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**DATE:** February 1, 2019

**TO:** The Oak Forest Planning and Zoning Commission

**FROM:** Katie Ashbaugh, Community Planner  
Travis Bandstra, Director of Economic and Community Development

**SUBJECT:** Design Review: Intent and Process Changes

**BACKGROUND**

*July 6, 2016*

Staff presented the Commercial Design Guidelines Work Plan. The Work Plan outlined the purpose for the project, the phases and their desired outcomes, key stakeholders and staff, and the projected time line for completion.

*August 3, 2016*

Staff presented the draft Vision Statement, Objectives, Tables of Contents, and general outline of the Design Guidelines as the introduction to Phase 1. At the request of staff, the Commission provided comments based upon a few guided discussion questions intended to determine whether or not edits were needed.

The Commission overall was supportive of the direction of the Vision Statement and the Objectives, but wanted the language to more clearly build upon the following four attributes of the City: low traffic volumes, proximity to open space and regional transit corridors, access to bike trails and recreation, and well performing local schools. Each of these attributes ultimately implied the desire to create a more active community that connects the local and regional amenities through multi-modal infrastructure, while maintaining a pedestrian friendly environment through smaller scale development and context sensitive design elements.

*August 24, 2016*

Following the direction received at the August 3<sup>rd</sup> meeting, staff adjusted the Vision Statement and Objectives accordingly and presented the revisions to the Commission. The proposed revisions were supported and they will continue to serve as the framework for the content of the Guidelines.

*November 2, 2016*

Staff presented a status update on the document development of the design guidelines.

*June 26, 2018*

The City Council approved a comprehensive update to Article 11, Zoning Administration and Enforcement, to streamline the zoning relief approval procedures, with expectation that the design review permit process would be amended in tandem with the development of the city's first Design Guidelines.

**ACTION REQUESTED**

Staff presents the Vision Statement, Objectives, Table of Contents, and general outline of the Design Guidelines as was generally supported in August of 2016 to refresh the Commission of the intent and purpose of said Guidelines. Staff also presents draft text amendments to the design review permit approval procedure in Article 11 of the Zoning Ordinance and requests input from this Commission. ***No formal action is being taken other than informal discussion and feedback.*** The following questions are intended to guide the discussion:

*Attachment 1 (Design Guidelines – partial draft)*

- Is this Commission still in support of the Vision Statement? If not, what should be changed?
- Is this Commission still in support of the Objectives? If not, what should be changed?
- Is this Commission still in support of the intent of each of the subareas and is there a need for them? If not, what should be changed?

*Attachments 2 (Current Code) and 3 (Proposed Code)*

- Is this Commission in favor of the current design review procedures (staff review → PZC → City Council → permitting) or in favor of the proposed changes (staff review → PZC → permitting)
- What scope of work should be trusted to administrative staff review only, with no public meetings?
- What scope of work should be forward to public review after administrative staff review?
- What should the threshold of design standards that must be met for administrative staff approval? For PZC approval?

**SCHEDULE**

2/6/2019	PZC	Workshop <ul style="list-style-type: none"> <li>• Review Vision Statement</li> <li>• Review Objectives</li> <li>• Review Metra Station Subarea intent</li> <li>• Review Cicero Avenue Subarea intent</li> <li>• Review 159<sup>th</sup> Street Subarea intent</li> <li>• Review design review procedures changes</li> </ul>
2/20/2019	PZC	Workshop <ul style="list-style-type: none"> <li>• Review Existing Development section</li> </ul>
3/6/2019	PZC	Workshop <ul style="list-style-type: none"> <li>• Review New Development section</li> </ul>
3/20/2019	PZC	Workshop <ul style="list-style-type: none"> <li>• Review all Subareas</li> </ul>
4/16/2019	Staff	Publish public hearing notice for 5/1/2019 hearing
4/17/2019	PZC	Public Meeting <ul style="list-style-type: none"> <li>• Review entire Design Guidelines manual</li> </ul>
5/1/2019	PZC	Public Hearing <ul style="list-style-type: none"> <li>• Recommendation of text amendments to Zoning Code pertaining to procedure</li> </ul>
5/21/2019	City Council	Public Meeting <ul style="list-style-type: none"> <li>• Adoption of Design Guidelines</li> <li>• Adoption of text amendments</li> </ul>



Design Guidelines  
Outline & Draft Text

Katie Ashbaugh  
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 9-404 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*

- Title Page**
- Table of Contents**
- I. Introduction**
  - A. Relationship to Other Ordinances and Plans
  - B. Vision Statement & Objectives
  - C. Applicability
    - 1. Non-Residential Development
    - 2. Map of City with Subareas
    - 3. Description of Subareas
  - D. Using the Design Guidelines
  - E. Legal Authority
- II. Process**
  - A. Meeting with Staff
  - B. Levels of Design Review
  - C. Application Requirements
  - D. Sample Application Materials (reference specific examples in an appendix)
- III. Existing Development | General Design Principles**
  - A. Architecture

- 1.Elevation Materials and Updates
    - 2.Rooflines and Shapes
    - 3.Windows and Doors
    - 4.Building Lighting
  - B. Site Features and Design
    - 1.Parking Lot Design and Circulation
    - 2.Landscaping and Open Space
    - 3.Refuse, Utility and Service Areas
    - 4.Site Lighting
- IV. **New Development | General Design Principles**
  - A. Architecture
    - 1.Massing and Placement
    - 2.Building Design and Materials
    - 3.Rooflines and Shapes
    - 4.Windows and Doors
    - 5.Building Lighting
  - B. Site Features and Design
    - 1.Parking Lot Design and Circulation
    - 2.Landscaping and Open Space
    - 3.Refuse, Utility and Service Areas
    - 4.Site Lighting
- V. **Unique Design Considerations | Metra Station Subarea, Cicero Avenue Corridor, & 159<sup>th</sup> Street Corridor**
  - A. Metra Station Subarea
    - 1.Intent
    - 2.Architecture and Building Placement
    - 3.Site Features and Design
  - B. Cicero Avenue Corridor
    - 1.Intent
    - 2.Architecture and Building Placement
    - 3.Site Features and Design
  - C. 159<sup>th</sup> Street Corridor
    - 1.Intent
    - 2.Architecture and Building Placement
    - 3.Site Features and Design
- VI. **Signs**
- VII. **Appendix A – Definitions**
- VIII. **Appendix B – Design Review Checklist**

## 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 sections in the Zoning Ordinance, Article 9 Part 4 and 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 9, Part 4 explains the three 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.

Article 11, Section 505 explains 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 by ensuring its small-town atmosphere remains intact and is attractive to both residents and visitors alike.

### *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. Variety in creativity and design;
- V. Consider the subject area's size and scale; proportionality is key with every factor of a development

#### 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. Provide site access, parking, and circulation that is arranged in a logical and safe manner for pedestrians and vehicles;
- V. Utilize landscaping to provide project amenities and screen parking and equipment areas
- VI. Safety and vitality of the subject area

#### 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. **Efficiency in the delivery of public infrastructure**

### Applicability

The Guidelines should apply to all non-residential development that qualifies for Level II Design Review or above, per Section 9-401(B)(2) 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: Read *Chapter II: Process* to answer the following questions:

- What does the code say about design review?
- What is the process?
- What do I need to apply?

Step 2: Read Chapter III.A: Existing Development, if the proposal involves modifying or improving an existing building or enhancing a site.

OR

Read Chapter III:B New Development, if the proposal involves new construction to develop or redevelop a site.

Step 3: Refer to the Subarea Map on page ## to check whether or not the proposal lies within one of the three subareas.

Step 4: If the proposal is in a subarea...  
read the applicable chapter and contact staff with any questions, then complete the Design Review Permit and compile all required items from the checklist and submit to the Community Development Department.

If the proposal is not in a subarea...  
complete the Design Review Permit Application and compile all required items from the checklist and submit to the Community Development Department.

### 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

9-401

“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-stripping 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."

11-505

- 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.”

### III. EXISTING DEVELOPMENT | General Design Principles

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### IV. NEW DEVELOPMENT | General Design Principles

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

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### VI. SIGNS

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### V. APPENDIX A - DEFINITIONS

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### VI. APPENDIX B – DESIGN REVIEW CHECKLIST

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## 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 the 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*

#### *Site Features & Design*

### 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*

#### *Site Features & Design*

### 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*

*Site Features & Design*

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## VI. SIGNS

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## PART IV - DESIGN GUIDELINES

### 9-401: 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.

## **9-402: 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.

(b) Major Adjustments. Any adjustment to a site plan originally approved by the City Council that is not authorized by Subparagraph 2(a) above shall be considered to be a major adjustment and shall be granted only upon application to an approval by, the City Council. The City Council may, by ordinance duly adopted, grant approval for major adjustment without referral to the Planning and Zoning Commission upon finding that any changes in the site plan as approved will be in substantial conformity with said plan.

J. Amendments to Site Plan Following Completion of Development. After a site is developed in accordance with an approved site plan, the approved site plan may be amended, varied, or altered in the same manner and subject to the same limitations as provided for the original approval of site plans.

### **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.
6. Design criteria for signs.
- (a) Visual compatibility. The proposed sign shall be visually compatible with the building on which the sign is proposed to be located, as well as with

surrounding buildings and structures in terms of height, size, proportion, scale, materials, texture, colors, and shapes.

- (b) Quality of design and construction. The propose sign shall be constructed and maintained with a design and materials of high quality and good relationship with the design and character of the neighborhood.
- (c) Appropriateness to activity. The proposed sign shall be appropriate to, and necessary for, the activity to which it pertains.
- (d) Appropriateness to site. The proposed sign shall be appropriate to its location in terms of design, size, landscaping, and orientation on the site, and will not create a hazard to pedestrian or vehicular traffic, detract from the value or enjoyment of neighboring properties, or unduly increase the number of signs in the area.

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.

**11-505: DESIGN REVIEW**

A. Authority. The ~~City Council~~Planning and Zoning Commission, in accordance with the procedures and standards set out in this Section and by ~~ordinance-resolution~~ duly adopted, may grant Major Design Review Permit approval; ~~The Community Development Director, in accordance with the procedures and standards set out in this Section, may grant Minor 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 Major and Minor Design Review Permit ~~process-procedures are~~ intended to provide ~~a procedure~~ for the review of plans to ensure that the use and development requiring ~~said design review~~ approval will comply with standards and principles 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~~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 commercial, office, industrial, or multiple family purposes, and no person shall be entitled to the issuance of a permit authorizing any such work.

For purposes of this Section 11-505, all work described in the preceding sentence shall, collectively, be defined as "Improvement Work".~~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. 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.

D.E. Minor Design Review Procedure.

1. Scope. Minor Design Review is for Improvement Work that consists of 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 11-301 and of this Paragraph E2. of this Code. Applications will be forwarded to the planning and zoning commission for special use permit, variation and construction approvals. 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 standards set forth in Subsections 11-505 G, in addition to specific manuals or guidelines as identified in Subsection 11-505 H of this Section. The Community Development Director may waive fifty (50) percent of the principles of Subparagraphs H1, H2, and H3 of this Section, as deemed unreasonable and causing undue burden to buildings or properties to be used for industrial purposes. Of those principles 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. 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.~~

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.

1.2. Application. Applications for Major Design Review Permits shall be filed in accordance with the requirements of Section 11-301 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 principles of Subparagraphs H1, H2, and H3 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, principles listed in Subparagraphs H1, H2, and H3 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 a public meeting in accordance with Section 11-203 of this Code. ~~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 Paragraph FE3~~ of this Section, the Planning and Zoning Commission, shall, ~~in writing, recommend to the City Council to 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 standards and considerations set forth in Subsections ~~GE and H~~ of this Section. Of those principles 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 ~~recommendation to deny~~ 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.

2. ~~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.
3. Issuance of certificate. If a Major or Minor Design Review Permit is granted pursuant to this ~~Section~~Subsection 11-505 F, the Community Development Director, within seven days following the passage of the ~~ordinance-resolution~~ by the ~~City Council~~Planning and Zoning Commission pursuant to ~~Subsection Paragraph FE45~~ of this Section, shall issue the Major Design Review Permit, noting thereon any modifications or conditions imposed by the ~~City Council~~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 Standards and Considerations for Major and Minor Design Review Permits.~~  
~~In passing upon reviewing~~ applications for Design Review Permits, the Community Development Director and the Planning and Zoning Commission ~~and the City Council~~, as the case may be, shall consider and evaluate the subject property of ~~issuing~~ the requested Major or Minor Design Review Permit ~~all~~ in as expeditious as manner as possible. In addition, the Community Development Director and the Planning and Zoning Commission ~~and the City Council~~, as the case may be, shall be guided by the following design standards. These design standards shall be applicable to all buildings or properties to be used for commercial, office, industrial, or multiple family purposes, buildings and structures and all major exterior renovations, additions and façade changes shall be reviewed for conformance with the following principles 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 principles, 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. ~~and considerations:~~

1. Mass and Scale. The following standards shall be applied as set forth in this Section. Two shall be the number of design standards 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 standards shall be applied as set forth in this Section. Three shall be the number of design standards defined as a majority for this Paragraph.
  - A. 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. 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 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 standards shall be applied as set forth in this Section. Four shall be the number of design standards defined as a majority for this Paragraph.

