



**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**READING OF AGENDA – ADDITIONS, DELETIONS**

**NEW BUSINESS**

1. DR #21-001 6012 W. 159th Street Vehicle Masters – Level 2 Design Review Permit: **PUBLIC MEETING** - The applicant requests review and approval of a Level 2 Design Review Permit at 6012 W. 159th St in the C2 – General Service Commercial District in accordance with Sections 9-501, 9-502, and 11-505 of the Zoning Ordinance for modification to the existing building façade.
2. ZC #19-001 Design Guidelines – Text Amendment: **WORKSHOP** – Staff presents the entirety of the design guidelines for final feedback prior to public hearing.

**APPROVAL OF THE MINUTES**

January 6, 2021

**CITIZEN PARTICIPATION**

**ADJOURNMENT**



Design Guidelines  
Outline & Draft Text

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Community Planner

## Design Guidelines | Outline

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### *General Considerations*

- Document will be available in hard copy format and online, to be distributed in person and via email. Sections should be able to be presented independently from one another for users with varying scopes of work.
- Document will be in landscape orientation to allow for easy electronic viewing and ample visual examples that illustrate the text.
- General outline will follow Sections 9-504 and 11-505 of the Zoning Ordinance with additional sections added based upon past and upcoming PZC discussion. The distinction between the zoning text and the guidelines must be made.
- Text should be limited so as to allow for plenty of illustrative examples. If text is necessary, it should give clear and concise direction to limit confusion for all users.
- With the smaller scale of the City, different commercially oriented areas can be separated to accommodate the different context of each area and its desired character.
- The proposed outline below in each subarea's section is organized to follow the pattern of project development, starting literally from the ground up. Most design guidelines are organized as a site plan is, starting from the site design and its features, then the architecture of the building, and ending with signs. Given that the City is predominantly built-out with existing buildings, each subarea should include a section for existing buildings.
- The document should be easy to navigate to ensure its use is not intimidating, imposing, and ultimately, not shelved and treated as an afterthought.
- Because the City offers a Façade Improvement Grant in reimbursement form, special mention should be given to this program and the importance of the application of this document perhaps should be included.

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## I. INTRODUCTION

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### **Relationship to Other Ordinances & Plans**

These Design Guidelines, hereinafter referred to as the Guidelines, were developed to further specific objectives from the 2008 Comprehensive Plan and strengthen the existing section in the Zoning Ordinance, being Article II, Section 505, that apply to design review in the City of Oak Forest.

#### *2008 Comprehensive Plan*

This plan outlines specific planning issues and key opportunities in the City that relate to the character and aesthetic of the built environment. A few of these design related issues are: that the City has no “center” or “downtown”; that the commercial corridors appear confusing with no defined pattern or identity; and that both pedestrian and automobile access and mobility is challenging. To move forward in resolving these issues, a few key opportunities identified are: use new development to raise the bar with the design quality; establish a more continuous character along commercial corridors; build upon existing community character; and pursue development and site design that is more pedestrian-oriented.

In essence, these issues and opportunities identify a clear need for a unified and defined approach and process to improvements in the built environment within the City. These Guidelines seek to refine this need, by also supplementing sections dedicated to design review in the existing Zoning Ordinance, as described below.

#### *Zoning Ordinance*

Article II, Section 505 explains the two levels of design review requiring a Design Review Permit. These are identified by the scope of work proposed for the project. Exemptions from this process are also identified. References to Article II, Section 505 are made in regard to the public process required for each level of design review. Building and structure design requirements are listed, which apply to all commercial, multi-family, and single-family new construction, additions, and façade improvements

the public process through which a Design Review Permit is reviewed and the criteria used to determine approval of said permit. The criteria for approval includes the following subsections: general building design and relation to street and pedestrians, visual compatibility, overall site design and landscaping, special consideration for existing buildings, and design criteria for signs.

Together, these two sections are used and applied to projects which qualify for design review. They serve as an outline for the process and provide general criteria and design considerations for applicants. These Guidelines seek to further enhance the standards and considerations by providing expanded and specific examples, both in text and in images, of what applicants should refer to prior to developing and submitting an application for a Design Review Permit.

### **Vision Statement & Objectives**

Nearly all boundaries of the City of Oak Forest abuts the Forest Preserve District of Cook County, giving the community abundant access to open space and outdoor recreation. Enhancing this unique location amidst large public parks is the access to downtown Chicago, with a Rock Island Metra line station and proximity to I-57. The City also enjoys a lesser amount of traffic congestion due to its less dense population, while still being near everyday amenities and shopping areas. Coupling access to regional attractions with a small town atmosphere, the City seeks to continue its more community oriented and locally focused approach to development.

#### *Vision Statement*

The City of Oak Forest seeks to increase its accessibility via all modes of transit, enhance its connections to surrounding open space, and promote its sense of community and safety through maintenance of its small-town atmosphere and definition of its character and scale. A more accessible, inviting, and attractive built environment will serve to retain and draw businesses, make Oak Forest a lifelong home for its current and future residents, and turn those “just passing through” into regular visitors of our public amenities and local businesses.

### *Objectives*

The following objectives each directly support the Vision Statement for these Guidelines. In the event that any guideline stated in this document should be unclear or otherwise convoluted, these objectives should serve to clarify the intent of the guideline in question. The objectives are separated into three focus areas, which will be reflected as subsections in each chapter of these Guidelines. The focus areas are based upon existing attributes of the City that can be enhanced and opportunities for improvement of which the City can take advantage, and generally correspond in their order to Section 11-505 of the Zoning Ordinance. They are as follows: architecture, open space, and transit.

#### Architecture

- I. To encourage site and building design that reflects and maintains the existing scale of development within the City.
- II. To increase the longevity of existing and new development with the incorporation of durable materials and established architectural design principles.
- III. To ensure new construction and alterations to existing buildings incorporate balanced design elements that are oriented to pedestrians as well as automobiles.
- IV. To ensure a variety in creativity and design is applied throughout new and existing development.
- V. To take into consideration the site and building's size and scale to maintain proportionality within the site and in relation to other sites

#### Open Space

- I. To create gathering spaces for the public that reflect and connect to the City's local and regional open space network.
- II. To reflect the City's proximity to nature by incorporating appropriate and attractive landscaping and screening.
- III. To promote site design that allows for interaction with the natural and built environment while also promoting social and civic engagement in the community.
- IV. To ensure that site access, parking, and circulation is arranged in a logical and safe manner for pedestrians and vehicles;
- V. To ensure landscaping is provided as a project amenity while also functioning as a buffer
- VI. To maintain and increase the safety and vitality of the site

#### Transit

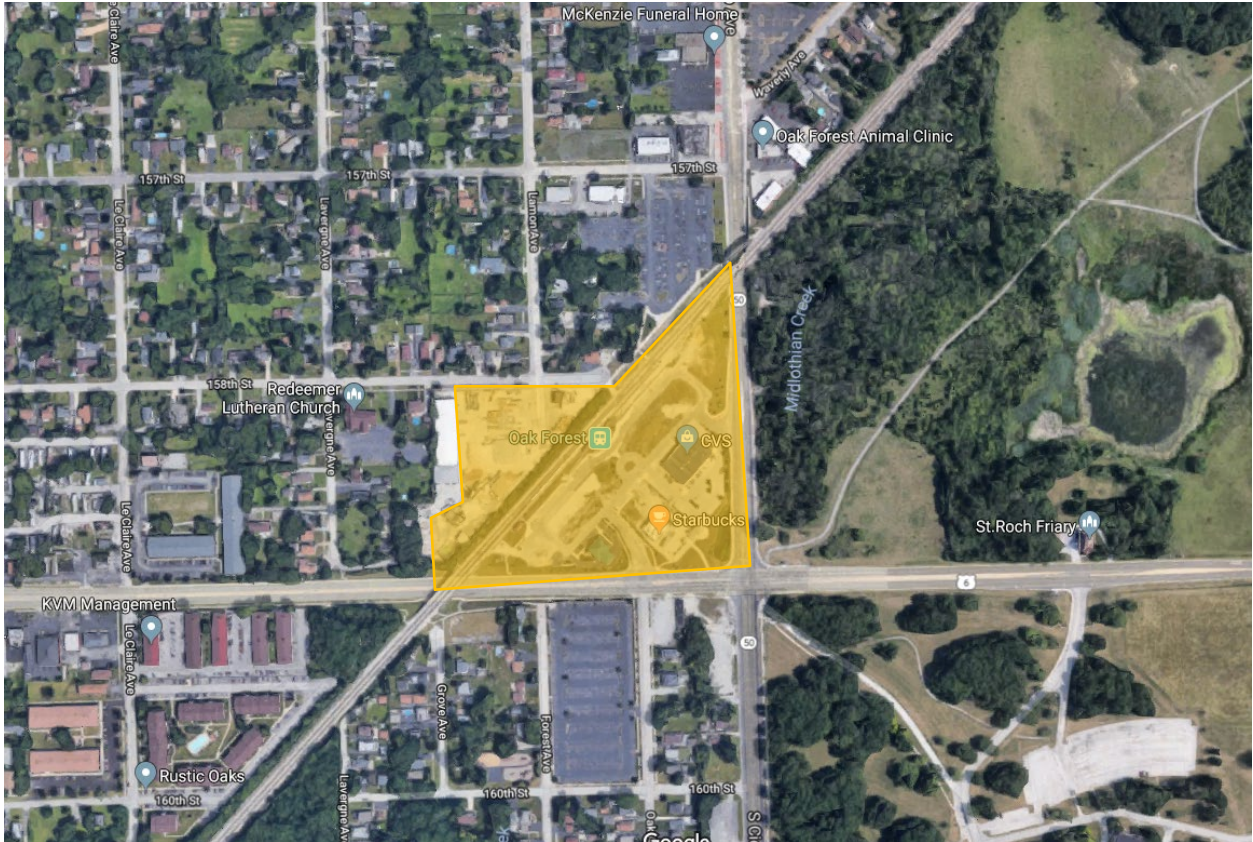
- I. To incorporate sufficient site amenities that accommodate all modes of transit, including pedestrian, bicycle, and automobile.
- II. To ensure site designs provide multi-modal connections that encourage active transportation.
- III. To maintain, and strive to reduce, the existing automobile level of service needs of by creating a multi-modal transportation network.
- IV. To ensure efficient delivery of public infrastructure

### **Applicability**

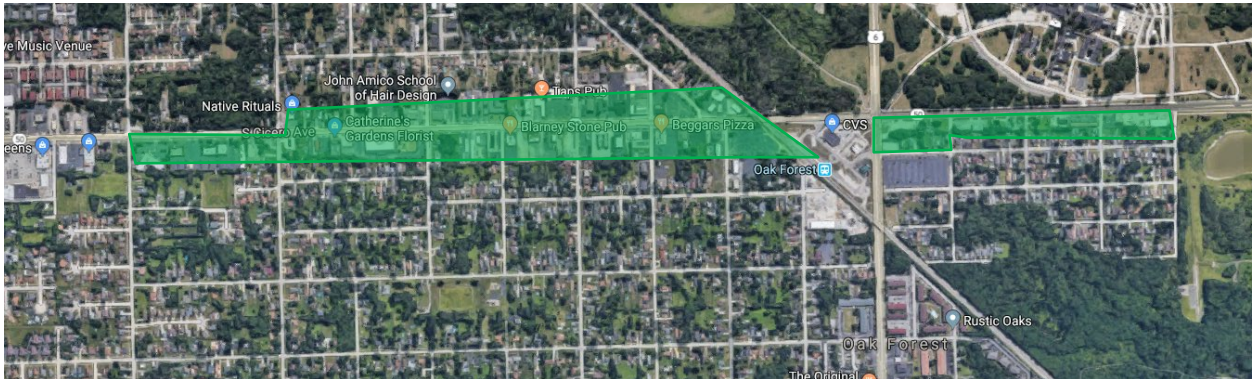
The Guidelines should apply to all non-residential development that qualifies for a Minor or Major Design Review Permit, per Subsection 11-505(C) of the Zoning Ordinance. This includes any work beyond ordinary or routine maintenance or like-for-like replacement of minor features to a site or building. Should there be any question as to whether or not a proposal should adhere to these Guidelines, the aforementioned code section should be referenced or the Community Development Department should be contacted at (708) 687-4050.

Below is a map illustrating the non-residential subareas where the majority of commercial and other non-residential development exists within the City. These subareas each are unique in their location, context, and function within the City. As such, these subareas have additional guidelines that apply so as to create definition and identity within each subarea.

#### *Metra Station Subarea*



*Cicero Avenue Corridor*



*159th Street Corridor*



## Using the Design Guidelines

*Step 1: Determine your project's scope of work.*

You will need to know what type of change you are planning, in addition to the degree of that change. Are you simply changing building materials, or will you be installing windows and doors in new locations as well? Is it a small addition of a few hundred feet, or is it a third of the size of your existing building?

*Step 2: Meet with Community Development Department staff*

The Community Development Department is responsible for reviewing all Design Review Permits before they go to the Building Department for construction review. They will tell you if the project is considered a Minor or Major Design Review Permit and the materials required to apply.

*Step 3: Review applicable parts of these Design Guidelines*

If your project is related to an existing building, review and apply Part III, Existing Development. If your project is related to new construction starting with an empty lot, review and apply Part IV, New Development.

If your property is located in any of the Subareas referenced above, review and apply that applicable section in Part V, Unique Design Considerations.

*Step 4: Compile the required submittal materials*

The required materials as directed by the Community Development Department staff must be submitted four weeks in advance of date you are hoping to file a construction permit with the Building Department. This is to allow for review and possible resubmittals.

*Step 5: Apply for the required Design Review Permit*

Submit the required materials, the application form, and the fee, if any, to the Community Development Department for review.

## Legal Authority

For City staff and reviewing bodies, these guidelines are intended to serve as a supplemental tool with which proposals should be reviewed. They support the 2008 Comprehensive Plan and the Zoning Ordinance, and are to be used in conjunction with these documents as well as any and all other applicable codes and ordinances.

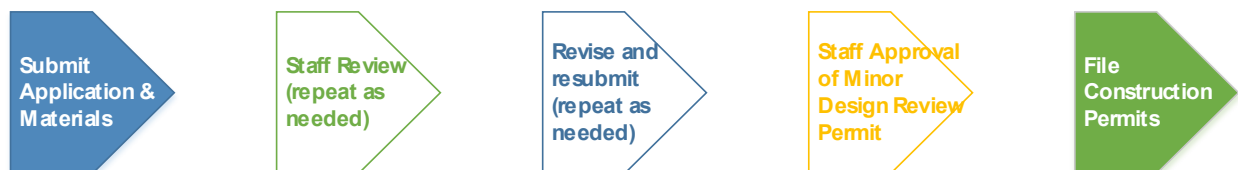
For businesses, architects, property owners, and developers, these guidelines are intended to serve as recommendations or suggestions that proposals should strive to meet. The City does not wish to dictate the complete design of the building or site, but act in an advisory role through partnership with the applicant to ensure development conforms to the progression of quality as recommended in the 2008 Comprehensive Plan. In the event that any guideline conflicts with any City ordinance or other applicable codes, those should take precedent.

## II. PROCESS

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### *Minor Design Review Permit*

If you need a Minor Design Review Permit, no public meetings are required. The Community Development Department will approve the Permit and forward the Building Department as such. The Building Department will then request any additional materials required prior to reviewing and issuing a construction permit.



### *Major Design Review Permit*

If you need a Major Design Review Permit, one public meeting is required. The Community Development Department will review and recommend approval, approval with conditions, or denial of the Major Design Review Permit to the Planning and Zoning Commission. The Planning and Zoning Commission will then make a final determination on the Permit. Following its determination, it will be forwarded to the Building Department. The Building Department will then request any additional materials required prior to reviewing and issuing a construction permit.



In the event of denial of either Permit, an appeal can be filed with the next highest reviewing body (Minor Design Review Permit: the Planning and Zoning Commission; Major Design Review Permit: the City Council).

## **III. EXISTING DEVELOPMENT | GENERAL DESIGN PRINCIPLES**

### **Architecture**

#### *Elevation Materials and Updates*

- On elevations which consist of one building material, a second material three to four feet in height from grade, or in line with the bottom of existing window openings, should be installed as a knee wall or foundation enhancement. This material should be of a heavier, denser composition than that of the existing material. Examples of foundation – wall material combinations are:
  - Stone – brick
  - Stained, split face CMU – brick
  - Brick – Fiber cement board
- Preferred primary materials should make up no less than sixty percent (60%) to ninety (90%) of building elevations, including those facing the sides and rear of a property.
- Preferred primary materials should make up, at a minimum, the first floor of a multi-story building.
- Preferred primary materials should be used for the building foundation
- Preferred accent materials should make up no more than ten percent (10%) to forty (40%) of building elevations, including those facing the sides and rear of a property.
- On elevations where the primary material is stucco, EIFS, or other discouraged material, such materials should be removed and replaced with one or more preferred primary materials.
- On buildings which have blank walls, windows, awnings of neutral color or approved color, wall articulation, wall arcades and/or pilasters, or architectural lighting (see Building Lighting section) should be added for visual interest.

