

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

DEVELOPMENT COMMITTEE

**Monday, January 9, 2023
6:00 P.M. - Council Chambers**

Please note the meeting time change.

AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
 - A. October 10, 2022
3. Public Participation
4. Items for Consent.
5. Items for Discussion
 - A. Discussion of Architectural Design Guidelines** – A copy of the related code is included with the packet. City Staff will be present to discuss code interpretation and take direction on possible updates from Committee Members.
6. Unfinished Business
7. New Business
8. Reports from Staff
9. Adjournment

Draft

MINUTES

DEVELOPMENT COMMITTEE

October 10, 2022 7:00 P.M.

1. Call to Order, Roll Call, and Establishment of a Quorum.

Alderman Rebecca Stout called the meeting to order at 7:00 p.m.

Roll call found Aldermen James Beifuss, Melissa Birch Ferguson, Christine Dettmann, Jayme Sheahan and Rebecca Stout present. Alderman Matthew Garling arrived just after roll call. Alderman Stout announced a quorum.

Also in attendance were Community Development Director, Tom Dabareiner and Assistant Director of Community Development, John Sterrett.

2. Approval of Minutes.

A. August 8, 2022.

Alderman Birch Ferguson moved and Alderman Dettman seconded a motion to approve the minutes with changes. Voting Aye: Aldermen Beifuss, Birch Ferguson, Dettmann, Garling, Sheahan and Stout.

3. Public Participation. None.

4. Items for Consent. None.

5. Items for Discussion. None.

6. Unfinished Business.

A. Zoning Text Amendments – Staff is proposing a number of clarifications and corrections to the Zoning Ordinance. There are no new regulations contained in this set of text amendments. Plan Commission voted unanimously in favor of the amendments. This item is continued from the August 8, 2022 meeting.

7.13. Design standards and review.

- (A) *Purpose:* The following are the purposes of the architectural design standards set forth in this section:
- (1) To create an architectural identity for each development to avoid monotonous similarity among buildings or inappropriateness in exterior design and appearance of property.
 - (2) To promote the orderly and harmonious growth of the city, and to protect and enhance land values, investments, and the general welfare of the citizens of the city.
 - (3) To protect and to stabilize the general appearance of buildings, structures, landscaping and open spaces throughout the city.
 - (4) To ensure adequate light, air and privacy for property throughout the city.
 - (5) To encourage and promote acceptability, attractiveness, cohesiveness and compatibility of new development so as to maintain and improve the established standards of property values throughout the city;
 - (6) To aid prospective contractors, architects, designers and developers in preparing their project plans for review by the city; and
 - (7) To encourage high quality design, which will contribute to the overall appearance of the community upon construction and into the future.
- (B) *Applicability.* The design standards shall apply to all new construction and additions for single-family residential buildings and to all new construction as well as exterior rehabilitation and exterior remodeling of existing principal buildings for multi-family residential, and to all other types of new or existing building development within the B-1, B-2, B-3 and ORI zoning classifications, except for those developments located within the East Washington Historic District. Design guidelines approved by the city council from time to time shall also serve as a reference for development within specific historic districts and other areas.
- (C) *Building and structure design.*
- (1) Buildings and structures shall enhance the established neighborhood character and any adjacent residential and/or commercial property.
 - (2) Building materials shall be selected for suitability to the type of buildings and the design in which they are used. Buildings shall use the same materials, or those that are architecturally harmonious, for all building walls and other exterior building components.
 - (3) Building materials shall be of durable quality. Inappropriate materials or building methods, and those which will produce inconsistency with the structure and architecture of the building, shall be avoided.
 - (4) Brick or stone shall be used for all sides of new commercial structures. Brick shall, at a minimum, extend from ground level to tops of windows, with minor accents allowed in place of brick, subject to meeting building codes. No mansard roofs shall be permitted.
 - (5) All multi-family residential dwelling units shall contain face brick or stone on not less than ninety (90) percent of exterior walls. All materials used shall be compatible as a group with the surrounding structures. The design of multi-family dwelling units shall include vertical relief and architectural features to enhance appearance.
 - (6) Building materials should be selected with special attention to energy conservation and in compliance with the Model Energy Code, as adopted by the City of West Chicago. Materials and colors that reduce the consumption of gas and electricity should be used wherever possible.

