



APPEARANCE REVIEW COMMITTEE

MEETING AGENDA

Tuesday, September 24, 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
 - B. Minutes and Recommendations from the August 27, 2019 Regular Meeting
- IV. SCHEDULED BUSINESS
 - A. Street Level Studio – Facade Signage
- V. OTHER BUSINESS FROM THE ARC AND CITY STAFF
 - A. Old Business
 - (1) Walgreens – Parking Lot Maintenance
 - (2) Rapid Serv – Box Sign
 - 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.

APPEARANCE REVIEW COMMITTEE

Meeting Minutes for August 27, 2019

Committee Members present: Paul Mocogni, John Cioni, Paul Jaimes, Lydia Gonzales

Committee Members absent: Ben Ellis, Daniel Wertheimer

City staff present: Dustin Anand

Meeting called to order at 7:00 pm

Approval of Minutes:

Minutes from June 11, 2019 were not discussed as a quorum from that meeting was not present.

SCHEDULED BUSINESS:

1. Life & Death, 51 Highwood Avenue. Lydia Backer, owner, presented plans for a window signage. Window sign "Life & Death" would be 3-color removal decal, approximately 5 5/8 in. x 30 in. displayed up to 4 feet above windowsill on interior window. A "51" address sign would be in 5-inch white decal lettering above door. A motion to recommend approval of the window signage as presented was made by Cioni and seconded by Gonzales. Motion carried with all in favor.
2. Doris Bridal, 448 Sheridan Road. Jack Wykel, owner, presented plans for a façade renovation. Renovation includes removal of mansard roof, removal of existing signs, removal of cedar block behind front roof, installation of some new brick to match existing brick, installation of steel on top of wall and installation of new sign with goose neck lighting. New sign would appear on northeast portion of façade and would be HDU carved PVC 72 in. x 72 in. with 2 panels – 15" x 62" "Traycee Home Care" sign and 28" x 60" "Doris Bridal Service" sign. Black satin finish goose neck LED light would appear above sign panels. Hours of operation in maximum 4-inch lettering would appear on door. Traycee Home Care currently displays a listing of goods and services on one window panel; if plans include keeping this listing, this must be presented for ARC approval. A motion to recommend approval of façade changes and signage, other than good and services signage, was made by Jaimes and seconded by Gonzales. Motion carried with all in favor.

OTHER BUSINESS FROM ARC AND CITY STAFF:

Old business: There was a brief discussion of removal of paper signage at RapidServe.

New business: There was a brief discussion of possible clean-up of exterior and fixing of pothole at Walgreens.

Next meeting is scheduled for September 10, 2019.

With no other business, the meeting was adjourned at 7:42 pm. Motion to adjourn was made by Cioni and seconded by Jaimes.



Appearance Review Commission (ARC) Application Packet & Checklist

Application Type and Fee Schedule

- | | |
|--|--|
| <input checked="" type="checkbox"/> ARC Administrative Review \$75 | <input type="checkbox"/> All Sign Packages Requiring Variation \$150 |
| <input type="checkbox"/> Awning \$25 | <input type="checkbox"/> Landscape or Parking Lot Review \$100 |
| <input type="checkbox"/> Building Review (<5,000 sq ft) \$100 | |
| <input type="checkbox"/> Building Review (>5,000 sq ft) \$200 | |

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

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

<input checked="" type="checkbox"/> Wall	<input type="checkbox"/> Awning/canopy	<input type="checkbox"/> Window
<input type="checkbox"/> Sandwich board	<input type="checkbox"/> Monument	<input type="checkbox"/> Other (specify) _____
- Full-color rendering, or retouched photograph showing sign(s) in relationship to building**
- 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 type="checkbox"/> Installation details	
- Photographs showing adjacent properties and views from subject property.**
- Actual samples of awning, canopy, or sign material**
- If applicable, all lighting details:**

<input checked="" type="checkbox"/> Photo or actual light fixture
<input checked="" type="checkbox"/> Color rendering or retouched photograph showing exact location of light fixtures
<input checked="" type="checkbox"/> Detail sheet of wattage, finish lens type for each proposed fixture
<input checked="" type="checkbox"/> If applicable, height and light spread indicated on elevation drawings
<input type="checkbox"/> Installation details
- Sign variation requests**



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: Street Level Studio

Address of Project: 214 Green Bay Road

Owner Information

Name: 212 Green Bay Road, LLC

Home Address: P.O. Box 104

City: Highwood State: IL Zip: 60040

Telephone: 847-812-3217

Applicant Information

Name: Tanya Fretheim

Home Address: 2185 Maplewood Dr.