#### Preferred Primary Materials and Treatment of Existing Primary Materials

- Brick
- Quarried stone (i.e. granite, etc.)
- Cultured Stone
- Face brick (brick veneer)
- Fiber cement board (i.e. HardiPlank), provided it is of a neutral or natural finish that imitates traditional commercial building materials, such as brick
- Pre-cast concrete (with recessed panels and reveal lines)
- Architectural metals & standing seam metal roofing
- Split-faced CMU block, stained in neutral color
- Cast stone

- Stained brick

#### Preferred Accent Materials

- Pre-cast concrete accents
- Stucco or EIFS as an accent material (not a major building component). Limited amounts of stucco may be considered for vertical surfaces only, if the quality of the design merits such consideration
- Glass accents
- Painted CMU block in acceptable accent colors
- Split-faced CMU block, stained in neutral color
- Other CMU block finished with split face, fluted, scored, honed, etc.
- Decorative concrete block

#### *Rooflines and Shapes*

- Partial and/or full mansard roofs should be removed in their entirety. Rooflines should be modified or restored to a flat roof and a parapet wall should be constructed to screen any rooftop mechanical units.
- Where parapet walls do not exist, they should be added to enhance the top of the building and serve as screening of rooftop mechanical units.
- Downspouts should be on side and rear elevations of buildings and not be visible from arterial or collector rights-of-way. Design elements of the structure should be used to hide the spouts.
- Where parapet wall construction is not structurally feasible, pre-treated acrylic butylene styrene, aluminum, or other durable material which matches the primary building material in color and/or appearance should be used.
- Cornices, eaves, and brackets should be added to buildings which do not have any roofline ornamentation to add architectural interest. Such additions should be consistent with and enhance the existing design of the building.

#### *Windows and Doors*

- Window and door openings should be restored to their previous size and shape if modifications were made.
- Aged window and door frames should be replaced with wood, cast iron, or anodized aluminum frames.
- Storefront windows with multiple lights should be replaced with single, large single light glass window panels, or multiple glass window panels with vertical as opposed to horizontal breaks.
- On elevations facing a public right-of-way where no windows exist, windows should be added that fit with the design and scale of the existing building to add visual interest and create a 360 design.
- Such windows which are added should be properly scaled to the building
- On elevations with primary pedestrian entrances, doors should be fifty to one hundred percent transparent using one to two glass panels to encourage entry.

#### *Building Lighting*

- Decorative lighting on building exteriors should be provided near primary entrances.
- Such lighting should enhance architectural features and landscaping and be down lit.
- In cases where wall packs are needed to assist in the lighting of parking areas, a mixture of both decorative wall lighting and decorative wall packs should be implemented in some manner.
- To enhance the building design and the adjoining landscape, subtle and understated building lighting should be added.
- Replacement light fixtures should be decorative with aluminum or other metal material finish.
- The exterior finish of the decorative light fixtures should also be compatible with the building color and material.

### **Site Features & Design**

#### *Parking Lot Design & Circulation*

- Parking lots should be repaired, resealed, and restriped to create legal conforming stalls and create manageable and intuitive traffic flow.

- Where existing site configurations allow, landscape medians should be installed along right-of-way frontage between parking stalls and parkway or sidewalk to comply with Section 9-107 of the Zoning Ordinance.
- Where no space is provided or available along a street frontage, landscape planters planted with perennials should be placed along the front elevation of the building, especially directly adjacent to the primary entrance.
- Parking lots which have parts of their lot diagonally striped, such as parking row ends, or a corner which is not a full parking stall, should replace the striped area with a curbed landscape island. Such islands should have a tree installed where the area allows, or be landscaped with hardy landscape materials. Refer to the suggested and preferred landscape materials list for acceptable landscape materials.
- Shared parking agreements and cross access easement agreements should be initiated between properties which already share parking or where businesses have off hours to alleviate existing parking constraints.
- The direction of travel and parking areas should be consolidated and made similar to reduce points of conflict at connections between properties and parking areas.

### *Landscaping & Open Space*

- All landscaped areas should contain a combination of shade trees, ornamental trees, evergreen trees, shrubs, flowering plants, ground cover plants, and other native or ornamental grasses and plants.
- Canopies over outdoor seating areas should be part of the architectural design of the existing building and be of a durable material and neutral color scheme.
- Landscaping along building foundations, parking lots, and property perimeters should be installed in a naturalized or rhythmic pattern.
- Where no space is provided or available along a building frontage, landscape planters with perennials should be implemented along the front elevation of the building, especially directly adjacent to the primary entrance.
- All landscaping, including along building foundations and parking lots, should be properly mulched to prevent weed growth or be of plant materials that are self-contained.
- Landscaping along property perimeters should be naturalized and imply property boundaries while allowing for transition between uses.
- All yards, open space, and landscaped areas should be kept clean of debris and trash.
- All landscaping should be maintained by the property owner/responsible party allowing for healthy growth of the plantings and to preserve the overall aesthetics.
- All adjacent areas to principal and/or accessory structure that is not paved or landscaped should be sodded and maintained with grass cover and/or other plant material.
- Undeveloped areas should be mowed and kept clean of debris and trash.
- Plant material should be utilized to screen mechanical equipment, services and loading docks.

### *Refuse, Utility, and Service Areas*

- All service and utility areas which include, but are not limited to, loading docks, outdoor storage areas, dumpsters and mechanical equipment such as plumbing vent stacks, HVAC transformers, fans and cooling towers, should be modified wherever possible to be screened from view from the right-of-way, pedestrian areas and adjacent residential structures.
- Move above ground utilities below ground wherever possible.

#### Outdoor Storage and Refuse Areas

- Relocate outdoor storage areas, dumpsters, and other unsightly building equipment to the side or rear of the building.
- Consolidate outdoor storage and dumpster areas for shared use.
- The construction of dumpster enclosures should complement and be similar to the overall building design, as well as be properly landscaped.

#### Mechanical Equipment

- Relocate mechanical equipment such as air conditioners/exchangers, where possible out of view from public rights of way and circulation paths, and away from residential living or sleeping areas.

- HVAC transformers and other ground located mechanical units should be screened from view by a durable material, such as brick, stained split face CMU block, PVC fence which matches the existing building in material and/or color, or evergreen landscape material.
- HVAC transformers and other ground located mechanical units which are metallic in color, when replaced, should be of a neutral or natural color that matches the existing building or landscaping to be used as screening, if not otherwise required to be a certain color by a utility company.

### *Site Lighting*

- Replacement light fixtures on a site should be installed, designed, and oriented so as to produce minimal glare, nuisance, and spillover onto adjacent properties and streets.
- To avoid light pollution and over illumination, diffused, soft white light is preferred.
- High-pressure sodium (orange lighting) and metal halide lighting are strongly discouraged.
- To create a more pedestrian scale within parking lots, parking lot lighting should be retrofitted to minimize light pollution and glare and use shorter light poles no taller than 18 feet.

## **IV. NEW DEVELOPMENT | GENERAL DESIGN PRINCIPLES**

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### **Architecture**

#### *Massing & Placement*

- When infill lots are redeveloped, the front setback of the new building should be the same as those adjacent to it or as the same as the building closest to the street, provided compliance with the required setbacks is met.
- New buildings should be located as close to the front property as possible while maintaining required setbacks per the Zoning Ordinance.
- Building height should be similar to those adjacent to it. Specifically, buildings should not have a height difference more than one-story. For example, a three story building is not appropriate when proposed next to a one story building. A degree of height variation, however, is appropriate.
- Building mass should be similar to those adjacent to it.
- Buildings should be segmented in distinct massing elements.
- Decorative cornices, columns, reliefs, and other facade ornamentation and detailing are encouraged.

#### *Building Design & Materials*

- A variation of building materials should be carried throughout the design of the building.
- The primary entrance to the building should be uniquely identifiable by using variations in masses, building materials, colors, projecting/recessing and architectural detailing.
- Vertical and horizontal elements should be offset to minimize building bulk implementing one or all of these three design features:
  - Variation in the wall plane. (Projections and recesses)
  - Variation in wall height.
  - Roof peaks located at different levels.
- Apply a 360-degree architecture principle avoiding blank walls by using:
  - Windows
  - Awnings of neutral color or approved color
  - Wall articulation (see above)
  - Wall arcades and/or pilasters
- Preferred primary materials should make up no less than sixty percent (60%) to ninety (90%) of building elevations, including those facing the sides and rear of a property.
- Preferred primary materials should make up, at a minimum, the first floor of a multi-story building.
- Preferred primary materials should be used for the building foundation
- Preferred accent materials should make up no more than ten percent (10%) to forty (40%) of building elevations, including those facing the sides and rear of a property.

- Buildings should be designed with two or more preferred primary materials, with materials differentiating between different function parts of the building. For example, a foundation material three to four feet in height from grade, or in line with the bottom of existing window openings, should be installed as a knee wall or foundation enhancement. This material should be of a heavier, denser composition than that of the existing material. Examples of foundation – wall material combinations are:
  - Stone – brick
  - Stained, split face CMU – brick
  - Brick – Fiber cement board
- Blank walls without windows, awnings of neutral color or approved color, wall articulation, wall arcades and/or pilasters, or architectural lighting (see Building Lighting section) are strongly discouraged for any side of a building.
- Building walls which are more than forty (40) in length should incorporate variation in the roofline or articulation on said elevation.

#### Preferred Primary Materials

- Brick
- Quarried stone (i.e. granite, etc.)
- Cultured Stone
- Face brick (brick veneer)
- Fiber cement board (i.e. HardiPlank), provided it is of a neutral or natural finish that imitates traditional commercial building materials, such as brick
- Pre-cast concrete (with recessed panels and reveal lines)
- Split-faced CMU block, stained in neutral color
- Cast stone

#### Preferred Accent Materials

- Pre-cast concrete accents
- Stucco (EIFS) as an accent material (not a major building component). Limited amounts of stucco may be considered for vertical surfaces only, if the quality of the design merits such consideration
- Glass accents
- Stained CMU block in acceptable accent colors
- Other CMU block finished with split face, fluted, scored, honed, etc.
- Architectural metals & standing seam metal roofing

#### *Rooflines and Shapes*

- Rooflines and parapets should look complete when viewed from all sides of the building.
- Partial and/or full mansard roofs are strongly discouraged.
- Parapet walls should be added to enhance the top of the building and serve as the required screening of rooftop mechanical units.
- Downspouts should be on side and rear elevations of buildings and not be visible from arterial or collector rights-of-way. Design elements of the structure should be used to hide the spouts.
- Cornices, eaves, and brackets should be added to buildings to add architectural interest. Such additions should be consistent with and enhance the design of the building.

#### *Windows and Doors*

- All fenestration (doors, windows, vents, skylights) should be in scale with their associated building with some ornamental element, i.e. window sills, window/door hoods, transoms, etc.
- Building elevations which face a public right-of-way should have windows that fit with the design and scale of the proposed building to add visual interest and create a 360 design.
- Such windows which are added should be properly scaled to the building

- Elevations with primary pedestrian entrances should be fifty to one hundred percent transparent, with the doors using one to two glass panels to encourage entry and windows extending no higher than knee wall height.
- Storefront windows should be single, large single light glass window panels, or multiple glass window panels with vertical as opposed to horizontal breaks.

### *Building Lighting*

- Decorative lighting on building exteriors should be provided near primary entrances.
- Such lighting should enhance architectural features and landscaping and be down lit.
- In cases where wall packs are needed to assist in the lighting of parking areas, a mixture of both decorative wall lighting and decorative wall packs should be implemented in some manner.
- To enhance the building design and the adjoining landscape, subtle and understated building lighting should be added.
- Decorative light fixtures with aluminum or other metal material exteriors should be used on all sides facing a public or private right-of-way, or with a pedestrian entrance.
- The exterior finish of the decorative light fixtures should be compatible with the building color and material.

## **Site Features & Design**

### *Parking Lot Design & Circulation*

- Internal site vehicular circulation system should be designed to minimize conflicts between inbound and outbound traffic and ensure such internal traffic does not negatively impact external traffic.
- Internal pedestrian paths should be enhanced by using different paving materials, such as those with a texture and color, or decorative striping, and or bollard lighting fixture no more than 4 feet in height.
- Conflict points between pedestrian vehicles should be minimized through the installation of visible and accessible cross walks.
- Parking lots should have curbed perimeters and curbed landscape islands.
- Parking access points, whether located on front or side streets must be located as far as possible from street intersections so that adequate stacking room is provided.
- Access points should be limited to the minimum amount necessary to provide adequate circulation.
- Diagonal striping in place of a curbed landscape island to guide traffic flow and form parking rows is strongly discouraged.
- Shared parking agreements and cross access easement agreements should be initiated between properties where off-street, cross property connections provide an alternative route for users with multiple stops.
- Safe vehicle and pedestrian connections should be installed between such properties to allow for the safe passage between them through the use of parking lot cross access, walking paths, crosswalks, and the like.

### *Landscaping and Open Space*

#### General Landscaping Requirements

- All yards and open space between and about structures and parking lots should be landscaped
- Plant material should be utilized to screen mechanical equipment, services and loading docks.
- All yards, open space, and landscaped areas should be kept clean of debris and trash.
- All landscaping should be maintained by the property owner/responsible party allowing for healthy growth of the plantings and to preserve the overall aesthetics.
- Undeveloped areas should be mowed and kept clean of debris and trash.
- All such landscape areas should contain a combination of shade trees, ornamental trees, evergreen trees, shrubs, flowering plants, ground cover plants, and other native or ornamental grasses and plants.
- Landscaping along building foundations, parking lots, and property perimeters should be installed in a naturalized or rhythmic pattern.
- Landscaping along property perimeters should be naturalized and imply property boundaries while allowing for transition between uses.
- For a list of recommended trees see Exhibit B of these guidelines.

#### Foundation Landscaping

- All adjacent areas to principal and/or accessory structure that is not paved or landscaped should be sodded and maintained with grass cover and/or other plant material.
- Landscaping should provide relief to large expanses of exterior walls and enhance walkways, entrances, outdoor seating areas, and other pedestrian areas.
- If landscape planters with unique features or a decorative design are proposed and implemented (see adjacent examples), the Director of Community Development may grant relief from the landscaping regulations of these guidelines and city code.

#### Outdoor Patios

- Outdoor seating areas, such as those provided by restaurants or cafes, should be incorporated into the overall site design and be well landscaped.
- Outdoor seating areas should be sited away from parking areas, drive aisles, and high traffic streets where possible.
- Canopies over outdoor seating areas should be part of the architectural design of the existing building and be of a durable material and neutral color scheme.

#### *Refuse, Utility, and Service Areas*

- All service and utility areas which include, but are not limited to, loading docks, outdoor storage areas, dumpsters and mechanical equipment such as plumbing vent stacks, HVAC transformers, fans and cooling towers, should be located and screened from view from the right-of-way, pedestrian areas and adjacent residential structures.
- Joint use of service areas by multiple adjoining buildings should be accommodated during site design wherever possible.
- Utility connections for all new developments should be installed underground.

#### Outdoor Storage and Refuse Areas

- Trash enclosures should be incorporated into building design with placement at the rear of the building and using the same or a similar building material.

#### Mechanical Equipment

- Utility service areas should be screened from public view with building elements and/or materials similar in appearance to the main structure.
- Mechanical equipment such as air conditioners, exchangers, etc. should be placed out of view from public rights of way and circulation paths, and away from residential living or sleeping areas.
- HVAC transformers and other ground located mechanical units should be screened from view by a durable material, such as brick, stained split face CMU block, PVC fence which matches the existing building in material and/or color, or evergreen landscape material.
- HVAC transformers and other ground located mechanical units which are metallic in color, when replaced, should be of a neutral or natural color that matches the existing building or landscaping to be used as screening, if not otherwise required to be a certain color by a utility company.

#### *Site Lighting*

- Light fixtures should be designed and installed in a manner oriented to produce minimal glare, nuisance, and spillover onto nearby properties.
- To avoid light pollution and over illumination, diffused, soft white light is preferred.
- High-pressure sodium (orange lighting) and metal halide lighting are strongly discouraged.
- To create a more pedestrian scale within parking lots, parking lot lighting should be no taller than 18 feet.

## V. UNIQUE DESIGN CONSIDERATIONS | Metra Station Subarea, Cicero Avenue Corridor, & 159<sup>th</sup> Street Corridor

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This Section of the Guidelines is intended to be supplemental to the preceding Sections III and IV for properties within the following described parts of the city.

First, the Metra Station Subarea is located at the northwest corner of the highly traveled intersection of Cicero Avenue (SR 50) and West 159<sup>th</sup> Street (SR 6). This area is broadly bound by W. 157<sup>th</sup> Street to the north, Cicero Avenue to the east, Laramie Avenue to the west, and W. 160<sup>th</sup> Street to the south, as defined within the 2008 Comprehensive Plan. Second, the Cicero Avenue consists of the properties fronting Cicero Avenue between 151<sup>st</sup> Street and 159<sup>th</sup> Street. Finally, the 159<sup>th</sup> Street Corridor consists of the properties fronting 159<sup>th</sup> Street between Ridgeland Avenue and Laramie Avenue.

Each of these parts of the city have their own unique development patterns. The supplemental guidelines below are intended to be applied only to properties within each of the aforementioned boundaries, so as to ensure the reuse of existing sites and new development reflects the intended character of each area.

### Metra Station Subarea

#### *Intent*

The proximity of this area to open space and the Oak Forest Health Center to the east and southeast, respectively, provides a unique view shed not often found in the south suburbs of Chicago. Being directly adjacent to existing open space and well connected to major transit routes, this area was identified and has been developed as a transit-oriented development, or TOD, with the intent of becoming the town center, by the 2008 Comprehensive Plan. It should serve as both a point of connection as well as a gathering place for the community and region at large. As such, pedestrian-scale design elements should be prioritized at all levels of design.