- (A) 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 standards shall be applied as set forth in this Section. Two shall be the number of design standards defined as a majority for this Paragraph.
- (a) 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 standards shall be applied as set forth in this Section. Two shall be the number of design standards defined as a majority for this Paragraph.
- (A) Exterior lighting should be a part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with the building design.
  - (B) Lighting: 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 standards 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 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.

~~(a) —~~

~~4. 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.~~
- ~~5. — 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.~~

~~6. 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.~~

~~7. 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.~~

~~8. 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.~~

~~9. Design criteria for signs.~~

~~(a) Visual compatibility. The proposed sign shall be visually compatible with the building on which the sign is proposed to be located, as well as with surrounding buildings and structures in terms of height, size, proportion, scale, materials, texture, colors, and shapes.~~

~~(b) Quality of design and construction. The propose sign shall be constructed and maintained with a design and materials of high quality and good relationship with the design and character of the neighborhood.~~

~~(c) Appropriateness to activity. The proposed sign shall be appropriate to, and necessary for, the activity to which it pertains.~~

~~H. Appropriateness to site. The proposed sign shall be appropriate to its location in terms of design, size, landscaping, and orientation on the site, and will not create a hazard to pedestrian or vehicular traffic, detract from the value or enjoyment of neighboring properties, or unduly increase the number of signs in the area. 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.~~

~~E. 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.~~

~~F.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.~~

**CITY OF OAK FOREST  
PLANNING / ZONING COMMISSION MEETING  
Wednesday, January 16, 2019**

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The Plan/Zone Commission meeting was called to order at 7:00 p.m. with Roll Call. The Pledge of Allegiance was said at that time.

**PRESENT:** Mr. Kerr  
Mr. Riha  
Mr. Schroeder  
Mr. Keeler  
Chairman Stuewe

**ABSENT:** Mr. Poulin  
Mr. Ziak  
Mr. Oostema  
Mr. Wolf

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Chairman Stuewe requested a motion to add the following items to the agenda:

*Discussion regarding informational feedback on concept rendering for Oliver's Bar and Grill located at 6150 West 159<sup>th</sup> Street, Oak Forest, Illinois.*

Mr. Keeler made the motion.

Mr. Kerr seconded.

**The Roll Call was taken as follows:**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Mr. Kerr			Mr. Poulin
Mr. Riha			Mr. Ziak
Mr. Schroeder			Mr. Oostema
Mr. Keeler			Mr. Wolf
Chairman Stuewe			

The motion to add an item to the agenda carried 5-0, with four ABSENT.

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**DR #19-001 First Secure Bank Ground Sign – Level 2 Design Review Permit: PUBLIC MEETING** – The applicant requests review and approval of a Level 2 Design Review Permit for a change of sign type to install a new ground sign at 15901 Central Avenue in the C2 – General Service Commercial District, in accordance with Sections 9-401, 9-402, and 11-505 of the Zoning Ordinance. Chairman Stuewe requested a motion to open the public hearing.

**The Roll Call vote taken as follows:**

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Mr. Kerr			Mr. Poulin
Mr. .Riha			Mr. Ziak
Mr. Schroeder			Mr. Oostema
Mr. Keeler			Mr. Wolf
Chairman Stuewe			

**STAFF PRESENTATION**

Ms. Ashbaugh stated that the bank is presently working on permits for the elevation upgrades and minor site plan modifications. She went on to say they removed most of the old structure and are proposing to install a ground sign constructed of a brick base with a rectangular sign cabinet and a small electronic message center (EMC). Ms. Ashbaugh said the sign is proposed to be located at the northwest corner of the property, provided that it complies with the required setback of two (2) feet from all property lines. She explained that the sign at this time meets the height and size requirements; the EMC also is less than the maximum twenty-five (25) percent of the total sign area, with an area of nine (9) square feet of the total forty-seven and a half (47.5) square foot sign. It is approximately nineteen percent (19%) of the total sign area. Staff is presently coordinating with the applicant at this time to determine the exact location of the sign. Ms. Ashbaugh referred to the handout for a visual of the proposed sign.

Chairman Stuewe asked for any questions or comments at that time.

Mr. Schroeder asked which direction with sign will face and if it will be diagonal.

Ms. Ashbaugh explained it will run perpendicular to the north property line so it will run north/south and since the landscape plan will be slightly modified, there will not be enough room for the sign to be on a diagonal at the corner.

There were no other questions or comments at that time.

Chairman Stuewe requested a motion to adopt PZC Resolution 19-1 (as amended).

Mr. Keeler made the motion.

Mr. Schroeder seconded.

**The Roll Call was taken as follows:**

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Mr. Kerr			Mr. Poulin
Mr. .Riha			Mr. Ziak
Mr. Schroeder			Mr. Oostema
Mr. Keeler			Mr. Wolf
Chairman Stuewe			

The motion to adopt PZC Resolution 19-1 (as amended) carried 5-0, with four ABSENT.

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**Discussion of Oliver's Bar & Grill concept renderings.** Chairman Stuewe called on Director Bandstra to explain the renderings.

#### STAFF PRESENTATION

Director Bandstra stated that he has had discussions with the applicant regarding the restaurant expansion project, which was previously presented to the Commission in July 2018. The Commission recommended approval for the majority of the project. The applicant has hired a new architect who focuses on restaurants and has some new ideas. Director Bandstra suggested the applicant bring the concept to the Commission for some guidance regarding design and what would be acceptable to the City so various updates can be made.

Director Bandstra referred to a handout for visual guidance. He explained they are looking for a more modern look and to match both the interior and exterior, and explained one visual example was Cooper's Hawk in Oak Lawn. He said the patio will be expanding in front of the building and there will be landscape buffers, parking spots, a drive aisle, etc. Director Bandstra wanted to see if the Commission had any concerns about the vision and see how they felt about the building materials. He described the design plan to get a sense if they were headed in the right direction. Director Bandstra referred to Chairman Stuewe at that time for feedback to see how the concept will move forward.

Chairman Stuewe inquired about the setback.

Chairman Bandstra explained that distance of the patio is unknown.

Ms. Ashbaugh mentioned that when the request was brought before the Commission for the Concept Plan Development the Commission recommended denial of the setback, but City Council approved it. They will need to comply with whatever setback was approved. She explained that the applicant is looking for feedback for Final Plan Development, specifically the elevations, before the drawings are finalized.

Chairman Stuewe mentioned he likes the concept and the modern look.

Mr. Kerr asked about the space on the fence.

Director Bandstra said it is an alternating material with mesh.

Mr. Kerr said his concern was not with the material but rather with the sight line of the fence.

Director Bandstra said that the line of sight will be reviewed as part of the Engineering Review.

Chairman Stuewe said he likes the upgrade of the look.

Mr. Keeler agreed.

Mr. Schroeder liked it much better after the upgrade.

Mr. Riha said he thinks it looks amazing.

Director Bandstra said he is going to get some thoughts from the Commissioners who were not present and said he appreciates the feedback.

Ms. Ashbaugh mentioned the setback has already been determined so that will not be part of the discussion.

Chairman Stuewe moved on to the next item on the agenda.

\*\*\*\*\*

**ZC #17-010 Sign Code Update – Text Amendment: WORKSHOP** – Staff presents research to assist in determining reasonable temporary and exempt sign allowances in non-residential zoning districts with which to proceed and incorporate into a forthcoming text amendment. *This is not a public hearing ad not action is being made.*

Director Bandstra referred to the handout given on December 19, 2018 with the items that will be discussed. He explained that there are three main goals:

1. To strike a balance between allowing flexibility to businesses and other entities to advertise and minimize clutter.
2. To engage various stakeholders by reaching out to community organizations and businesses for feedback;
3. To focus on coming up with clear guidelines for businesses and organizations to interpret and understand, which will also be practical to enforce.

Director Bandstra referred to the handout regarding the various different areas with several examples of signs. He explained that they are looking to the Commission for guidance on what will be allowed so we can craft guidelines and ordinances in the right direction.

Director Bandstra began by stating that in commercial districts, unlike residential areas, the signs are used regularly and there are a lot of different types of signs.

- The feather flag is one type that is commonly seen in town and can be used indefinitely according to code.
- The A Frame signs are also allowed to be used indefinitely.
- Sign walkers are not common and are allowed with some regulations.
- Inflatables are allowed with a permit for a 30 days use.
- Banners are fairly common for events or sales. There has been a proliferation of banner signs staying up for six month periods.
- Yard signs are also common in businesses and community groups.

Director Bandstra stated are a few different types of signs that ARE NOT allowed:

- Signs that are put on poles;
- Rope lighting (unless given special permission); and
- Attention grabbing signs such as streamers and the like.

He said that allowing temporary signs indefinitely can lead to clutter and also mentioned temporary signs are of poor quality and tend to deteriorate quickly leading to code enforcement issues. Additionally, signs that are supposed to be taken down each night are not usually removed. This is not easily enforced so this needs to be addressed possibly with some type of specific time frame. The proposed solution is to come up with consistent guidelines and regulations that will apply to business and community groups that are easily understood and easy to enforce. Director Bandstra mentioned that this is also an opportunity to have

park, churches and schools to have separate own regulations if that is something the Commission was interested in.

Director Bandstra took that opportunity to find out if the Commission felt there was too much signage anywhere, if there are particular signs you find problematic, and if there was any concern about community organizations putting signs in commercial corridors. He then went on to discuss the various types of flags.

### **Feather Flag**

Director Bandstra referred to some examples and locations of various feather flags and asked for feedback. He explained that they are fairly common in the community, and when they are left out for months at a time they will deteriorate. At that time he referred to the Chairman for comments or concerns.

Chairman Stuewe asked for comments.

Mr. Keeler said that he finds they block the view when they are near the street.

Chairman Stuewe suggested a setback and mentioned there are too many and should be limited by a defined period of time. The concern is how this would be enforced.

Director Bandstra mentioned they are exploring the idea of a permit process that is simplified online and would be easy to apply and track.

Mr. Schroeder asked if the signs are banned from the parkway.

Ms. Ashbaugh said they should not be in the parkway, but the only one with a setback requirement is the A Frame sign.

Director Bandstra asked the Commission for comments regarding sign placement.

Chairman Stuewe said exact placement is not a concern.

Mr. Riha suggested a setback and if permits are required we could manage and enforce.

### **A Frame Signs**

This type of sign is intended to be a sidewalk type of sign in the same place as a feather flag. These are allowed indefinitely. People tend to have homemade signs with some made out of plywood. He referred to some examples shown in the handout.

Chairman Stuewe asked how many are allowed per property.

Ms. Ashbaugh answered that one is allowed, but that means one type of flag each such as an A Frame sign, a Feather Flag sign, etc. and require a 10 foot setback.

Chairman Stuewe inquired about one sign per property when there can be several businesses on the property.

Director Bandstra said that issue will be up for discussion to determine guidelines.

Ms. Ashbaugh suggested requiring a permit and requires it to be a certain distance from the entrance.

Chairman Stuewe likes the idea of simplifying the permit application.

Mr. Riha wants to limit signs to one per property and wanted to know if they are required to be professionally made.

Mr. Kerr wants to eliminate clutter.

Chairman Stuewe commented on the durability.

Mr. Schroeder also feels they should be professionally made.

Director Bandstra discussed Banner Stands, which he explained, are similar to A Frames. They are commonly used in the business district and referred to some examples on the handout. He asked for any comments regarding this type of sign.

Chairman Stuewe said this should fall under the "A Frame" category.

Ms. Ashbaugh said that the "A Frame" is considered collapsible and the Banner Stands are not.

Mr. Riha suggested the formula be set by the square footage of the retail space.

Chairman Stuewe thinks there should be some type of limitation.

Director Bandstra clarified that the signage should be in scale with the property to allow advertising and a commercial sign as well.

Ms. Ashbaugh wanted clarification.

Director Bandstra inquired about community signs and whether or not they should require a permit.

Chairman Stuewe said that the community organization signs generally come down in a timely fashion and aren't usually a concern.

Ms. Ashbaugh mentioned that these community signs are generally hung in the parkway and asked if this should be prohibited.

Chairman Stuewe said the community signs are allowed but prohibited in the parkway.

Director Bandstra asked if the yards signs that are unpermitted should be allowed.

Chairman Stuewe said yes.

Director Bandstra stated that signs attached to poles are prohibited and inquired if we should continue to prohibit.

Mr. Riha feels they should continue to be prohibited.

Mr. Schroeder agreed.

Chairman Stuewe agreed.

### **Banners**

Director Bandstra said that Banner Signs currently need a permit and can be used four times a year. There are size restrictions. He referred to the handout for examples and wanted to know if anyone had any thoughts on changing the regulation.

Mr. Riha asked about the limitations on these types of signs.

Director Bandstra indicated that they are limited by square footage, not volume so there can be 3 banners or just 1 within the specified square footage within the limits of the permit.

Chairman Stuewe mentioned they should be limited to buildings.

Mr. Riha feels they should be limited to buildings and require a setback.

Director Bandstra asked if there should be a modification to allow banners on fences or keep the ordinance as it is.

Chairman Stuewe thinks it should be left to buildings.

### **Attention Getting Devices**

Director Bandstra stated that these are not allowed, with an exception for car dealerships. He inquired if this is something we should open up the limitations and allow other businesses this type of sign with permit.

