

Memorandum to the Appearance Review Commission
Page 1 of 5

MEMORANDUM

TO: **APPEARANCE REVIEW COMMISSION**
Kevin Neuendank, Chairman
Mike Kollman
Dale Villiard
Brian Enochs
Tom Flader
Les Galo

FROM: Wil Richardson, Planner

DATE: February 12, 2026

RE: Materials for the Appearance Review Commission Meeting
on **Monday, February 16, 2026**

The following is the list of cases scheduled for the Appearance Review Commission Meeting on Monday, February 16, 2026. **The meeting will be held in the Board Room of the Village Hall at 118 W. Cook Avenue, Libertyville, IL.** If you should have any questions or comments regarding any of the items below, please feel free to contact me at (847) 918-2028.

OLD BUSINESS:

None.

NEW BUSINESS:

| **ARC 26-05:** 1419 Peterson Rd.

Applicant(s): *ABJ Ventures, LLC, Jim Ali*

Tenant: iSmash

Request: Request is for signage.

Suggested Action: *The Appearance Review Commission shall forward a recommendation to the Plan Commission.*

APPEARANCE CODE AND ZONING CODE ISSUES:

1. None.

Memorandum to the Appearance Review Commission
Page 2 of 5

STAFF COMMENTS:

1. Although two different depictions of the sign are presented in the applicant's original submittal, the applicant has submitted a revision in their addendum, prepared by Thomas Sign & Awning Co. Inc., dated January 20, 2026, which depicts the signage with black letters. The applicant is requesting a recommendation for this signage plan, which depict black letters.
 - A. Provide clarification on why the letters were changed from white to black. The Commission should consider whether white or black letters provide better legibility and greater consistency with other signage in the Butterfield Square Shopping Center.
2. The façade surface behind the wall sign should be repainted to remove any stains, markings, or fading left by the previous sign. The new paint must match the rest of the façade.
3. The applicant is scheduled for a public hearing before the Plan Commission on February 23, 2026, regarding a request for a special use permit and a text amendment related to their business proposal.

| **ARC 26-06:** 320 Peterson Rd.

Applicant(s): *iC Signs & Graphics, Cory Hock.*

Tenant: SNAP Medical Wellness

Request: Request is for signage.

Suggested Action: *The Appearance Review Commission shall forward a recommendation to the Village Board of Trustees.*

APPEARANCE CODE AND ZONING CODE ISSUES:

None.

STAFF COMMENTS:

1. The Brookside Shopping Sign Criteria stipulates specific fonts and colors that signage must match in order to be approved administratively by staff. In this case, the proposed signage did not fully comply with the Brookside Shopping Sign Criteria due to its font choice and use of white lettering. For this reason, the signage requires review by the

Memorandum to the Appearance Review Commission
Page 3 of 5

Appearance Review Commission and approval by the Village Board of Trustees. However, there is other signage within this plaza that does not meet the sign criteria and has been approved with recommendations from the Appearance Review Commission.

2. The façade surface behind the wall sign should be repainted to remove any stains, markings, or fading left by the previous sign. The new paint must match the rest of the façade.

| **ARC 26-07:** 810 Garfield Ave.

Applicant(s): *Timothy McAlister*

Tenant: Village of Libertyville

Request: Request is for new antennas, mechanical equipment, and landscaping.

Suggested Action: *The Appearance Review Commission shall forward a recommendation to the Village Board of Trustees.*

APPEARANCE CODE AND ZONING CODE ISSUES:

1. Per the Zoning Code Sec. 26-13-8.2, all ground-mounted mechanical equipment shall be screened by an opaque fence, wall, or densely planted landscaping material of a height sufficient to completely screen such equipment from view from all adjoining properties and all streets.

Per the Zoning Code Sec. 26-13-9.3. In IB Institutional Buildings Districts, no fence shall exceed a height of ten (10) feet.

- A. As shown on Sheet C03, Tower Elevation, in the plans prepared by Apex Engineers, Inc., dated January 12, 2026, the proposed ground-mounted mechanical equipment does not appear to be fully screened by the proposed 8-foot fence. The applicant should explore options to either reduce the height of the helical platform or increase the height of the fence. The current proposal does not completely screen the equipment from view.

Memorandum to the Appearance Review Commission
Page 4 of 5

STAFF COMMENTS:

1. Provide additional details on the height of the ice bridge.
2. Staff notes that seven trees have been marked for removal and that a one-for-one replacement is proposed, in accordance with the Village Tree Ordinance. Please confirm that the replacement trees are of similar quality and species to those marked for removal.

| **ARC 26-08:** 801 E. Park Ave.

Applicant(s): *North Shore Sign Inc., Skip Spanjer.*

Tenant: Upscale Rummage

Request: Request is for signage.

Suggested Action: *The Appearance Review Commission shall forward a recommendation to the Village Board of Trustees.*

APPEARANCE CODE AND ZONING CODE ISSUES:

1. Per the Zoning Code Sec. 26-11-8.10, private traffic direction signs are identified as special exception signs, however no such sign shall exceed two (2) square feet per sign face or six (6) feet in height when freestanding. Such signs shall be limited to the location and minimum number to convey such direction. No more than twenty (20) percent of the sign face may be dedicated to business name or logo.
 - A. The Commission shall consider requesting that the applicant reduce the number of private traffic-direction signs to the minimum necessary to convey directions to the storefront entry, in accordance with Zoning Code Sec. 26-11-8.10 referenced above. It is staff's recommendation that the applicant remove Signs A & D from the proposal.

Memorandum to the Appearance Review Commission

Page 5 of 5

2. Per the Zoning Code Sec. 26-11-12, not more than two (2) business signs are permitted per business occupancy in the C-3 General Commercial District.
 - A. Signs G, I, and J are all considered business signs under the Village Zoning Code. One of these three signs must be modified to ensure that only two business signs are proposed. The proposal cannot move forward if the project is not in compliance with the Village Zoning Code. It is staff's recommendation that the applicant utilize Option #2 for Sign G, which would not be considered a business sign.

STAFF COMMENTS:

1. The façade surface behind the wall sign should be repainted to remove any stains, markings, or fading left by the previous sign. The new paint must match the rest of the façade.
2. All unpermitted temporary signage must be removed. Temporary signage permit applications may be submitted to the Community Development Department.