addition to those properties entirely located within the Corridor Commercial Sign District, those properties with frontage along Milwaukee Avenue (bounded by Half Day Road and Aptakasic Road), with facades oriented towards and directly visible from Milwaukee Avenue, are permitted signage pursuant to the Corridor Commercial Sign District.

## CHAPTER 6

### ESTABLISHMENT OF SIGN DISTRICTS

#### SECTION:

#### 12-6-1 ESTABLISHMENT OF SIGN DISTRICTS

##### A. Purpose

The establishment of the downtown sign districts is based upon the dominant uses found in each district to ensure that signage is consistent with the unique development character maintained in each district regardless of sign district signage in the future same of the highest aesthetic standards and promote the future as a unique destination with clear and specific requirements.

##### B. Sign Districts

##### 1. Downtown Sign District

The purpose of the downtown sign district is to ensure that signs within the downtown are compatible with the character and image of the downtown and provide businesses with a number of alternatives for advertising to pedestrian and automobile patrons.

In the interest of creating and maintaining an identity and character for the district or each property or planned unit development located within the downtown sign district the following are the types of signs that are permitted for a development in the development ground signs, awnings, window signs, trade signs, awnings or canopies. In addition, directional signs are permitted in the downtown sign district for each property or planned unit development.

##### 2. Corridor Commercial Sign District

The purpose of the corridor commercial sign district is to ensure that signs located along major arterials provide an effective means of advertising as well as presenting a positive and coordinated appearance of the future along the road corridors within the corridor commercial areas are primarily oriented toward the automobile.

In the interest of creating and maintaining an identity and character for the district or each property or planned unit development located within the corridor commercial sign district the following are the types of signs that are permitted for a development in the development ground signs, awnings, window signs, trade signs, awnings or canopies. In addition, directional signs are permitted in the corridor commercial sign district for each property or planned unit development.

## CHAPTER 9

### SIGN CONSTRUCTION AND DESIGN: SPECIFIC STANDARDS BY SIGN TYPE

#### SECTION:

#### 12-9-1 SIGN CONSTRUCTION AND DESIGN: SPECIFIC STANDARDS BY SIGN TYPE

The following signs are the only types of permanent signs permitted in the Village.

##### A. Ground Signs

Ground signs are permitted subject to the following:

1. Ground signs are permitted only in the districts listed in Tables 1 and 2, subject to the regulations of Tables 1 and 2 and this Title.
2. One (1) ground sign is permitted per street frontage of a zoning lot with a maximum of two (2) sign faces, except that any lot or parcel with a frontage of eight hundred (800) feet or more may have two (2) ground signs located not less than four hundred (400) feet apart. If a zoning lot has frontage on more than one (1) street then said lot will be allowed one (1) ground sign per frontage, provided there is sufficient frontage to place the two (2) signs no closer than one hundred (100) feet apart.
3. In addition to a ground sign, drive-through establishments are permitted one (1) menu board sign, whether constructed as a ground sign or double post sign, no more than forty (40) square feet in sign area, no more than six (6) feet in height and no less than twenty (20) feet from any lot line.
4. Ground signs must be setback a minimum distance from the edge of the street, as shown in Table 1: Ground Signs – Monument and Table 2: Ground Signs – Double Post. All signs must be located entirely on private property. No part of any ground sign may be located within or over a street.
5. All ground signs shall be approved by the Department of Community and Economic Development as being in compliance with Title 5, Chapter 4 of the Village Code and shall be constructed of incombustible or approved combustible materials as defined in Section 12-3-1 Definitions.
6. Ground signs may be illuminated by backlit/reverse channel or channel lighting or by external lighting fixtures such as goosenecks and flood lights, with lighting color restricted to shades of white. Internally illuminated ground signs shall be designed so light is filtered through the face of individually cut letter sets. Within the Downtown Sign District, internal illumination shall be limited to multi-tenant ground signs only.
7. The sign structure and sign face of ground signs shall exhibit good scale and proportion; and shall be an integral part of the site and building design by sharing architectural features with the principal structure, including one or more building materials, colors, or design elements.
8. The sign material of ground signs shall consist of materials such as wood, stone, brick, copper, bronze, steel, brushed aluminum, iron, concrete, or similar. Synthetic plaster

shall be permitted if it is used as a primary exterior material on the approved principal structure.