Chairman Stuewe stated that he does not care for this type of sign.

Mr. Kerr mentioned that these are not allowed in Orland Park at the car dealerships.

Ms. Ashbaugh mentioned allowing balloons, for example, at the car dealerships.

Director Bandstra stated that if the Commission is open to allowing balloon-type sign for such a use on a temporary basis.

Chairman Stuewe said if they are made of durable material and fastened to a post this would be acceptable.

Director Bandstra said they will review the ordinance and discuss at a later date. He mentioned that inflatables are presently allowed with a permit on a temporary basis and wanted to know if they would like to see a change.

Chairman Stuewe said he didn't see a need for a change and asked for any questions or comments.

There were none.

Director Bandstra moved on to determine whether institutional building districts and the open space business districts should be regulated differently. This issue came up during the discussion of the residential signs and explained that this is an opportunity to determine whether to allow these types to use more or less signs than the business districts. Director Bandstra referred to the handout to discuss some examples and inquired if the guidelines should be crafted in accordance with the business district.

Chairman Stuewe asked how this would be executed if it were to change.

Director Bandstra responded that it would be governed by the zone that the particular institution is part of.

Ms. Ashbaugh mentioned that some other communities have regulated their signs by forming the first filter such as residential and non-residential uses, but when they are zoned residential, such as a non-conforming church, a few more signs might be allowed. You would initially go by the zoning district and filter on to the use type.

Chairman Stuewe asked for questions and comments.

Mr. Schroeder said he is in favor of having two groups such as residential and non-residential and everyone else was in agreement.

Director Bandstra wanted to follow up on some points of discussion: are looking to regulate commercial temporary sign differently than we do now; are we looking to cap the number of signs and length of time; make sure problematic signs are addressed or not allowed; whether community organizations should continue using commercial areas since they typically use yard signs. He asked for any questions or comments.

There were none.

Director Bandstra said that he is hoping to draft the final ordinance for approval by the second or third hearing.

Chairman Stuewe thanked Director Bandstra for his presentation and asked Ms. Ashbaugh for an update on Upcoming Meetings.

### **UPCOMING MEETINGS**

Ms. Ashbaugh stated for the record that it was presently 8:30 p.m. and Mr. Riha left the meeting at 8:20 p.m. so the Commission will be unable to approve the Minutes.

She went on to say that in the Golfview Plaza located at Arroyo and 159<sup>th</sup> Street, the Agave Restaurant has expanded their square footage which has triggered a parking variance for the whole shopping center. There will be a notice posted next Tuesday for a public hearing on February 6, 2019. The matter will then go before City Council on February 26, 2019.

Ms. Ashbaugh stated that the review of the design guidelines and related code amendments will begin at the next meeting. We will be reviewing and familiarizing Commissioners and touching base on the review process. We are going to eliminate City Council from the Design Review process.

Chairman Stuewe asked when the new Commissioner will be coming on Board.

Director Bandstra stated that he will likely be seated by the next meeting.

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### **ADJOURNMENT**

Chairman Stuewe requested a motion to adjourn.

Mr. Keeler made the motion.

Mr. Kerr seconded.

Everyone was in favor and the meeting was adjourned.

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CHAIRMAN JAMES L. STUEWE

**PLAN/ZONE COMMISSION MEETING**

**MEETING DATE:** 16 January 2019

**PETITIONER:** PZC

**ADDRESS OF PROPERTY:** N/A

**REQUEST:** Motion to Add an Item to the January 16, 2019 PZC Agenda

**VOTE:** PZC Motion to Add was adopted, 5-0, with four Absent.

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DRAFT

**PLAN/ZONE COMMISSION MEETING**

**MEETING DATE:** 16 January 2019

**PETITIONER:** First Secure Bank

**ADDRESS OF PROPERTY:** 15901 South Central Avenue, Oak Forest, IL

**REQUEST:** DR #19-001 - The applicant requests review and approval of a Level 2 Design Review Permit for a change of sign type to install a new ground sign at 15901 Central Avenue in the C2 – General Service Commercial District, in accordance with Sections 9-401, 9-402, and 11-505 of the Zoning Ordinance.

**VOTE:** The motion to adopt PZC Resolution 19-1 (as amended) carried 5-0, with four ABSENT.

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DRAFT

**PLAN/ZONE COMMISSION MEETING**

**MEETING DATE:** 16 January 2019

**PETITIONER:** ZC #17-010 - Sign Code Update – Text Amendment

**ADDRESS OF PROPERTY:** N/A

**REQUEST:** Staff presents research to assist in determining reasonable temporary and exempt sign allowances in residential and non-residential zoning districts which to proceed and incorporate into a forthcoming text amendment. *This is not a public hearing and no action is being made.*

**VOTE:** N/A

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DRAFT

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

READING OF AGENDA – ADDITIONS, DELETIONS

NEW BUSINESS

1. ZC #19-001 Design Guidelines – Text Amendment: **WORKSHOP** – Staff presents the Existing Development section of the design guidelines manual for informal feedback. *This is not a public hearing and no action is being made.*

APPROVAL OF THE MINUTES

February 6, 2019

CITIZEN PARTICIPATION

ADJOURNMENT



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**DATE:** February 15, 2019

**TO:** The Oak Forest Planning and Zoning Commission

**FROM:** Katie Ashbaugh, Community Planner  
Travis Bandstra, Director of Economic and Community Development

**SUBJECT:** Design Review Workshop 2: Existing Development

### BACKGROUND

*February 6, 2019*

This Commission reviewed and indicated informal support of the Vision Statement, Objectives, and subarea intent statements of the Design Guidelines Manual and design review process changes to Section 11-505 of the Zoning Ordinance.

### INSTRUCTIONS

Review the below definitions, Attachment 1, and Attachment 2 in their entirety in advance of the meeting. The required outcomes of this meeting are:

- Determination of which design standards are to remain either as codified requirements, become design guidelines, or be eliminated.
- Determination of which proposed design guidelines should become design standards, are acceptable as design guidelines, or should be eliminated.

Additionally, please consider the following questions as you review the attachments, as they will be topics of discussion and of which staff needs direction.

- Should multi-tenant properties be allowed to have ground signs that are taller than 10 feet?
- Should ground signs be made only of brick or stone, or are other durable materials acceptable?
- Should the city mandate commercial properties use a certain fence material?
- Should commercial businesses be allowed to paint CMU block?
- Should commercial businesses be allowed to paint brick if the brick has not ever been painted?
- Should the city require uniform light fixture standards for private, commercial parking lots?
- Should the city consider different primary materials such as fiber cement board, "smart siding", or other materials besides brick and stone?
- Which primary and accent materials are desired and should either be design standards or guidelines?

### ATTACHMENTS

Staff presents the following:

- Attachment 1: The clean, draft version of the new Design Review Permit process. This includes a Minor Design Review Permit and its review procedures, a Major Design Review Permit and its review procedures, and design criteria with which staff and this Commission will use to “grade” development proposals for compliance with design
- Attachment 2: The draft Existing Development section of the proposed Design Guidelines Manual. Staff has inserted existing design standards that are in the Zoning Ordinance, which are in bold. The proposed design guidelines are in regular typeface.

## DEFINITIONS

Please review and learn the following terms which will be used in discussion:

- “Design review”:  
The process used to evaluate development proposals ranging from minor site and building changes to new construction.
- “Design criteria”:  
Descriptive statements designed to create a level of objectivity by which development proposals will be graded in the design review process.
- “Design standards”:  
Objective, quantitative measures of design attributes; are adopted into ordinance and must be followed before a development is approved.
- “Design guidelines”:  
Flexible, qualitative measures of design attributes; are suggestions intended to guide businesses and architects with meeting the design criteria.
- “Minor Design Review Permit:  
The proposed design review process which staff will administer by grading developments for conformance with the design criteria. Staff shall make the final determination.
- “Major Design Review Permit”:  
The proposed design review process which staff will administer by grading developments for conformance with the design criteria and forward the evaluation to this Commission. This Commission shall make the final determination.

## SCHEDULE

2/20/2019	PZC	Workshop <ul style="list-style-type: none"><li>• Review Existing Development section</li></ul>
3/6/2019	PZC	Workshop <ul style="list-style-type: none"><li>• Review New Development section</li></ul>
3/20/2019	PZC	Workshop <ul style="list-style-type: none"><li>• Review all Subareas</li></ul>
4/16/2019	Staff	Publish public hearing notice for 5/1/2019 hearing
4/17/2019	PZC	Public Meeting <ul style="list-style-type: none"><li>• Review entire Design Guidelines manual</li></ul>
5/1/2019	PZC	Public Hearing <ul style="list-style-type: none"><li>• Recommendation of text amendments to Zoning Code pertaining to procedure</li></ul>
5/21/2019	City Council	Public Meeting <ul style="list-style-type: none"><li>• Adoption of Design Guidelines</li><li>• Adoption of text amendments</li></ul>

**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 commercial, office, industrial, or multiple family purposes, and no person shall be entitled to the issuance of a permit authorizing any such work.

For purposes of this Section 11-505, all work described in the preceding sentence shall, collectively, be defined as “Improvement 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 consists of 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 11-301 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 H of this Section. The Community Development Director may waive fifty (50) percent of the criteria of Subparagraphs H1, H2, and H3 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 11-301 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 H1, H2, and H3 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 H1, H2, and H3 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 and H 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.

3. 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 commercial, office, industrial, or multiple family purposes, buildings and structures and 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. 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. 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 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, 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 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) Exterior lighting should be a part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with the building design.
  - (B) Lighting: 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 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.

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### 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
- 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.
- **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. [11-505(E)(4)]
- Buildings and structures shall be consistent with the architectural character, scale and in harmony with the vicinity and of adjacent property. [9-402(B)]
- Building materials shall be of durable quality. [9-402(C)]
- 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, multifamily, 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. [9-402(D)]
- 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. [9-402(I)]
- **Façade:** Architectural details in building facades shall provide visual interest and be generally compatible with surrounding buildings and properties. [11-505(E)(1)(c)]
- **Materials.** The quality of materials and their relationship to those in existing adjacent structures. [11-505(E)(2)(b)]
- **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. [11-505(E)(2)(g)]

##### Preferred Primary Materials

- Brick
- Quarried stone (i.e. granite, etc.)
- Cultured Stone
- Face brick (brick veneer)
- Fiber cement board (i.e. HardiPlank)
- Pre-cast concrete (with recessed panels and reveal lines)

**Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)**

- Architectural metals & standing seam metal roofing
- Metal walls (insulated architectural metal panels) (i.e. aluco bond)
- Split-faced CMU block, stained in neutral color
- **Cast stone**

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**
- Stained CMU block in acceptable accent colors
- Other CMU block finished with split face, fluted, scored, honed, etc.
- **Wood**
- **Glazed tile**
- **Decorative concrete block**

Discouraged Materials

- Gray split or smooth faced CMU block
- Brick tiles
- Metal walls (unless it is an insulated architectural metal panel such as aluco bond)
- Stucco (EIFS), wood or glass, as more than an accent
- Metal/aluminum siding
- Plastic tiles
- Pipe railings
- Plywood siding
- Metal stair treads
- Wood shingles on walls

*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.
- **Roof Top Mechanical Equipment.** Except for antennae mounted on roofs pursuant to the provisions of this Code, all mechanical equipment located on the roof of any building constructed after the effective date of this Code shall be fully screened by a parapet wall or

Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)

other screening structure constructed of materials compatible with the principal building façade to the height of such equipment. [9-107(H)]

- Flat roofs and mansard roofs are discouraged except where such roofs are the predominant style in the neighborhood. [9-402(E)]
- Roof-lines: Roof-lines shall be designed to generate visual interest. [11-505(E)(1)(b)]
- Roof shapes. The roof shape of a building shall be visually compatible with the buildings to which it is visually related. [11-505(E)(2)(h)]

### *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.
- Scissor grilles used as a security measure should not be used and alternative security methods which are inside the building should be implemented.
- Building components, such as windows, doors, eaves and parapets shall be consistent in proportion and style with the predominant style of the neighborhood. [9-402(F)]
- Proportion of openings: The size and number of openings (windows, doors, etc.) shall be proportionate to the overall façade. [11-505(E)(1)(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. [11-505(E)(1)(e)]

### *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.
- Front and rear building entries should be adequately lit for overall security and visibility. (Carpentersville)
- Where possible, subtle and understated building lighting should be added to enhance the building design and the adjoining landscape. (Carpentersville)
- 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.
- Plastic enclosed light fixtures are discouraged as replacement fixtures on any elevation facing a public or private right-of-way or with a pedestrian entrance.
- Exterior lighting should be a part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with the building design. [9-402(G)]

Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)

- **Lighting:** Exterior lighting shall be architecturally integrated with building style, material and color, and shall not be directed off site. [11-505(E)(3)(b)]

## 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.
- 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.
- Where parking areas are connected, direction of travel and parking areas should be similar to reduce conflict at points of connection. (Turlock)
- **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. [11-505(E)(3)(c)]

### *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.

**Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)**

- 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.
- 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. [11-505(E)(1)(f)]
- 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. [11-505(E)(3)(a)]

*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.
- Outdoor storage and dumpsters should be screened by a durable material, such as brick, stained split face CMU block, or PVC fence which matches the existing building in material and/or color. Chain link with slats and wood are not acceptable screening materials for the structure or for the gates.
- Dumpster enclosures should be of masonry construction and should complement overall building design. They should also be well landscaped. (Carpentersville)
- **Screening.** All refuse containers and all areas permitted outdoor storage shall be enclosed by a screening fence (but not including chain link fences), wall or densely planted evergreen hedge of a height sufficient to screen such containers or storage areas from view from adjoining properties and public or private streets. [9-107(I)(1)]
- **Location.** No refuse containers or storage areas shall be located between any principal structure and either its front or corner side lot line. [9-107(I)(2)]
- Permanent or temporary exterior storage or display of inventory, business vehicles or personal vehicles is prohibited without the issuance of a permit.

