

**MEMORANDUM**  
**Community Development Department**

To: Michael Lynk, Chairman  
Appearance Commission Members

From: Matt Brandmeyer, Community Development Director  
Carrie Haberstich, Planning Supervisor  
Brian Augustine, Building & Zoning Manager

Date: February 9, 2022

**SUBJECT: APPEARANCE COMMISSION/CASE SUBMITTAL –  
STAFF REPORT**

Staff offers the following comments on the cases scheduled for the February 9, 2022 Appearance Commission meeting:

*Prior to the issuance of building permits, property owners who have 2 or more Property Identification Numbers (PINs) related to their Appearance Commission case shall submit to the Village of Skokie Community Development Department a Cook County Assessor's Office Petition for Consolidation of Property with associated fees to consolidate PINs into a single tax parcel or provide evidence that the petition was submitted to Cook County. If the PINs are in separate subdivisions, a new subdivision will be required.*

**RESIDENTIAL REQUESTS**

*All residential requests are subject to a final review of a completed Zoning Information Worksheet to ensure compliance with the Zoning Ordinance and the Village Code.*

2021-089A 7812 Karlov Ave - Sprinklers are required for the addition. Two off-street parking spaces must be provided due to the increase in the number of bedrooms on site.

Staff has no objections to the design, but recommends trim board above the second floor window and a soldier course above the first floor windows. Siding color should compliment brick if existing brick is to remain.

2022-001A 8310 Keystone Ave – Staff has no objections to the design as long as the siding color compliments the existing brick.

2022-002A 8906 Lincolnwood Ave – Add parking space if the number of bedrooms increases. Loft must be opened up to not count as a bedroom.

Staff recommends trim board get added above first floor (south) window. Possibly widen first floor windows and remove shutters. The roof that is over the north part of the first floor looks unfinished (see trim board comment).

- 2022-003A 9216 Hamlin Ave – Staff has no objections to the design, but the window on north elevation looks proportionally off.
- 2022-004A 9512 Lincolwood Ave – The plat of survey will need to be updated prior to applying for a building permit. Staff’s only comment is to possibly add another window on the north or west elevation.
- 2022-005A 4029 Suffield Ct – Front covered porch encroached cannot encroach into the required front yard. The front yard is determined: If 60% or more of the interior lots on 1 side of a street within a block have an established building setback of a depth other than required for a front yard in the zoning district of that lot, the front yard depth for each remaining lot is the average of the of the building setbacks of the nearest principal structure on both sides of the lot. It is possible the addition up the 25 foot setback cannot be built.
- Staff has no objections to the overall design, but recommends trim board get added between the siding and brick on the west elevation.
- 2022-006A 8048 Crawford Ave – A new home must install fire sprinklers. Staff overall has no objections to the design, but recommends adding high windows along north elevation or have some change in the texture to break up the solid wall.
- 2022-007A 9101 Kolmar Ave – Sprinklers are required for the entire home, due to the size of the addition. Staff recommends increasing the size of the window above the front door (it appears small in relation to the wall), center or enlarge front door (possible double door) and possibly add windows on north elevation.
- 2022-008A 4453 Keeney St – Staff has no objections with the overall design. We would recommend larger or more windows on the second floor (North – Keeney St) elevation.
- 2021-049A 8445 Latrobe – This submittal is a revision to a previously approved case. Staff recommends compliance with the plan previously approved by the Appearance Commission.
- 2022-009A 9015 Kostner Ave – Staff has no objections as long as the new brick matches the existing.
- 2022-010A 8729 St. Louis Ave – Staff has no objections to the design, but would recommend the windows coordinate better on the east elevation and possibly change to double hung windows.