

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

To: Michael Lynk, Chairman  
Appearance Commission Members

From: Brian Augustine, Building & Zoning Division Manager  
Davorka Kirincic, Deputy Com. Dev. Director/ Neighborhood Services Manager  
Carrie Haberstich, Planning Supervisor

Date: June 8, 2022

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

Staff offers the following comments on the cases scheduled for the June 8, 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 a Cook County Assessor's Office Petition for Consolidation of Property to consolidate PINs into a single tax parcel, and providing 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.*

**2022-028A** 8530 Keeler Ave – Staff has no objections to design.

**2022-029A** 6855 Leclair Ave – Staff no objections to the design. East and south elevations must be submitted to be reviewed and the apron must be removed.

**NON-RESIDENTIAL REQUESTS**

**2022-030A** 8939 Gross Point Road - Staff has some concerns with the overall design. If the towers do not serve a purpose such as housing equipment or providing storage for the car wash, it is recommended that the southern tower be removed and the northern tower be reduced in height from the 35' shown. Recommended changes to all four facades include adding limestone and/or other brick detailing (such as changing the brick pattern to provide shadow lines) to break up the vast expanse of brick.

The final size of the site is not yet known at this time, as ownership and right-of-way dedication sizes are in-progress; therefore, relief from §82-27 or §82-28 of the Sign Code is to be determined. If §82-27 applies (the site is less than 1.0 acre), one wall sign each on the north and west facades are allowed; alternately, if §82-28 applies (the site is greater than 1.0 acre), only one wall sign is allowed on the north elevation. The petitioner is to provide the “Sign 1” and “Sign 4” designs at the meeting.

This development will be subject to Plan Commission review at a future meeting date.

**2022-031A** 3301-3307 Howard St - Staff has some concerns with the overall design. If the towers do not serve a purpose such as housing equipment or providing storage for the car wash, it is recommended that one of the towers be removed. Changes to the remaining tower are recommended such as shortening its overall height from the 35’ shown, and adding limestone and/or other brick detailing (such as changing the brick pattern to provide shadow lines) to break up the vast expanse of brick. Improvements to the existing building at 3301 Howard must be made, as the existing car wash will no longer be used and two buildings in the same development must have design details that complement each other.

One wall sign is allowed on the north or east elevation. Any other signage, including signs on other façades and the large (greater than 25 square feet) Electronic Message Center (EMC) component on the ground sign will require relief from of the Sign Code, including §82-24 and §82-28. The site has 2 street frontages; therefore, 2 ground signs are allowed.

This development will be subject to Plan Commission review at a future meeting date.