#### *Architecture & Building Placement*

- On corner lots, new buildings should be located as close to the front and corner side property lines as possible while maintaining required setbacks per the Zoning Ordinance to “hold the corner”.
- Buildings should create a “streetwall”, creating a sense of enclosure, by maintaining a consistent setback as close as possible to the public right-of-way.
- New construction in this area should occupy the entire width of the lot to avoid gaps between buildings and discontinuities in the streetwall, except where pedestrian access to rear parking is designed and planned for.
- Where maintaining a continuous streetwall is not possible or desirable, the streetwall should be maintained through the use of landscaping, pedestrian amenities, and decorative walls or fencing.
- Buildings throughout this area should face the street, with strong pedestrian orientation.
- Buildings must have clearly defined, highly visible customer entrances with features such as canopies or porticos, arches, wing walls, and integral planters.
- Main entrances should be designed as an important architectural feature of the building.
- Window glazing should be clear or slightly tinted. Dark, mirrored, reflective glass, or glass block is not permitted.
- Awnings should be properly placed above entrances and may extend over storefront windows.
- The color of awnings and canopies should complement and enhance the overall color scheme of the building façade.
- Commercial buildings should have a strong pedestrian orientation with display windows, attractive detailing, and convenient and “hospitable” entrances.

#### *Site Features & Design*

- Fencing should complement the architectural and landscaping designs on the site.
- Parking lots should be screened from view along sidewalks and roadways through the use of low masonry walls or plantings and decorative fencing.
- Parking lots should be located behind buildings toward the rear lot line.

- Vehicular access to parking lots should be provided from side streets.
- Pedestrian access to parking lots should be provided through planned walkways located between buildings.
- Parking lots should be designed and located so they are safe, attractive, and efficient. Excessive parking can be detrimental to its aesthetic and should be discouraged.
- Site lighting should consist of both vehicular scale lighting and pedestrian scale lighting. Excessive lighting and light pollution should be avoided.
- Sidewalk cafes, outdoor patios, and retail display areas should be enclosed by a decorative fence or corral. The fence or corral should be compatible with existing character and be located in order to maintain a safe, accessible, and continuous public sidewalk and be removed during cooler seasons.
- Parking lots should be located behind buildings. Parking lots in front of buildings are not encouraged within this area.

## **Cicero Avenue Corridor**

### *Intent*

The properties along this corridor are narrow and the majority of them are developed with small strip centers or small-scale, stand-alone buildings. The corridor also features excessive curb cuts, some blocks with buildings that are set back from the street, and older buildings that are in need of updates or repairs. This chapter will focus on connectivity and appropriate building treatments.

### *Architecture & Building Placement*

- On corner lots, new buildings should be located as close to the front and corner side property lines as possible while maintaining required setbacks per the Zoning Ordinance to “hold the corner”.
- Buildings should create a “streetwall”, creating a sense of enclosure, by maintaining a consistent setback as close as possible to the public right-of-way.
- Where maintaining a continuous streetwall is not possible or desirable, the streetwall should be maintained through the use of landscaping, pedestrian amenities, and decorative walls or fencing.
- Ground floor windows can be used for displays, however business owners should allow full and unobstructed views into their businesses. Obstructing windows from the interior of a building with shelving, display cases, signage or other objects is not permitted.
- All buildings should “front” the corridor wherever possible. When front doors do not face these primary streets, display windows or distinctive facade treatments should be provided along the visible public road frontages.
- Covered walkways and colonnades are encouraged along the fronts of the buildings to create a pedestrian orientation.
- Awnings and canopies designed for weather protection and to add visual interest at the street level should be integrated into the facade and be in character with the architectural style of the building.
- Buildings should have a strong pedestrian orientation with display windows, attractive detailing, and convenient and “hospitable” entrances. Obstructing windows from the interior of a building with shelving, display cases, signage or other objects is not permitted.

### *Site Features & Design*

- New drives/curb cuts are strongly discouraged unless necessity is proven through engineering design.
- Where possible, consolidation of drives may be applicable in order to eliminate the numerous drives along arterial roadways.
- Parking lots should be designed and located so they are safe, attractive, and efficient. Excessive parking can be detrimental to its aesthetic and should be discouraged.
- Parking lots should be located behind buildings. Parking lots in front of buildings are not encouraged within this area.
- Where possible, pedestrian access to parking lots should be provided through planned walkways located in gaps between buildings.
- Parkway landscaping should consist of salt-tolerant street trees, shrubs, groundcover, perennials and shrubs limited to maximum 3’ mature height
- Development should create logical linkages to surrounding areas by extending the existing street grid and incorporating on-site streets whenever possible.

- Parking lots should be accessible from side streets to prevent cars from having to use primary streets.

## **159<sup>th</sup> Street Corridor**

### *Intent*

The properties along this corridor are larger and have more frontage when compared to those fronting Cicero Avenue. The buildings often have larger footprints and also farther setback. A unique feature of this subarea is that the south segment of the corridor between Ridgeland Avenue and Central Avenue is the George Dunne National Golf Course, operated and maintained by the Forest Preserve of Cook County. This creates a challenge in encouraging cross traffic and permeability in the corridor, which this part will seek to address.

### *Architecture & Building Placement*

- All buildings should “front” the corridor wherever possible. When front doors do not face these primary streets, display windows or distinctive facade treatments should be provided along the visible public road frontages.
- Any business permitted to have a drive-thru facility should be sited so that the drive-thru lanes and pick up windows are not prominently featured. Any canopies over drive-thru windows or lane should match the material and architectural character of the primary building.
- Covered walkways and colonnades are encouraged along the fronts of the buildings to create a pedestrian orientation.
- Architectural details should be visible from the street. Buildings should not be setback so far as to diminish the aesthetic impact of the building on passing pedestrians and motorists. Buildings should be attractive at both a pedestrian and vehicular scale.
- Long blank faces along the corridor should be avoided. Articulation and covered walkways, such as arcades, are encouraged along the fronts of multi-tenant commercial buildings to create interest and a “pedestrian-friendly” orientation.

### *Site Features & Design*

- New drives/curb cuts are strongly discouraged unless necessity is proven through engineering design.
- Where possible, consolidation of drives may be applicable in order to eliminate the numerous drives along arterial roadways.
- Where parking islands are implemented, they should not be used for snow storage and a snow storage area should be designated on the site and landscape plan during the design phases of the site.
- Parking islands should be generally dispersed throughout the site.
- Parking areas of no more than 60 feet in depth should be located between the building, the public rights-of-way, and the front yard setback. This depth will be sufficient to accommodate a single drive aisle with 90 degree parking on both sides. Additional parking areas can be provided adjacent to the building on interior and rear portions of the lot.
- Development should create logical linkages to surrounding areas by extending the existing street grid and incorporating on-site streets whenever possible.
- Large scale development should establish an internal street network that connects to the external grid at logical intersections.
- Parking lots should be accessible from side streets to prevent cars from having to use primary streets.
- Any business permitted to have a “drive-thru” facility shall be sited so that drive-through lanes and pickup windows are not prominently featured.



**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**READING OF AGENDA – ADDITIONS, DELETIONS**

**NEW BUSINESS**

1. ZC #21-003 Design Guidelines – Text Amendment: **PUBLIC HEARING** – The applicant requests review and recommendation of the proposed comprehensive text amendments to the following provisions of the City of Oak Forest Zoning Ordinance: Article 9 Part 5, Design Guidelines, Paragraph 11-201(E), Minimum Data Requirements; and Section 11-505, Design Review. These amendments shall include, but not be limited to: the repeal of Article 9 Part 5, in its entirety; the addition of application material requirements for design review permits; reorganization of design review criteria; and changes to design review permit applicability and public review process.

**APPROVAL OF THE MINUTES**

February 3, 2021

**CITIZEN PARTICIPATION**

**ADJOURNMENT**



CITY OF OAK FOREST  
**PLANNING & ZONING COMMISSION**  
**Staff Report**

February 17, 2021

**TITLE:** DESIGN GUIDELINES – TEXT AMENDMENT

**CASE NUMBER:** ZC #21-003

**REQUESTS:** TEXT AMENDMENT  
The applicant requests review and recommendation of the proposed comprehensive text amendments to the following provisions of the City of Oak Forest Zoning Ordinance: Article 9 Part 5, Design Guidelines, Paragraph 11-201(E), Minimum Data Requirements; and Section 11-505, Design Review. These amendments shall include, but not be limited to: the repeal of Article 9 Part 5, in its entirety; the addition of application material requirements for design review permits; reorganization of design review criteria; and changes to design review permit applicability and public review process.

**APPLICANT INFORMATION**

**APPLICANT:** City of Oak Forest

**MEETING DATE:** February 17, 2021

**NOTICE PUBLISHED:** February 2, 2021  
Daily Southtown

**STAFF:** Travis Bandstra, Director of Economic and Community Development  
Paul Ruane, Community Planner

**ATTACHMENTS:**

1. Article 9 Part 5 and Section 11-505 Previous Text Language (Current Requirements)
2. Article 9 Part 5 New Text Language (Removed)
3. Section 11-201 New Text Language (Only Adding to Section)
4. Section 11-505 New Text Language (Amending Existing Section)
5. Design Guidelines Manual (Text-only)

## I. REQUEST

The applicant requests review and recommendation of the proposed comprehensive text amendments to the following provisions of the City of Oak Forest Zoning Ordinance: Article 9 Part 5, in its entirety; the addition of application material requirements for design review permits; reorganization of design review criteria; and changes to design review permit applicability and public review process. A document outlining the City's Design Guidelines will also be drafted and ratified as part of this amendment and will be referenced in the Article 11.

## II. BACKGROUND

In 2014, a new Zoning Ordinance was adopted, which included Article 9, Part 5 and Article 11, Section 505 of the Zoning Ordinance, to require design review as a part of the development process (see Attachment 1 & 2).

The document has been a work in progress since 2016 when the original work plan was presented. The bulk of the discussions last took place in early 2019. After staff transition and ability to get comfortable with the code, staff was able to review and recommend small modifications to finalize the project.

The PZC met on January 20, 2021 and discussed the potential design guidelines text. The discussion led to a favorable recommendations to move forward with a Text Amendment.

## III. ZONING TEXT AMENDMENT

- Removing the Article 9 Section 5 to consolidate information in Article 11
- Removing single family residential from design review (standards exist in Zoning and City Code)
- Types of projects will now be classified as: All Non- Residential & Multiple Family Residential
  - All Non-Residential
    - Commercial, Office, Industrial, Institutional, and Open Space
  - Multiple Family Residential
- Industrial, Institutional, and Open Space project have the ability to waive 50% of Standards by direction of the Community Development Director
- Consolidating three levels of Design Review Permits into two levels of Design Review Permits,
  - Major Design Review Permit (Requiring approval from Planning and Zoning Commission)
    - New construction
    - Addition 1000 SF or larger than 10% floor area
    - Replacement of primary building material
    - Significant site alterations
  - Minor Design Review Permit (Requiring approval from Staff)
    - Sign type change
    - Roof, door, or window style change
    - Awning addition
    - Awning shape/style change
    - Building color/material change
    - Step style change
    - Additions less than 1000 SF or 10% floor area
    - Minor site alterations
    - Outdoor patios
    - Solar panels

- Amending approval procedures to grant authority to staff and the PZC to approve permits.
- Section 11-505 (l) Manuals and Guidelines creates the additional document "Design Guidelines Manual" incorporating and expanding upon existing design standards
- Adding specific guidelines for corridors of 159<sup>th</sup> Street, Cicero Avenue, and the Metra Sub Area

#### IV. ANALYSIS

Together, Article 9, Part 5 and Article 11, Section 505 of the Zoning Ordinance serve to outline commercial design standards and guidelines, as well as the design review permitting process. This language was a first step towards implementing a more structured review process for future development. Utilization of the current standards and processes laid out in the zoning code has created barriers for both petitioners and staff. Many of the criteria or requirements are vague, using the phrases "visually compatible" or "visually related". While these phrases allow for creativity and flexibility during the design process, they also allow for considerable subjectivity during the review process. This vagueness can draw out the review process by leading to unnecessary rounds of review as staff and the petitioner mutually work towards a compatible design, thereby hindering the pace of development.

This existing vagueness in the design standards also creates a broader problem for the City by thwarting the creation of a unified identity and desired character, or "theme", for the design of development. Ultimately, these barriers can prevent the City from ensuring that sustainable and attractive development occurs.

The EAC and PZC previously held a joint planning session that outlined a goal of simplifying the development review process for commercial construction and renovation and this amendment achieves that by streamlining the review process. The City Council has also reviewed this language and supported the shift of final design review authority to the PZC based on the expectation that these updated Design Guidelines will create a framework for more consistent design. Finally, the Design Guidelines intend to create an easy-to-use guide that uses visuals and well-defined language to communicate with clarity the City's design expectations to applicants.

At the January 2021 hearing the PZC recommended that clarifying the dumpster enclosure requirements would improve aesthetics and durability. The Zoning Code currently allows any material but chain-link fence, whereas the new recommendation is to match the primary material used on the building. This specific guideline is included in the Design Guidelines. However, staff recommends that this update be part of a separate text amendment to update dumpster enclosure requirements in the zoning code. Adding these into the code as standards in addition to the Design Guidelines will craft stronger regulations that best meet the goals outline by the PZC.

**V. CONCLUSION**

STANDARDS FOR TEXT AMENDMENT	
<i>Code Consistency.</i>	<p><i>The consistency of the proposed amendment with the purposes of this code.</i></p> <p><b>Met.</b> The proposed amendment does not interfere with the code; the amendment only makes the design guidelines more clear and streamlined.</p>
<i>Community Need.</i>	<p><i>The community need for the proposed amendment and for the uses and development it would allow.</i></p> <p><b>Met.</b> The proposed changes will add common characteristics to surrounding developments within each corridor and throughout the commercial areas for the benefit of the community.</p>
<b>TOTAL MET: 2 of 2 standards</b>	

**VI. PZC MOTION**

Motion to affirm PZC Resolution 21-05 recommending approval of comprehensive text amendments to the following provisions of the City of Oak Forest Zoning Ordinance: Article 9 Part 5, District Regulations of General Applicability; Paragraph 11-201(E), Minimum Data Requirements; and Section 11-505, Design Review. These amendments shall include, but not be limited to: the repeal of Article 9 Part 5, in its entirety; the addition of application material requirements for design review permits; reorganization of design review criteria and adoption of formal design guidelines referenced in 11-505(l) ; and changes to design review permit applicability and public review process.

## PART V - DESIGN GUIDELINES

### 9-501: DESIGN REVIEW PERMIT REQUIRED.

Unless a Design Review Permit shall have first been obtained pursuant to Section 11-505 of this Code, no person shall perform, cause, or permit any construction, alteration, remodeling, removal, movement, or demolition of any building, structure, or other improvement of or on any property, and no person shall be entitled to the issuance of a permit authorizing any such work.

For purposes of this Section 9-401, all work described in the preceding sentence shall, collectively, be defined as “Improvement Work.”

#### C. Exemptions.

1. No Design Review Permit shall be required for Improvement Work related directly to the repair of fire, storm, or other catastrophic damage; provided that the Improvement Work contemplates substantially the same material and configuration as existed prior to the fire, storm, or other catastrophic damage, and is otherwise in accordance with all applicable codes and ordinances.
2. No Design Review Permit shall be required for any Improvement Work that is determined to be within the Level I Design Review, as described in Subsection 9-401B of this Code.

#### D. Modified Design Review Process. The process for securing the issuance of a Design Review Permit for Improvement Work shall be as set forth in Section 11-505 of this Code, except as follows:

1. Applications. All applications for a Design Review Permit for Improvement Work shall be submitted to the Community Development Director for a determination of whether a Level I, Level II, or Level III design review is appropriate and required. The determination of the Community Development Director shall be final unless a written appeal there from is filed with the Planning and Zoning Commission, in which case the determination of the Planning and Zoning Commission shall be final.
2. Design Review Process Levels.
  - (a) Level I. The Level I design review is for Improvement Work that consists exclusively or primarily of ordinary and routine maintenance and repair activities that may require a building permit pursuant to the City’s Building Code. Examples of Level I activities include, without limitation, the following: repainting a building or sign exactly as the original; replacing a front door with one similar to the original; replacing light fixtures on the outside of a building with the same type of light fixture; changing the signage on an awning while keeping the awning itself the same; adding window air conditioning units to the rear or side of a building; resurfacing or re-striping a parking lot; replacing a roof, door, or window with the same type of roof, door or window; or replacing or repairing steps with the same type of step.

The Level I design review shall consist only of written notification to the Community Development Director prior to the commencement of the applicable Improvement Work. The issuance of a Design Review Permit shall not be required for any such Improvement Work.

- (b) Level II. The Level II design review is for Improvement Work that consists of either (i) ordinary and routine maintenance or repair activities that would require a building permit pursuant to the City's Building Code or (ii) minor replacement work activities. Examples of Level II activities include, without limitation, the following: replacing a sign with a different type of sign; replacing a roof, door, or window with a different type of roof, door, or window; adding an awning to a building; replacing an awning with an awning of a different style or material; painting a building or sign with a different color than the original; or replacing steps with a different type of step.

The Level II design review shall consist of review by the Planning and Zoning Commission in accordance with the procedures set forth in Subsections 11-505D of this Code; provided that no action by the City Council shall be necessary or required. The Planning and Zoning Commission shall have final authority to grant a Design Review Permit with respect to all Improvement Work within the Level II design review.

- (c) Level III. The Level III design review is for any and all Improvement Work that, as a result of its substance, detail, scope, and complexity, requires a more comprehensive review than that allowed by a Level I or Level II design review.

The Level III design review shall consist of all of the procedures and requirements set forth in Section 11-505D of this Code.

