

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

To: Michael Lynk, Chairman  
Appearance Commission Members

From: Matt Brandmeyer, Community Development Director  
Carrie Haberstich, Planner  
Brian Augustine, Zoning Administrator

Date: June 9, 2021

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

Staff offers the following comments on the cases scheduled for the June 9<sup>th</sup> 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.*

- 2021-032A (8242 Kostner) Staff has no objections with the design. Technical items to be addressed include removing the bedrooms from the basement plan, as bedrooms are not allowed below grade; therefore, the layout as shown is considered a 2-bedroom home per Village Code. Also, a PIN consolidation is required.
- 2021-033A (8018 Lorel) Staff has some concerns with the design, including the placement, size, and shape of the 2<sup>nd</sup> floor windows on the east elevation (i.e. larger windows for Bedrooms 2 and 3, center the Bedroom 3 window, and add an architectural feature by Bedroom 2 to balance the different window sizes on that portion of the elevation. It is recommended that the petitioner describe the material details of the covered back porch. Technical items to be addressed include the installation of a sprinkler system and a PIN consolidation.
- 2021-034A (8807 Kostner Terrace) This case has been postponed until further notice.

- 2021-035A (8822 Knox) Staff has some concerns with the design, including the placement, size, and shape of the 2<sup>nd</sup> floor windows on the east elevation (i.e. more windows for the Master Bedroom and a window above the garage); and a beam and larger columns should be added to the front porch. Technical items to be addressed include removing the bedrooms from the proposed basement plan, as bedrooms are not allowed below grade; therefore, the layout as shown is considered a 2-bedroom home per Village Code; the increase in the number of bedrooms to 3 or more requires a second parking space; and the size of the addition necessitates the installation of a sprinkler system. Also, a PIN consolidation is required.
- 2021-036A (8118 Keeler) Staff has no objections with the design; however, it is recommended that additional brick to be provided to ensure 51% masonry coverage, and the new windows on the east elevation match the size of the existing windows. Technical items to be addressed include ensuring all building code requirements are met between the addition and the detached garage, and the installation of a sprinkler system. Also, a PIN consolidation is required.
- 2021-038A (8225 Long) Staff has no objections with the design; however, it is recommended that larger windows should be provided on the second floor on all four elevations, more windows be provided on the west elevation of Bedroom #1, a trim board detail be provided between the 1<sup>st</sup> floor brick and the 2<sup>nd</sup> floor siding on all four elevations, and single attic windows be provided in both gables of the west elevation. Technical items include confirmation of the overall building height, to ensure it meets height requirements, and the need for a sprinkler system.
- 2021-039A (4444 Davis) Staff has no objections with the design.
- 2021-040A (8717 Laramie) Staff has some concerns with the design, and recommends that the addition be more complementary to the existing home, such as providing a south-facing gable roof (and relocating the 2<sup>nd</sup> floor window into an east-facing dormer), and adding a brick wainscot around the perimeter of the addition.

## **NON-RESIDENTIAL REQUESTS**

- 2021-037A (8253 Kimball) Staff has no objections with the design. Technical items include a Zoning Board of Appeals approval on Wednesday, July 7.
- 2021-041A (5270 Lincoln) Staff has some concerns with the design, and recommends that the thickness of the fascia at 5270 Lincoln remain as-is to complement the rest of its architectural features, and be a complementary color to the fascia at 5264 Lincoln. Technical items include meeting other Village Code requirements, including occupancy, parking, and subdivision regulations (including a PIN consolidation or simple subdivision).

2021-042A (3330 Dempster) Staff has no objections with the design; however, it is recommended that the street trees be located within a parkway along Dempster with the sidewalk adjacent to the building. Technical items to be addressed include meeting the sight distance triangle requirements of the Village Code, and addressing all items from the March 2021 Preliminary Plan Review, including a site plan approval, zoning map amendment, etc. process through the Plan Commission and Village Board. Also, a PIN consolidation or simple subdivision will be necessary.

**RESIDENTIAL REQUEST (continued)**

2021-025A (7852 Kildare) The owner, architect, and neighbors have met, and a revised design will be made available at the meeting.