9. Letters and logo(s) are limited to no more than two (2) colors and must be individually carved, etched, or raised and may consist of plastic, wood, or metal letters, with a non-reflective surface, on a contrasting background. Multiple colors used on a logo or mark registered with the United States Patent and Trademark Office are permitted. Consistency must be provided between ground sign lettering and the accompanying wall signs on the building.
10. All ground signs in the Downtown District must be constructed of natural materials, such as wood, stone or masonry, including composite materials that give the impression of such materials.
11. All monument ground signs in the Downtown District shall be composed of three (3) parts: base, sign area and cap.
12. Ground signs for multi-tenant buildings shall exhibit the same design characteristics; including materials, color, fonts, lighting, tenant panels, etc, and shall be consistent in design where there are multiple ground signs on a single property. Ground signs for multi-tenant buildings are limited to four (4) tenants per sign face and a development name. The development name must be larger than the name of individual tenants. In addition, the development name may be distinguished from the individual tenants by font, color or material.
13. The Copy Area shall be a minimum of 2 inches (2") from the perimeter of each Sign Face and shall not exceed a maximum of seventy percent (70%) of the Sign Area.

<b>TABLE 1 GROUND SIGNS – MONUMENT</b>				
<b>SIGN DISTRICT</b>	<b>Maximum Sign Area</b>	<b>Maximum Height of Monument</b>	<b>Maximum Length of Monument</b>	<b>Minimum Setback</b>
<b>Downtown Sign District - Single Tenant</b>	54 sq. ft.	6 ft.	9 ft.	15 ft.
<b>Downtown Sign District - Multi Tenant</b>	67.5 sq. ft.	7.5 ft.	9 ft.	15 ft.
<b>Corridor Commercial Sign District - Single Tenant</b>	60 sq. ft.	6 ft.	10 ft.	15 ft.
<b>Corridor Commercial Sign District - Multi Tenant</b>	75 sq. ft.	7.5 ft.	10 ft.	15 ft.
<b>Office/Industrial Sign District</b>	72 sq. ft.	6 ft.	12 ft.	15 ft.
<b>Residential Sign District</b>	30 sq. ft.	5 ft.	6 ft.	15 ft.

TABLE 2 GROUND SIGNS – DOUBLE POST					
SIGN DISTRICT	Maximum Sign Area	Maximum Structure Area	Maximum Structure Height	Maximum Structure Length	Minimum Setback
Downtown Sign District	24 sq. ft.	66 sq. ft.	5.5 ft.	12 ft.	15 ft.
Corridor Commercial Sign District	30 sq. ft.	72 sq. ft.	6 ft.	12 ft.	15 ft.
Office/Industrial Sign District	30 sq. ft.	72 sq. ft.	6 ft.	12 ft.	15 ft.
Residential Sign District	20 sq. ft.	44 sq. ft.	5.5 ft.	8 ft.	15 ft.

## B. Wall Signs

Permanent wall signs are permitted in the Downtown Sign District, the Corridor Commercial Sign District, the Office/Industrial Sign District and for non-residential uses in the Residential Sign District, subject to the following standards.