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- (7) All building components, including but not limited to windows, doors, eaves, and parapets shall have good proportions and relationship to one another.
 - (8) While it is recognized that color is a very subjective matter and that creativity should not be stifled, colors should nonetheless be used harmoniously and with some restraint. Color schemes should consider and respect the character and quality of the structure, as well as structures in the area. Excessively bright or brilliant colors should only be used for accent. Materials and colors should withstand the weather well over a twenty-five-year period.
 - (9) Architectural style should be appropriate to the Chicago area and evaluation of a project shall be based on the quality of design and its relationship to surroundings. The design of structures should display a sensitivity to the best aspects of character, quality and scale of those structures already existing in the area of a proposed project. Innovative design is encouraged, provided that it enhances the established character of the neighborhood.
 - (10) Architectural features and construction elements shall be completed and provide a finished appearance from all sides. There shall be no exposed framing.
 - (11) Monotony of design shall be avoided, however styles should be complementary and should relate to indigenous architecture. To avoid a monotonous appearance in residential districts, no two (2) detached single-family dwellings of substantially similar or identical front elevation or facade shall be constructed or located on adjacent lots. Dwellings on adjacent lots must have two (2) substantial changes, which may be a combination of major or minor changes as provided below:
 - a. Major changes. One (1) major change and color change shall constitute a substantial change:
 1. Roof treatment - hip, gable, twenty-five (25) percent or greater change in slope
 2. Location of garage entry - side and front
 3. Type of brick treatment - extended porticos, etc.
 4. Material treatment - full brick vs. half-and-half
 5. Overall facade - Mediterranean vs. colonial, for example
 6. Brick arches
 7. Brick bay projections
 8. Balconies
 - b. Minor changes. Three (3) minor changes constitute a substantial change:
 1. Vertical or horizontal siding
 2. Colors of materials
 3. Door treatment - garage and entry
 4. Window styles - casements, bows and double hung
 5. Shutter treatment
 6. Ornamental treatment - lighting fixture location, or posts and fascia
 7. Reversing plan
 8. Garage door design
 9. Brick wing arms

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- (12) On commercial buildings, facades greater than one hundred (100) feet in length must incorporate recesses and projections along at least twenty (20) percent of the length of the facade. Recesses and projections shall impact the foundation or internal footprint of the building. Windows, awnings, and arcades must total at least sixty (60) percent of the facade length abutting a public street.
 - (13) On commercial buildings, color, texture and material module elements should be repeated horizontally and/or vertically.
 - (14) In residential districts, garages shall not be the prominent feature, and shall compliment the structure in material and design.
 - (15) Flat roofs shall be prohibited on single-family dwelling units.
 - (16) Brick or stone shall neither be painted nor stained as to any new or existing multi-family residential building and as to any other types of new or existing building developments within the B-1, B-2, B-3 and ORI zoning classifications.
- (D) *Relationship of buildings to site.*
- (1) The site shall be planned to accomplish a desirable transition with the streetscape and to provide for adequate planting, pedestrian movement and parking areas.
- (E) *Relationship of building and site to adjoining area.*
- (1) Attractive landscape transition to adjoining properties shall be provided.
 - (2) Buildings shall have similar scale to those in the surrounding area.
- (F) *Utility services.* Newly installed utility services, and service revisions that are necessitated by exterior alterations, shall be located underground.
- (G) *Landscape and site treatment.*
- (1) Landscape treatment shall be provided in a scale appropriate to the structure and in a manner so as to enhance architectural features, strengthen views into and from the site and enhance access areas, and provide shade. All landscaping design shall comply with article XIV of these regulations.
 - (2) Where natural or existing topographic patterns contribute to the beauty and utility of a development, they shall be preserved and developed. Modification to topography shall be permitted only where it contributes to good appearance or as required to comply with stormwater management requirements.
 - (3) Grades of walks, parking spaces, terraces and other paved areas shall provide an inviting appearance for walking, and seating, if provided.
 - (4) Unity of design shall be achieved by repetition of certain plant varieties and other materials, and should compliment adjacent developments.
 - (5) Plant material shall be selected for interest in its, shape, density, texture and color, and for its ultimate growth. Plants that will be hardy, harmonious to the design, and of good appearance shall be used.
 - (6) In locations where plants will be susceptible to injury by pedestrian or motor traffic, they shall be protected by appropriate curbs, tree guards, or other devices, wherever possible. Where building sites limit planting, planting within containers and placing approved trees or shrubs in parkways or paved areas shall be encouraged.
 - (7) In areas where planting in general will not thrive, other materials such as fences, walls, and paving of wood, brick, stone, and cobbles shall be used. possible.
 - (8) Exterior lighting shall enhance the building design and the adjoining landscape. Lighting standards and building fixtures shall be of a design and size compatible with the building and adjacent areas. Lighting

shall be restrained in design and excessive brightness avoided. Lighting shall be aimed appropriately to minimize glare and spill onto adjacent property, and in conformance with this code.