## **9-502: BUILDING AND STRUCTURE DESIGN**

Applicable to all Commercial and Multi-Family Districts or any new single family construction (Level II), buildings and structures and all major exterior renovations, additions and façade changes shall conform to the following regulations:

- A. Buildings and structures shall be consistent with the architectural character, scale and in harmony with the vicinity and of adjacent property.
- B. Building materials shall be selected for suitability in the context of the neighborhood. Buildings shall use the same materials or those which are architecturally harmonious for all building walls and other exterior components that are wholly or partially visible from public ways.
- C. Building materials shall be of durable quality.
- D. Brick, other masonry materials or other attractive materials approved by the Design Review Committee shall be used for all sides of all non-residential development, multi-family,

duplex, townhouse and other non-single family residential dwelling units, and shall be installed per City Building Code specifications. The use of stucco, e.i.f.s (i.e. dryvit), wood, glazed tile or decorative concrete block shall be limited to accent the building.

- E. Flat roofs and mansard roofs are discouraged except where such roofs are the predominant style in the neighborhood.
- F. Building components, such as windows, doors, eaves and parapets shall be consistent in proportion and style with the predominant style of the neighborhood.
- G. Exterior lighting should be a part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with the building design.
- H. Signs shall be part of the architectural concept and shall conform to the regulations set forth in this Article IX, Part I-C.
- I. Color schemes should consider the character and quality of structures in the area. Excessively bright colors should be used only for accent. Materials and colors should withstand the weather for a twenty-five (25) year period.

## 11-505: DESIGN REVIEW

- A. Authority. The City Council, in accordance with the procedures and standards set out in this Section and by ordinance duly adopted, may grant Design Review Permit approval; provided, however, that no such permit shall be granted unless such use or development complies with the regulations of the district in which it is located and all necessary certificates, permits and approvals for such use or development shall have been secured.
- B. Purpose. The Design Review Permit process is intended to provide a procedure for the review of plans to ensure that the use and development requiring design review approval will comply with standards established to preserve the integrity of areas and structures which have been determined to merit special protection.
- C. Parties Entitled to Seek Design Review Permits. An application for a Design Review Permit may be filed by the owner of, or any person having a contractual interest in, the subject property.
- D. Procedure.
1. Application. Applications for a Design Review Permits shall be filed in accordance with the requirements of Section 11-301 of this Code. Applications will be forwarded to the Planning and Zoning Commission for special use permit, variation and construction approvals.
  2. Other approvals required prior to approval. In any case where the proposed work requires the issuance of a special use permit, variation, or other approval, no Design Review Permit shall be granted unless and until such special use permit, variation, or other approval has been issued. The issuance of any such other approval shall not be deemed to establish any right to the issuance of a Design Review Permit.
  3. Public meeting. A public meeting shall be conducted by the Planning and Zoning Commission and the City Council.
  4. Action by Planning and Zoning Commission. Within 35 days following the conclusion of the public meeting provided in Subsection E3 of this Section, the Planning and Zoning Commission, shall, in writing, recommend to the City Council to grant the Design Review Permit without modification, grant the Design Review Permit with modifications or subject to conditions, or deny the Design Review Permit. In reaching its recommendation, the Planning and Zoning Commission, whichever is applicable, shall be guided by the particular standards and considerations set forth in Subsection E of this Section. The failure of the Planning and Zoning Commission, to act within 35 days, or such longer period of time as may be agreed to by the applicant, shall be deemed a recommendation to deny the Design Review Permit.
  5. Action by City Council. Within 35 days after receiving the recommendation of the Plan Planning and Zoning Commission, or if the Planning and Zoning Commission fails to act within 35 days following the conclusion of the public meeting provided in Subsection E3 of this Section, within seventy (70) days following the conclusion

of such public meeting, the City Council shall, by ordinance duly adopted, grant the Design Review Permit without modification, grant the Design Review Permit with modifications or subject to conditions, or deny the Design Review Permit. The failure of the City Council to act within the time limits set in this Subsection, or such longer period of time as may be agreed to by the applicant, shall be deemed a denial of the Design Review Permit. In reaching its decision, the City Council shall be guided by the particular standards and considerations set forth in Subsection E of this Section.

6. Issuance of certificate. If a Design Review Permit is granted pursuant to this Section, the Community Development Director, within seven days following the passage of the ordinance by the City Council pursuant to Subsection E5 of this Section, shall issue the Design Review Permit, noting thereon any modifications or conditions imposed by the City Council. Each Design Review Permit shall state on its face, in bold type, that:

**THIS PERMIT DOES NOT SIGNIFY ZONING, BUILDING CODE, OR  
SUBDIVISION REVIEW OR APPROVAL AND HOLDER IS NOT  
AUTHORIZED TO UNDERTAKE ANY WORK WITHOUT SUCH REVIEW  
AND APPROVAL WHERE REQUIRED.**

- E. Standards and Considerations for Design Review Permit. In passing upon applications for Design Review Permits, the Planning and Zoning Commission and the City Council, as the case may be, shall consider and evaluate the property of issuing the Design Review Permit all in as expeditious as manner as possible. In addition, the Planning and Zoning Commission and the City Council, as the case may be, shall be guided by the following standards and considerations:

1. General Building Design and Relation to Street and Pedestrians: All building designs shall be evaluated under the following guidelines, as well as the way in which the design relates to the street on which the subject building is, or is proposed to be, located:
  - (a) Height, Bulk, Scale and Massing: Overall height and massing of proposed buildings and structures shall be modulated to reduce the appearance of height and bulk.
  - (b) Roof-lines: Roof-lines shall be designed to generate visual interest.
  - (c) Façade: Architectural details in building facades shall provide visual interest and be generally compatible with surrounding buildings and properties.
  - (d) Proportion of openings: The size and number of openings (windows, doors, etc.) shall be proportionate to the overall façade.
  - (e) Rhythm of entrance porch and other projections: The scale of entrances and other projections shall be designed to relate proportionately to sidewalks and pedestrians.

- (f) Open spaces. The quality and location of the open spaces between buildings and in setback spaces between the street and façade shall be suitably located in relation to the street, other open spaces and pedestrian ways.
2. Visual compatibility. Visual compatibility shall be considered and reviewed in terms of the following guidelines.
- (a) Height. The height of proposed buildings and structures as it relates to adjacent buildings.
  - (b) Materials. The quality of materials and their relationship to those in existing adjacent structures.
  - (c) Proportion of front façade. The relationship of the width to the height of the front elevation shall be visually compatible with buildings, public ways, and places to which it is visually related.
  - (d) Proportion of openings. The relationship of the width to the height of windows shall be visually compatible with buildings, public ways, and places to which the building is visually related.
  - (e) Rhythm of solids to voids in front facades. The relationship of solids to voids in the front façade of a building shall be visually compatible with buildings, public ways, and places to which it is visually related.
  - (f) Rhythm of spacing and buildings on streets. The relationship of a building or structure to the open space between it and adjoining buildings or structures shall be visually compatible with the buildings, public ways, and places to which it is visually related.
  - (g) Relationship of materials and texture. The relationship of the materials and texture of the façade shall be visually compatible with the predominant materials used in the buildings and structures to which it is visually related.
  - (h) Roof shapes. The roof shape of a building shall be visually compatible with the buildings to which it is visually related.
  - (i) Walls of continuity. Building facades and appurtenances such as walls, fences, and landscape masses shall, when it is a characteristic of the area, form cohesive walls of enclosure along a street to ensure visual compatibility with the buildings, public ways, and places to which such elements are visually related.
  - (j) Scale of building. The size and mass of building and structures in relation to open spaces, windows, door openings, porches, and balconies shall be visually compatible with the buildings, public ways, and places to which they are visually related.
3. Overall Site Design and Landscaping. The overall site design shall be reviewed in terms of the quality of the following elements:

- (a) Landscaping and screening: Parking lots, unsightly equipment and service areas shall be screened from public view by means of landscaping, fencing, and/or other means of screening.
  - (b) Lighting: Exterior lighting shall be architecturally integrated with building style, material and color, and shall not be directed off site.
  - (c) Parking: Automobile access, servicing of the property, and impact on vehicular traffic patterns and conditions on-site and in the vicinity of the site, and the retention of trees and shrubs to the maximum extent possible shall also be reviewed.
- 4. Special considerations for existing buildings. For existing buildings, the Planning and Zoning Commission and the City Council shall consider the availability of materials, technology, and craftsmanship to duplicate existing styles, patterns, textures, and overall detailing.
- 5. Manuals and guidelines. The Planning and Zoning Commission may, from time to time, provide for specific manuals or guidelines for architectural styles or common-occurring buildings or site features and elements to assist applicants for Design Review Permits. Such manuals or guidelines shall be advisory only and shall bind neither the applicant nor the Planning and Zoning Commission or the City Council with respect to any specific case.
- F. Modifications and Conditions. In approving an application for a Design Review Permit, the City Council may, by resolution duly adopted, authorize the issuance of the Design Review Permit for plans as submitted, or on condition that specified modifications in such plans be made, or on any other condition deemed necessary to achieving the purposes and objectives of this Section. Such conditions and modifications shall be set forth in the resolution granting approval and in the Design Review Permit. The violation of any such condition or modification shall be a violation of this Code.
- G. Limitation on Permits. A Design Review Permit shall become null and void 12 months after the date on which it was issued unless, within such period, the work authorized by such permit is commenced. A Design Review Permit shall relate solely to the work shown on plans approved by the issuance of such permit and it shall be unlawful for any person to deviate from such plans without obtaining an amended permit in the same manner as herein provided for obtaining original permits.

~~PART V—DESIGN GUIDELINES~~

~~9-501: DESIGN REVIEW PERMIT REQUIRED.~~

~~Unless a Design Review Permit shall have first been obtained pursuant to Section 11-505 of this Code, no person shall perform, cause, or permit any construction, alteration, remodeling, removal, movement, or demolition of any building, structure, or other improvement of or on any property, and no person shall be entitled to the issuance of a permit authorizing any such work.~~

~~For purposes of this Section 9-401, all work described in the preceding sentence shall, collectively, be defined as “Improvement Work.”~~

~~A. Exemptions.~~

- ~~1. No Design Review Permit shall be required for Improvement Work related directly to the repair of fire, storm, or other catastrophic damage; provided that the Improvement Work contemplates substantially the same material and configuration as existed prior to the fire, storm, or other catastrophic damage, and is otherwise in accordance with all applicable codes and ordinances.~~
- ~~2. No Design Review Permit shall be required for any Improvement Work that is determined to be within the Level I Design Review, as described in Subsection 9-401B of this Code.~~

~~B. Modified Design Review Process. The process for securing the issuance of a Design Review Permit for Improvement Work shall be as set forth in Section 11-505 of this Code, except as follows:~~

- ~~1. Applications. All applications for a Design Review Permit for Improvement Work shall be submitted to the Community Development Director for a determination of whether a Level I, Level II, or Level III design review is appropriate and required. The determination of the Community Development Director shall be final unless a written appeal there from is filed with the Planning and Zoning Commission, in which case the determination of the Planning and Zoning Commission shall be final.~~
- ~~2. Design Review Process Levels.
  - ~~(a) Level I. The Level I design review is for Improvement Work that consists exclusively or primarily of ordinary and routine maintenance and repair activities that may require a building permit pursuant to the City’s Building Code. Examples of Level I activities include, without limitation, the following: repainting a building or sign exactly as the original; replacing a front door with one similar to the original; replacing light fixtures on the outside of a building with the same type of light fixture; changing the signage on an awning while keeping the awning itself the same; adding window air conditioning units to the rear or side of a building; resurfacing or re-striping a parking lot; replacing a roof, door, or window with the same type of roof,~~~~

~~door or window; or replacing or repairing steps with the same type of step. The Level I design review shall consist only of written notification to the Community Development Director prior to the commencement of the applicable Improvement Work. The issuance of a Design Review Permit shall not be required for any such Improvement Work.~~

- ~~(b) — Level II. The Level II design review is for Improvement Work that consists of either (i) ordinary and routine maintenance or repair activities that would require a building permit pursuant to the City's Building Code or (ii) minor replacement work activities. Examples of Level II activities include, without limitation, the following: replacing a sign with a different type of sign; replacing a roof, door, or window with a different type of roof, door, or window; adding an awning to a building; replacing an awning with an awning of a different style or material; painting a building or sign with a different color than the original; or replacing steps with a different type of step.~~

~~The Level II design review shall consist of review by the Planning and Zoning Commission in accordance with the procedures set forth in Subsections 11-505D of this Code; provided that no action by the City Council shall be necessary or required. The Planning and Zoning Commission shall have final authority to grant a Design Review Permit with respect to all Improvement Work within the Level II design review.~~

- ~~(c) — Level III. The Level III design review is for any and all Improvement Work that, as a result of its substance, detail, scope, and complexity, requires a more comprehensive review than that allowed by a Level I or Level II design review.~~

~~The Level III design review shall consist of all of the procedures and requirements set forth in Section 11-505D of this Code.~~

## **BUILDING AND STRUCTURE DESIGN**

~~Applicable to all Commercial and Multi-Family Districts or any new single family construction (Level II), buildings and structures and all major exterior renovations, additions and façade changes shall conform to the following regulations:~~

- ~~A. — Buildings and structures shall be consistent with the architectural character, scale and in harmony with the vicinity and of adjacent property.~~
- ~~B. — Building materials shall be selected for suitability in the context of the neighborhood. Buildings shall use the same materials or those which are architecturally harmonious for all building walls and other exterior components that are wholly or partially visible from public ways.~~
- ~~C. — Building materials shall be of durable quality.~~

- ~~D. — Brick, other masonry materials or other attractive materials approved by the Design Review Committee shall be used for all sides of all non-residential development, multi-family, duplex, townhouse and other non-single family residential dwelling units, and shall be installed per City Building Code specifications. The use of stucco, e.i.f.s (i.e. dryvit), wood, glazed tile or decorative concrete block shall be limited to accent the building.~~
- ~~E. — Flat roofs and mansard roofs are discouraged except where such roofs are the predominant style in the neighborhood.~~
- ~~F. — Building components, such as windows, doors, eaves and parapets shall be consistent in proportion and style with the predominant style of the neighborhood.~~
- ~~G. — Exterior lighting should be a part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with the building design.~~
- ~~H. — Signs shall be part of the architectural concept and shall conform to the regulations set forth in this Article IX, Part I-C.~~
- ~~I. — Color schemes should consider the character and quality of structures in the area. Excessively bright colors should be used only for accent. Materials and colors should withstand the weather for a twenty five (25) year period.~~

Attachment 3: Section 11-201 New Text Language

**11-201: APPLICATIONS (Skip A-D)**

E. Minimum Data Requirements. (Skip 1-12)

13. Applications for Major Design Review Permit. Every application filed pursuant to Paragraph 11-503 D2 of this article shall, in addition to the data and information required pursuant to Paragraph 1 and, where applicable, Paragraph 2 above, provide the following information;
- (a) The materials and data listed in Paragraph 11-201(E)(11), as required for Site Plan Approval.
  - (b) Photos of the existing building, site landscaping, and other existing site features.
  - (c) Concept renderings in color accurately depicting the color, size, shape, and material of any and all changes to the subject building. Should hard line elevations and sections required by Subparagraph d of this Paragraph be submitted in accurate color detail, this material requirement may be waived.
  - (d) Building material list, with material specs, labels and color depictions showing color and texture of each material.
  - (e) Photometric plan showing foot-candle levels to the nearest tenth of a foot-candle to all property lines.
  - (f) Light fixture cut sheets showing the color and finish.
  - (g) Hard line elevations and sections when necessary, measureable by an architect's scale, which illustrate the following:
    - i. All materials proposed and their corresponding texture, clearly and consistently labeled which correspond with the required building material list.
    - ii. For existing buildings, clear identification between existing façade to remain and proposed façade.
    - iii. Dedicated sign area for wall signs. Signs are subject to review in accordance with Section 9-106 and the Major Design Review Permit process does not include signs.
    - iv. Clear and consistent light fixture labels and demarcations corresponding to light fixture cut sheets.

## Attachment 4: Section 11-505 Amended Text Language

### 11-505: DESIGN REVIEW

- A. Authority. The Planning and Zoning Commission, in accordance with the procedures and criteria set out in this Section and by resolution duly adopted, may grant Major Design Review Permit approval. The Community Development Director, in accordance with the procedures and criteria set out in this Section, may grant Minor Design Review Permit approval. However, no such permit shall be granted unless such use or development complies with the regulations of the district in which it is located and all necessary certificates, permits and approvals for such use or development shall have been secured.
- B. Purpose. The Major and Minor Design Review Permit procedures are intended to provide for the review of plans to ensure that the use and development requiring said approval will comply with criteria established to preserve the integrity of areas and structures which have been determined to merit special protection.
- C. Major or Minor Design Review Permit Required. Unless a Major or Minor Design Review Permit shall have first been obtained pursuant to this Section, no person shall perform, cause, or permit any construction, alteration, remodeling, movement, or demolition of any building, structure or other improvement of or on any property used for non-residential or multiple family purposes, and no person shall be entitled to the issuance of a permit authorizing any such work.
- D. Exemptions.
1. No Major or Minor Design Review Permit shall be required for Improvement Work related directly to the repair of fire, storm, or other catastrophic damage; provided that the improvement work contemplates substantially the same material and configuration as existing prior to the fire, storm, or other catastrophic damage, and is otherwise in accordance with all applicable codes and ordinances.
  2. No Major or Minor Design Review Permit shall be required for Improvement Work that consists exclusively or primarily of ordinary and routine maintenance and repair activities that may require a building permit pursuant to the City's Building Code. Examples of such activity not requiring a Major or Minor Design Review Permit include, without limitation, the following: repainting a building exactly as the original, replacing a front door with one similar to the original; replacing light fixtures on the outside of a building with the same type of light fixture; or replacing a roof, door, or window with the same type of roof, door, or window. That no Design Review Permit shall be required for Improvement Work as described in this Paragraph 11-505 D shall not be interpreted to mean that the Improvement Work does not require a building permit.