1. Wall signs are permitted only in districts listed in Table 3, subject to the regulations of Table 3 and this Title. The maximum Sign Area of a wall sign shall be ten percent (10%) of the area of the wall to which it is attached, including doors and windows, or the maximum wall sign area listed in Table 3, whichever is less.
2. Wall signs are permitted for each building wall that faces a public street or parking lot, with no more than one (1) wall sign permitted on any wall, unless permitted by Section 12-9-1(B)(11) and Section 12-9-1(B)(13). Where there is a secondary customer entrance, an additional wall sign is permitted but shall be limited to no more than sixteen (16) square feet and shall only indicate the name of the business and the words “entrance,” “enter” or similar term.
3. The total area of a side wall sign or signs shall not exceed five percent (5%) of the area of the side façade of the principal building, including doors and windows, or twenty-five (25) square feet, whichever is less. Any side wall sign must be located facing a side yard of twelve (12) feet or more in width on the same lot.
4. Wall signs must be safely and securely attached to the building wall. Wall signs must be affixed flat against the building wall and must not project more than six (6) inches from the building wall. Illuminated wall signs shall not be permitted to extend more than twelve (12) inches beyond the sign face or sign structure.
5. No wall sign affixed to a building, including sign support structure, may project beyond the ends or top of the wall to which it is attached. On buildings existing on the effective date of this Title, July 1, 2009, a parapet wall must not be constructed for the sole purpose of increasing the allowable height of a wall sign.
6. Wall signs shall not cover windows, doors or architectural features.
7. For buildings in commercial use, wall signs should be located on the sign frieze, or the portion of the building immediately above the first floor windows and below the second floor window sills in the case of a two-story building. For buildings in office use that are larger than two-stories, wall signs may be located on the top floor of the building no more

than five (5) feet above the windows on the top floor and no portion of such wall sign shall extend above the roof line.

8. Wall signs may be constructed of wood, metal or plastic.
9. Internally illuminated wall signs shall only consist of backlit/halo illumination and be designed so light does not filter through the face of individually cut letter sets. In the Corridor Commercial and Office/Industrial Sign Districts, internal illumination where light is filtered through the face of individual letter sets is permitted under the following conditions: a) the majority of gross floor area must be devoted to office use; b) the wall sign shall only identify the office occupant; c) the building height must be a minimum of forty (40) feet; and d) the wall sign shall be mounted a minimum of thirty-five (35) feet above grade. Gooseneck reflectors are permitted on all wall signs provided the reflectors concentrate the illumination upon the sign face only.
10. In no case shall any side wall or rear wall sign be permitted to contain any form of illumination if said wall is adjacent to a residential district.
11. On multi-tenant commercial buildings, all wall signs must be located at a generally uniform height on the building wall in similar proportion to one another. Wall signs identifying individual tenant spaces in multi-tenant structures shall be centered within each leaseable space unless otherwise approved by the Department of Community and Economic Development. Signs within a multi-tenant commercial development must be of a natural or white finish, however a logo or mark registered with the United States Patent and Trademark Office shall not be limited by color. Where a single principal building is devoted to two (2) or more business or commercial uses, the operator of each such use may install a wall sign. The maximum area of each such sign shall be determined by the proportionate share of the front façade, including doors and windows, of the principal building occupied by each such use and applying such proportion to the total sign area permitted for the front wall of the building.
12. On multi-tenant office buildings, one wall sign shall be permitted per building frontage, provided signs have a minimum separation from the common edge of each building frontage equal to ten feet (10') or one third (1/3) of the length of the respective frontage, whichever is lesser.
13. On multi-tenant industrial buildings, individual tenant wall signs shall be permitted only for those tenant spaces that have individual entrances facing a public street or a parking lot. Such signs must be located over or next to a corresponding entrance at a uniform height on the building wall in similar proportion to one another. Regardless of whether the first wall sign in any multi-tenant building is installed over the entry or next to the entry, that same placement type shall be required for any additional signs in the same building. The maximum area of each such sign shall be determined by the proportionate share of the front façade, including doors and windows of the principal building occupied by each tenant space and applying such proportion to the total sign area permitted for the front wall of the building. Any two adjoining wall signs placed next to entrances shall be located no closer than 1 foot (1') from each other. Any two adjoining wall signs placed above entrances shall be located no closer than 5 feet (5') from each other.
14. Within a single-tenant commercial development, signs utilizing carved, etched, or raised letters are not limited by color. Metal letters and logos shall have a non-reflective metal surface.
15. Wall signs shall be attached to a building façade at a height of not less than eight (8) feet

above any sidewalk, and may not extend over said thoroughfare and/or sidewalk.

16. Consistency must be provided between ground sign lettering for individual tenants and the corresponding lettering of wall signs on the façade of the building.

