

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

To: Michael Lynk, Chairman  
Appearance Commission Members

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

Date: August 10, 2022

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

Staff offers the following comments on the cases scheduled for the August 10, 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.*

*Please be aware that new building codes go into effect on September 1, 2022. Please contact the Building Division with any questions.*

**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.*

- 2022-042A** 9510 Hamlin Ave – Staff has no objections with the proposed elevations. Staff would like the new siding to compliment the existing materials of the home.
- 2022-043A** 4925 Lunt Ave – Staff has no objections with the proposed elevations. Staff would like to see a window added, if feasible, on the west elevation.
- 2022-044A** 7626 Lowell Ave - Fire sprinklers are required throughout the entire home, due to the size of the addition.

Staff objects to the proposed elevations. Relief on the masonry requirement is needed because 51% of the elevations are not masonry. The covered porch project into the required front yard. If 60% of the homes on that side of the block have setbacks other than 25 feet, then the front yard is the average of the neighboring two building. Staff would like to see more masonry and only one type of siding, not both horizontal and vertical.

- 2022-045A** 8534 Drake Ave – Staff has no objections with the proposed elevations. Staff recommends the new siding and trim compliment the existing building materials.
- 2022-047A** 7848 Kolmar Ave – The new single-family home is required to be fully sprinkled. Staff has no objections with the proposed elevations.
- 2022-032A** 5248 Arcadia St – The proposed addition will require fire sprinklers throughout the entire home due to the size of the addition.  
  
Staff recommends changing the roof to a hip.
- 2022-037A** 7827 Keystone Ave – A second off-street parking space will need to be installed on the property due to the increase in the number of bedrooms on site. Fire sprinklers will need to be installed throughout the entire house due to the size of the addition.  
  
Staff feels the eyebrows possibly clash with the style of the addition.

**NON-RESIDENTIAL REQUESTS**

- 2022-046A** 9635 Skokie Blvd – Staff objects to the white facia. Staff recommends a color that better compliments the building’s façade.
- 2022-048A** 4999 Old Orchard Center A28– Staff has no objections with the proposed elevations.
- 2022-026A** 7720 Austin Ave – Staff has concerns with the overall design, and recommends brick (preferred) or a creative application of split-face masonry units. This project will also require a review of existing Special Use Permit No. 565, either through the full Plan Commission review process or a modified review process through the Village Board.
- 2022-049A** 5400 Old Orchard Rd (Exact addresses to be determined) – Staff has no objections with the proposed elevations, or signage/landscaping concepts. Zoning Chapter Amendments to the OR Office Research zoning district and this proposed project will be reviewed by the Plan Commission in September, followed by the Village Board. The maximum building height north of Old Orchard Road is 105’, and the proposed top of parapet is 50’ for the apartment building and 35’ for the townhouses; therefore, the height requirement is met. The first floor glazing shall be of clear and transparent glass. A bird strike mitigation policy or guidelines are currently being considered by the Village. Since the property is adjacent to Harms Woods, bird-friendly glass or other mitigation measures may be necessary.