- (9) Landscape islands shall be provided in accordance with article XIV of these regulations.
 - (10) Screening of service yards, utility meters and hardware, mechanical equipment, and/or other potentially unattractive places from public view, shall be accomplished by the use of walls, fencing, planting, or combinations of all of the measures that follow. Screening shall be equally effective in the winter and summer seasons. For rooftop equipment, parapet walls are required along street frontages and bordering residential areas.
 - (11) Dumpster enclosures shall be constructed of the same or similar material to the principle structure, unless granted an exception by the city council.
- (H) *Miscellaneous structures:* Miscellaneous structures located on private property, public ways, and other public property, including light standards, utility poles, newspaper stands, bus shelters, planters, traffic signs and signals, benches, guardrails, rockeries, retaining walls, mailboxes and fire hydrants shall be designed to be part of the architectural concept of design and landscape. Materials shall be compatible with buildings, scale should be appropriate, and colors should be in harmony with nearby buildings and surroundings, and proportions shall be attractive.
- (I) *Signs.*
- (1) Signs shall be designed to comply with article XII of the Zoning Ordinance. Materials and color used in signs shall have good architectural character and shall be harmonious with both building design and the surrounding landscape.
 - (2) Signs shall have good scale in their design and in their visual relationship to buildings and surroundings.
 - (3) Colors shall be used harmoniously and with restraint. Excessive brightness and brilliant colors shall be avoided.
 - (4) Lighting shall be harmonious with the design. If external spot or flood light is used, it shall be arranged so that the light source is shielded from view of pedestrians and vehicles.
 - (5) Wall signs shall be part of the architectural concept. Size, color, lettering, location and arrangement shall be harmonious with the building design and shall be compatible with other signs on the building and signs on adjoining buildings. Signs shall have good proportions.
 - (6) Ground signs shall be designed to be compatible with the architecture of the building. The same criteria applicable to walls signs shall apply to ground signs.
 - (7) Identification signs of a prototype design shall conform to the criteria for wall and ground signs.
 - (8) Wall signs on all multi-tenant commercial buildings shall be comprised of channel lettering only, which are consistent in size and style, except in the Turner Junction Historic District. Box signs shall be prohibited.
 - (9) Neon tubing around the perimeter of a window or other opening, visible from the property boundary shall be prohibited.
 - (10) The number of graphic elements on a sign shall be held to the minimum needed to convey the sign's major message and shall be composed in proportion to the area of the sign face.
- (J) *Maintenance and upkeep.*
- (1) In general, maintenance and upkeep are required for all the parts and objects that compose the city's image. Lawns and plantings require considerably more periodic attention than do buildings; nonetheless, both require maintenance to retain a good appearance. Improper and inadequate

maintenance decreases value that results in bad appearance. Continued good appearance depends upon the extent and quality of the maintenance. The choice of materials and their use, together with the types of finishes and other protective measures, must be conducive to easy maintenance and upkeep.

(2) Particular considerations.

a. Site.

1. Landscape materials, other than plantings, which have deteriorated or have been damaged or defaced, shall be properly repaired or replaced.
2. Plant materials that have deteriorated or died shall be replaced with healthy plantings, or the area redesigned with other treatment to provide an attractive appearance.
3. Plantings should be kept watered, fed, cultivated, and pruned as to give a healthy and well groomed appearance during all seasons.
4. Parking areas should be kept in good repair, free of hazards, properly marked, and clear of litter and debris.
5. Vacant property shall be kept free of refuse and debris, and shall have the vegetation cut periodically during the growing season in accordance with the International Property Maintenance Code, as amended.

b. Buildings and appurtenances.