<b>TABLE 3 WALL SIGNS</b>					
<b>SIGN DISTRICT</b>	<b>Maximum Sign Area</b>	<b>Maximum Sign Length</b>	<b>Maximum Height of Sign Face</b>	<b>Maximum Height of Letters</b>	<b>Maximum Height of Logo</b>
<b>Downtown Sign District</b>	10% of the area of the wall to which the sign is attached	15 ft.	2 ft.	18 in.	24 in.
<b>Corridor Commercial Sign District</b>	10% of the area of the wall to which the sign is attached	18 ft.	3 ft.	24 in.	30 in.
<b>Office/Industrial Sign District</b>	10% of the area of the wall to which the sign is attached	20 ft.	3 ft.	24 in.	30 in.
<b>Residential Sign District - Non-residential Use</b>	10% of the area of the wall to which the sign is attached, or 24 sq. ft., whichever is less	8 ft.	2 ft.	12 in.	18 in.



2.1

**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, November 12, 2018**

Present:

Mayor Brandt	Trustee Harms Muth
Trustee Grujanac	<del>Trustee Hancock</del>
Trustee McDonough	Trustee Servi
Trustee Leider	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
<del>Finance Director/Treasurer Peterson</del>	Public Works Director Woodbury
Chief of Police Leonas	Assistant Village Manager/Community &
Planning & Development Manager Zozulya	Economic Development Director Gilbertson

**ROLL CALL**

Mayor Brandt called the meeting to order at 7:32 p.m. and Village Clerk Mastandrea called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of the October 22, 2018 Committee of the Whole Meeting Minutes**

The minutes of the October 22, 2018 Committee of the Whole Meeting were approved as submitted.

**2.2 Acceptance of the October 29, 2018 Special Committee of the Whole Meeting Minutes**

The minutes of the October 29, 2018 Special Committee of the Whole Meeting were approved as submitted.

**2.3 Acceptance of the November 1, 2018 Special Committee of the Whole Meeting Minutes**

The minutes of the November 1, 2018 Special Committee of the Whole Meeting were approved as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

**3.11 Preliminary Evaluation Regarding Wall and Ground Sign Regulations in the Downtown and Corridor Commercial Sign Districts (Village of Lincolnshire)**

Planning & Development Manager Zozulya provided a presentation

regarding a preliminary evaluation regarding wall and ground sign regulations in the Downtown and Corridor Commercial Sign Districts. Planning & Development Manager Zozulya provided wall sign comparisons and ground sign comparisons. Planning and Development Manager Zozulya presented the Board with the following options to consider: combine districts and apply all current Corridor Commercial requirements; maintain separate Districts, and apply all or certain Corridor Commercial requirements; and combine Districts and develop/apply new requirements.

Trustee McDonough suggested leaving it the way it is and allowing businesses to petition for changes or variations, then the Board would make decisions based on petition presented. Trustee Harms Muth stated this is being addressed to avoid variance petitions from coming before the Board.

Trustee Harms Muth asked what the difference was between the red and yellow areas on the sign plan map presented and why there are two different classifications for sign districts. Planning & Development Manager Zozulya noted the red classification represents the Downtown area; where the Lincolnshire Marketplace and Village Green sits and was created to hold this areas to a higher aesthetics standard. Trustee Servi noted his opinion was that when this area was developed it was in knowing that this area had residential uses nearby, and the Board decided to be more restrictive due to the proximity of residential uses. A conversation regarding how the Downtown District was created and how it has evolved followed.

Mayor Brandt asked if staff had a specific recommendation. Planning & Development Manager Zozulya stated staff feels like it is the right time to standardize dimensions but staff would question whether or not design should be separate. Trustee Harms Muth stated her opinion is that she liked the Downtown Sign District ground monument sign examples with a cap, main area and a base, and asked if these have been questioned by businesses. Planning & Development Manager Zozulya stated most questions have come from wall sign sizes.

Trustee Grujanac noted concern in changing the height of the structure of signs in the downtown area.

Village Attorney Simon asked for clarification noting it appears the Board would like to enhance the flexibility for the Downtown District but not necessarily make it exactly the same as the Corridor Commercial. There are regulations that can be made to make it similar to Corridor Commercial such as dimensions, design requirements, and possibly the illumination. Trustee Servi noted he would be in favor of consolidating the dimensions and design but having variances for illumination; specifically if the signs are facing residential. Village Attorney Simon noted the Board adopted a new regulation when the signs have to be

turned off; if they are within 120' or are in direct line sight of residential property. Village Attorney Simon stated staff did a survey of the area and almost none of the current signs are within 120' or directly in sight of residential properties.