E. Minor Design Review.

1. Scope. Minor Design Review is for Improvement Work that does not otherwise constitute as a significant change to the architectural style or design of the building or site to which the Improvement Work is being done. This shall also include any Improvement Work that otherwise meets the applicable requirements of this Code, without requiring any form of zoning relief as granted pursuant to Article XI. Minor Design Review Permits shall be required for any Improvement Work that, as a result of its substance, detail, scope, and complexity, otherwise requires a more comprehensive review than otherwise is considered exempt by Subsection D herein this Section, including, but not limited to, the following:
  - (a) Replacement of a roof, door, or window with a different type of roof, door, or window.
  - (b) Addition of an awning to a building.
  - (c) Replacement of an awning with a different style or material.
  - (d) Painting a building with a different color than the original.
  - (e) Replacing the steps with a different type of step.
  - (f) New construction of an accessory structure.
  - (g) Addition to an existing principal structure that is less than one thousand square feet or less than ten percent of the area of the existing structure.
  - (h) Replacement of building materials, other than the primary building material, on visible portions of the façade of an existing structure.
  - (i) Minor site alterations, such as parking lot modifications of a limited scope, fencing, minor grading, or small landscaping areas.
  - (j) Construction of an outdoor patio/seating area.
  - (k) Installation of solar panels on roof or façade facing a public right-of-way.
2. Application. Applications for Minor Design Review Permits shall be filed in accordance with the requirements of Section 11-201 and of this Paragraph E2. Applications for Minor Design Review Permits shall consist of plans accurately depicting the Improvement Work and a written notification describing said plans, on a form as made available by the Community Development Director, prior to the commencement of the applicable Improvement Work. The Community Development

Director may request any additional information he or she deems necessary prior to considering the application complete.

3. Action by the Community Development Director. Within 35 days upon the receipt of a complete application as described in this Subsection 11-505 E, the Community Development Director shall grant the Minor Design Review Permit without modification, grant the Minor Design Review Permit with modifications or subject to conditions, or deny the Minor Design Review Permit. In reaching his or her determination, the Community Development Director shall be guided by the design criteria set forth in Subsections 11-505 G, in addition to specific manuals or guidelines as identified in Subsection 11-505 I of this Section. The Community Development Director may waive fifty (50) percent of the criteria of Subparagraphs G1, G2, and G3 of this Section, as deemed unreasonable and causing undue burden to buildings or properties to be used for industrial, institutional, and open space purposes. Of those criteria deemed applicable to a Minor Design Review Permit by the Community Development Director, a cumulative majority must be found as met or the Community Development Director shall deny the Minor Design Review Permit.

The failure of the Community Development Director to act within 35 days, or such longer period of time as may be agreed to by the applicant, shall also be deemed a denial of the Minor Design Review Permit. The determination of the Community Development Director shall be final unless an application for appeal is filed to the Planning and Zoning Commission, in accordance with Section 11-402 of this Code.

F. Major Design Review.

1. Scope. Major Design Review is for Improvement Work that consists of any and all Improvement Work that constitutes as a significant change to the architectural style or design of the building or site to which the Improvement Work is being done. All Improvement Work shall otherwise meet the applicable requirements of this code, without requiring any form of zoning relief as granted pursuant to Article XI. Major Design Review Permits shall be required for any Improvement Work that, as a result of its substance, detail, scope, and complexity, otherwise requires a more comprehensive review than that required for a Minor Design Review Permit, including, but not limited to, the following:
  - (a) New construction of a principal structure.
  - (b) Addition to an existing principal structure that is equal to or greater than one thousand square feet or ten percent of the area of the existing structure, whichever is less.

- (c) Replacing the primary exterior building material on visible portions of the façade of an existing principal structure.
  - (d) Significant site alterations, including, but not limited to, berms, detention/retention areas, parking lot addition/removal, or significant landscaping features.
2. Application. Applications for Major Design Review Permits shall be filed in accordance with the requirements of Section 11-201 and of this Subsection 11-505 F of this Code. Applications for Major Design Review Permits shall consist of plans accurately depicting the Improvement Work and a written notification describing said plans, on a form as made available by the Community Development Director, prior to the commencement of the applicable Improvement Work. The Community Development Director may request any additional information he or she deems necessary prior to considering the application complete. The Community Development Director may waive fifty (50) percent of the criteria of Subparagraphs G1, G2, and G3 of this Section, as deemed unreasonable and causing undue burden to buildings or properties to be used for industrial, institutional, and open space purposes.
  3. Public Meeting. Within 21 days of determining the application complete, the Community Development Director shall forward the application and related materials to the Planning and Zoning Commission, including a report stating which, if any, criteria listed in Subparagraphs G1, G2, and G3 are deemed unreasonable and causing undue burden to buildings or properties to be used for industrial, institutional, and open space purposes. The Planning and Zoning Commission shall then conduct public meeting in accordance with Section 11-203 of this Code.
  4. Action by Planning and Zoning Commission. Within 35 days following the conclusion of the public meeting provided in Paragraph F3 of this Section, the Planning and Zoning Commission, shall, by resolution duly adopted, grant the Major Design Review Permit without modification, grant the Major Design Review Permit with modifications or subject to conditions, or deny the Major Design Review Permit. In reaching its recommendation, the Planning and Zoning Commission, whichever is applicable, shall be guided by the particular criteria and considerations set forth in Subsections G, H, and I of this Section. Of those criteria deemed applicable to a Major Design Review Permit by the Community Development Director, a cumulative majority must be found as met or the Planning and Zoning Commission shall deny the Major Design Review Permit.

The failure of the Planning and Zoning Commission, to act within 35 days, or such longer period of time as may be agreed to by the applicant, shall be deemed a denial of the Major Design Review Permit. The determination of the Planning and Zoning

Commission shall be final unless a written appeal there from is filed with the City Council in accordance with Section 11-402, in which case the determination of the City Council shall be final.

5. Issuance of Certificate. If a Major or Minor Design Review Permit is granted pursuant to this Subsection 11-505 F, the Community Development Director, within seven days following the passage of the resolution by the Planning and Zoning Commission pursuant to Paragraph F4 of this Section, shall issue the Major Design Review Permit, noting thereon any modifications or conditions imposed by the Planning and Zoning Commission. Each Major Design Review Permit shall state on its face, in bold type, that:

**THIS PERMIT DOES NOT SIGNIFY ZONING, BUILDING CODE, OR  
SUBDIVISION REVIEW OR APPROVAL AND HOLDER IS NOT  
AUTHORIZED TO UNDERTAKE ANY WORK WITHOUT SUCH REVIEW AND  
APPROVAL WHERE REQUIRED.**

- G. Design Criteria for Major and Minor Design Review Permits. In reviewing applications for Design Review Permits, the Community Development Director and the Planning and Zoning Commission, as the case may be, shall consider and evaluate the subject property of the requested Major or Minor Design Review Permit in as expeditious a manner as possible. In addition, the Community Development Director and the Planning and Zoning Commission, as the case may be, shall be guided by the following design criteria. These design criteria shall be applicable to all buildings or properties to be used for non-residential and multiple family purposes. All major exterior renovations, additions and façade changes shall be reviewed for conformance with the following criteria of design. Note that in the event that a building or buildings adjacent or visually related to the subject building for which the Major or Minor Design Review Permit is being sought is found not to meet the intent of one or more of one of the following criteria, that the principle may not apply. The Planning and Zoning Commission, following a recommendation from the Community Development Director, may instead determine that the intent of that principle may be met by enforcing other design guidelines as he or she sees appropriate for a Major Design Review Permit. The Community Development Director may instead determine that the intent of that principle may be met by enforcing other design guidelines as he or she sees appropriate for a Minor Design Review Permit.

1. **Mass and Scale.** The following criteria shall be applied as set forth in this Section. Two shall be the number of design criteria defined as a majority for this Paragraph.
  - (a) Height, Bulk, Scale, and Massing. Overall height and massing of proposed buildings and structures shall be modulated to reduce the appearance of height and bulk.
  - (b) Height. The height of proposed buildings and structures as it relates to adjacent buildings.
  - (c) Scale of Building. The size and mass of buildings and structures shall be similar to buildings and relate to public ways and places within their immediate vicinity.
  
2. **Building Materials.** The following criteria shall be applied as set forth in this Section. Three shall be the number of design criteria defined as a majority for this Paragraph.
  - (a) Architecturally Harmonious. Building materials shall be selected for suitability in the context of the neighborhood. Buildings shall use materials which are architecturally harmonious for all building walls and other exterior components that are wholly or partially visible from public ways.
  - (b) Durable Materials. Brick, other masonry materials or other attractive and durable materials approved by the Planning and Zoning Commission shall be used for all sides of all non-residential development, multi-family, duplex, townhouse and other non-single family residential dwelling units, and shall be installed per city building code specifications. The use of stucco, e.i.f.s (i.e. Dryvit), wood, glazed tile or decorative concrete block shall be limited to accent the building.
  - (c) Color Schemes. Color schemes should consider the character and quality of structures in the area. Excessively bright colors should be used only for accent. Materials and colors should withstand the weather for a twenty-five (25) year period.
  - (d) Relationship of Materials and Texture. The relationship of the materials and texture of the façade shall be visually compatible with the predominant materials used in the buildings and structures to which it is visually related.
  - (e) Materials. The quality of materials and their relationship to those in existing adjacent structures, except for when materials of existing structures are not of a recommended material or are predominantly a discouraged material.

3. **Building Design and Features.** The following criteria shall be applied as set forth in this Section. Four shall be the number of design criteria defined as a majority for this Paragraph.
  - (a) Building Components Consistency. Building components, such as windows, doors, eaves and parapets shall be consistent in proportion and style with the predominant style of the neighborhood.
  - (b) Façade. Architectural details in building facades shall provide visual interest through articulation, appropriate material changes, appropriate lighting features, and other best design practices.
  - (c) Proportion of Openings. The size and number of openings (windows, doors, etc.) shall be proportionate to the overall façade and relate directly to the primary use of the building.
  - (d) Rhythm of Entrance Porch and Other Projections. The scale of entrances and other projections shall be designed to relate proportionately to sidewalks and pedestrians.
  - (e) Proportion of Front Façade. The relationship of the width to the height of the front elevation shall be consistent in proportion with buildings, public ways, and places to which it is visually related.
  - (f) Proportion of Openings. The relationship of the width to the height of windows shall be consistent in proportion with buildings, public ways, and places to which the building is visually related.
  
4. **Building Roofs and Rooflines.** The following criteria shall be applied as set forth in this Section. Two shall be the number of design criteria defined as a majority for this Paragraph.
  - (a) Flat Roofs and Mansard Roofs. Flat roofs and mansard roofs are discouraged except where such roofs are the predominant style in the neighborhood.
  - (b) Roof-lines. Roof-lines shall be designed to generate visual interest.
  - (c) Roof Shapes. The roof shape of a building shall be consistent with the buildings which are within the immediate block area.

5. **Lighting.** The following criteria shall be applied as set forth in this Section. Two shall be the number of design criteria defined as a majority for this Paragraph.
- (a) Harmonious Lighting. Exterior lighting should be a part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with the building design.
  - (b) Architecturally Integrated. exterior lighting shall be architecturally integrated with building style, material, and color so as to enhance architectural features of the building, and shall not be directed off site.
6. **Open Space and Other Site Features.** The following standards shall be applied as set forth in this Section. Four shall be the number of design criteria defined as a majority for this Paragraph.
- (a) Rhythm of Spacing and Buildings on Streets. The rhythm of open space between buildings or structures shall be consistent and maintained at a block level wherever possible.
  - (b) Landscaping and Screening. Parking lots, unsightly equipment and service areas shall be screened from public view by means of landscaping, fencing, and/or other means of screening.
  - (c) Open Spaces. The quality and location of the open spaces between buildings and in setback spaces between the street and façade shall be suitably located in relation to the street, other open spaces and pedestrian ways to create a pedestrian and open space network.
  - (d) Parking. Automobile access, servicing of the property, and impact on vehicular traffic patterns and conditions on-site and in the vicinity of the site, and the retention of trees and shrubs to the maximum extent possible shall also be reviewed.
  - (e) Signs. Signs shall be part of the architectural concept and shall conform to the regulations set forth in this Article IX, Part I-C.
  - (f) Walls of Continuity. Building facades and appurtenances such as walls, fences, and landscape masses shall, when it is a characteristic of the area, form cohesive walls of enclosure along a street to ensure visual compatibility with the buildings, public ways, and places to which such elements are visually related.

- H. Special Considerations for Existing Buildings. For existing buildings, the availability of materials, technology, and craftsmanship to duplicate existing styles, patterns, textures, and overall detailing shall be considered.
  
- I. Manuals and Guidelines. The Planning and Zoning Commission may, from time to time, provide for specific manuals or guidelines for architectural styles or common-occurring buildings or site features and elements to assist applicants for design review permits. Such manuals or guidelines shall be advisory only and shall bind neither the applicant, Community Development Director nor the Planning and Zoning Commission with respect to any specific case.
  
- J. Limitation on Permits. A Design Review Permit shall become null and void 12 months after the date on which it was issued unless, within such period, the work authorized by such permit is commenced. A Design Review Permit shall relate solely to the work shown on plans approved by the issuance of such permit and it shall be unlawful for any person to deviate from such plans without obtaining an amended permit in the same manner as herein provided for obtaining original permits.

Attachment 5: Design Guidelines Manual (Text Only)



Design Guidelines  
Outline & Draft Text

Paul Ruane  
Community Planner

## Design Guidelines | Outline

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### *General Considerations*

- Document will be available in hard copy format and online, to be distributed in person and via email. Sections should be able to be presented independently from one another for users with varying scopes of work.
- Document will be in landscape orientation to allow for easy electronic viewing and ample visual examples that illustrate the text.
- General outline will follow Sections 9-504 and 11-505 of the Zoning Ordinance with additional sections added based upon past and upcoming PZC discussion. The distinction between the zoning text and the guidelines must be made.
- Text should be limited so as to allow for plenty of illustrative examples. If text is necessary, it should give clear and concise direction to limit confusion for all users.
- With the smaller scale of the City, different commercially oriented areas can be separated to accommodate the different context of each area and its desired character.
- The proposed outline below in each subarea's section is organized to follow the pattern of project development, starting literally from the ground up. Most design guidelines are organized as a site plan is, starting from the site design and its features, then the architecture of the building, and ending with signs. Given that the City is predominantly built-out with existing buildings, each subarea should include a section for existing buildings.
- The document should be easy to navigate to ensure its use is not intimidating, imposing, and ultimately, not shelved and treated as an afterthought.
- Because the City offers a Façade Improvement Grant in reimbursement form, special mention should be given to this program and the importance of the application of this document perhaps should be included.

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### *General Outline*

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## I. INTRODUCTION

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### **Relationship to Other Ordinances & Plans**

These Design Guidelines, hereinafter referred to as the Guidelines, were developed to further specific objectives from the 2008 Comprehensive Plan and strengthen the existing section in the Zoning Ordinance, being Article 11, Section 505, that apply to design review in the City of Oak Forest.

#### *2008 Comprehensive Plan*

This plan outlines specific planning issues and key opportunities in the City that relate to the character and aesthetic of the built environment. A few of these design related issues are: that the City has no “center” or “downtown”; that the commercial corridors appear confusing with no defined pattern or identity; and that both pedestrian and automobile access and mobility is challenging. To move forward in resolving these issues, a few key opportunities identified are: use new development to raise the bar with the design quality; establish a more continuous character along commercial corridors; build upon existing community character; and pursue development and site design that is more pedestrian-oriented.

In essence, these issues and opportunities identify a clear need for a unified and defined approach and process to improvements in the built environment within the City. These Guidelines seek to refine this need, by also supplementing sections dedicated to design review in the existing Zoning Ordinance, as described below.

#### *Zoning Ordinance*

Article 11, Section 505 explains the two levels of design review requiring a Design Review Permit. These are identified by the scope of work proposed for the project. Exemptions from this process are also identified. References to Article 11, Section 505 are made in regard to the public process required for each level of design review. Building and structure design requirements are listed, which apply to all commercial, multi-family, and single-family new construction, additions, and façade improvements.

The public process through which a Design Review Permit is reviewed and the criteria used to determine approval of said permit. The criteria for approval includes the following subsections: general building design and relation to street and pedestrians, visual compatibility, overall site design and landscaping, special consideration for existing buildings, and design criteria for signs.

Together, these two sections are used and applied to projects which qualify for design review. They serve as an outline for the process and provide general criteria and design considerations for applicants. These Guidelines seek to further enhance the standards and considerations by providing expanded and specific examples, both in text and in images, of what applicants should refer to prior to developing and submitting an application for a Design Review Permit.

### **Vision Statement & Objectives**

Nearly all boundaries of the City of Oak Forest abuts the Forest Preserve District of Cook County, giving the community abundant access to open space and outdoor recreation. Enhancing this unique location amidst large public parks is the access to downtown Chicago, with a Rock Island Metra line station and proximity to I-57. The City also enjoys a lesser amount of traffic congestion due to its less dense population, while still being near everyday amenities and shopping areas. Coupling access to regional

attractions with a small town atmosphere, the City seeks to continue its more community oriented and locally focused approach to development.

### *Vision Statement*

The City of Oak Forest seeks to increase its accessibility via all modes of transit, enhance its connections to surrounding open space, and promote its sense of community and safety through maintenance of its small-town atmosphere and definition of its character and scale. A more accessible, inviting, and attractive built environment will serve to retain and draw businesses, make Oak Forest a lifelong home for its current and future residents, and turn those “just passing through” into regular visitors of our public amenities and local businesses.

