



**APPEARANCE REVIEW COMMITTEE
MEETING AGENDA**

Tuesday, August 27, 2019 - 7:00 p.m.

Highwood City Hall – City Council Chamber
17 Highwood Avenue, Highwood, Illinois

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES
 - A. Minutes and Recommendations from the June 11, 2019 Regular Meeting
- IV. SCHEDULED BUSINESS
 1. Life and Death – Window Signage
 2. Doris Bridal – Facade Renovation
- V. OTHER BUSINESS FROM THE ARC AND CITY STAFF
 - A. Old Business
 - B. New Business
- VI. ADJOURNMENT

APPEARANCE REVIEW COMMITTEE MEMBERS

Paul Mocogni (Chairman)
John Cioni (Secretary)
Ben Ellis
Paul Jaimes
Daniel Wertheimer
Lydia Gonzalez

APPEARANCE REVIEW COMMITTEE

Meeting Minutes for June 11th, 2019

Committee Members present: Paul Mocogni, Paul Jaimes, Dan Wertheimer, Ben Ellis

Committee Members absent: John Cioni

City staff present: Dustin Anand

Meeting called to order at 7:00 pm

Approval of Minutes: Minutes from May 28, 2019 were presented for approval. Motion to accept by Mocogni, seconded by Ellis. Motion carried with all in favor.

SCHEDULED BUSINESS:

1. Brian Carman, representing Teddy O'Brian's presented a new signage proposal. Paul Mocogni inquired as to the number of neon signs that were currently present at the building, and Brian confirmed there was one per façade. The committee discussed that the plans represent a significant improvement over the current green awning, and as presented, are aligned with city code. Dan Wertheimer proposed a passing a recommendation to approve, which was seconded by Ellis. Motion was carried with all in favor.
2. Barbara Soriano, representing RapidServ presented a proposal for window signage. This includes a listing, at eye level of some of the services offered. There is one neon "open" sign.

Committee discussed the facts that: a) the legal business' name does not communicate the nature of the services offered, and b) when cars are parked in the spaces at the front of the business, the lower portions of the window are obscured. Additionally, the building is set back from the street. For these reasons, the committee recommends a variance to: 10-3-6-7 B1(a) – listing of goods and services not permitted – variance based upon 10-3-9-A1(a)-4 – unique circumstances.

Committee recommends approval, but conditional upon:

- a) The old (empty) box sign on the façade must be removed prior to installation of new signage and
- b) It was not apparent from the plans provided whether the lettering on the business phone signage is 4" or less. If it is greater than 4" the size should be amended.

The motion was proposed by Ellis, seconded by Jaimes, and carried with all in favor.

3. Eric Falberg, representing 28 Mile Vodka presented a proposal for sidewalk seating. Ben Ellis inquired as to whether this would risk obstructing sidewalk access. Eric explained that the area where they would be situated is set 5' back from the street, and so the sidewalk would remain clear to pedestrian traffic.

Paul Mocogni shared the new guidelines for outdoor seating areas. These were reviewed, and all agreed that the seating proposed was in line with the guidelines. There will be 10 tables, with seating. Umbrellas, fencing and planters are not part of this proposal.

Jaimes proposed a recommendation to approve, Wertheimer seconded and the motion was passed with all in favor.

OTHER BUSINESS FROM ARC AND CITY STAFF

Paul Mocogni welcomed new Committee members, Paul Jaimes and Dan Wertheimer. Dustin Anand will arrange for them to be provided with full copies of relevant City Code and guidelines.

The next meeting will be June 25th.

With no other business, the meeting was adjourned at 7:54 pm. Motion to adjourn was made by Mocogni and seconded by Wertheimer.



RECEIVED *CH# 5883*
\$75.00
AUG 20 2019

Highwood City Hall

Appearance Review Commission (ARC)
Application Packet & Checklist

Application Type and Fee Schedule

ARC Administrative Review \$75

Awning \$25

Building Review (<5,000 sq ft) \$100

Building Review (>5,000 sq ft) \$200

All Sign Packages Requiring Variation \$150

Landscape or Parking Lot Review \$100

Sign Submittal Requirements

(5 paper copies and 1 digital copy are required)

The following items **MUST** be submitted to the City of Highwood before consideration by the Appearance Review Committee

1. **Completed application** (available at City Hall or City's website)
2. **Type of sign (check all that apply)**

<input type="checkbox"/> Wall	<input type="checkbox"/> Awning/canopy	<input checked="" type="checkbox"/> Window
<input type="checkbox"/> Sandwich board	<input type="checkbox"/> Monument	<input type="checkbox"/> Other (specify) _____
3. **Full-color rendering, or retouched photograph showing sign(s) in relationship to building**
4. **Detailed description of sign:**