Trustee Leider noted his opinion was to be more requiring and restrictive than less. Trustee Harms Muth noted the desire for the two districts to be consistent. A conversation ensued regarding the proposed changes.

Village Attorney Simon noted this is a preliminary evaluation and the next step, if the Board is in approval, would be to refer this to the Architectural Review Board (ARB).

Village Clerk Mastandrea suggested members of the Board take photos of signs they like/dislike and provide to staff.

Trustee Leider asked about the sign at Route 22 and Elm Road being illuminated. Planning & Development Manager Zozulya stated this sign is grandfathered under the current code until 2021, and the owners know the replacement timeline/requirements.

Mayor Brandt stated there is no definitive direction from the Board to the ARB and suggested staff put together a table showing what is allowed at the Vernon Hills Center on the corner of Olde Half Day Road and Milwaukee Ave.

It was the consensus of the Board to refer this to the Architectural Review Board for further study and recommendations.



**Agenda Item**  
**3.3 ARB**

**REQUEST FOR BOARD ACTION**  
**Architectural Review Board**  
**December 18, 2018**

**Subject:** 2019 Architectural Review Board Calendar and Meeting Schedule

**Action Requested:** Consideration and Approval of Proposed Calendar and Meeting Schedule

**Petitioner:** Village of Lincolnshire

**Originated By/Contact:** Ben Gilbertson, Assistant Village Manager/CED Director  
Tonya Zozulya, Planning & Development Manager

**Advisory Board Review:** Architectural Review Board

**Summary / Background:**

The Illinois Open Meetings Act requires Illinois public bodies to adopt an annual schedule each year. Attached is a copy of the proposed Village meeting calendar for 2019 which includes dates for the Architectural Review Board (ARB). The following is a list of dates identifying ARB meetings. A majority of dates fall on the regularly scheduled third Tuesday of the month. However, the date noted with the "\*" reflects a date change due to a holiday falling that week. An explanation of the reason for the change is listed below. Once the meeting dates are approved, staff will send out electronic meeting invites to board members.

January 15, 2019  
February 19, 2019  
March 19, 2019  
April 16, 2019  
May 21, 2019  
June 18, 2019  
July 16, 2019  
August 20, 2019  
September 17, 2019  
**October 16, 2019\***  
November 19, 2019  
December 17, 2019

\*Changed to Wednesday due to Columbus Day on Monday, October 14<sup>th</sup> and Village Board meeting taking place on ARB's regularly scheduled meeting date of Tuesday, October 15<sup>th</sup>.

**Review and Approval Process:**

The dates outlined above need to be reviewed and approved by the Architectural Review Board.

**Staff Recommendation:**

Staff recommends approval of the dates as outlined above.

**Motion:**

*The Architectural Review Board moves to recommend approval of the 2019 Architectural Review Board meeting dates as prepared by staff.*



**Agenda Item  
3.3 ARB**

**Reports and Documents Attached:**

- Proposed meeting calendar listing standing meetings of all Village Boards.



# January 2019

ARB = Architectural Review Board  
 RVB/COW = Regular Village Board/  
 Committee of the Whole

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New Year's Day Village Offices Closed	2	3	4	5
6	7	8 Zoning Board - 7:00 p.m.	9	10	11	12
13	14 RVB?COW - 7:00 p.m.	15 ARB - 7:00 p.m.	16	17	18	19
20	21 Martin Luther King, Jr. Day	22 *Park Board - 7:00 p.m. (moved due to Martin Luther King, Jr.)	23	24	25	26
27	28 RVB/COW - 7:00 p.m.	29	30	31		

# February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 RVB/COW - 7:00 p.m.	12 Zoning Board - 7:00 p.m.	13	14	15	16
17	18 President's Day	19 ARB - 7:00 p.m.	20 *Park Board - 7:00 p.m. (moved due to President's Day)	21	22	23
24	25 RVB/COW - 7:00 p.m	26	27	28		