### *Objectives*

The following objectives each directly support the Vision Statement for these Guidelines. In the event that any guideline stated in this document should be unclear or otherwise convoluted, these objectives should serve to clarify the intent of the guideline in question. The objectives are separated into three focus areas, which will be reflected as subsections in each chapter of these Guidelines. The focus areas are based upon existing attributes of the City that can be enhanced and opportunities for improvement of which the City can take advantage, and generally correspond in their order to Section 11-505 of the Zoning Ordinance. They are as follows: architecture, open space, and transit.

#### Architecture

- I. To encourage site and building design that reflects and maintains the existing scale of development within the City.
- II. To increase the longevity of existing and new development with the incorporation of durable materials and established architectural design principles.
- III. To ensure new construction and alterations to existing buildings incorporate balanced design elements that are oriented to pedestrians as well as automobiles.
- IV. To ensure a variety in creativity and design is applied throughout new and existing development.
- V. To take into consideration the site and building’s size and scale to maintain proportionality within the site and in relation to other sites

#### Open Space

- I. To create gathering spaces for the public that reflect and connect to the City’s local and regional open space network.
- II. To reflect the City’s proximity to nature by incorporating appropriate and attractive landscaping and screening.
- III. To promote site design that allows for interaction with the natural and built environment while also promoting social and civic engagement in the community.
- IV. To ensure that site access, parking, and circulation is arranged in a logical and safe manner for pedestrians and vehicles;
- V. To ensure landscaping is provided as a project amenity while also functioning as a buffer
- VI. To maintain and increase the safety and vitality of the site

#### Transit

- I. To incorporate sufficient site amenities that accommodate all modes of transit, including pedestrian, bicycle, and automobile.
- II. To ensure site designs provide multi-modal connections that encourage active transportation.

- III. To maintain, and strive to reduce, the existing automobile level of service needs of by creating a multi-modal transportation network.
- IV. To ensure efficient delivery of public infrastructure

**Applicability**

The Guidelines should apply to all non-residential development that qualifies for a Minor or Major Design Review Permit, per Subsection 11-505(C) of the Zoning Ordinance. This includes any work beyond ordinary or routine maintenance or like-for-like replacement of minor features to a site or building. Should there be any question as to whether or not a proposal should adhere to these Guidelines, the aforementioned code section should be referenced or the Community Development Department should be contacted at (708) 687-4050.

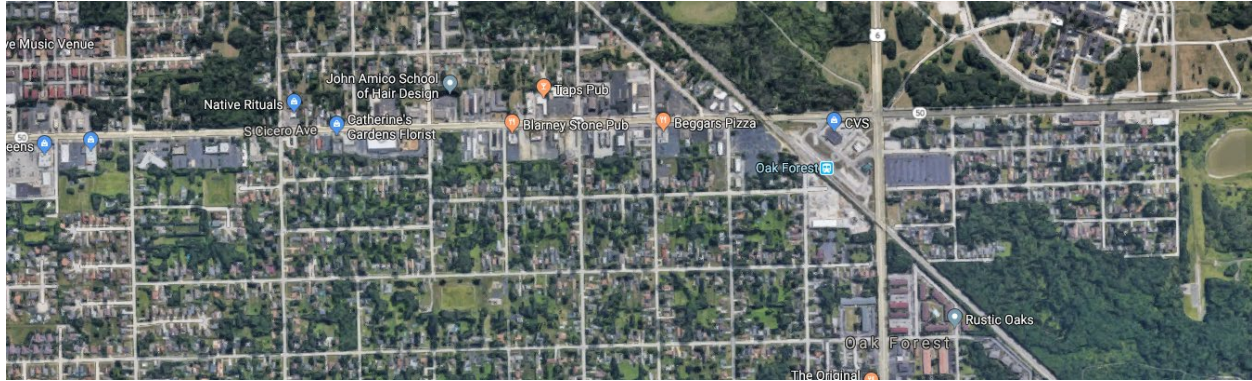
Below is a map illustrating the non-residential subareas where the majority of commercial and other non-residential development exists within the City. These subareas each are unique in their location, context, and function within the City. As such, these subareas have additional guidelines that apply so as to create definition and identity within each subarea.

*Metra Station Subarea*



*Cicero Avenue Corridor*





### 159<sup>th</sup> Street Corridor



## Using the Design Guidelines

**Step 1:** *Determine your project's scope of work.*

You will need to know what type of change you are planning, in addition to the degree of that change. Are you simply changing building materials, or will you be installing windows and doors in new locations as well? Is it a small addition of a few hundred feet, or is it a third of the size of your existing building?

**Step 2:** *Meet with Community Development Department staff*

The Community Development Department is responsible for reviewing all Design Review Permits before they go to the Building Department for construction review. They will tell you if the project is considered a Minor or Major Design Review Permit and the materials required to apply.

**Step 3:** *Review applicable parts of these Design Guidelines*

If your project is related to an existing building, review and apply Part III, Existing Development. If your project is related to new construction starting with an empty lot, review and apply Part IV, New Development.

If your property is located in any of the Subareas referenced above, review and apply that applicable section in Part V, Unique Design Considerations.

**Step 4:** *Compile the required submittal materials*

The required materials as directed by the Community Development Department staff must be submitted four weeks in advance of date you are hoping to file a construction permit with the Building Department. This is to allow for review and possible resubmittals.

**Step 5:** *Apply for the required Design Review Permit*

Submit the required materials, the application form, and the fee, if any, to the Community Development Department for review.

### Legal Authority

For City staff and reviewing bodies, these guidelines are intended to serve as a supplemental tool with which proposals should be reviewed. They support the 2008 Comprehensive Plan and the Zoning Ordinance, and are to be used in conjunction with these documents as well as any and all other applicable codes and ordinances.

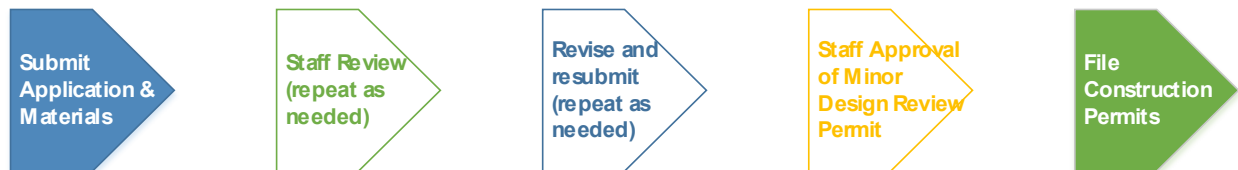
For businesses, architects, property owners, and developers, these guidelines are intended to serve as recommendations or suggestions that proposals should strive to meet. The City does not wish to dictate the complete design of the building or site, but act in an advisory role through partnership with the applicant to ensure development conforms to the progression of quality as recommended in the 2008 Comprehensive Plan. In the event that any guideline conflicts with any City ordinance or other applicable codes, those should take precedent.

## II. PROCESS

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### *Minor Design Review Permit*

If you need a Minor Design Review Permit, no public meetings are required. The Community Development Department will approve the Permit and forward the Building Department as such. The Building Department will then request any additional materials required prior to reviewing and issuing a construction permit.



### *Major Design Review Permit*

If you need a Major Design Review Permit, one public meeting is required. The Community Development Department will review and recommend approval, approval with conditions, or denial of the Major Design Review Permit to the Planning and Zoning Commission. The Planning and Zoning Commission will then make a final determination on the Permit. Following its determination, it will be forwarded to the Building Department. The Building Department will then request any additional materials required prior to reviewing and issuing a construction permit.



In the event of denial of either Permit, an appeal can be filed with the next highest reviewing body (Minor Design Review Permit: the Planning and Zoning Commission; Major Design Review Permit: the City Council).

### III. EXISTING DEVELOPMENT | GENERAL DESIGN PRINCIPLES

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#### Architecture

##### *Elevation Materials and Updates*

- On elevations which consist of one building material, a second material three to four feet in height from grade, or in line with the bottom of existing window openings, should be installed as a knee wall or foundation enhancement. This material should be of a heavier, denser composition than that of the existing material. Examples of foundation – wall material combinations are:
  - Stone – brick
  - Stained, split face CMU – brick
  - Brick – Fiber cement board
- Preferred primary materials should make up no less than sixty percent (60%) to ninety (90%) of building elevations, including those facing the sides and rear of a property.
- Preferred primary materials should make up, at a minimum, the first floor of a multi-story building.
- Preferred primary materials should be used for the building foundation
- Preferred accent materials should make up no more than ten percent (10%) to forty (40%) of building elevations, including those facing the sides and rear of a property.
- On elevations where the primary material is stucco, EIFS, or other discouraged material, such materials should be removed and replaced with one or more preferred primary materials.
- On buildings which have blank walls, windows, awnings of neutral color or approved color, wall articulation, wall arcades and/or pilasters, or architectural lighting (see Building Lighting section) should be added for visual interest.

##### Preferred Primary Materials and Treatment of Existing Primary Materials

- Brick
- Quarried stone (i.e. granite, etc.)
- Cultured Stone
- Face brick (brick veneer)
- Fiber cement board (i.e. HardiPlank), provided it is of a neutral or natural finish that imitates traditional commercial building materials, such as brick
- Pre-cast concrete (with recessed panels and reveal lines)
- Architectural metals & standing seam metal roofing
- Split-faced CMU block, stained in neutral color
- Cast stone
- Stained brick

##### Preferred Accent Materials

- Pre-cast concrete accents
- Stucco or EIFS as an accent material (not a major building component). Limited amounts of stucco may be considered for vertical surfaces only, if the quality of the design merits such consideration
- Glass accents
- Painted CMU block in acceptable accent colors

- Split-faced CMU block, stained in neutral color
- Other CMU block finished with split face, fluted, scored, honed, etc.
- Decorative concrete block

### *Rooflines and Shapes*

- Partial and/or full mansard roofs should be removed in their entirety. Rooflines should be modified or restored to a flat roof and a parapet wall should be constructed to screen any rooftop mechanical units.
- Where parapet walls do not exist, they should be added to enhance the top of the building and serve as screening of rooftop mechanical units.
- Downspouts should be on side and rear elevations of buildings and not be visible from arterial or collector rights-of-way. Design elements of the structure should be used to hide the spouts.
- Where parapet wall construction is not structurally feasible, pre-treated acrylic butylene styrene, aluminum, or other durable material which matches the primary building material in color and/or appearance should be used.
- Cornices, eaves, and brackets should be added to buildings which do not have any roofline ornamentation to add architectural interest. Such additions should be consistent with and enhance the existing design of the building.

### *Windows and Doors*

- Window and door openings should be restored to their previous size and shape if modifications were made.
- Aged window and door frames should be replaced with wood, cast iron, or anodized aluminum frames.
- Storefront windows with multiple lights should be replaced with single, large single light glass window panels, or multiple glass window panels with vertical as opposed to horizontal breaks.
- On elevations facing a public right-of-way where no windows exist, windows should be added that fit with the design and scale of the existing building to add visual interest and create a 360 design.
- Such windows which are added should be properly scaled to the building
- On elevations with primary pedestrian entrances, doors should be fifty to one hundred percent transparent using one to two glass panels to encourage entry.

### *Building Lighting*

- Decorative lighting on building exteriors should be provided near primary entrances.
- Such lighting should enhance architectural features and landscaping and be down lit.
- In cases where wall packs are needed to assist in the lighting of parking areas, a mixture of both decorative wall lighting and decorative wall packs should be implemented in some manner.
- To enhance the building design and the adjoining landscape, subtle and understated building lighting should be added.
- Replacement light fixtures should be decorative with aluminum or other metal material finish.
- The exterior finish of the decorative light fixtures should also be compatible with the building color and material.

## **Site Features & Design**

### *Parking Lot Design & Circulation*

- Parking lots should be repaired, resealed, and restriped to create legal conforming stalls and create manageable and intuitive traffic flow.

- Where existing site configurations allow, landscape medians should be installed along right-of-way frontage between parking stalls and parkway or sidewalk to comply with Section 9-107 of the Zoning Ordinance.
- Where no space is provided or available along a street frontage, landscape planters planted with perennials should be placed along the front elevation of the building, especially directly adjacent to the primary entrance.
- Parking lots which have parts of their lot diagonally striped, such as parking row ends, or a corner which is not a full parking stall, should replace the striped area with a curbed landscape island. Such islands should have a tree installed where the area allows, or be landscaped with hardy landscape materials. Refer to the suggested and preferred landscape materials list for acceptable landscape materials.
- Shared parking agreements and cross access easement agreements should be initiated between properties which already share parking or where businesses have off hours to alleviate existing parking constraints.
- The direction of travel and parking areas should be consolidated and made similar to reduce points of conflict at connections between properties and parking areas.

### *Landscaping & Open Space*

- All landscaped areas should contain a combination of shade trees, ornamental trees, evergreen trees, shrubs, flowering plants, ground cover plants, and other native or ornamental grasses and plants.
- Canopies over outdoor seating areas should be part of the architectural design of the existing building and be of a durable material and neutral color scheme.
- Landscaping along building foundations, parking lots, and property perimeters should be installed in a naturalized or rhythmic pattern.
- Where no space is provided or available along a building frontage, landscape planters with perennials should be implemented along the front elevation of the building, especially directly adjacent to the primary entrance.
- All landscaping, including along building foundations and parking lots, should be properly mulched to prevent weed growth or be of plant materials that are self-contained.
- Landscaping along property perimeters should be naturalized and imply property boundaries while allowing for transition between uses.
- All yards, open space, and landscaped areas should be kept clean of debris and trash.
- All landscaping should be maintained by the property owner/responsible party allowing for healthy growth of the plantings and to preserve the overall aesthetics.
- All adjacent areas to principal and/or accessory structure that is not paved or landscaped should be sodded and maintained with grass cover and/or other plant material.
- Undeveloped areas should be mowed and kept clean of debris and trash.
- Plant material should be utilized to screen mechanical equipment, services and loading docks.

### *Refuse, Utility, and Service Areas*

- All service and utility areas which include, but are not limited to, loading docks, outdoor storage areas, dumpsters and mechanical equipment such as plumbing vent stacks, HVAC transformers, fans and cooling towers, should be modified wherever possible to be screened from view from the right-of-way, pedestrian areas and adjacent residential structures.
- Move above ground utilities below ground wherever possible.

### Outdoor Storage and Refuse Areas

- Relocate outdoor storage areas, dumpsters, and other unsightly building equipment to the side or rear of the building.
- Consolidate outdoor storage and dumpster areas for shared use.
- The construction of dumpster enclosures should complement and be similar to the overall building design, as well as be properly landscaped.

### Mechanical Equipment

- Relocate mechanical equipment such as air conditioners/exchangers, where possible out of view from public rights of way and circulation paths, and away from residential living or sleeping areas.
- HVAC transformers and other ground located mechanical units should be screened from view by a durable material, such as brick, stained split face CMU block, PVC fence which matches the existing building in material and/or color, or evergreen landscape material.
- HVAC transformers and other ground located mechanical units which are metallic in color, when replaced, should be of a neutral or natural color that matches the existing building or landscaping to be used as screening, if not otherwise required to be a certain color by a utility company.

### *Site Lighting*

- Replacement light fixtures on a site should be installed, designed, and oriented so as to produce minimal glare, nuisance, and spillover onto adjacent properties and streets.
- To avoid light pollution and over illumination, diffused, soft white light is preferred.
- High-pressure sodium (orange lighting) and metal halide lighting are strongly discouraged.
- To create a more pedestrian scale within parking lots, parking lot lighting should be retrofitted to minimize light pollution and glare and use shorter light poles no taller than 18 feet.

## **IV. NEW DEVELOPMENT | GENERAL DESIGN PRINCIPLES**

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### **Architecture**

#### *Massing & Placement*

- When infill lots are redeveloped, the front setback of the new building should be the same as those adjacent to it or as the same as the building closest to the street, provided compliance with the required setbacks is met.
- New buildings should be located as close to the front property as possible while maintaining required setbacks per the Zoning Ordinance.
- Building height should be similar to those adjacent to it. Specifically, buildings should not have a height difference more than one-story. For example, a three story building is not appropriate when proposed next to a one story building. A degree of height variation, however, is appropriate.
- Building mass should be similar to those adjacent to it.
- Buildings should be segmented in distinct massing elements.
- Decorative cornices, columns, reliefs, and other facade ornamentation and detailing are encouraged.

#### *Building Design & Materials*

- A variation of building materials should be carried throughout the design of the building.
- The primary entrance to the building should be uniquely identifiable by using variations in masses, building materials, colors, projecting/recessing and architectural detailing.

- Vertical and horizontal elements should be offset to minimize building bulk implementing one or all of these three design features:
  - Variation in the wall plane. (Projections and recesses)
  - Variation in wall height.
  - Roof peaks located at different levels.
- Apply a 360-degree architecture principle avoiding blank walls by using:
  - Windows
  - Awnings of neutral color or approved color
  - Wall articulation (see above)
  - Wall arcades and/or pilasters
- Preferred primary materials should make up no less than sixty percent (60%) to ninety (90%) of building elevations, including those facing the sides and rear of a property.
- Preferred primary materials should make up, at a minimum, the first floor of a multi-story building.
- Preferred primary materials should be used for the building foundation
- Preferred accent materials should make up no more than ten percent (10%) to forty (40%) of building elevations, including those facing the sides and rear of a property.
- Buildings should be designed with two or more preferred primary materials, with materials differentiating between different function parts of the building. For example, a foundation material three to four feet in height from grade, or in line with the bottom of existing window openings, should be installed as a knee wall or foundation enhancement. This material should be of a heavier, denser composition than that of the existing material. Examples of foundation – wall material combinations are:
  - Stone – brick
  - Stained, split face CMU – brick
  - Brick – Fiber cement board
- Blank walls without windows, awnings of neutral color or approved color, wall articulation, wall arcades and/or pilasters, or architectural lighting (see Building Lighting section) are strongly discouraged for any side of a building.
- Building walls which are more than forty (40) in length should incorporate variation in the roofline or articulation on said elevation.