<input checked="" type="checkbox"/> Sign dimensions, including total square footage of sign(s)	<input checked="" type="checkbox"/> Sign materials
<input checked="" type="checkbox"/> Colors (provide actual color samples)	<input checked="" type="checkbox"/> Size of all lettering elements
<input checked="" type="checkbox"/> Dimension of window and/or building façade	<input checked="" type="checkbox"/> Name of lettering style (font)
<input checked="" type="checkbox"/> Installation details	
5. **Photographs showing adjacent properties and views from subject property.**
6. **Actual samples of awning, canopy, or sign material**
7. **If applicable, all lighting details:**
 - Photo or actual light fixture
 - Color rendering or retouched photograph showing exact location of light fixtures
 - Detail sheet of wattage, finish lens type for each proposed fixture
 - If applicable, height and light spread indicated on elevation drawings
 - Installation details
8. **Sign variation requests**

New or Remodeled Property/Façade Change

(5 paper copies and 1 digital copy are required)

*paper attached,
digital to be sent
via email*

The following items **MUST** be submitted to the City of Highwood before consideration by the Appearance Review Committee

1. **Plat of Survey** or site plan with scale and north arrow indicating:
 Lot dimensions, total square footage, and required setbacks
 Locations of existing and proposed buildings
 Adjacent roadways with labels
2. **Elevation Drawings** indicating material selections and illustrating proposed improvements.
Please indicate adjacent buildings on elevation drawings to show the context and relationship of any new or renovated structures.
3. **Scaled Color Renderings and Detail Sheets** of relevant improvements.
4. **Photographs** showing the subject property in context of adjacent properties and views from subject property.
5. **Lighting Specifications** if new lighting is part of your proposal, please submit:
 Detail sheet of wattage, finish, lens type for each proposed fixture
 Locations indicated on site plan
 Height and light spread indicated on elevation drawings
 Photometric plan for new construction, parking, or other site lighting applications
6. **Material Samples** including samples of awning material, siding, sign material, brick, etc. that you are proposing. *3 color decal for logo, WHITE only for address numbers*
7. **Landscape & Tree Removal:** Elements of your project must be indicated on the landscape plan detailing all proposed tree removal, planting quantities and species of proposed plantings.
8. **Written Project Narrative:** A written narrative is required to describe the scope and context of your project including additional literature, brochures, and photos.

n/a

n/a

n/a



CITY OF HIGHWOOD
17 HIGHWOOD AVE
HIGHWOOD, IL 60040
Phone 847.432.1924 / Fax 847.432.0735
www.cityofhighwood.org

Appearance Review Committee Application

Please print clearly.

A digital copy of the submittal requirements is required for preliminary Staff Review. If materials are incomplete, Staff will direct the applicant to submit five (5) hard copies of the submittal with one copy of the application form and checklist to:
City Manager, 17 Highwood Ave, Highwood, IL 60040

Name of Project/ Building /Business: Life & Death

Address of Project: 51 Highwood Ave., Highwood

Owner Information

Name: McLennan Property Management as agent

Home Address: 25 N. Northwest Highway

City: Park Ridge State: IL Zip: 60068

Telephone: Steve Schimmel, 847-655-3376

Applicant Information

Name: Lydia Backer

Home Address: 1374 Burr Oak Road

City: Lake Forest State: IL Zip: 60045

Telephone Number: 847-828-1412

Applications for appearance review approval are subject to the requirements of Title 10 Chapter 3 of the City of Highwood and Development. A copy of Title 10 Chapter 3 may be obtained online at:
www.cityofhighwood.org.

It is the responsibility of the applicant to ensure all necessary documentation and permits are filed with the city.

- **Applicant shall be present at the Committee Meeting for presentation of the request.**
- **Incomplete applications will NOT be placed on the agenda.**

I/ We the undersigned, agree to comply with the ordinances of the City of Highwood, I /We agree to submit and obtain all required permits, plans, and inspections. I/We agree to schedule a final inspection.

Signature:  Date: 8/19/2019

Print Name and Title / Position: Lydia Backer, MSW, LSW

Narrative Description of Signage Project

51 Highwood Ave., Highwood

I would like to put a 3-color, removable decal featuring my logo on the inside of one of the storefront windows of this space. See supporting reference for size, fonts, colors and placement.

I would like to replace the address numbers that are currently on the transom over the front entry door. The font those numbers are in matches the signage from the previous occupant, and I don't really care for the font. Helvetica, which I'm proposing, matches my logo and is one of the most readable and universally recognized fonts ever designed.

Thank you for your consideration,

Lydia Backer, MSW, LSW

847-828-1412

ⓑ

Life & Death

TYPE FONTS: Helvetica and Parfait

COLORS: Green PMS 7489U

Grey PMS 7538U

Blue PMS 7459U

(A)

51 | 5" tall HELVETICA
* will be white

62" w

84" T

HELVETICA

5 5/8" T

| Life & Death

* will be 3 colors - see attached (B)

ampersand:
PARFAIT

30" w

51

Life & Death





RECEIVED *ck#1084*
AUG 22 2019 *#75*
Highwood City Hall

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 - Window
 - Sandwich board
 - Monument
 - Other (specify) **FACADE**
3. **Full-color rendering, or retouched photograph showing sign(s) in relationship to building**
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 - Sign materials
 - Colors (provide actual color samples)
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 City Manager, 17 Highwood Ave, Highwood, IL 60040

Name of Project/ Building /Business: Doris BRIDAL

Address of Project: 448 SHARISAN RD

Owner Information

Name: Jack Wykel

Home Address: 16375 DUSPLAINS DR.