*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.

**Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)**

- When additions are constructed, such as the expansion of a kitchen cooler for a restaurant, the elevations of the addition should be of the same material of the existing building, or of a preferred primary material which matches or complements the existing building in color. The addition should as a whole be designed to fit with the existing building.

*Site Lighting*

- When light fixtures and poles are replaced, new light fixtures should be installed which are designed and oriented to produce minimal glare, nuisance, and spillover onto nearby properties. (Carpentersville)
- Diffused, soft white light is recommended and high-pressure sodium (orange lighting) and metal halide lighting are not recommended. Extensive lighting and over illumination should be avoided to reduce light pollution. (Carpentersville)
- Parking lot lighting should be retrofitted to create a more pedestrian scale and minimize light pollution and glare. This can be accomplished by using shorter light pole no taller than 18 feet in height to help establish pedestrian environments within individual developments. Taller lighting standards and flood lighting should be avoided. (Westmont)
- **Lighting. Fixed lighting shall be provided for all parking lots and garages accommodating more than ten (10) vehicles. Such lighting shall be so arranged as to prevent direct glare of beams onto any public or private property or streets. All lighting shall be reduced to security levels at all times of non-use. [9-104(C)(3)(d)]**

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The motion to adopt PZC Resolution #19-002 (as amended) carried 7-0, with one ABSENT.

Ms. Ashbaugh stated that this matter will go before City Council on February 26, 2019 at 8:00 p.m.

Mr. Kishore thanked everyone for their time.

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**BRIEF RECESS:** The Commission relocated to the Executive Meeting Room.

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**ZC#19-001 Design Guidelines – Text Amendment: WORKSHOP**–Staff presented the introduction to the design guidelines manual and alternative procedures for design review for feedback. This was not a public hearing and no action was being made.

Ms. Ashbaugh began her presentation and reviewed the content that would be covered. She said that Part 1 of the workshop would include progress to date on the design guidelines project, the schedule for completion, the current design review process, explanation of design guidelines and design standards, areas of concern, and key objectives of the design guidelines manual. She said that Part 2 would cover the original vision statement, objectives, Metra station subarea intent, Cicero Avenue subarea intent, and 159<sup>th</sup> Street subarea intent. She added that for Part 3 they would cover change to the Level 2 and Level 3 Design Review Process, finishing with Part 4, final thoughts.

Ms. Ashbaugh presented Part 1 of the presentation. She began with the design review process as it is currently and explained what projects are reviewed by the PZC and then what projects go to City Council for final approval. She then asked for feedback from the Commissioners.

Mr. Riha said that for code compliant projects, they should avoid coming to PZC and should be reviewed by staff.

Mr. Wolf added that it was good to put out guidelines to make process simpler for people, particularly useful for signage.

Ms. Ashbaugh asked for any other opinions or if they were in agreement with what was said. They were in agreement.

Ms. Ashbaugh continued to show a slideshow of both nice buildings and not so nice buildings and asked for them to take mental notes of what they liked and disliked. Ms. Ashbaugh then moved on and defined standards as quantifiable measures of design attributes and guidelines as suggestion, qualitative measures of design attributes. She gave an example of each and asked for

further questions. She concluded by asking them to just openly discuss any areas of concern they had with development generally.

Mr. Wolf said that they need design standard for trash receptacles. All were in agreement.

Mr. Riha said he was concerned about boxy style buildings. All were in agreement.

Pro-Tem Chairman Schroeder said that variation in roof line helps make buildings better.

Mr. Ziak and Mr. Oostema said they liked fiber cement board as a product. All were in agreement.

Mr. Riha said he would like to see what other towns are doing, such as Mokena.

Mr. Ziak said that they also needed to be careful about being too onerous with the cost and work required of smaller businesses, there is a balance.

Mr. Wolf added that the city does have the façade grant program to help support some of the standards. He further added that there should be flexibility, but still need to have some standards.

Ms. Ashbaugh asked for any other final comments regarding areas of concern. There were none.

Ms. Ashbaugh moved on to asked for what they felt the key objectives that the design guidelines manual should aim for and seek to achieve.

Mr. Wolf said that a differentiation between guidelines and standards was good to have. He added that the document should have a lot of visuals to show what is preferred.

Mr. Riha said that the city also looks better to businesses is everything is simpler, helps make town more desirable.

Mr. Keeler described the process of opening his business in Homer Glen. He said that he had a single point of contact that him understand the process and the requirements.

Ms. Ashbaugh showed the slide that staff anticipated as being the key objectives. All were in agreement.

Discussion ensued about whether what drawings and materials are required to get approval. They all concurred that being flexible was important, but agreed that requiring more detailed plans for more complex projects was reasonable and not too much.

Ms. Ashbaugh displayed the Vision Statement from 2016 and asked if they still felt it was relevant. Discussion ensued that there was no mention about the business community and that that should be added. Staff took note and no definitive text changes were proposed.

Ms. Ashbaugh displayed the Objectives for architecture from 2016. They said that the following objectives should be combined because they are redundant:

“To encourage site and building design that reflects and maintains the existing scale of development within the City.”

“Consider the subject area’s size and scale; proportionality is key with every factor of development.”

Ms. Ashbaugh noted the change and continued to present the Objectives for open space from 2016. No changes were proposed.

Ms. Ashbaugh presented the Objectives for transit from 2016. No changes were proposed.

Ms. Ashbaugh continued to the Subareas portion of the discussion. She showed an aerial of the different subareas and then presented the original intent statement for the Metra Station subarea.

The Commission held open discussion and noted the following about the existing development:

- The current TOD design element falls short
- Current design pattern limits future development
- Access to area just isn’t functional

They then agreed with the proposed intent statement and added the following points for improvement of the area generally:

- No drive-thrus
- Need to have architectural cohesion, should be focal point
- Needs to be more walkable, pedestrian oriented

\*\*\* Mr. Oostema left the meeting.\*\*\*

Ms. Ashbaugh showed an aerial the Cicero Avenue subarea and asked for feedback. The Commission agreed with the proposed intent statement and with the following points:

- Improving the appearance of building frontages
- That buildings should be up closer to the road
- There should be specific guidelines on ground signs or that they shouldn’t be allowed at all if the building is very close to the road
- Awnings make a difference
- Walkways and benches are important to enhance pedestrian connectivity
- Need to focus on adding character
- Should refer to 95<sup>th</sup> street corridor in Oak Lawn as an example of a four lane highway with buildings close to the road
- Improve crosswalks

Ms. Ashbaugh showed an aerial the 159<sup>th</sup> Street subarea and asked for feedback. The Commission agreed with the proposed intent statement and with the following points:

- There should be multi-modal connectivity to take advantage of bike path versus keeping it a detriment
- Improving crosswalks
- Maintain open space

Ms. Ashbaugh showed the proposed changes to the Level 2 and Level 3 Design Review Permit procedures. She explained that Level 2 would now be called a Minor Design Review Permit, because the Level 1 permit was being eliminated as it was not used. She added that the Level 3 would now be called a Major Design Review Permit.

Ms. Ashbaugh continued to explain that the Minor Design Review Permit would be reviewed and approved administratively and review the applicable thresholds for what scopes of would qualified. She also explained how staff would evaluate them, and that if a proposal were denied, it would be referred to the PZC.

Ms. Ashbaugh moved on to explain the Major Design Review Permit and that anything larger than a Minor Design Review Permit would be reviewed by staff first, then sent to the PZC for a final decision. She said that anything denied would be sent to City Council for an appeal.

Ms. Ashbaugh summarized that the major change was eliminating the City Council as a final reviewing body in an effort to reduce time for smaller businesses. She also added that more projects could be reviewed by staff only as a Minor Design Review Permit.

The Commission was general in favor with the changes.  
Mr. Riha said that of the text shown, that it should read as follows:

The Community Development Director "... may waive fifty percent of the standards if deemed ~~unreasonable and may cause undue burden~~ unrelated."

There were no other comments related to the design review process changes.

Staff asked if there were any final thoughts. The Commission concluded that it would be important for the façade improvement program to include funding for an architect to assist small businesses with developing plans to comply with the design guidelines and standards.

There were no other comments.

### **APPROVAL OF THE MINUTES**

Pro-Tem Chairman Schroeder requested a motion to approve the December 19, 2018 and January 16, 2018 meeting minutes.

Mr. Ziak made the motion.

Mr. Riha seconded.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

READING OF AGENDA – ADDITIONS, DELETIONS

NEW BUSINESS

1. ZC #19-001 Design Guidelines – Text Amendment: **WORKSHOP** – Staff presents the New Development section of the design guidelines manual for informal feedback. *This is not a public hearing and no action is being made.*

APPROVAL OF THE MINUTES

February 20, 2019

CITIZEN PARTICIPATION

ADJOURNMENT



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**DATE:** March 1, 2019

**TO:** The Oak Forest Planning and Zoning Commission

**FROM:** Katie Ashbaugh, Community Planner  
Travis Bandstra, Director of Economic and Community Development

**SUBJECT:** Design Review Workshop 3: New Development

### **BACKGROUND**

*February 6, 2019*

This Commission reviewed and indicated informal support of the Vision Statement, Objectives, and subarea intent statements of the Design Guidelines Manual and design review process changes to Section 11-505 of the Zoning Ordinance.

*February 20, 2019*

This Commission reviewed and indicated informal support of the proposed content for the "Existing Development" section of the Design Guidelines Manual. The Commission additionally indicated which proposed guidelines they found were important enough to be added to codified design standards. The Commission also indicated support for the proposed design review permit procedures for Major and Minor Design Review Permits, in addition to the design criteria with which to evaluate design review permits.

### **INSTRUCTIONS**

Review the below definitions, Attachment 1, and Attachment 2 in their entirety in advance of the meeting. The required outcomes of this meeting are:

- Determination of which design standards are to remain either as codified requirements, become design guidelines, or be eliminated.
- Determination of which proposed design guidelines should become design standards, are acceptable as design guidelines, or should be eliminated.

Additionally, please consider the following questions as you review the attachments, as they will be topics of discussion and of which staff needs direction.

- Should multi-tenant properties be allowed to have ground signs that are taller than 10 feet?
- Should ground signs be made only of brick or stone, or are other durable materials acceptable?
- Should the city mandate commercial properties use a certain fence material?
- Should commercial businesses be allowed to paint CMU block?
- Should commercial businesses be allowed to paint brick if the brick has not ever been painted?

- Should the city require uniform light fixture standards for private, commercial parking lots?
- Should the city consider different primary materials such as fiber cement board, “smart siding”, or other materials besides brick and stone?
- Which primary and accent materials are desired and should either be design standards or guidelines?

## ATTACHMENTS

Staff presents the following:

- Attachment 1: The draft New Development section of the proposed Design Guidelines Manual. Staff has inserted existing design standards that are in the Zoning Ordinance, which are in bold. The proposed design guidelines are in regular typeface. ***This is the primary discussion of this meeting.***
- Attachment 2: The draft Existing Development section of the proposed Design Guidelines Manual. Staff has inserted existing design standards that are in the Zoning Ordinance, which are in bold. The proposed design guidelines are in regular typeface. ***This was reviewed by this Commission on 2/20/19 and is here for reference and/or comparison purposes. No changes have been made since that meeting.***

## DEFINITIONS

Please review and learn the following terms which will be used in discussion:

- “Design review”:  
The process used to evaluate development proposals ranging from minor site and building changes to new construction.
- “Design criteria”:  
Descriptive statements designed to create a level of objectivity by which development proposals will be graded in the design review process.
- “Design standards”:  
Objective, quantitative measures of design attributes; are adopted into ordinance and must be followed before a development is approved.
- “Design guidelines”:  
Flexible, qualitative measures of design attributes; are suggestions intended to guide businesses and architects with meeting the design criteria.
- “Minor Design Review Permit:  
The proposed design review process which staff will administer by grading developments for conformance with the design criteria. Staff shall make the final determination.
- “Major Design Review Permit”:  
The proposed design review process which staff will administer by grading developments for conformance with

the design criteria and forward the evaluation to this Commission. This Commission shall make the final determination.