1. Materials and finishes shall be selected for their durability and wear as well as for their beauty. Proper measures and devices shall be incorporated for protection against the elements, neglect, damage and abuse.
2. Buildings and appurtenances, including signs, shall be cleaned and painted or repaired as required to present a neat appearance.
3. Deteriorated, worn or damaged portions shall be rebuilt or replaced.
4. Building and sign illuminated elements shall be replaced as required to maintain the effect for which designed.
5. Window coverings such as blinds, curtains and tinting may be utilized, but shall not render more than fifty (50) percent of each window pane opaque or prohibit visibility through the window except during times when the screening of direct sunlight is necessary. Window coverings shall be kept in good repair, replaced if they become faded or deteriorated and shall be kept clean to present a neat appearance.

c. Public areas in or adjoining the development.

1. Parkway planting areas shall be maintained by the adjacent property owner or tenant in order to add to the aesthetic enhancement of the private property and the overall attractiveness of the streetscape.
2. Sidewalks, curbs and gutters, roadside berms and other public improvements in the public right-of-way shall be repaired and maintained as necessary.
3. Refuse containers of an aesthetically satisfactory design and color shall be placed in locations that will encourage their use and shall be cleaned regularly, to avoid littering of waste materials.
4. Street hardware shall be erected and secured properly, and shall be cleaned or painted regularly to present an orderly appearance. Signs shall be treated similarly.

(K) *Factors for evaluation* - The following factors and characteristics which affect the appearance of a development, based on the criteria outlined in subsections (C) through (J) above, will govern the staff's evaluation of a design submission:

- (1) Conformance to ordinances;
- (2) Logic of design;
- (3) Exterior space utilization;
- (4) Architectural character;
- (5) Attractiveness;
- (6) Material selection;
- (7) Harmony and compatibility;
- (8) Circulation - vehicular and pedestrian; and
- (9) Maintenance aspects.

(L) *Administration.*

- (1) An applicant for development approval shall submit a site plan, exterior elevations, and such other data deemed necessary by the community development department to evaluate a proposed architectural design and development layout.
- (2) Final plans and elevations shall be drawn to scale and shall indicate the nature and extent of the work proposed.
- (3) The review of architecture and site plans provided for in this section is intended to be only a part of the whole review procedure established in these regulations. Approval of architectural design does not in any way signify final approval of any portion of the project.

(M) *Definitions.*

- (1) Appearance. The outward aspect visible to the public.
- (2) Appropriate. Sympathetic, or fitting, to the context of the site and the whole community.
- (3) Appurtenances. The visible, functional objects accessory to and part of buildings.
- (4) Architectural character. The composite or aggregate of the characteristics of structure, form, materials and function of a building, group of buildings, or other architectural composition.
- (5) Architectural concept. The basic aesthetic idea of a building, or group of buildings or structures, including the site and landscape development, which produces the architectural character.
- (6) Architectural feature. A prominent or significant part or element of a building, structure or site.
- (7) Architectural style. The characteristic form and detail, as of buildings of a particular historic period.
- (8) Attractive. Having qualities that arouse interest and pleasure in the observer.
- (9) City. The City of West Chicago.
- (10) Code. The Code of Ordinances for the City of West Chicago.
- (11) Cohesiveness. Unity of composition between design elements of a building, or a group of buildings and the landscape development.
- (12) Compatibility. Harmony in the appearance of two (2) or more buildings, structures, and landscape developments in the same vicinity.