#### Preferred Primary Materials

- Brick
- Quarried stone (i.e. granite, etc.)
- Cultured Stone
- Face brick (brick veneer)
- Fiber cement board (i.e. HardiPlank), provided it is of a neutral or natural finish that imitates traditional commercial building materials, such as brick
- Pre-cast concrete (with recessed panels and reveal lines)
- Split-faced CMU block, stained in neutral color
- Cast stone

#### Preferred Accent Materials

- Pre-cast concrete accents
- Stucco (EIFS) as an accent material (not a major building component). Limited amounts of stucco may be considered for vertical surfaces only, if the quality of the design merits such consideration

- Glass accents
- Stained CMU block in acceptable accent colors
- Other CMU block finished with split face, fluted, scored, honed, etc.
- Architectural metals & standing seam metal roofing

### *Rooflines and Shapes*

- Rooflines and parapets should look complete when viewed from all sides of the building.
- Partial and/or full mansard roofs are strongly discouraged.
- Parapet walls should be added to enhance the top of the building and serve as the required screening of rooftop mechanical units.
- Downspouts should be on side and rear elevations of buildings and not be visible from arterial or collector rights-of-way. Design elements of the structure should be used to hide the spouts.
- Cornices, eaves, and brackets should be added to buildings to add architectural interest. Such additions should be consistent with and enhance the design of the building.

### *Windows and Doors*

- All fenestration (doors, windows, vents, skylights) should be in scale with their associated building with some ornamental element, i.e. window sills, window/door hoods, transoms, etc.
- Building elevations which face a public right-of-way should have windows that fit with the design and scale of the proposed building to add visual interest and create a 360 design.
- Such windows which are added should be properly scaled to the building
- Elevations with primary pedestrian entrances should be fifty to one hundred percent transparent, with the doors using one to two glass panels to encourage entry and windows extending no higher than knee wall height.
- Storefront windows should be single, large single light glass window panels, or multiple glass window panels with vertical as opposed to horizontal breaks.

### *Building Lighting*

- Decorative lighting on building exteriors should be provided near primary entrances.
- Such lighting should enhance architectural features and landscaping and be down lit.
- In cases where wall packs are needed to assist in the lighting of parking areas, a mixture of both decorative wall lighting and decorative wall packs should be implemented in some manner.
- To enhance the building design and the adjoining landscape, subtle and understated building lighting should be added.
- Decorative light fixtures with aluminum or other metal material exteriors should be used on all sides facing a public or private right-of-way, or with a pedestrian entrance.
- The exterior finish of the decorative light fixtures should be compatible with the building color and material.

## **Site Features & Design**

### *Parking Lot Design & Circulation*

- Internal site vehicular circulation system should be designed to minimize conflicts between inbound and outbound traffic and ensure such internal traffic does not negatively impact external traffic.
- Internal pedestrian paths should be enhanced by using different paving materials, such as those with a texture and color, or decorative striping, and or bollard lighting fixture no more than 4 feet in height.

- Conflict points between pedestrian vehicles should be minimized through the installation of visible and accessible cross walks.
- Parking lots should have curbed perimeters and curbed landscape islands.
- Parking access points, whether located on front or side streets must be located as far as possible from street intersections so that adequate stacking room is provided.
- Access points should be limited to the minimum amount necessary to provide adequate circulation.
- Diagonal striping in place of a curbed landscape island to guide traffic flow and form parking rows is strongly discouraged.
- Shared parking agreements and cross access easement agreements should be initiated between properties where off-street, cross property connections provide an alternative route for users with multiple stops.
- Safe vehicle and pedestrian connections should be installed between such properties to allow for the safe passage between them through the use of parking lot cross access, walking paths, crosswalks, and the like.

### *Landscaping and Open Space*

#### General Landscaping Requirements

- All yards and open space between and about structures and parking lots should be landscaped
- Plant material should be utilized to screen mechanical equipment, services and loading docks.
- All yards, open space, and landscaped areas should be kept clean of debris and trash.
- All landscaping should be maintained by the property owner/responsible party allowing for healthy growth of the plantings and to preserve the overall aesthetics.
- Undeveloped areas should be mowed and kept clean of debris and trash.
- All such landscape areas should contain a combination of shade trees, ornamental trees, evergreen trees, shrubs, flowering plants, ground cover plants, and other native or ornamental grasses and plants.
- Landscaping along building foundations, parking lots, and property perimeters should be installed in a naturalized or rhythmic pattern.
- Landscaping along property perimeters should be naturalized and imply property boundaries while allowing for transition between uses.
- For a list of recommended trees see Exhibit B of these guidelines.

#### Foundation Landscaping

- All adjacent areas to principal and/or accessory structure that is not paved or landscaped should be sodded and maintained with grass cover and/or other plant material.
- Landscaping should provide relief to large expanses of exterior walls and enhance walkways, entrances, outdoor seating areas, and other pedestrian areas.
- If landscape planters with unique features or a decorative design are proposed and implemented (see adjacent examples), the Director of Community Development may grant relief from the landscaping regulations of these guidelines and city code.

#### Outdoor Patios

- Outdoor seating areas, such as those provided by restaurants or cafes, should be incorporated into the overall site design and be well landscaped.
- Outdoor seating areas should be sited away from parking areas, drive aisles, and high traffic streets where possible.

- Canopies over outdoor seating areas should be part of the architectural design of the existing building and be of a durable material and neutral color scheme.

### *Refuse, Utility, and Service Areas*

- All service and utility areas which include, but are not limited to, loading docks, outdoor storage areas, dumpsters and mechanical equipment such as plumbing vent stacks, HVAC transformers, fans and cooling towers, should be located and screened from view from the right-of-way, pedestrian areas and adjacent residential structures.
- Joint use of service areas by multiple adjoining buildings should be accommodated during site design wherever possible.
- Utility connections for all new developments should be installed underground.

### *Outdoor Storage and Refuse Areas*

- Trash enclosures should be incorporated into building design with placement at the rear of the building and using the same or a similar building material.

### *Mechanical Equipment*

- Utility service areas should be screened from public view with building elements and/or materials similar in appearance to the main structure.
- Mechanical equipment such as air conditioners, exchangers, etc. should be placed out of view from public rights of way and circulation paths, and away from residential living or sleeping areas.
- HVAC transformers and other ground located mechanical units should be screened from view by a durable material, such as brick, stained split face CMU block, PVC fence which matches the existing building in material and/or color, or evergreen landscape material.
- HVAC transformers and other ground located mechanical units which are metallic in color, when replaced, should be of a neutral or natural color that matches the existing building or landscaping to be used as screening, if not otherwise required to be a certain color by a utility company.

### *Site Lighting*

- Light fixtures should be designed and installed in a manner oriented to produce minimal glare, nuisance, and spillover onto nearby properties.
- To avoid light pollution and over illumination, diffused, soft white light is preferred.
- High-pressure sodium (orange lighting) and metal halide lighting are strongly discouraged.
- To create a more pedestrian scale within parking lots, parking lot lighting should be no taller than 18 feet.

## V. UNIQUE DESIGN CONSIDERATIONS | Metra Station Subarea, Cicero Avenue Corridor, & 159<sup>th</sup> Street Corridor

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This Section of the Guidelines is intended to be supplemental to the preceding Sections III and IV for properties within the following described parts of the city.

First, the Metra Station Subarea is located at the northwest corner of the highly traveled intersection of Cicero Avenue (SR 50) and West 159<sup>th</sup> Street (SR 6). This area is broadly bound by W. 157<sup>th</sup> Street to the north, Cicero Avenue to the east, Laramie Avenue to the west, and W. 160<sup>th</sup> Street to the south, as defined within the 2008 Comprehensive Plan. Second, the Cicero Avenue consists of the properties fronting Cicero Avenue between 151<sup>st</sup> Street and 159<sup>th</sup> Street. Finally, the 159<sup>th</sup> Street Corridor consists of the properties fronting 159<sup>th</sup> Street between Ridgeland Avenue and Laramie Avenue.

Each of these parts of the city have their own unique development patterns. The supplemental guidelines below are intended to be applied only to properties within each of the aforementioned boundaries, so as to ensure the reuse of existing sites and new development reflects the intended character of each area.

### **Metra Station Subarea**

#### *Intent*

The proximity of this area to open space and the Oak Forest Health Center to the east and southeast, respectively, provides a unique view shed not often found in the south suburbs of Chicago. Being directly adjacent to existing open space and well connected to major transit routes, this area was identified and has been developed as a transit-oriented development, or TOD, with the intent of becoming the town center, by the 2008 Comprehensive Plan. It should serve as both a point of connection as well as a gathering place for the community and region at large. As such, pedestrian-scale design elements should be prioritized at all levels of design.

#### *Architecture & Building Placement*

- On corner lots, new buildings should be located as close to the front and corner side property lines as possible while maintaining required setbacks per the Zoning Ordinance to “hold the corner”.
- Buildings should create a “streetwall”, creating a sense of enclosure, by maintaining a consistent setback as close as possible to the public right-of-way.
- New construction in this area should occupy the entire width of the lot to avoid gaps between buildings and discontinuities in the streetwall, except where pedestrian access to rear parking is designed and planned for.
- Where maintaining a continuous streetwall is not possible or desirable, the streetwall should be maintained through the use of landscaping, pedestrian amenities, and decorative walls or fencing.
- Buildings throughout this area should face the street, with strong pedestrian orientation.
- Buildings must have clearly defined, highly visible customer entrances with features such as canopies or porticos, arches, wing walls, and integral planters.
- Main entrances should be designed as an important architectural feature of the building.
- Window glazing should be clear or slightly tinted. Dark, mirrored, reflective glass, or glass block is not permitted.
- Awnings should be properly placed above entrances and may extend over storefront windows.
- The color of awnings and canopies should complement and enhance the overall color scheme of the building façade.

- Commercial buildings should have a strong pedestrian orientation with display windows, attractive detailing, and convenient and “hospitable” entrances.

### *Site Features & Design*

- Fencing should complement the architectural and landscaping designs on the site.
- Parking lots should be screened from view along sidewalks and roadways through the use of low masonry walls or plantings and decorative fencing.
- Parking lots should be located behind buildings toward the rear lot line.
- Vehicular access to parking lots should be provided from side streets.
- Pedestrian access to parking lots should be provided through planned walkways located between buildings.
- Parking lots should be designed and located so they are safe, attractive, and efficient. Excessive parking can be detrimental to its aesthetic and should be discouraged.
- Site lighting should consist of both vehicular scale lighting and pedestrian scale lighting. Excessive lighting and light pollution should be avoided.
- Sidewalk cafes, outdoor patios, and retail display areas should be enclosed by a decorative fence or corral. The fence or corral should be compatible with existing character and be located in order to maintain a safe, accessible, and continuous public sidewalk and be removed during cooler seasons.
- Parking lots should be located behind buildings. Parking lots in front of buildings are not encouraged within this area.

## **Cicero Avenue Corridor**

### *Intent*

The properties along this corridor are narrow and the majority of them are developed with small strip centers or small-scale, stand-alone buildings. The corridor also features excessive curb cuts, some blocks with buildings that are set back from the street, and older buildings that are in need of updates or repairs. This chapter will focus on connectivity and appropriate building treatments.

### *Architecture & Building Placement*

- On corner lots, new buildings should be located as close to the front and corner side property lines as possible while maintaining required setbacks per the Zoning Ordinance to “hold the corner”.
- Buildings should create a “streetwall”, creating a sense of enclosure, by maintaining a consistent setback as close as possible to the public right-of-way.
- Where maintaining a continuous streetwall is not possible or desirable, the streetwall should be maintained through the use of landscaping, pedestrian amenities, and decorative walls or fencing.
- Ground floor windows can be used for displays, however business owners should allow full and unobstructed views into their businesses. Obstructing windows from the interior of a building with shelving, display cases, signage or other objects is not permitted.
- All buildings should “front” the corridor wherever possible. When front doors do not face these primary streets, display windows or distinctive facade treatments should be provided along the visible public road frontages.
- Covered walkways and colonnades are encouraged along the fronts of the buildings to create a pedestrian orientation.

- Awnings and canopies designed for weather protection and to add visual interest at the street level should be integrated into the facade and be in character with the architectural style of the building.
- Buildings should have a strong pedestrian orientation with display windows, attractive detailing, and convenient and “hospitable” entrances. Obstructing windows from the interior of a building with shelving, display cases, signage or other objects is not permitted.

### *Site Features & Design*

- New drives/curb cuts are strongly discouraged unless necessity is proven through engineering design.
- Where possible, consolidation of drives may be applicable in order to eliminate the numerous drives along arterial roadways.
- Parking lots should be designed and located so they are safe, attractive, and efficient. Excessive parking can be detrimental to its aesthetic and should be discouraged.
- Parking lots should be located behind buildings. Parking lots in front of buildings are not encouraged within this area.
- Where possible, pedestrian access to parking lots should be provided through planned walkways located in gaps between buildings.
- Parkway landscaping should consist of salt-tolerant street trees, shrubs, groundcover, perennials and shrubs limited to maximum 3’ mature height
- Development should create logical linkages to surrounding areas by extending the existing street grid and incorporating on-site streets whenever possible.
- Parking lots should be accessible from side streets to prevent cars from having to use primary streets.

## **159<sup>th</sup> Street Corridor**

### *Intent*

The properties along this corridor are larger and have more frontage when compared to those fronting Cicero Avenue. The buildings often have larger footprints and also farther setback. A unique feature of this subarea is that the south segment of the corridor between Ridgeland Avenue and Central Avenue is the George Dunne National Golf Course, operated and maintained by the Forest Preserve of Cook County. This creates a challenge in encouraging cross traffic and permeability in the corridor, which this part will seek to address.

### *Architecture & Building Placement*

- All buildings should “front” the corridor wherever possible. When front doors do not face these primary streets, display windows or distinctive facade treatments should be provided along the visible public road frontages.
- Any business permitted to have a drive-thru facility should be sited so that the drive-thru lanes and pick up windows are not prominently featured. Any canopies over drive-thru windows or lane should match the material and architectural character of the primary building.
- Covered walkways and colonnades are encouraged along the fronts of the buildings to create a pedestrian orientation.
- Architectural details should be visible from the street. Buildings should not be setback so far as to diminish the aesthetic impact of the building on passing pedestrians and motorists. Buildings should be attractive at both a pedestrian and vehicular scale.

- Long blank faces along the corridor should be avoided. Articulation and covered walkways, such as arcades, are encouraged along the fronts of multi-tenant commercial buildings to create interest and a “pedestrian-friendly” orientation.

### *Site Features & Design*

- New drives/curb cuts are strongly discouraged unless necessity is proven through engineering design.
- Where possible, consolidation of drives may be applicable in order to eliminate the numerous drives along arterial roadways.
- Where parking islands are implemented, they should not be used for snow storage and a snow storage area should be designated on the site and landscape plan during the design phases of the site.
- Parking islands should be generally dispersed throughout the site.
- Parking areas of no more than 60 feet in depth should be located between the building, the public rights-of-way, and the front yard setback. This depth will be sufficient to accommodate a single drive aisle with 90 degree parking on both sides. Additional parking areas can be provided adjacent to the building on interior and rear portions of the lot.
- Development should create logical linkages to surrounding areas by extending the existing street grid and incorporating on-site streets whenever possible.
- Large scale development should establish an internal street network that connects to the external grid at logical intersections.
- Parking lots should be accessible from side streets to prevent cars from having to use primary streets.
- Any business permitted to have a “drive-thru” facility shall be sited so that drive-through lanes and pickup windows are not prominently featured.

**CITY OF OAK FOREST  
PLANNING AND ZONING COMMISSION**

**PZC RESOLUTION NO. 21-05**

**(Text Amendment – Design Guidelines)**

**WHEREAS**, City of Oak Forest (“*Applicant*”) filed an application for text amendments to Article 9 Section 5, District Regulations of General Applicability, Paragraph 11-201(E), Minimum Data Requirements and Section 11-505, Design Review of the Zoning Ordinance; of the City of Oak Forest Zoning Ordinance; and

**WHEREAS**, the Applicant’s proposed amendments are fully set forth in *Exhibit A*, which is attached and by this reference incorporated in to this resolution; and

**WHEREAS**, a public notice was duly published in the Daily Southtown on February 2, 2021 and a public hearing was convened before the Planning and Zoning Commission (“**PZC**”) on February 17, 2021; and

**WHEREAS**, the PZC has considered all of the evidence presented to it, including without limitation, those demonstrative exhibits attached and incorporated in to this resolution by this reference as *Exhibit B*;

**NOW THEREFORE, BE IT RESOLVED** by the PZC of the City of Oak Forest, Cook County, based on the foregoing recitals which are hereby incorporated by reference, that:

Section 1.     FINDINGS.

Based on the evidence presented at the public hearing, the PZC hereby finds that the public good demands or requires the Applicant’s proposed amendments set forth in Exhibit A, considering the trend of development in the City, and the possibility of improved value, use, and enjoyment of property encouraged by the proposed amendments.

Section 2.     RECOMMENDATION.

Based on the findings of fact set forth in Section 1 of this resolution, the PZC hereby recommends the adoption of the Applicant’s proposed amendments set forth in Exhibit A.