**SCHEDULE**

2/20/2019	PZC	Workshop <ul style="list-style-type: none"> <li>• Review Existing Development section</li> </ul>
3/6/2019	PZC	Workshop <ul style="list-style-type: none"> <li>• Review New Development section</li> </ul>
3/20/2019	PZC	Workshop <ul style="list-style-type: none"> <li>• Review all Subareas</li> </ul>
4/16/2019	Staff	Publish public hearing notice for 5/1/2019 hearing
4/17/2019	PZC	Public Meeting <ul style="list-style-type: none"> <li>• Review entire Design Guidelines manual</li> </ul>
5/1/2019	PZC	Public Hearing <ul style="list-style-type: none"> <li>• Recommendation of text amendments to Zoning Code pertaining to procedure</li> </ul>
5/21/2019	City Council	Public Meeting <ul style="list-style-type: none"> <li>• Adoption of Design Guidelines</li> <li>• Adoption of text amendments</li> </ul>

## 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.
- Distinguishing architectural features are encouraged, such as decorative cornices, columns, reliefs, and other facade ornamentation and detailing. (Carpentersville)
- **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. [11-505(E)(1)(a)]**
- **Height.** The height of proposed buildings and structures as it relates to adjacent buildings. [11-505(E)(2)(a)]
- **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. [11-505(E)(2)(j)]

#### *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
- **Façade: Architectural details in building facades shall provide visual interest and be generally compatible with surrounding buildings and properties. [11-505(E)(1)(c)]**
- **Materials.** The quality of materials and their relationship to those in existing adjacent structures. [11-505(E)(2)(b)]
- **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. [11-505(E)(2)(c)]
- **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. [11-505(E)(2)(g)]

Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)

- 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. [11-505(E)(2)(i)]
- 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. [11-505(E)(2)(e)]
- 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.

#### Preferred Primary Materials

- Brick
- Quarried stone (i.e. granite, etc.)
- Cultured Stone
- Face brick (brick veneer)
- Fiber cement board (i.e. HardiPlank)
- Pre-cast concrete (with recessed panels and reveal lines)
- Architectural metals & standing seam metal roofing
- Metal walls (insulated architectural metal panels) (i.e. aluco bond)
- 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.

#### Discouraged Materials

- Gray split or smooth faced CMU block
- Brick tiles
- Metal walls (unless it is an insulated architectural metal panel such as aluco bond)
- Stucco (EIFS), wood or glass, as more than an accent
- Metal/aluminum siding
- Plastic tiles

Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)

- Pipe railings
- Plywood siding
- Metal stair treads
- Wood shingles on walls

*Rooflines and Shapes*

- Downspouts should not be in plain sight on facades visible from arterial or collector R-O-W, with the design using elements of the structure to hide the spouts.
- Rooflines and parapets should look complete when viewed from all sides of the building. (Carpentersville)
- 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.
- **Roof-lines:** Roof-lines shall be designed to generate visual interest. [11-505(E)(1)(b)]
- **Roof shapes.** The roof shape of a building shall be visually compatible with the buildings to which it is visually related. [11-505(E)(2)(h)]
- **Roof Top Mechanical Equipment.** Except for antennae mounted on roofs pursuant to the provisions of this Code, all mechanical equipment located on the roof of any building constructed after the effective date of this Code shall be fully screened by a parapet wall or other screening structure constructed of materials compatible with the principal building façade to the height of such equipment. [9-107(H)]

*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.
- The use of scissor grilles as a security measure is strongly discouraged.
- 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.
- **Proportion of openings:** The size and number of openings (windows, doors, etc.) shall be proportionate to the overall façade. [11-505(E)(1)(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. [11-505(E)(1)(e)]

Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)

- **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. [11-505(E)(2)(d)]**

*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.
- Front and rear building entries should be adequately lit for overall security and visibility. (Carpentersville)
- Subtle and understated building lighting should be used to enhance the building design and the adjoining landscape. (Carpentersville)
- 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.
- Plastic enclosed light fixtures are discouraged.

**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.
- Development should provide a clearly marked and continuous pedestrian path from public sidewalks within the right-of-way to building entrances. (Westmont)
- Clearly marked pedestrian pathways should be provided within the interior of parking areas to avoid large expanses of asphalt and to enhance pedestrian safety. (Westmont)
- Such internal pedestrian paths should be made prominent and noticeable 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. (Westmont)
- Circulation plans should minimize conflict points between pedestrian vehicles and ensure visible and accessible cross walks are installed where conflicts occur. (Westmont)
- Parking lots should have curbed perimeters and curbed landscape islands. (Westmont)
- 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. The number of access points should be limited to the minimum amount necessary to provide adequate circulation. (Turlock)
- 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.

- **Location and Materials.** All parking lot screening required by this Section shall be located between the edges of the parking lot and the property line and be no less than three (3) feet in width. [9-107(C)(1)(c)]
- **Trees.** In addition to the requirements set forth in Paragraph A above, every parking lot containing ten (10) or more parking spaces shall contain at least one (1) tree, of three (3) inches or greater in diameter, for each eight (8) parking spaces provided. Such trees may be provided by the preservation of existing trees or the planting of new trees and shall be planted at a sufficient distance from each other for healthy growth based on current standards generally observed by professionals in the arboriculture, forestry, landscaping, and landscape architecture professions. No existing or new tree located more than five (5) feet outside the perimeter of the paved parking area shall be counted in meeting the requirements of this Paragraph. More than fifty (50%) percent of the trees required by this Paragraph shall be located in landscaped islands within the interior of the paved parking lot. [9-107(C)(2)(a)]
- **Relief.** A parking lot, new construction or existing, with site constraints may ask for relief from the subsection, 9-107.C.2.a, but shall provide as many trees it is seeking relief from planting to the city in lieu of. Each tree must meet the specifications and standards set forth in these guidelines and the city code of ordinances. Such relief shall be granted through the design review process. [9-107(C)(2)(b)]
- **Other Requirements.** All islands shall be generally dispersed throughout the interior of the parking lot and shall be not less than one hundred (100) square feet in area and shall be of such dimensions that shall support the healthy growth of trees and other landscaping therein, based on current standards generally observed by professionals in the arboriculture, forestry, landscaping, and landscape architecture professions. All such islands, created curbs or other traffic flow regulators shall be landscaped with shrubs, flowering plants, ground cover plants, sodded lawn or mulch. No material in islands interior to parking lots other than trees shall be more than thirty (30) inches in height above adjacent pavement. [9-107(C)(2)(c)]
- **Parking Garage Design.** Every parking garage, other than garages accessory to single family dwellings, constructed after the effective date of this Code shall comply with the following design standards:
  - The exterior walls of the garage shall be a minimum of five (5) feet in height. [9-107(C)(3)(a)]
  - The exterior surface of the garage shall be constructed of the same materials as, or materials architecturally and aesthetically compatible with, the principal building to which it is accessory. [9-107(C)(3)(b)]
  - The foundation landscaping requirements of this Section 9-107. [9-107(C)(3)(c)]
- **Loading Spaces.** Every loading space visible from any lot zoned for residential use, whether or not such residential use is within the City, shall, except as necessary for access, be screened on all sides visible from any such lot by an opaque fence (but not including chain link fences), wall or densely planted evergreen hedge of not less than six (6) to eight (8) feet in height. [9-107(D)]
- **Location on Lot.** Except as provided in the applicable district regulations of this Code, off-street parking spaces may be provided on surface lots, underground, under building, in single level parking garages, or in multiple level parking garages. Parking lots and areas shall comply with the yard requirements applicable in the district in which they are located except that parking areas in Single Family Residential Districts may be located in any required yard. See also Paragraph 9-101 D for additional regulations concerning the storage of vehicles in residential districts. [9-104(C)(1)]

- **Access to Street.** All parking lots, areas and garages shall be so located and designed as to provide access to adjacent streets with the least interference with through traffic movements. Notwithstanding any other provision of this Code, driveways serving single family dwellings and driveways providing direct access from a parking lot to a street, may traverse any required yard; provided, however, that the surface area of any such driveway giving access from a parking lot or area through any such yard shall not exceed thirty percent (30%) of the area of such yard. No curb cut across public property shall exceed thirty-five (35) feet in width without the written approval of the Community Development Director. No such access shall be provided through a zoning district other than the district in which the parking lot is located. No such access shall be provided through a zoning lot other than the zoning lot on which the parking is located except across a permanent, recorded access easement in form and substance satisfactory to the Community Development Director. [9-104(C)(3)(a)]
- **Turnaround Area.** Every parking lot or garage, other than a parking lot or garage accessory to a single family dwelling, shall be provided with a turnaround area or other means to permit cars to exit the parking lot or garage without backing onto any street or sidewalk. [9-104(C)(3)(b)]
- **Tree Planting Areas; Landscaped Islands.** Trees located within planting islands in paved areas shall have a minimum landscaped area of 25 square feet of surface area and a depth sufficient to allow the bottom of the tree ball to be planted with a washed gravel layer at the bottom of the tree planting area to allow proper watering and drainage. If the soil is impervious, then a drainage pipe shall connect the tree planting area to a drainage structure. All islands shall be bordered by a six (6) inch high concrete barrier curb and shall be located and constructed in accordance with accepted engineering standards unless sustainable engineering practices are used to in place of the curb. [9-104(C)(3)(e)]
- **Residential.** Every residential facility shall provide the required minimum number of bicycle parking spaces in a sheltered environment. A space shall be considered sheltered if there is top-side protection from weather. Bicycle parking spaces may be located within a garage, storage shed, basement, utility room or similar area or may be located in front of the building along the street or near the rear access to the building. In those instances in which the building has no parking structure or other easily accessible storage unit, the bicycle parking spaces may also be sheltered from sun and precipitation under an eave, overhang, an independent structure, or similar cover. All bicycle parking spaces must be in an area that is accessible to all residents at all times. [9-104(H)(3)(a)]
- **Retail and Restaurant.** Individual commercial uses may provide their own parking or spaces may be clustered to serve up to six bicycles. Bicycle parking spaces should be located in front of the stores along the street, either on the sidewalks or in specially constructed areas such as pedestrian curb extensions or may be located to the rear of the building if an automobile parking lot is adjacent. Bicycle parking for a single location must be within 50 feet of the building entrance where possible. Clusters of bicycle parking that serve multiple destinations may be located up to 100 feet away from entrances. [9-104(H)(3)(b)]
- **Office and Civic.** Bicycle parking spaces shall be located in a sheltered environment. A space shall be considered sheltered if there is top-side protection from weather. Bicycle parking spaces may be located within a garage (if located in the facility in question), loading dock, indoor space, or may be located in front of the building along the street or near the rear access to the building. In those instances in which the building has no parking structure or other easily accessible storage unit, the bicycle parking spaces may also be sheltered from sun and precipitation under an eave, overhang, an independent structure, or similar cover. All bicycle parking spaces must be in an area that is accessible to all facility users during regular business hours which shall include at minimum the hours of nine o'clock in the morning to five

Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)

o'clock in the afternoon of each weekday excluding federal holidays. Bicycle parking spaces may be located in an area requiring special security access such as a key, keycard or other access device if such access can be accomplished by the user during the specified hours. Users of bicycle parking spaces shall be granted access to the nearest entrances, exits, stairwells and elevators to the bicycle parking spaces. [9-104(H)(3)(c)]

- Coordination with Pedestrian Needs. Bicycle parking shall not interfere with pedestrian passage, leaving a clear area of at least 48 inches between bicycles and other existing and potential obstructions. [9-104(H)(3)(d)]
- Location on Lot. All loading spaces shall comply with the yard requirements applicable to principal uses in the district which they are located except that open loading spaces may be located in a required rear yard. No loading space shall be located within fifty (50) feet of the nearest point of intersection of any two (2) public or private streets. No loading space shall be located closer to any public right-of-way than the façade of the building facing such right-of-way. No loading space shall open onto any building façade facing a public right-of-way. All loading spaces shall be located and arranged to provide logical and convenient access thereto from the use they serve. [9-105(C)(1)]
- Access of Street. Loading spaces shall be designed and arranged to provide access to a street or alley in a manner that will create the least possible interference with through traffic movements. No curb cut across public property shall exceed forty (40) feet in width without the written approval of the Community Development Director. [9-105(C)(3)(a)]
- Maneuvering Space. Every loading space shall be provided with sufficient maneuvering space on the zoning lot where it is located to allow vehicles to access and exit the space without having to make any backing movement on or into any public or private street. [9-105(C)(3)(b)]
- Surface, Drainage and Markings. Every loading space shall be faced with an asphalt or Portland cement binder pavement providing in all-weather, durable and dustless surface, and all such construction shall meet the minimum standards for structural materials established by the City. [9-105(C)(3)(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. [11-505(E)(3)(c)]

### *Landscaping and Open Space*

#### General Landscaping Requirements

- 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. [11-505(E)(1)(f)]
- 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.

Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)

- 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.
- **Plant Materials Required.** All such landscaped areas shall contain any combination of shade trees, ornamental trees, evergreen trees, shrubs, flowering plants, ground cover plants, and other native or ornamental grasses and plants. All areas adjacent to a building or structure that are not paved and not otherwise landscaped as required by this Subsection shall be sodded and maintained with a grass cover or other plant material. [9-107(B)(3)]
- **Design.** All such landscaped areas shall be designed to meet the following standards, as applicable to the lot:
  - screening from view any mechanical equipment, air conditioning units and other equipment not located within the building; service areas; and loading docks; [9-107(B)(4)(a)]
  - provide visual relief along large expanses of building walls and accent building entrances and architectural features; and [9-107(B)(4)(b)]
  - enhance walkways, entrances, outdoor seating areas, and other pedestrian areas. [9-107(B)(4)(c)]
- Every parking lot visible from a right-of-way or any public or private street shall, to the extent hereinafter specified, be buffered and screened for a height of not less than two (2) to three (3) feet above grade. Visibility from the right of way needs to be considered for security purposes. [9-107(C)(1)(a)]
- Every parking lot adjoining any lot located in any residential district, the Institutional Buildings District, or the Open Space District shall be screened from view from any office, commercial or industrial district lot for a height of not less than six (6) feet above grade. [9-107(C)(1)(b)]
- **Perimeter Landscaped Open Space.** Except as expressly provided otherwise in the district regulations requiring a perimeter landscaped open space, all required perimeter landscaped open space shall extend along the entire length of the lot line in question and shall have a width equal to fifteen (15) feet or the depth of the yard required along the lot line in question, whichever is greater. Such space shall be broken only by required access drives. Such space shall be suitably surfaced with grass, groundcover or decorative paving material, or a combination thereof; shall contain landscaping such as ornamental trees and shrubs or appropriate screening devices such as decorative walls, fences (but not including chain link fences) or berms, or a combination thereof. The landscaping and screening treatment of such space shall be so designed and maintained as to preserve unobstructed vision of the street and sidewalk at points of access and as not to interfere with, or be damaged by, work within any public or utility easement unless the Community Development Director shall determine that no other location is reasonably feasible. [9-107(E)]
- **Special Protective Requirements for Non-Dwelling Uses Abutting Residential Use.** Notwithstanding any other provision of this Section 9-107, in any case where a lot to be devoted to any use other than a dwelling abuts or is across a right-of-way from any lot zoned for residential use, whether or not such lot is within the City, the use and development of the lot to be devoted to the non-dwelling use shall be subject to the following requirements: [9-107(F)]
  - **Special Building Setback for Buildings Over fourteen (14) Feet in Height.** All buildings over fourteen (14) feet in height shall be set back from any front or corner side yard line facing a residential district a distance equal to the setback normally required or to the front yard required in the adjacent residential district, whichever is greater, and

Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)

- from any other yard line a distance equal to the yard normally required or 25 feet, whichever is greater. [9-107(F)(1)]
- Special Landscaping and Screening of Special Front and Corner Side Setbacks. Any front or corner side yard setback required pursuant to Paragraph 1 above shall be treated as a perimeter landscaped open space. [9-107(F)(2)]
  - Special Landscaping and Screening from Residential Uses and Districts. Any side or rear lot line, and all lot lines of any industrial use, abutting a dwelling use or a residential district shall be buffered by a perimeter landscaped open space of at least five (5) feet in width along such lot line, which shall be sufficient to provide a total visual screen at least six (6) feet in height along the entire length of such line. Industrial uses abutting or across a right-of-way from any lot zoned for residential use shall, in addition to the other requirements provided in this Paragraph, be screened by an eight (8) foot fence (but not including chain link fences) located within the perimeter landscaped open space. [9-107(F)(3)]
  - Additional Perimeter Open Space for Outdoor Activity Areas. Any area of permitted outdoor activity likely to produce visual or auditory disturbance or annoyance on any abutting residential lot whether or not located within the City shall be separated from said lot by a perimeter landscaped open space at least twenty (20) feet wide or by a buffer found by the Community Development Director to be reasonably sufficient to create a visual barrier, to absorb and diffuse noise, and to ensure the private enjoyment of said lot. [9-107(F)(4)]
  - The provisions of this Subsection 9-107 F shall not apply to any use established prior to the effective date of this Code. [9-107(F)(5)]
- When located in a required yard, fences shall be installed with the finished side facing the neighboring property. [9-107(K)(1)]
  - Barbed wire fencing shall not be used, except in the I1 – Industrial District where necessary for safety measures. [9-107(K)(2)]

#### 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.
- **Width.** Each principal and accessory building shall have a landscaped area located along the foundation of each building with a minimum width of ten (10) feet when the building height is more than the lesser of three stories or 35 feet, and a minimum width of five (5) feet when the building height is less than the lesser of three stories or 35 feet. All such minimum widths shall be measured from the edge of the building. [9-107(B)(2)(a)]
- **Distance.** The landscaped area shall be provided abutting each building and any attached structures, including decks and terraces, for a combined distance of not less than fifth (50) percent of the exterior perimeter of each such building and any attached structures, including decks and terraces. [9-107(B)(2)(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. [11-505(E)(3)(a)]

Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)

Outdoor Patios

- Any outdoor seating areas, such as those provided by restaurants or cafes, should be well landscaped and incorporated into the overall site design. (Westmont)
- Outdoor seating areas should be setback and screened from parking areas, drive aisles, and high traffic streets. (Westmont)
- 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.
- Outdoor storage and dumpsters should be screened by a durable material, such as brick, stained split face CMU block, or PVC fence which matches the existing building in material and/or color. Chain link with slats and wood are not acceptable screening materials for the structure or for the gates.
- **Screening.** All refuse containers and all areas permitted outdoor storage shall be enclosed by a screening fence (but not including chain link fences), wall or densely planted evergreen hedge of a height sufficient to screen such containers or storage areas from view from adjoining properties and public or private streets. [9-107(I)(1)]
- **Location.** No refuse containers or storage areas shall be located between any principal structure and either its front or corner side lot line. [9-107(I)(2)]
- Permanent or temporary exterior storage or display of inventory, business vehicles or personal vehicles is prohibited without the issuance of a permit.

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.
- When additions are constructed, such as the expansion of a kitchen cooler for a restaurant, the elevations of the addition should be of the same material of the existing building, or of a preferred primary material which matches or complements the existing building in color. The addition should as a whole be designed to fit with the existing building.

**Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)***Site Lighting*

- Light fixtures should be installed which are designed and oriented to produce minimal glare, nuisance, and spillover onto nearby properties. (Carpentersville)
- Diffused, soft white light is recommended and high-pressure sodium (orange lighting) and metal halide lighting are not recommended. Extensive lighting and over illumination should be avoided to reduce light pollution. (Carpentersville)
- To create a more pedestrian scale and minimize light pollution and glare, shorter light poles no taller than 18 feet in height should be used to help establish pedestrian environments within individual developments. Taller lighting standards and flood lighting should be avoided. (Westmont)
- **Lighting.** Fixed lighting shall be provided for all parking lots and garages accommodating more than ten (10) vehicles. Such lighting shall be so arranged as to prevent direct glare of beams onto any public or private property or streets. All lighting shall be reduced to security levels at all times of non-use. [9-104(C)(3)(d)]
- **Lighting.** Fixed lighting shall be so arranged as to prevent direct glare of beams onto any public or private property or streets. All lighting shall be reduced to security levels at all times on non-use. [9-105(C)(3)(d)]
- **Lighting:** Exterior lighting shall be architecturally integrated with building style, material and color, and shall not be directed off site. [11-505(E)(3)(b)]

DRAFT

### 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
- 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.
- **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. [11-505(E)(4)]
- Buildings and structures shall be consistent with the architectural character, scale and in harmony with the vicinity and of adjacent property. [9-402(B)]
- Building materials shall be of durable quality. [9-402(C)]
- 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, multifamily, 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. [9-402(D)]
- 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. [9-402(I)]
- **Façade:** Architectural details in building facades shall provide visual interest and be generally compatible with surrounding buildings and properties. [11-505(E)(1)(c)]
- **Materials.** The quality of materials and their relationship to those in existing adjacent structures. [11-505(E)(2)(b)]
- **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. [11-505(E)(2)(g)]

##### Preferred Primary Materials

- Brick
- Quarried stone (i.e. granite, etc.)
- Cultured Stone
- Face brick (brick veneer)
- Fiber cement board (i.e. HardiPlank)
- Pre-cast concrete (with recessed panels and reveal lines)

**Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)**

- Architectural metals & standing seam metal roofing
- Metal walls (insulated architectural metal panels) (i.e. aluco bond)
- Split-faced CMU block, stained in neutral color
- **Cast stone**

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**
- Stained CMU block in acceptable accent colors
- Other CMU block finished with split face, fluted, scored, honed, etc.
- **Wood**
- **Glazed tile**
- **Decorative concrete block**

Discouraged Materials

- Gray split or smooth faced CMU block
- Brick tiles
- Metal walls (unless it is an insulated architectural metal panel such as aluco bond)
- Stucco (EIFS), wood or glass, as more than an accent
- Metal/aluminum siding
- Plastic tiles
- Pipe railings
- Plywood siding
- Metal stair treads
- Wood shingles on walls

*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.
- **Roof Top Mechanical Equipment.** Except for antennae mounted on roofs pursuant to the provisions of this Code, all mechanical equipment located on the roof of any building constructed after the effective date of this Code shall be fully screened by a parapet wall or

Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)

other screening structure constructed of materials compatible with the principal building façade to the height of such equipment. [9-107(H)]

- Flat roofs and mansard roofs are discouraged except where such roofs are the predominant style in the neighborhood. [9-402(E)]
- Roof-lines: Roof-lines shall be designed to generate visual interest. [11-505(E)(1)(b)]
- Roof shapes. The roof shape of a building shall be visually compatible with the buildings to which it is visually related. [11-505(E)(2)(h)]

### *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.
- Scissor grilles used as a security measure should not be used and alternative security methods which are inside the building should be implemented.
- Building components, such as windows, doors, eaves and parapets shall be consistent in proportion and style with the predominant style of the neighborhood. [9-402(F)]
- Proportion of openings: The size and number of openings (windows, doors, etc.) shall be proportionate to the overall façade. [11-505(E)(1)(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. [11-505(E)(1)(e)]

### *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.
- Front and rear building entries should be adequately lit for overall security and visibility. (Carpentersville)
- Where possible, subtle and understated building lighting should be added to enhance the building design and the adjoining landscape. (Carpentersville)
- 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.
- Plastic enclosed light fixtures are discouraged as replacement fixtures on any elevation facing a public or private right-of-way or with a pedestrian entrance.
- Exterior lighting should be a part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with the building design. [9-402(G)]

- **Lighting:** Exterior lighting shall be architecturally integrated with building style, material and color, and shall not be directed off site. [11-505(E)(3)(b)]

## 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.
- 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.
- Where parking areas are connected, direction of travel and parking areas should be similar to reduce conflict at points of connection. (Turlock)
- **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. [11-505(E)(3)(c)]

### *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.

**Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)**

- 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.
- 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. [11-505(E)(1)(f)]
- 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. [11-505(E)(3)(a)]

*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.
- Outdoor storage and dumpsters should be screened by a durable material, such as brick, stained split face CMU block, or PVC fence which matches the existing building in material and/or color. Chain link with slats and wood are not acceptable screening materials for the structure or for the gates.
- Dumpster enclosures should be of masonry construction and should complement overall building design. They should also be well landscaped. (Carpentersville)
- **Screening.** All refuse containers and all areas permitted outdoor storage shall be enclosed by a screening fence (but not including chain link fences), wall or densely planted evergreen hedge of a height sufficient to screen such containers or storage areas from view from adjoining properties and public or private streets. [9-107(I)(1)]
- **Location.** No refuse containers or storage areas shall be located between any principal structure and either its front or corner side lot line. [9-107(I)(2)]
- Permanent or temporary exterior storage or display of inventory, business vehicles or personal vehicles is prohibited without the issuance of a permit.

*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.

**Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)**

- When additions are constructed, such as the expansion of a kitchen cooler for a restaurant, the elevations of the addition should be of the same material of the existing building, or of a preferred primary material which matches or complements the existing building in color. The addition should as a whole be designed to fit with the existing building.

*Site Lighting*

- When light fixtures and poles are replaced, new light fixtures should be installed which are designed and oriented to produce minimal glare, nuisance, and spillover onto nearby properties. (Carpentersville)
- Diffused, soft white light is recommended and high-pressure sodium (orange lighting) and metal halide lighting are not recommended. Extensive lighting and over illumination should be avoided to reduce light pollution. (Carpentersville)
- Parking lot lighting should be retrofitted to create a more pedestrian scale and minimize light pollution and glare. This can be accomplished by using shorter light pole no taller than 18 feet in height to help establish pedestrian environments within individual developments. Taller lighting standards and flood lighting should be avoided. (Westmont)
- **Lighting. Fixed lighting shall be provided for all parking lots and garages accommodating more than ten (10) vehicles. Such lighting shall be so arranged as to prevent direct glare of beams onto any public or private property or streets. All lighting shall be reduced to security levels at all times of non-use. [9-104(C)(3)(d)]**

DRAFT

**CITY OF OAK FOREST  
PLANNING / ZONING COMMISSION MEETING  
Wednesday, February 20, 2019**

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The Plan/Zone Commission meeting was called to order at 7:00 p.m. with Roll Call. The Pledge of Allegiance was said at that time.

**PRESENT:** Mr. Kerr  
Mr. Riha  
Mr. Poulin  
Mr. Ziak  
Mr. Oostema  
Mr. Keeler  
Mr. Schroeder

**ABSENT:** Chairman Stuewe

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Ms. Ashbaugh informed the Commission they needed to elect a Pro-Tem Chairman and asked for a nomination.

Mr. Wolf nominated Mr. Schroeder.

Ms. Ashbaugh Asked for a motion to appoint Mr. Schroeder as Pro-Tem Chairman.

Mr. Wolf motioned.

Mr. Oostema seconded.

