



- APPROVED** Minutes of the regularly scheduled **ARCHITECTURAL REVIEW BOARD** held on Tuesday, December 18, 2018 in the Public Meeting Room of the Village Hall, One Olde Half Day Road, Lincolnshire, IL.
- PRESENT:** Chair Kennerley and Members Orzeske, McCall, Baskin, Tapia, and Santosuosso
- ABSENT:** Trustee-Liaison Hancock and Member Jensen
- ALSO PRESENT:** Ben Gilbertson, Assistant Village Manager/Director of Community and Economic Development

## CALL TO ORDER

### 1.0 ROLL CALL

The roll was called by **Ben Gilbertson, Assistant Village Manager/Director of Community and Economic Development (AVM/CED)**, and **Chair Kennerley** declared a quorum to be present.

### 2.0 APPROVAL OF MINUTES

2.1 Approval of the September 4, 2018 Minutes of the Architectural Review Board.

**Member McCall** inquired about the Westgate Homeowners Association's fence request and if they complied with the ARB's recommendations. **AVM/CED Director Gilbertson** said they did comply with the ARB's recommendations to the extent they could in terms of fence undulation and landscaping.

**Member Santosuosso** requested an amendment to page 6, paragraph 4, line 10 in include the word "not" with respect to the precedence-setting of architectural design and bulk regulation standards. **AVM/CED Director Gilbertson** said the change would be noted.

**Member Tapia** moved and **Member Baskin** seconded the motion to approve the minutes with the amendment recommended by **Member Santosuosso** for the September 4, 2018 Architectural Review Board.

The motion passed unanimously by voice vote.

### 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).

- **Karen Dodge of Corporate Identification Solutions** on behalf of Circle K provided an introduction and overview of the project and proposed design,



noting the new design is intended to incorporate the corporate branding of Circle K. **Ms. Dodge** provided details on the Circle K logo, dimensions, changes to respective elevations, directional signs, and illumination on both the convenience store building and car wash facility. She stated her client has agreed to staff recommendations. **AVM/CED Director Gilbertson** provided clarification on staff's recommendations as follows:

- Install the new red fascia band with orange and white accents of the west elevation of the convenience store and on the north elevation of the car wash; and
- 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.

**Chair Kennerley** inquired about the current lighting of the Circle K logo and if it was currently illuminated. **Ms. Dodge** stated she believed it is LED.

**Member Tapia** asked if the signs would be removed on the west elevation of the car wash. **AVM/CED Gilbertson** stated they would be removed with installation of new signage and band wrapping.

**Member Orzeske** commented on the existing mirror above the car wash entrance and asked if there would there be safety concerns if the mirror was removed. **Ms. Dodge** stated the mirror was there to assist drivers and didn't think it would be an issue if the mirror were removed.

**Member Baskin** asked about intent of the changes with addition of the color wrapping. **Ms. Dodge** said these are corporate colors and that this project was part of a larger re-branding effort, as well as enhancing visibility. **Member Baskin** stated he was fine with the proposal.

**AVM/CED Director Gilbertson** thanked **Planning & Development Manager Tonya Zozulya** as the project manager for this petition and **Ms. Dodge** for their patience and perseverance throughout the process.

**Member Orzeske** moved and **Member McCall** seconded the motion to approve the proposed convenience store and car wash 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 as noted below:

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.

The motion passed unanimously by voice vote.

- 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).

**AVM/CED Director Gilbertson** introduced the item and provided background on the Downtown and Corridor and Commercial Corridor Sign Districts. He noted at the October 22, 2018 Committee of the Whole meeting, during consideration of the comprehensive Sign Code Revisions, the Village Board directed staff to research and evaluate wall and ground sign dimensions in both the Downtown and Corridor Commercial Sign Districts for standardization. **AVM/CED Director Gilbertson** presented three scenarios for the Architectural Review Board to consider:

- Combine districts and apply all current corridor commercial requirements;
- Maintain districts and apply all (or certain) corridor commercial requirements; or
- Combine districts and develop/apply new requirements.

**Member McCall** provided background on development of the Village Green Downtown Center noting at the original desire to attract retail and maintain its own unique identity as a downtown center; adding he thought it was reasonable at this time to combine the districts.

**Chair Kennerley** asked if there was a way to streamline signage approvals; adding she does not see a need to distinguish signs in these districts. **AVM/CED Director Gilbertson** noted there are Village Board members in favor of keeping the current requirements while others see a need to combining the districts.

**Member Baskin** said the Village should consider signage within broader context of other buildings design and landscaping. Discussion ensued regarding sign visibility, size, and landscaping. **Chair Kennerley** noted the ARB has a desire to improve landscape requirements for signage including year-round color. **AVM/CED Director Gilbertson** provided copies of the current landscape requirements. There was general consensus of the Architectural Review Board to enhance landscape requirements for signage, where possible.

**AVM/CED Director Gilbertson** stated staff would further review and report back to the Architectural Review Board the following elements:

- General consensus to combine districts and consistent standards across the Village using the Commercial Corridor Sign district dimensions;
- Desire for monument signs in both districts;



- Flexibility in signage materials while complementing building architecture; and
- More stringent landscape standards.

3.3 Approval of 2019 Architectural Review Board Calendar and Meeting Schedule (Village of Lincolnshire).

**AVM/CED Director Gilbertson** stated the Illinois Open Meetings Act requires all advisory boards to approve their meeting schedule and calendar prior to or at the first meeting of the year. **AVM/CED Director Gilbertson** reviewed the 2019 dates for the Architectural Review Board meeting schedule; noting the one change out of the ordinary is the October meeting.

**Member Santosuosso** moved and **Member Orzeske** seconded approval of the 2019 Architectural Review Board meeting dates as prepared by staff.

The Motion passed unanimously by voice vote.

4.0 **UNFINISHED BUSINESS (None)**

5.0 **NEW BUSINESS (None)**

**Member McCall** inquired about potential proposals in 2019. **AVM/CED Director Gilbertson** said staff anticipated a proposal for The St. James in early or mid-2019 to come before the Architectural Review Board.

6.0 **CITIZEN COMMENTS (None)**

7.0 **ADJOURNMENT**

There being no further business, **Chair Kennerley** adjourned the meeting at 8:09 p.m.

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