City: LIBERTYVILLE State: IL Zip: 60048

Telephone: 847-219-4946

Applicant Information

Name: Jack Wykel

Home Address: 16375 DUSPLAINS DR.

City: LIBERTYVILLE State: IL Zip: 60048

Telephone Number: 847-219-4946 Email address: HSEONDARVR@ATT.NET

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I/ We the undersigned, agree to comply with the ordinances of the City of Highwood, I /We agree to submit and obtain all required permits, plans, and inspections. I/We agree to schedule a final inspection.

Signature: _____ Date: _____

Print Name and Title / Position: _____

OWNER CONSENT (if applicant is other than owner): _____

Client Signature Approval

Client Print Name

Date

Artwork is APPROVED
Proceed with order


Make Changes
& send NEW Proof

Make Changes
& Proceed with order

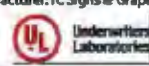


417 Sheridan Rd.
Highwood, IL 60040
O: 708-669-7177 C: 630-313-0286
E: Cory@icsignsinc.com
W: www.icsignsinc.com



 Colors depicted on this drawing are printed simulations to assist in visualizing the artwork. They do not necessarily reflect the actual colors specified.

We warrant the exclusive property of IC Signs & Graphics Inc., and in the event of any original and creative work of its employees. This drawing is submitted to the customer for the sole purpose of convenience of review and to guarantee any design, or a sign manufactured to the design of IC Signs & Graphics Inc. Distributors, use of, or violation of this drawing to create similar customer engagement, or other to create similar design work, or violation of a sign other to the design or similar to this design, is expressly prohibited. In the event that such distribution, use or violation occurs, IC Signs & Graphics Inc. is authorized to pursue legal action and creative services related to creating these signs, as well as any use of graphics and equipment without its rights.

Job Name: DorisReVamp		Contact: Jack/Chris	
Location: 448 Sheridan HW			
Date: 8-22-19	Manufacturer: IC Signs & Graphics Inc.	Sales Person: CLH	
Design By: CLH		Drawing #: VER6	

Client Signature Approval

Client Print Name

Date

Artwork is APPROVED
Proceed with order

Make Changes
& send NEW Proof

Make Changes
& Proceed with order

72"H



Black Satin Finish
Goose Neck Lighting
w/ LED Warm White
Illuminate Panels

15"H

28"H

60" W - Panels
72" W



Example -
HDU Carved PVC
w/ Raised Text &
Removable
Tenant Panels



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Job Name: Doris ReVamp		Contact: Jack/Chris	
Location: 448 Sheridan HW			
Date: 8-22-19	Manufacturer: IC Signs & Graphics Inc.	Sales Person: CLH	
Design By: CLH		Drawing #: VER6	

FERNANDOS'S CONSTRUCTION & REMODELING INC

87 N 6TH ST WHEELING, IL 60090

PHONE 224-436-1735 EMAIL: CAN00522@YAHOO.COM

PROPOSAL

Date: 08/21/2019

For:

Doris Bridal

448 Sheridan Rd, Highwood, IL 60040

Concrete

- Remove all front roof
- Remove awning and sign
- Remove cedar block behind front roof
- Install new brick that matches existing brick on bottom wall
- Or install stucco, customer choice
- Install steal on top of wall
- Install back awning and Doris sign

Total Cost:

\$13,800.00

***Total cost includes waste disposal, material and labor.

X _____ Date: _____

Customer's Signature

X _____ Date: _____

Fernando Arroyo, President



CLAD™ METAL

COLOR SELECTION



Stone White



Bone White



Almond



Sandstone



Sierra Tan



Slate Gray



Aged Zinc*



Cityscape



Charcoal Gray



Matte Black



Mansard Brown



Burnished Slate*®



Medium Bronze



Dark Bronze



Extra Dark Bronze



Brandywine



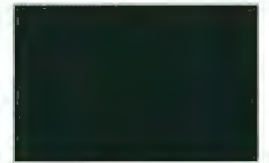
Regal Red



Colonial Red



Terra Cotta



Hartford Green



Award Blue*®



Regal Blue



Sky Blue



Electric Blue*®



Teal



Sherwood Green



Dark Ivy



Patina Green



Helmlock Green



Tropical Patina



Vintage*®



Silver Metallic*®



Classic Copper*®



Champagne Metallic*®

Colors shown are as close to actual painted steel as allowed by the printing process.
For finish warranty information and actual metal samples, please contact your local Sales Rep.
SRI numbers available by request.
* = Denotes premium color.
® = Due to the unique nature of the product, color may vary slightly from batch to batch.
Batches should not be mixed on projects.