**The Roll Call vote taken as follows:**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Mr. Kerr			Chairman Stuewe
Mr. Riha			
Mr. Poulin			
Mr. Ziak			
Mr. Oostema			
Mr. Keeler			
Mr. Wolf			
Mr. Schroeder			

The Motion to appoint Mr. Schroeder as Pro-Tem Chairman carried 8-0, with one ABSENT.

**ZC#19-001 Design Guidelines – Text Amendment: WORKSHOP**–Staff presented the introduction to the design guidelines manual and alternative procedures for design review for feedback. This was not a public hearing and no action was being made.

Community Planner Ashbaugh introduced Zoning Case #19-001, Text Amendment and Design Guidelines Manual which is a continuing discussion from the last meeting.

The Project Schedule was reviewed. The vision statement, objectives, subarea intents, and overall design review process were reviewed at the last meeting. This meeting will be a workshop focused on design requirements for existing development only.

Planner Ashbaugh clarified the difference between design standards and criteria versus guidelines. The standards and criteria are in the zoning code and are fixed requirements. The guidelines will make up the new proposed design guidelines document and are intended to guide petitioners towards meeting the design criteria.

A list of 21 communities was provided representing research done on how other municipalities utilize design guidelines.

Planner Ashbaugh described further how the proposed design review process interacts with the design review criteria, design standards from the zoning code, and the proposed design guidelines.

She proposed the following questions to the Commission to consider

1. Are you comfortable with what this will require of business owners?
2. Of the existing code, what do you want to continue to require or change to a guideline?
3. Of the proposed guidelines what do you want to be codified?

Planner Ashbaugh reviewed the design requirements under the Architecture category, including the Current Preferred Primary Materials. Discussion ensued regarding the proposed preferred primary building materials to be listed in the new design guidelines. A consensus emerged to keep fiber cement board products on the list but that a mix of neutral finishes should be utilized as the primary façade with a preference for material finishes that imitate traditional commercial building materials rather than residential vinyl lap siding.

Planner Ashbaugh presented the current list of preferred accent materials and the commission agreed that glazed tile should be removed from the list.

The proposed preferred accent materials were also discussed and confirmed as proposed.

The proposed discouraged material list was discussed and a consensus emerged that this list should be codified in the zoning code rather than existing in the guidelines to ensure the materials are not used.

Planner Ashbaugh asked whether the city be more prescriptive about painting and staining exterior brick and concrete block. Much discussion ensued. A consensus emerged that using staining methods on exterior brick was preferred over traditional paint and that painting of brick that has never been painted is not a best practice.

There was additional discussion about the importance of requiring the proper documentation of the material in advance so that it was clear to staff whether a paint or stain was proposed. The commission agreed that the proper high quality exterior paint could be applied to CMU block facades but should not be used on exterior brick.

Planner Ashbaugh asked whether the City should attempt to preserve existing brick facades versus allowing them to be stained or re-cladded? The commission agreed that they are open to allowing re-cladding or brick staining as long as the materials are proper and don't diminish the building appearance long-term.

Planner Ashbaugh asked whether the city should maintain review authority over buildings changing exterior color, as is in the code today. Much discussion ensued and the commission agreed that the City should maintain review authority over color choices for commercial building exteriors. Commissioner Ziak suggested that the color index system produced by the US General Services Administration referred to as AMSSTD595A could be used as a guide to suggest which colors are generally acceptable.

Planner Ashbaugh asked whether the city should consider allowing different primary materials such as fiber cement board, "smart siding", or other materials besides brick and stone? The Commission discussed and was open to these materials but prefer products that look more commercial versus residential lap-siding.

Planner Ashbaugh asked whether the percentage of primary façade material should be explicitly defined in the code or guidelines? Discussion ensued about various percentages and how other communities regulate this. The Commission suggested that the percentage should be defined but with some flexibility.

Planner Ashbaugh presented the design requirements that related to rooflines and shapes. Discussion ensued around the screening of rooftop mechanical units. The commission suggested more clarity to the rooftop mechanical screening guidelines and that staff explore ways to require this on existing buildings generally.

Planner Ashbaugh presented the design requirements that related to windows and doors. Commissioner Wolf suggested that staff explore changing the design guideline that requires consistency with the predominant style of surrounding buildings as there is lack of defined architectural style in the commercial corridors currently. The Commission concurred with this suggestion.

Planner Ashbaugh presented the design requirements that related to building lighting. Commissioner Riha suggested that the guideline suggesting that front and rear pedestrian

entrances should be lit should be codified rather than a guideline and the Commission agreed. The Commission also suggested that plastic light fixtures should be prohibited as they lack durability.

Planner Ashbaugh presented the design requirements that related to parking lot design and circulation. Commissioner Wolf suggested that the guideline relating to restriping parking lots to create legal conforming stalls and intuitive traffic flow should be a code requirement of all properties when use changes. Discussion ensued and staff indicated they would review this. The Commission also suggested reviewing the safe vehicle and pedestrian connections design guideline for possible codification as well.

Planner Ashbaugh presented the design requirements that related to landscaping and open space and indicated this topic would be covered further at a future meeting regarding new construction.

Planner Ashbaugh presented the design requirements that related to Refuse, Utility, and Service Areas. The Commission recommended that the design guidelines recommending certain durable, attractive materials be combined and codified as a standard rather than guideline. This will ensure that dumpster corrals and their doors are constructed of attractive and durable materials that match the primary building.

The Commission also discussed the proposed guideline governing building materials on building additions and walk-in coolers be made into a design standard in the code but that the precise materials used be kept as a design guideline.

Planner Ashbaugh asked whether the city should require that non-residential properties use a certain fence material. Discussion ensued and a consensus was reached that both wood fences and chain link fences (with or without privacy slats) should be prohibited in commercial districts.

Planner Ashbaugh asked Should the city continue to require special use permit approval for outdoor patios or instead use the design review process? Discussion ensued and the Commission agreed that the special use permit designation could be removed if the proper guidelines were created to govern installation of commercial patios. Potential guidelines could include proximity to neighbors, noise, and patio size along with design standards.

Planner Ashbaugh presented the design requirements that related to site lighting. Chairman Stuewe suggested that standards for site lighting fixtures by zoning district were discussed years ago and potentially implemented but there is no evidence of them in the current zoning ordinance. Commissioner Wolf suggested that aesthetic elements to mask the bare concrete on light poles be explored.

Planner Ashbaugh asked whether the city should require uniform light fixture standards for private parking lots? The Commission discussed and recommended against this.

Director Bandstra asked whether the Commission wanted to discuss thresholds for when the City would require that properties come into conformance with the modern design requirements.

Examples of this could include parking lot layout, site or building lighting, landscaping and islands, dumpster enclosures, fencing, and mechanical screening. Much discussion ensued and the Commission asked staff to prepare recommendations.

**APPROVAL OF THE MINUTES**

Chairman Stuewe requested a motion to approve the February 6, 2019 meeting minutes.

Mr. Riha made the motion.

Mr. Kerr seconded.

**The Roll Call vote taken as follows:**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Mr. Kerr			
Mr. Riha			
Mr. Ziak			
Mr. Schroeder			
Mr. Keeler			
Mr. Wolf			
Mr. Poulin			
Chairman Stuewe			

The motion to approve the February 6, 2019 meeting minutes carried 8-0.

**ADJOURNMENT**

Chairman Stuewe requested a motion to adjourn. All were in favor.

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CHAIRMAN STUEWE

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

READING OF AGENDA – ADDITIONS, DELETIONS

NEW BUSINESS

1. ZC #18-004 \_\_\_\_\_ Oliver’s Bar & Grill: **PUBLIC MEETING** – The applicant, Tom Les of 6150 W. 159th Street, requests review and recommendation of approval of a final planned development related to Ordinance 2018-07-06970, which approved the concept planned development, special use permits, and a variation for the addition to allow a residential dwelling unit to an existing restaurant and the expansion of an existing outdoor patio, on the property located at 6150 W. 159th Street in the C2 – General Service Commercial District.
2. ZC #19-001 \_\_\_\_\_ Design Guidelines – Text Amendment: **WORKSHOP** – Staff presents the New Development section of the design guidelines manual for informal feedback. *This is not a public hearing and no action is being made.*

APPROVAL OF THE MINUTES

March 20, 2019

CITIZEN PARTICIPATION

ADJOURNMENT



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**DATE:** April 3, 2019  
**TO:** The Oak Forest Planning and Zoning Commission  
**FROM:** Katie Ashbaugh, Community Planner  
Travis Bandstra, Director of Economic and Community Development  
**SUBJECT:** Design Review Workshop 4: Unique Design Considerations

### **BACKGROUND**

*February 6, 2019*

This Commission reviewed and indicated informal support of the Vision Statement, Objectives, and subarea intent statements of the Design Guidelines Manual and design review process changes to Section 11-505 of the Zoning Ordinance.

*February 20, 2019*

This Commission reviewed and indicated informal support of the proposed content for the "Existing Development" section of the Design Guidelines Manual. The Commission additionally indicated which proposed guidelines they found were important enough to be added to codified design standards. The Commission also indicated support for the proposed design review permit procedures for Major and Minor Design Review Permits, in addition to the design criteria with which to evaluate design review permits.

*March 3, 2019*

This Commission reviewed and indicated informal support of the proposed content for the "New Development" section of the Design Guidelines Manual. The Commission additionally indicated which proposed guidelines they found were important enough to be added to codified design standards.

### **INSTRUCTIONS**

Review the below definitions, Attachment 1, and Attachment 2 in their entirety in advance of the meeting. The required outcomes of this meeting are:

- Determination of which design standards are to remain either as codified requirements, become design guidelines, or be eliminated.
- Determination of which proposed design guidelines should become design standards, are acceptable as design guidelines, or should be eliminated.

### **ATTACHMENTS**

Staff presents the following:

Attachment 1: The draft Unique Design Considerations section of the proposed Design Guidelines Manual. Staff has inserted existing design standards that are in the Zoning Ordinance, which are in bold. The

proposed design guidelines are in regular typeface. *This is the primary discussion of this meeting.*

**DEFINITIONS**

Please remember the following terms which will be used in discussion:

- “Design review”: The process used to evaluate development proposals ranging from minor site and building changes to new construction.
- “Design criteria”: Descriptive statements designed to create a level of objectivity by which development proposals will be graded in the design review process.
- “Design standards”: Objective, quantitative measures of design attributes; are adopted into ordinance and must be followed before a development is approved.
- “Design guidelines”: Flexible, qualitative measures of design attributes; are suggestions intended to guide businesses and architects with meeting the design criteria.
- “Minor Design Review Permit: The proposed design review process which staff will administer by grading developments for conformance with the design criteria. Staff shall make the final determination.
- “Major Design Review Permit”: The proposed design review process which staff will administer by grading developments for conformance with the design criteria and forward the evaluation to this Commission. This Commission shall make the final determination.

**SCHEDULE**

2/20/2019	PZC	Workshop <ul style="list-style-type: none"> <li>• Review Existing Development section</li> </ul>
3/6/2019	PZC	Workshop <ul style="list-style-type: none"> <li>• Review New Development section</li> </ul>
4/2/2019	Staff	Publish public hearing notice for 5/1/2019 hearing
4/3/2019	PZC	Workshop <ul style="list-style-type: none"> <li>• Review all Unique Design Considerations</li> </ul>
4/17/2019	PZC	Public Meeting <ul style="list-style-type: none"> <li>• Review entire Design Guidelines manual</li> </ul> Public Hearing <ul style="list-style-type: none"> <li>• Recommendation of text amendments to Zoning Code pertaining to procedure</li> </ul>
5/14/2019	City Council	Public Meeting <ul style="list-style-type: none"> <li>• Adoption of Design Guidelines</li> <li>• Adoption of text amendments</li> </ul>

## 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 the 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. (Carpentersville)
- 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. (Carpentersville)
- 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. (Carpentersville)
- Buildings throughout this area should face the street, with strong pedestrian orientation. (Carpentersville)
- Buildings must have clearly defined, highly visible customer entrances with features such as canopies or porticos, arches, wing walls, and integral planters. (Carpentersville)
- Main entrances should be designed as an important architectural feature of the building. (Carpentersville)
- Window glazing should be clear or slightly tinted. Dark, mirrored, reflective glass, or glass block is not permitted. (Carpentersville)

**Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)**

- Awnings should be properly placed above entrances and may extend over storefront windows. (Carpentersville)
- The color of awnings and canopies should complement and enhance the overall color scheme of the building façade. (Carpentersville)
- Commercial buildings should have a strong pedestrian orientation with display windows, attractive detailing, and convenient and "hospitable" entrances. (Westmont)

*Site Features & Design*

- Fencing should complement the architectural and landscaping designs on the site. (Carpentersville)
- Parking lots should be screened from view along sidewalks and roadways through the use of low masonry walls or plantings and decorative fencing. (Westmont)
- Parking lots should be located behind buildings toward the rear lot line. (Westmont)
- Vehicular access to parking lots should be provided from alleys or side streets. (Westmont)
- Pedestrian access to parking lots should be provided through planned walkways located between buildings. (Westmont)
- 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. (Westmont)
- Site lighting should consist of both vehicular scale lighting and pedestrian scale lighting. Excessive lighting and light pollution should be avoided. (Westmont)
- 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. (Westmont)
- A common style of pedestrian-scale light fixtures has been selected by the Village, already exists along and adjacent to the Main Street Bridge, and will be used throughout this area. The same or similar style of light fixture should be used where appropriate as part of new development and redevelopment within Old Town. (Carpentersville)
- Parking lots should be located behind buildings. Parking lots in front of buildings are not encouraged within this area. (Carpentersville)