# March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10 Daylight Savings - Set Clock ahead 1 hour	11 RVB/COW - 7:00 p.m.	12 Zoning Board - 7:00 p.m.	13	14	15	16
17	18 RVB/COW - 7:00 p.m.* (moved due to spring break)	19 ARB - 7:00 p.m.	20 Park Board - 7:00 p.m.	21	22	23
24	25	26	27	28	29	30
31						

# April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 RVB/COW - 7:00 p.m.	9 Zoning Board - 7:00 p.m.	10	11	12	13
14	15 Park Board - 7:00 p.m.	16 ARB - 7:00 p.m.	17	18	19 Passover Begins	20
21	22 RVB/COW - 7:00 p.m.	23	24	25	26	27 Passover Ends
28	29	30				

# May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12 Mother's Day	13 RVB/COW - 7:00 p.m.	14 Zoning Board - 7:00 p.m.	15	16	17	18
19	20 Park Board - 7:00 p.m.	21 ARB - 7:00 p.m.	22	23	24	25
26	27 Memorial Day - Village Offices Closed	28 *RVB/COW - 7:00 p.m. (moved due to Memorial Day)	29	30	31	

# June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 RVB/COW - 7:00 p.m.	11 Zoning Board - 7:00 p.m.	12	13	14	15
16 Father's Day	17 Park Board - 7:00 p.m.	18 ARB - 7:00 p.m.	19	20	21	22
23	24 RVB/COW - 7:00 p.m.	25	26	27	28	29
30						

# July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 4th of July - Village Offices Closed	5	6
7	8 RVB/COW - 7:00 p.m.	9 Zoning Board - 7:00 p.m.	10	11	12	13
14	15 Park Board - 7:00 p.m.	16 ARB - 7:00 p.m.	17	18	19	20
21	22 RVB/COW - 7:00 p.m.	23	24	25	26	27
28	29	30	31			



# August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 RVB/COW - 7:00 p.m.	13 Zoning Board - 7:00 p.m.	14	15	16	17
18	19 Park Board - 7:00 p.m.	20 ARB - 7:00 p.m.	21	22	23	24
25	26 RVB/COW - 7:00 p.m.	27	28	29	30	31

# September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day - Village Offices Closed	3	4	5	6	7
8	9 RVB/COW - 7:00 p.m.	10 Zoning Board - 7:00 p.m.	11	12	13	14
15	16 Park Board - 7:00 p.m.	17 ARB - 7:00 p.m.	18	19	20	21
22	23 RVB/COW - 7:00 p.m.	24	25	26	27	28
29 Rosh Hashanah Begins	30					

# October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Rosh Hashanah Ends	2	3	4	5
6	7	8 Yom Kippur Begins	9 Yom Kippur Ends	10 * Zoning Board - 7:00 p.m. (Moved due to Yom Kippur)	11	12
13 Sukkot Begins	14 Columbus Day	15 * RVB/COW - 7:00 p.m. (Moved due to Columbus Day)	16 *ARB - 7:00 p.m. (Moved due to Columbus Day)	17	18	19
20 Sukkot Ends	21 Park Board - 7:00 p.m.	22	23	24	25 	26
27	28 RVB/COW - 7:00 p.m.	29	30	31 Halloween - Trick or Treat hours 4 - 8 p.m.		

# November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 RVB/COW - 7:00 p.m. Veteran's Day	12 Zoning Board - 7:00 p.m.	13	14	15	16
17	18 Park Board - 7:00 p.m.	19 ARB - 7:00 p.m.	20	21	22	23
24	25 RVB/COW - 7:00 p.m.	26	27	28 Thanksgiving Holiday - Village Offices Closed	29 Thanksgiving Holiday - Village Offices Closed	30

# December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 RVB/COW - 7:00 p.m.	10 Zoning Board - 7:00 p.m.	11	12	13	14
15	16 Park Board - 7:00 p.m.	17 ARB - 7:00 p.m.	18	19	20	21
22 Hanukkah Begins	23	24 Christmas Eve - Village Offices Closed	25 Christmas Day - Village Offices Closed	26	27	28
29	30 Hanukkah Ends	31				