ADOPTED THIS \_\_\_\_ day of \_\_\_\_\_, 20\_\_

AYES: (\_\_\_)

NAYS: (\_\_\_)

ABSENT: (\_\_\_)

ABSTAIN: (\_\_\_)

\_\_\_\_\_  
Chairman, Oak Forest PZC

## Exhibit A

### 11-201: APPLICATIONS (Skip A-D)

#### E. Minimum Data Requirements. (Skip 1-12)

13. Applications for Major Design Review Permit. Every application filed pursuant to Paragraph 11-503 D2 of this article shall, in addition to the data and information required pursuant to Paragraph 1 and, where applicable, Paragraph 2 above, provide the following information;
- (a) The materials and data listed in Paragraph 11-201(E)(11), as required for Site Plan Approval.
  - (b) Photos of the existing building, site landscaping, and other existing site features.
  - (c) Concept renderings in color accurately depicting the color, size, shape, and material of any and all changes to the subject building. Should hard line elevations and sections required by Subparagraph d of this Paragraph be submitted in accurate color detail, this material requirement may be waived.
  - (d) Building material list, with material specs, labels and color depictions showing color and texture of each material.
  - (e) Photometric plan showing foot-candle levels to the nearest tenth of a foot-candle to all property lines.
  - (f) Light fixture cut sheets showing the color and finish.
  - (g) Hard line elevations and sections when necessary, measureable by an architect's scale, which illustrate the following:
    - i. All materials proposed and their corresponding texture, clearly and consistently labeled which correspond with the required building material list.
    - ii. For existing buildings, clear identification between existing façade to remain and proposed façade.
    - iii. Dedicated sign area for wall signs. Signs are subject to review in accordance with Section 9-106 and the Major Design Review Permit process does not include signs.
    - iv. Clear and consistent light fixture labels and demarcations corresponding to light fixture cut sheets.

**11-505: DESIGN REVIEW**

- A. Authority. The Planning and Zoning Commission, in accordance with the procedures and criteria set out in this Section and by resolution duly adopted, may grant Major Design Review Permit approval. The Community Development Director, in accordance with the procedures and criteria set out in this Section, may grant Minor Design Review Permit approval. However, no such permit shall be granted unless such use or development complies with the regulations of the district in which it is located and all necessary certificates, permits and approvals for such use or development shall have been secured.
- B. Purpose. The Major and Minor Design Review Permit procedures are intended to provide for the review of plans to ensure that the use and development requiring said approval will comply with criteria established to preserve the integrity of areas and structures which have been determined to merit special protection.
- C. Major or Minor Design Review Permit Required. Unless a Major or Minor Design Review Permit shall have first been obtained pursuant to this Section, no person shall perform, cause, or permit any construction, alteration, remodeling, movement, or demolition of any building, structure or other improvement of or on any property used for non-residential or multiple family purposes, and no person shall be entitled to the issuance of a permit authorizing any such work.
- D. Exemptions.
1. No Major or Minor Design Review Permit shall be required for Improvement Work related directly to the repair of fire, storm, or other catastrophic damage; provided that the improvement work contemplates substantially the same material and configuration as existing prior to the fire, storm, or other catastrophic damage, and is otherwise in accordance with all applicable codes and ordinances.
  2. No Major or Minor Design Review Permit shall be required for Improvement Work that consists exclusively or primarily of ordinary and routine maintenance and repair activities that may require a building permit pursuant to the City's Building Code. Examples of such activity not requiring a Major or Minor Design Review Permit include, without limitation, the following: repainting a building exactly as the original, replacing a front door with one similar to the original; replacing light fixtures on the outside of a building with the same type of light fixture; or replacing a roof, door, or window with the same type of roof, door, or window. That no Design Review Permit shall be required for Improvement Work as described in this Paragraph 11-505 D shall not be interpreted to mean that the Improvement Work does not require a building permit.

E. Minor Design Review.

1. Scope. Minor Design Review is for Improvement Work that does not otherwise constitute as a significant change to the architectural style or design of the building or site to which the Improvement Work is being done. This shall also include any Improvement Work that otherwise meets the applicable requirements of this Code, without requiring any form of zoning relief as granted pursuant to Article XI. Minor Design Review Permits shall be required for any Improvement Work that, as a result of its substance, detail, scope, and complexity, otherwise requires a more comprehensive review than otherwise is considered exempt by Subsection D herein this Section, including, but not limited to, the following:
  - (a) Replacement of a roof, door, or window with a different type of roof, door, or window.
  - (b) Addition of an awning to a building.
  - (c) Replacement of an awning with a different style or material.
  - (d) Painting a building with a different color than the original.
  - (e) Replacing the steps with a different type of step.
  - (f) New construction of an accessory structure.
  - (g) Addition to an existing principal structure that is less than one thousand square feet or less than ten percent of the area of the existing structure.
  - (h) Replacement of building materials, other than the primary building material, on visible portions of the façade of an existing structure.
  - (i) Minor site alterations, such as parking lot modifications of a limited scope, fencing, minor grading, or small landscaping areas.
  - (j) Construction of an outdoor patio/seating area.
  - (k) Installation of solar panels on roof or façade facing a public right-of-way.
2. Application. Applications for Minor Design Review Permits shall be filed in accordance with the requirements of Section 11-201 and of this Paragraph E2. Applications for Minor Design Review Permits shall consist of plans accurately depicting the Improvement Work and a written notification describing said plans, on a form as made available by the Community Development Director, prior to the commencement of the applicable Improvement Work. The Community Development

Director may request any additional information he or she deems necessary prior to considering the application complete.

3. Action by the Community Development Director. Within 35 days upon the receipt of a complete application as described in this Subsection 11-505 E, the Community Development Director shall grant the Minor Design Review Permit without modification, grant the Minor Design Review Permit with modifications or subject to conditions, or deny the Minor Design Review Permit. In reaching his or her determination, the Community Development Director shall be guided by the design criteria set forth in Subsections 11-505 G, in addition to specific manuals or guidelines as identified in Subsection 11-505 I of this Section. The Community Development Director may waive fifty (50) percent of the criteria of Subparagraphs G1, G2, and G3 of this Section, as deemed unreasonable and causing undue burden to buildings or properties to be used for industrial purposes. Of those criteria deemed applicable to a Minor Design Review Permit by the Community Development Director, a cumulative majority must be found as met or the Community Development Director shall deny the Minor Design Review Permit.

The failure of the Community Development Director to act within 35 days, or such longer period of time as may be agreed to by the applicant, shall also be deemed a denial of the Minor Design Review Permit. The determination of the Community Development Director shall be final unless an application for appeal is filed to the Planning and Zoning Commission, in accordance with Section 11-402 of this Code.

F. Major Design Review.

1. Scope. Major Design Review is for Improvement Work that consists of any and all Improvement Work that constitutes as a significant change to the architectural style or design of the building or site to which the Improvement Work is being done. All Improvement Work shall otherwise meet the applicable requirements of this code, without requiring any form of zoning relief as granted pursuant to Article XI. Major Design Review Permits shall be required for any Improvement Work that, as a result of its substance, detail, scope, and complexity, otherwise requires a more comprehensive review than that required for a Minor Design Review Permit, including, but not limited to, the following:
  - (a) New construction of a principal structure.
  - (b) Addition to an existing principal structure that is equal to or greater than one thousand square feet or ten percent of the area of the existing structure, whichever is less.

- (c) Replacing the primary exterior building material on visible portions of the façade of an existing principal structure.
  - (d) Significant site alterations, including, but not limited to, berms, detention/retention areas, parking lot addition/removal, or significant landscaping features.
2. Application. Applications for Major Design Review Permits shall be filed in accordance with the requirements of Section 11-201 and of this Subsection 11-505 F of this Code. Applications for Major Design Review Permits shall consist of plans accurately depicting the Improvement Work and a written notification describing said plans, on a form as made available by the Community Development Director, prior to the commencement of the applicable Improvement Work. The Community Development Director may request any additional information he or she deems necessary prior to considering the application complete. The Community Development Director may waive fifty (50) percent of the criteria of Subparagraphs G1, G2, and G3 of this Section, as deemed unreasonable and causing undue burden to buildings or properties to be used for industrial purposes.
  3. Public Meeting. Within 21 days of determining the application complete, the Community Development Director shall forward the application and related materials to the Planning and Zoning Commission, including a report stating which, if any, criteria listed in Subparagraphs G1, G2, and G3 are deemed unreasonable and causing undue burden to buildings or properties to be used for industrial purposes. The Planning and Zoning Commission shall then conduct public meeting in accordance with Section 11-203 of this Code.
  4. Action by Planning and Zoning Commission. Within 35 days following the conclusion of the public meeting provided in Paragraph F3 of this Section, the Planning and Zoning Commission, shall, by resolution duly adopted, grant the Major Design Review Permit without modification, grant the Major Design Review Permit with modifications or subject to conditions, or deny the Major Design Review Permit. In reaching its recommendation, the Planning and Zoning Commission, whichever is applicable, shall be guided by the particular criteria and considerations set forth in Subsections G, H, and I of this Section. Of those criteria deemed applicable to a Major Design Review Permit by the Community Development Director, a cumulative majority must be found as met or the Planning and Zoning Commission shall deny the Major Design Review Permit.

The failure of the Planning and Zoning Commission, to act within 35 days, or such longer period of time as may be agreed to by the applicant, shall be deemed a denial of the Major Design Review Permit. The determination of the Planning and Zoning Commission shall be final unless a written appeal there from is filed with the City

Council in accordance with Section 11-402, in which case the determination of the City Council shall be final.

5. Issuance of Certificate. If a Major or Minor Design Review Permit is granted pursuant to this Subsection 11-505 F, the Community Development Director, within seven days following the passage of the resolution by the Planning and Zoning Commission pursuant to Paragraph F4 of this Section, shall issue the Major Design Review Permit, noting thereon any modifications or conditions imposed by the Planning and Zoning Commission. Each Major Design Review Permit shall state on its face, in bold type, that:

**THIS PERMIT DOES NOT SIGNIFY ZONING, BUILDING CODE, OR  
SUBDIVISION REVIEW OR APPROVAL AND HOLDER IS NOT  
AUTHORIZED TO UNDERTAKE ANY WORK WITHOUT SUCH REVIEW AND  
APPROVAL WHERE REQUIRED.**

- G. Design Criteria for Major and Minor Design Review Permits. In reviewing applications for Design Review Permits, the Community Development Director and the Planning and Zoning Commission, as the case may be, shall consider and evaluate the subject property of the requested Major or Minor Design Review Permit in as expeditious as manner as possible. In addition, the Community Development Director and the Planning and Zoning Commission, as the case may be, shall be guided by the following design criteria. These design criteria shall be applicable to all buildings or properties to be used for non-residential and multiple family purposes. All major exterior renovations, additions and façade changes shall be reviewed for conformance with the following criteria of design. Note that in the event that a building or buildings adjacent or visually related to the subject building for which the Major or Minor Design Review Permit is being sought is found not to meet the intent of one or more of one of the following criteria, that the principle may not apply. The Planning and Zoning Commission, following a recommendation from the Community Development Director, may instead determine that the intent of that principle may be met by enforcing other design guidelines as he or she sees appropriate for a Major Design Review Permit. The Community Development Director may instead determine that the intent of that principle may be met by enforcing other design guidelines as he or she sees appropriate for a Minor Design Review Permit.

1. **Mass and Scale.** The following criteria shall be applied as set forth in this Section. Two shall be the number of design criteria defined as a majority for this Paragraph.
  - (a) Height, Bulk, Scale, and Massing. Overall height and massing of proposed buildings and structures shall be modulated to reduce the appearance of height and bulk.
  - (b) Height. The height of proposed buildings and structures as it relates to adjacent buildings.
  - (c) Scale of Building. The size and mass of buildings and structures shall be similar to buildings and relate to public ways and places within their immediate vicinity.
  
2. **Building Materials.** The following criteria shall be applied as set forth in this Section. Three shall be the number of design criteria defined as a majority for this Paragraph.
  - (a) Architecturally Harmonious. Building materials shall be selected for suitability in the context of the neighborhood. Buildings shall use materials which are architecturally harmonious for all building walls and other exterior components that are wholly or partially visible from public ways.
  - (b) Durable Materials. Brick, other masonry materials or other attractive and durable materials approved by the Planning and Zoning Commission shall be used for all sides of all non-residential development, multi-family, duplex, townhouse and other non-single family residential dwelling units, and shall be installed per city building code specifications. The use of stucco, e.i.f.s (i.e. Dryvit), wood, glazed tile or decorative concrete block shall be limited to accent the building.
  - (c) Color Schemes. Color schemes should consider the character and quality of structures in the area. Excessively bright colors should be used only for accent. Materials and colors should withstand the weather for a twenty-five (25) year period.
  - (d) Relationship of Materials and Texture. The relationship of the materials and texture of the façade shall be visually compatible with the predominant materials used in the buildings and structures to which it is visually related.
  - (e) Materials. The quality of materials and their relationship to those in existing adjacent structures, except for when materials of existing structures are not of a recommended material or are predominantly a discouraged material.

3. **Building Design and Features.** The following criteria shall be applied as set forth in this Section. Four shall be the number of design criteria defined as a majority for this Paragraph.
  - (a) Building Components Consistency. Building components, such as windows, doors, eaves and parapets shall be consistent in proportion and style with the predominant style of the neighborhood.
  - (b) Façade. Architectural details in building facades shall provide visual interest through articulation, appropriate material changes, appropriate lighting features, and other best design practices.
  - (c) Proportion of Openings. The size and number of openings (windows, doors, etc.) shall be proportionate to the overall façade and relate directly to the primary use of the building.
  - (d) Rhythm of Entrance Porch and Other Projections. The scale of entrances and other projections shall be designed to relate proportionately to sidewalks and pedestrians.
  - (e) Proportion of Front Façade. The relationship of the width to the height of the front elevation shall be consistent in proportion with buildings, public ways, and places to which it is visually related.
  - (f) Proportion of Openings. The relationship of the width to the height of windows shall be consistent in proportion with buildings, public ways, and places to which the building is visually related.
  
4. **Building Roofs and Rooflines.** The following criteria shall be applied as set forth in this Section. Two shall be the number of design criteria defined as a majority for this Paragraph.
  - (a) Flat Roofs and Mansard Roofs. Flat roofs and mansard roofs are discouraged except where such roofs are the predominant style in the neighborhood.
  - (b) Roof-lines. Roof-lines shall be designed to generate visual interest.
  - (c) Roof Shapes. The roof shape of a building shall be consistent with the buildings which are within the immediate block area.

5. **Lighting.** The following criteria shall be applied as set forth in this Section. Two shall be the number of design criteria defined as a majority for this Paragraph.
- (a) Harmonious Lighting. Exterior lighting should be a part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with the building design.
  - (b) Architecturally Integrated. exterior lighting shall be architecturally integrated with building style, material, and color so as to enhance architectural features of the building, and shall not be directed off site.
6. **Open Space and Other Site Features.** The following standards shall be applied as set forth in this Section. Four shall be the number of design criteria defined as a majority for this Paragraph.
- (a) Rhythm of Spacing and Buildings on Streets. The rhythm of open space between buildings or structures shall be consistent and maintained at a block level wherever possible.
  - (b) Landscaping and Screening. Parking lots, unsightly equipment and service areas shall be screened from public view by means of landscaping, fencing, and/or other means of screening.
  - (c) Open Spaces. The quality and location of the open spaces between buildings and in setback spaces between the street and façade shall be suitably located in relation to the street, other open spaces and pedestrian ways to create a pedestrian and open space network.
  - (d) Parking. Automobile access, servicing of the property, and impact on vehicular traffic patterns and conditions on-site and in the vicinity of the site, and the retention of trees and shrubs to the maximum extent possible shall also be reviewed.
  - (e) Signs. Signs shall be part of the architectural concept and shall conform to the regulations set forth in this Article IX, Part I-C.
  - (f) Walls of Continuity. Building facades and appurtenances such as walls, fences, and landscape masses shall, when it is a characteristic of the area, form cohesive walls of enclosure along a street to ensure visual compatibility with the buildings, public ways, and places to which such elements are visually related.

- H. Special Considerations for Existing Buildings. For existing buildings, the availability of materials, technology, and craftsmanship to duplicate existing styles, patterns, textures, and overall detailing shall be considered.
  
- I. Manuals and Guidelines. The Planning and Zoning Commission may, from time to time, provide for specific manuals or guidelines for architectural styles or common-occurring buildings or site features and elements to assist applicants for design review permits. Such manuals or guidelines shall be advisory only and shall bind neither the applicant, Community Development Director nor the Planning and Zoning Commission with respect to any specific case.
  
- J. Limitation on Permits. A Design Review Permit shall become null and void 12 months after the date on which it was issued unless, within such period, the work authorized by such permit is commenced. A Design Review Permit shall relate solely to the work shown on plans approved by the issuance of such permit and it shall be unlawful for any person to deviate from such plans without obtaining an amended permit in the same manner as herein provided for obtaining original permits.

Exhibit B

STANDARDS FOR TEXT AMENDMENT	
<i>Code Consistency.</i>	<i>The consistency of the proposed amendment with the purposes of this code.</i>  <b>Met.</b> The proposed amendment does not interfere with the code; the amendment only makes the design guidelines more clear and streamlined.
<i>Community Need.</i>	<i>The community need for the proposed amendment and for the uses and development it would allow.</i>  <b>Met.</b> The proposed changes will add common characteristics to surrounding developments within each corridor and throughout the commercial areas for the benefit of the community.
<b>TOTAL MET: 2 of 2 standards</b>	