City: Gurnee State: IL Zip: 60031

Telephone Number: 773-450-5352

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: 9-19-19

Print Name and Title / Position: Walter Parenti, Building Owner

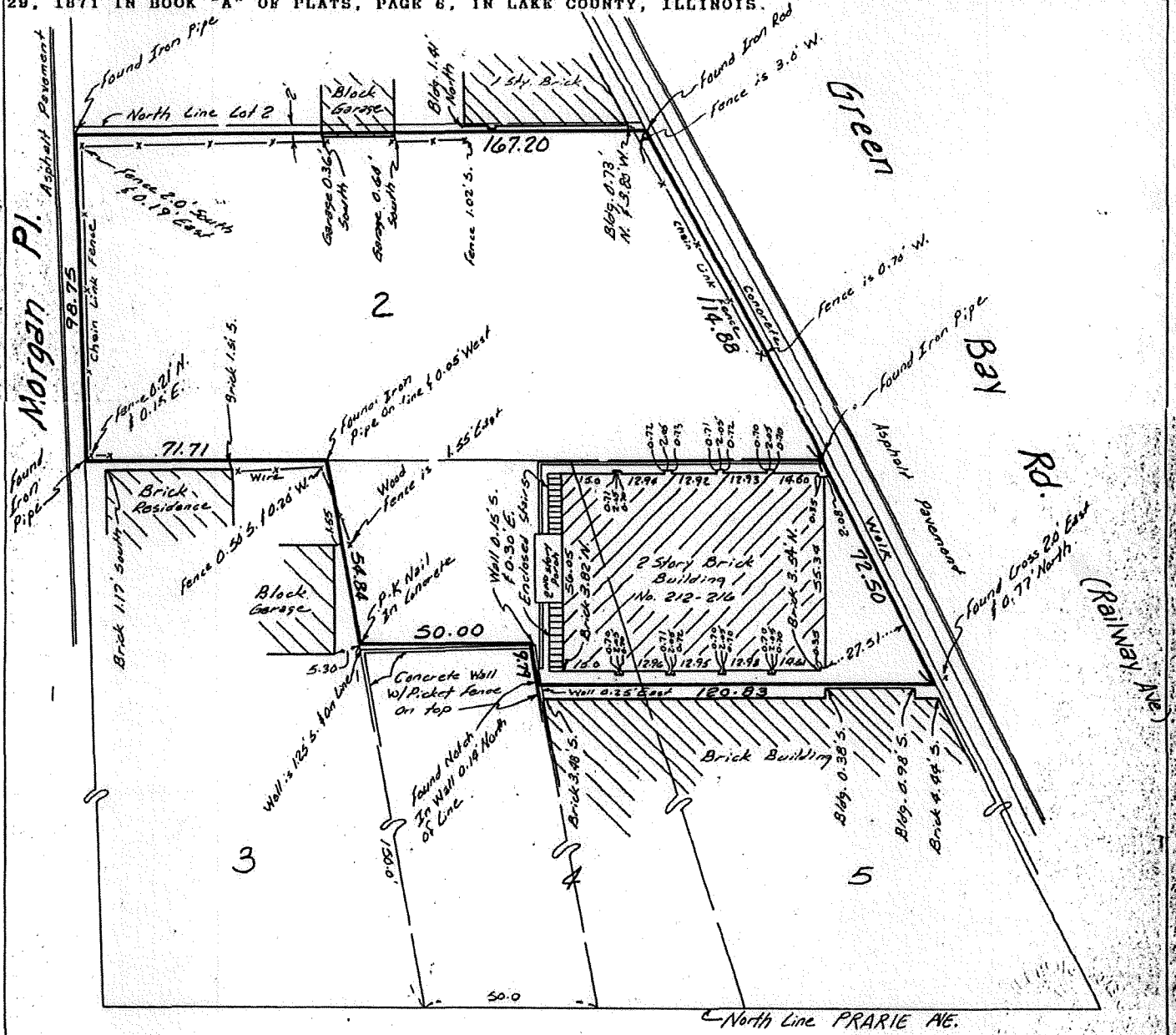
Plat of Survey

PARCEL #1

THAT PART OF LOTS FOUR AND FIVE IN THE SUBDIVISION OF BLOCK 46 IN EVERTS & JEFFREY'S DIVISION OF SECTIONS 14 AND 15, TOWNSHIP 43 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN IN LAKE COUNTY, ILLINOIS, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 29, 1871, IN BOOK "A" OF PLATS, PAGE 6, DESCRIBED AS BEGINNING AT THE NORTHEAST CORNER OF SAID LOT FIVE; THENCE SOUTHERLY ALONG THE EAST LINE OF SAID LOT AND THE WESTERLY LINK OF RAILWAY AVENUE, 72.5 FEET; THENCE WEST ON A LINE DRAWN PARALLEL WITH THE NORTH LINE OF SAID LOTS FOUR AND FIVE TO THE WEST LINE OF LOT FOUR; THENCE NORTH ALONG THE WEST LINE OF SAID LOT FOUR TO THE NORTHWEST CORNER OF SAID LOT FOUR; THENCE EAST ALONG THE NORTH LINE OF SAID LOTS FOUR AND FIVE TO THE PLACE OF BEGINNING, EXCEPT THAT PART THEREOF PURCHASED BY AUGUST W. LINDSTROM AND HOLDA LINDSTROM, UNDER WARRANTY DEED DATED JUNE 26, 1922, RECORDED JULY 14, 1922 IN BOOK 247 OF DEEDS ON PAGE 27, DESCRIBED AS THE WESTERLY FIFTY FEET OF THE SOUTH ONE HUNDRED FIFTY FEET OF SAID LOT FOUR, TOGETHER WITH ALL IMPROVEMENTS LOCATED ON SAID PREMISES.