**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. (Carpentersville)

**Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)**

- 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. (Carpentersville)
- 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. (Carpentersville)
- 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. (Westmont)
- Covered walkways and colonnades are encouraged along the fronts of the buildings to create a pedestrian orientation. (Carpentersville)
- 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. (Westmont)
- 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. (Carpentersville)

*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. (Westmont)
- A common style of pedestrian-scale light fixtures has been selected by the Village, already exists along and adjacent to the Main Street Bridge, and will be used throughout this area. The same or similar style of light fixture should be used where appropriate as part of new development and redevelopment within Old Town. (Carpentersville)
- Parking lots should be located behind buildings. Parking lots in front of buildings are not encouraged within this area. (Carpentersville)
- Where possible, pedestrian access to parking lots should be provided through planned walkways located in gaps between buildings. (Carpentersville)
- Parkway landscaping should consist of salt-tolerant street trees, shrubs, groundcover, perennials and shrubs limited to maximum 3' mature height (Carpentersville)
- Development should create logical linkages to surrounding areas by extending the existing street grid and incorporating on-site streets whenever possible. (Westmont)
- Parking lots should be accessible from side streets to prevent cars from having to use primary streets. (Westmont)

## **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

**Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)**

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. (Westmont)
- 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. (Westmont)
- Covered walkways and colonnades are encouraged along the fronts of the buildings to create a pedestrian orientation. (Carpentersville)
- 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. (Carpentersville)
- 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. (Westmont)

*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. (Westmont)
- Development should create logical linkages to surrounding areas by extending the existing street grid and incorporating on-site streets whenever possible. (Westmont)
- Large scale development should establish an internal street network that connects to the external grid at logical intersections. (Westmont)
- Parking lots should be accessible from side streets to prevent cars from having to use primary streets. (Westmont)
- Any business permitted to have a "drive-thru" facility shall be sited so that drive-through lanes and pickup windows are not prominently featured. (Carpentersville)

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## VI. SIGNS

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Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)

- Monument signs of multi-tenant structures should be located near the primary entrance to the site while maintaining the most exposure to the highest trafficked areas.
- Wall signs should be constructed of channel letters and affixed directly to the wall. The use of raceways should be avoided and used only when the structural integrity of the wall to which it will be attached will be substantially irreparable.
- If a raceway must be used, it should be of the same color of the wall to which it will be attached so as to minimize its visibility.
- If a wall sign is removed, the face of the building should be repaired and restored to its original condition.
- For single tenant buildings and properties, monument signs should be installed nearest to the primary driveway.
- For properties located on a corner where existing parking lots front the rights-of-way, monument signs should be installed nearest to the corner of the property.
- Monument signs should be constructed the same material, or of a complementary material, of the primary structure, unless the building is constructed of a discouraged material.
- Monument signs should have architectural enhancements on the side and on the top, or the cabinet should be of a unique shape other than a square box.
- **Standards for sign permits. No sign permit shall be granted pursuant to this Subchapter unless the applicant shall establish, at a minimum, the following conditions. [9-106(C)(2)]**
- **Visual compatibility. The proposed sign shall be visually compatible with the building or lot on which the sign is proposed to be located and surrounding buildings and structures in terms of height, size, proportion, scale, materials, texture, colors and shapes. [9-106(C)(2)]**
- **Quality of design and construction. The proposed sign shall be constructed and maintained with a high quality design and materials and a good relationship with the design and character of the neighborhood. [9-106(C)(2)]**
- **Appropriateness to site. The proposed sign shall be appropriate to its location in terms of design, landscaping and orientation on the lot, and will not create a hazard to pedestrian or vehicular traffic, detract from the value or enjoyment of neighboring properties, or unduly increase the number of signs in the area. [9-106(C)(2)]**
- **Compliance with this Subchapter. The proposed sign shall comply with all applicable provisions of this Subchapter. [9-106(C)(2)]**
- **Sign dimensions maximums. Where detailed in this Subchapter, listed dimensional standards are the highest measure of maximum amounts allowed for the proposed conditions; however, such factors associated with the subject site or building, and other extenuating circumstances may reduce the allowable maximum dimensional standards in order to promote proportional signage with the associated structure and property. [9-106(C)(2)]**
- **Location and Design of Light Source. Whenever an external artificial light source is used for a sign, such source shall be located, shielded and directed so as not to be directly visible from any public street or private residence. No receptacle or device housing a permitted light source for a sign shall protrude more than twelve (12) inches from the face of the sign or building to which it is attached; provided, however, that a receptacle or device housing a permitted light source for a sign may be located more than twelve (12) inches from the face of the sign if such light source is ground mounted, locked in place, and cannot be redirected. Decorative serpentine fixtures associated with awnings and canopies may extend beyond twelve (12) inches with approved anchoring and electrical installation by the Building Commissioner. [9-106(G)(1)(a)]**

- Neon and Other Illuminated Tubing. Neon and other illuminated tubing may be provided as an architectural enhancement subsequent to design review approval by the Planning and Zoning Commission. [9-106(G)(1)(e)]
- Sign Colors. No sign shall employ more than four (4) colors plus black and white, unless otherwise expressly addressed in this Chapter. [9-106(G)(2)]
- Structural Elements. The construction and structural components of all signs shall be in accordance with the standards and regulations of the Oak Forest Building Code. All permanent signs shall be constructed of fire-resistant materials and shall be capable of withstanding wind pressures of at least thirty (30) pounds per square foot of surface area and of receiving dead loads based on the actual weight of the structure. In no case shall the structural elements of a pylon sign extend above the top of the sign face. [9-106(G)(4)]
- Minimum Elevation of Certain Signs. The bottom of every awning, canopy, wall and pylon sign shall be elevated at least eight (8) feet above grade. Whenever possible wall signs on the same façade shall maintain the same top and bottom elevations above grade. [9-106(G)(5)]
- Neon and other illuminated tubing. When approved by the Planning and Zoning Commission, every lineal foot of neon and other illuminated tubing shall be counted as two square foot of sign area. [9-106(G)(12)(e)]
- Materials required. Ground signs shall have a surface or facing of incombustible materials with bases constructed of decorative durable materials, such as brick, stone, or decorative masonry block; provided, however, that structural trim composed of combustible material, may be used. [9-106(K)(1)(a)(i)]
- Landscaping. Ground signs shall be landscaped at their base in a manner harmonious with the landscape concept for the whole site. Landscaping shall form an attractive, dense cluster at the base of the sign that is equally attractive in winter and summer. Planting beds shall extend one and a half (1.5) feet from the sign base on all sides. The landscape area shall be curbed at the perimeter when the sign is incorporated into a hard-surfaced parking area. Shrubs or other ground covers shall be a minimum of 60% of the height of the base at planting without blocking the sign copy for the purpose to cover or soften the base. If the proposed sign base is visually enhanced, the Community Development Director may grant partial relief of the landscaping requirement. [9-106(K)(1)(a)(iii)]
- Materials required. Pole signs shall have a surface or facing of incombustible materials. Structural trim composed of combustible material, however, may be used. The pole or poles and other support structures shall be fully enclosed with decorative durable materials, such as brick, stone, or decorative masonry block or metal, and be of a shape other than a cylindrical pole. Ordinary or traditional cylindrical poles shall be prohibited as support structures. [9-106(K)(2)(a)(i)]
- Landscaping. Pole signs shall be landscaped at their base in a manner harmonious with the landscape concept for the whole site. Landscaping shall form an attractive, dense cluster at the base of the sign that is equally attractive in winter and summer. Planting beds shall extend one and a half (1.5) feet from the sign base on all sides. The landscape area shall be curbed at the perimeter when the sign is incorporated into a hard-surfaced parking area. Shrubs or other ground covers shall be at least 25% of the height of the pole sign, or six feet in height, whichever is less, for the purpose to cover or soften the base of the sign. If the proposed sign base is visually enhanced, the Community Development Director may grant relief of the landscaping requirement. [9-106(K)(2)(a)(iii)]
- Design. Pole signs shall implement a unique design theme consisting of various shapes and styles. [9-106(K)(2)(a)(iv)]

Existing Code Requirements (Design Standards) | Proposed "Suggestions" (Design Guidelines)

- Materials; awnings. Awnings may be constructed of cloth or metal; provided, however, all frames and supports shall be of metal. All awnings shall meet the standards set forth in the design review guidelines. [9-106(K)(7)(a)(i)]
- Materials; canopies. Canopies may be constructed of a cloth or metal hood; provided, however, all frames and supports shall be of metal. In the C-3 District, awnings shall be made of cloth; provided, however, all frames and supports shall be of metal. [9-106(K)(7)(a)(ii)]
- Visual compatibility. The proposed sign shall be visually compatible with the building on which the sign is proposed to be located, as well as with surrounding buildings and structures in terms of height, size, proportion, scale, materials, texture, colors, and shapes. [11-505(E)(6)(a)]
- Quality of design and construction. The propose sign shall be constructed and maintained with a design and materials of high quality and good relationship with the design and character of the neighborhood. [11-505(E)(6)(b)]
- Appropriateness to activity. The proposed sign shall be appropriate to, and necessary for, the activity to which it pertains. [11-505(E)(6)(c)]
- Appropriateness to site. The proposed sign shall be appropriate to its location in terms of design, size, landscaping, and orientation on the site, and will not create a hazard to pedestrian or vehicular traffic, detract from the value or enjoyment of neighboring properties, or unduly increase the number of signs in the area. [11-505(E)(6)(d)]

DRAFT

Chairman Stuewe requested a Motion to Close the Public Hearing.

Mr. Riha made the motion.

Mr. Ziak seconded.

**The Roll Call vote taken as follows:**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Mr. Riha			Mr. Kerr
Mr. Poulin			Mr. Schroeder
Mr. Ziak			
Mr. Keeler			
Mr. Wolf			
Chairman Stuewe			

The Motion to Close the Public Hearing carried 6-0, with two ABSENT.

After a brief discussion how to proceed, Attorney Guisinger read the following:

*Based on the evidence submitted in the public record, the Planning and Zoning Commission find that the proposed text amendments as presented by Staff, modified by the Planning and Zoning Commission by consensus through the course of the Public Hearing meets the standards of the City Code with respect to text amendments to the Zoning Code and further finds that adoption of a written resolution is impractical in this case, given the complexity of the issues. Based on these findings the motion is made to recommend that the City Council approve the amendments and that Staff is directed to revise the proposed amendments to final form for transmission to the City Council with the Planning and zoning Commission's recommendations.*

Chairman Stuewe requested the Motion.

Mr. Ziak made the motion.

Mr. Riha Seconded.

**The Roll Call vote taken as follows:**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Mr. Riha			Mr. Kerr
Mr. Poulin			Mr. Schroeder
Mr. Ziak			
Mr. Keeler			
Mr. Wolf			
Chairman Stuewe			

The Motion carried 6-0, with two ABSENT.

**ZC#19-001--Design Guidelines--Text Amendment:** WORKSHOP--Staff presents the New Development section of the design guidelines manual for informal feedback. This is not a public hearing and no action is being made.

Chairman Stuewe requested a Motion to Postpone ZC #19-001 – Design Guidelines – Text Amendment WORKSHOP to a later date.

Mr. Riha made the motion.

Mr. Ziak seconded.

**The Roll Call vote taken as follows:**

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Mr. Riha			Mr. Kerr
Mr. Poulin			Mr. Schroeder
Mr. Ziak			
Mr. Keeler			
Mr. Wolf			
Chairman Stuewe			

The Motion to Postpone carried 6-0, with two ABSENT.

After a brief discussion it was determined that special meeting will not be held on March 27, 2019.

**APPROVAL OF THE MINUTES**

Chairman Stuewe requested a motion to approve the March 20, 2019 meeting minutes.

Mr. Wolf made the motion.

Mr. Ziak seconded.

**The Roll Call vote taken as follows:**

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Mr. Poulin		Mr. Riha	Mr. Schroeder
Mr. Ziak			Mr. Kerr
Mr. Keeler			
Mr. Wolf			
Chairman Stuewe			

The Motion to Approve the March 6, 2019 meeting minutes carried 6-0, with two ABSENT.

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**UCOMING MEETINGS**

There are no Public Hearings or Zoning Applications scheduled for the upcoming meeting. The next meeting will be a discussion on Unique Design Considerations. Oliver's have their planning to be on April 3, 2019 agenda for their Final Plan Development Recommendation.

**ADJOURNMENT**

A Motion to Adjourn was requested.

Mr. Riha made the motion.

Mr. Ziak seconded.

Everyone was in favor and the meeting was adjourned.

**MEETING DATE:** 20 March 2019

**PETITIONER:** City of Oak Forest

**ADDRESS OF PROPERTY:** n/a

**REQUEST:** Motion to Postpone ZC#19-001 -- Design Guidelines--Text Amendment:  
WORKSHOP to a later date.

**VOTE:** The Motion to Postpone Design Guidelines Workshop carried 6-0, with two  
ABSENT.

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DRAFT