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- (13) Continuity. Unity of composition between design elements of a building, group of buildings, and the landscape development.
 - (14) Decorative screen. A wall or fence intended to partially or entirely cut off visibility to the area behind it.
 - (15) Design. The fit or form and function to a site or object of utility.
 - (16) Exterior building component. An essential and visible part of the exterior of a building.
 - (17) External design feature. The general arrangement of any portion of a building, sign, landscaping, or structure and including the kind, color and texture of the materials of such portion, and the types of roof, windows, doors, lights attached or ground signs, or other fixtures appurtenant to such portions as will be open to public view from any street, place or way.
 - (18) Graphic element. A letter, illustration, symbol, figure, insignia, or other device employed to express and illustrate a message or part thereof.
 - (19) Harmony. A quality which produces an aesthetically pleasing whole as in an arrangement of varied architectural and landscape elements.
 - (20) Landscape. Elements of nature, topography, buildings, and other manmade objects combined in relation to one another.
 - (21) Logic of design. Accepted principles and criteria of validity in the solution of the problem of design.
 - (22) Mechanical equipment. Equipment, devices, and accessories, the use of which relates to water supply, drainage, heating, ventilating, air conditioning and similar purposes.
 - (23) Miscellaneous and accessory structures. Structures, other than buildings, visible from public ways. Examples include, but are not limited to, memorials, antennas, water tanks and towers, sheds, shelters, fences and walls, kennels, transformers, and drive-up facilities.
 - (24) Paved areas. Roads, parking areas, terraces, plazas, patios and walkways.
 - (25) Plant materials. Trees, shrubs, vines, ground covers, grass, perennials, annuals, and bulbs.
 - (26) Proportion. Balanced relationship of parts of a building, landscape, structures, or buildings to each other and to the whole.
 - (27) Scale. Harmonious relationship of the size of parts to one another and the human figure.
 - (28) Screening. Structure or planting which conceals from view from public ways the areas behind such structure or planting.
 - (29) Site break. A structural or landscape device to interrupt long vistas and create visual interest in a site development.
 - (30) Street hardware. Objects other than buildings, structures, and buildings. Examples include, but are not limited to, lamp posts, utility poles, traffic lights, traffic signs, benches, refuse containers, planting containers, letter boxes and fire hydrants.
 - (31) Streetscape. The scene as may be observed along a public street or way composed of natural and man-made components, including buildings, paving, planting, street hardware, and miscellaneous structures.
 - (32) Structure. Anything constructed or erected, the use of which requires permanent or temporary location on or in the ground.
 - (33) Utilitarian structure. A structure or enclosure relating to mechanical or electrical services to a building or development.

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- (34) Utility hardware. Devices such as poles, crossarms, transformers and vaults, gas pressure regulating assemblies, hydrants, and buffalo boxes that are used for water, gas, oil, sewer, and electrical services to a building or project.
- (35) Utility service. Any device, including wire, pipe, and conduit, which carries gas, water, electricity, oil, and communications into a building or development.
- (N) *Appeals*. An applicant may request a waiver from the strict adherence to these guidelines by filing an application with the community development department for city council consideration. Strict adherence to these guidelines may not be waived due to financial hardship, but may be waived in circumstances where the applicant demonstrates that the proposed project provides a high quality cohesive design and style, including architectural design, construction material, landscaping, signage and site layout.
- (Ord. No. 04-O-0045, § 2, 5-17-2004; Ord. No. 05-O-0003, § 1(Exh. B), 1-17-2005; Ord. No. 11-O-0012, §§ 2—4, 5-16-2011; Ord. No. 20-O-0003 , §§ 1, 2, 4-6-2020)

Alderman Beifuss asked about the clarifications for site triangles and the driveway materials required for new driveways included in the proposed text amendments. He also asked about any gravel driveways. Tom Dabareiner explained that the original requirement to upgrade gravel driveways expired in 2004. In December of 2021, City Council agreed to eliminate the amortization of the replacement of existing gravel driveways. Alderman Stout surmised that any previous members' concerns had been addressed.

Alderman Birch Ferguson moved, and Alderman Beifuss seconded a motion to approve the proposed Zoning Text Amendments. The motion was approved unanimously by voice vote.

B. New Business.

Alderman Beifuss asked about the façade materials being used for the construction of the building next door to City Hall vis-à-vis the Appearance Code. John Sterrett stated one of the materials is made from fiber cement material to look like wood. They met the 90% requirement for brick or stone with the use of the face brick and the stone slate. The remaining 10% is fiberboard. Alderman Beifuss stated that the slate material was not what they intended when the Appearance Code was created. The intent was for actual masonry or brick. He suggested the City tighten up this Code in order to prevent this product from being used again. Mr. Dabareiner agreed to look at the Appearance Code for possible modifications. He stated staff had concerns when the product was being installed. Alderman Dettman asked what the deadline for completion is. Mr. Dabareiner explained they had to renew their first permit due to some complications with labor and materials. Alderman Stout agreed that staff should look at the Appearance Code.

C. Reports from Staff. None.

9. Adjournment.

Alderman Birch Ferguson moved, and Alderman Dettmanan seconded the motion to adjourn the Development Committee meeting at 7:09 p.m. The motion was approved unanimously by voice vote.

Respectfully submitted,

Jane Burke