PARCEL #2

LOT 2 (EXCEPT THE NORTH 2 FEET AS MEASURED ON THE WEST LINE THEREOF) IN THE SUBDIVISION OF BLOCK 46 OF EVERTS AND JEFFREY'S DIVISION OF SECTIONS 14 AND 15, TOWNSHIP 43 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF SAID SUBDIVISION RECORDED APRIL 29, 1871 IN BOOK "A" OF PLATS, PAGE 6, IN LAKE COUNTY, ILLINOIS.





STREET LEVEL STUDIO



TOTAL WALL MOUNTED

TOTAL TENANT WALL AREA = 788 S.F. SIGN AREA = 8 S.F.

STREET LEVEL STUDIO

14'-4"

10'-2"
14'-11"

55'-0"



TOTAL TENANT WALL AREA = 1,132 S.F.

TOTAL TENANT ENTRY GRAPHIC AREA = 24 S.F.

14'-4"

4'-0"

79'-0"





11'-2"

27'-0"

14'-11"

10'-2"









Swell Narrow Pendant



Designer: Pablo Pardo

Description:

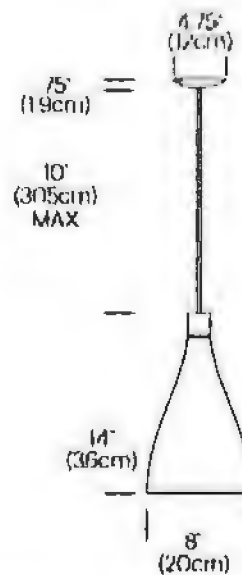
The Swell Narrow Indoor Outdoor Pendant is an elegant light source featuring undulating contours that seamlessly blend from indoor to outdoor. Pair alone or in groups to create a unique look that is all your own. Available with a Brass, White, or Black outer shade with an Inner Brass lining which reflects light beautifully. ETL listed. Damp location rated.

Shown In: Black / Brass

List Price: \$343.75
 Our Price: \$275.00

Shade Color: N/A
 Body Finish: Black / Brass
 Lamp: 1 x PAR20/Medium (E26)/1 4.5W/120V LED
 Wattage: 14.5W
 Dimmer: Low Voltage Electronic
 Dimensions: 120"L x 8"W x 14"H

Technical Information
 Luminous Flux: 800 lumens
 Lumens/Watt: 55.17
 Lamp Color: 2700 K
 Color Rendering: 82 CRI



Product Number: PBL357756			
Company:		Fixture Type:	Date: Sep 19, 2019
Project:		Approved By:	

Fax: (773) 883-6131

Phone: 866-954-4489

Address: 1718 W. Fullerton Ave. Chicago IL 60614

www.Lightology.com



CL&M

Street Level Studio

JOB ADDRESS

212 Green Bay Rd
Highwood, IL 60141

CONTACT INFO

Amiya Frixherl
tam@streetlevelstudio.com

COLOR PALETTE



ELECTRICAL NOTES

- DESIGNED FOR 100 VOLTS
1. A minimum of one grounded (GND) 20A circuit
 2. Junction box installed within 4' feet of sign
 3. Signs must have Grounding
- EACH SIGN MUST HAVE:**
- 1. A minimum of one grounded (GND) 20A circuit
 - 2. Junction box installed within 4' feet of sign
 - 3. Signs must have Grounding

Lighting should be installed in the back of sign and should be visible from the back of sign (see view notes) illuminated with VIKING white LEDs



Double sided fabricated aluminum blade sign

This drawing is property of Right Away Signs, and is subject to change without notice. Client is responsible for providing all necessary information and approvals. The client is responsible for providing all necessary information and approvals. The client is responsible for providing all necessary information and approvals.



CLIENT

Street Level Studio

JOB ADDRESS

214 Green Bay Rd
Highwood, IL 60040

CONTACT INFO

Tanya Fretheim
tanya@streetlevelstudio.com

COLOR PALETTE

-  Black
-  White
-  PMS 109c

ELECTRICAL NOTES

DESIGNED FOR 120 VOLTS

Connection will be made within 5ft of top of installation. Second trip will be charged in time to material. Right Way Signs DOES NOT provide primary electrical to sign power so sign must be done by a licensed electrical contractor or licensed electrician.

EACH SIGN MUST HAVE:

- 1. A minimum of one dedicated 120V 20A circuit
- 2. Junction box installed within 5 feet of sign
- 3. Three-wire: Line, Ground, Neutral



This drawing is property of Right Way Signs, none of text or artwork within cannot be reproduced without prior written consent of Right Way Signs. By signing this proof the client understands all aspects of this drawing are final and will be produced according to this drawing. This includes artwork, quality, specifications, dimensions, and all other responsibilities herein.

CLIENT SIGNATURE (IF APPROVED)



CLIENT

Street Level Studio

JOB ADDRESS

214 Green Bay Rd
Highwood, IL 60040

CONTACT INFO

Tanya Fretheim
tanya@streetlevelstudio.com

COLOR PALETTE



ELECTRICAL NOTES

DESIGNED FOR 120 VOLTS
Connections will be made within 50' of main electrical service, secured by a qualified electrician. All wiring shall be in accordance with the National Electrical Code (NEC) and all applicable local codes. All wiring shall be in accordance with the National Electrical Code (NEC) and all applicable local codes. All wiring shall be in accordance with the National Electrical Code (NEC) and all applicable local codes.

- EACH SIGN MUST HAVE:
1. A minimum of two independent 120V/20A circuit
2. Maximum load not exceed within 5' of sign
3. Three wires: Line, Ground, Neutral



Placement

The Agency is not responsible for any damage to property or equipment caused by unauthorized use of this design. The client shall be responsible for obtaining all necessary permits, approvals, and all other requirements before installation.

CLIENT SIGNATURE (IF APPLICABLE)