

**SUMMARY NOTES
OF THE MEETING OF THE
ARCHITECTURAL COMMISSION
MONDAY, MAY 12, 2008
VILLAGE OF NORTHFIELD**

On Monday, May 12, 2008, at the Northfield Village Board Room, 361 Happ Road, the Architectural Commission met at 7:00 P.M. to consider two issues:

Members in Attendance:

Pat Karr, Chairperson
Tom Jennings
Steve Page
Juergen Fuss
Steve Hirsch
Patricia Leonard

Members Absent:

Todd Berlinghof

OTHERS PRESENT: Anne Kane, Community Development Director, Linnea O'Neill, Village Planner; Trustee Jack Chapin and Trustee Ted Greene (see attached sign-in sheet).

Chairperson Karr requested approval of the Summary Notes of the February 11, 2008, Architectural Commission meeting.

A motion was made by Commissioner Hirsch, Seconded by Commissioner Jennings to approve the Architectural Commission Summary Notes of February 11, 2008.

The vote was as follows:

AYES: 6

Chairperson Pat Karr
Tom Jennings
Steve Page
Juergen Fuss
Steve Hirsch
Patricia Leonard

NAYS: 0

ABSTAIN: 0

ABSENT: 1

Todd Berlinghof

Motion Carried

ISSUE #1: Consideration and discussion of proposed parking lot expansion and landscaping at The Church of St. James the Less located at 550 Sunset Ridge Road.

Dan Creaney, Civil Engineer, was present for The Church of St. James the Less. Mr. Creaney discussed the Church's need for more parking. The lot will be expanded on the south side by forty feet, the lots on the west and north sides will be reconditioned and repaved and storm water detention will be placed north of the north drive. Plans for permits will be submitted and will comply with those requirements made by the Planning and Engineering departments.

Commissioner Jennings questioned the blue tape in the wooded area to the south of the church and whether it was the property line and whether or not any trees would be removed. Mr. Creaney explained the blue tape represents the expansion of the parking lot. Trees will have to be removed, but they have complied with the tree replacement requirement. Commissioner Jennings also asked if the proposed garage was on level ground and if any trees need to be

removed in that area to which Mr. Creaney replied that he did not know if there were trees in that area. The landscape architect indicated that there are no trees to be removed for the proposed garage.

Chairperson Karr asked whether the house had been demolished yet. The landscape architect indicated it had been demolished and that they plan to landscape, seed, sod and eventually place a sign there. Mr. Creaney indicated that they are tying into the ditch along Sunset Ridge Road and that a permit application has been submitted to Cook County but they have not had any response yet. They would like to begin the onsite work, but will wait for a phone call from the Cook County first.

Mr. Creaney informed Commissioner Page that the existing culvert will have to be relocated to accommodate the new drive which is proposed about 15 to 20' south. Mr. Creaney confirmed to Commissioner Hirsch that detention will be on the north side. Commissioner Jennings asked if additional lighting is proposed and was told that lighting will not be proposed at this time.

There being no further discussion, the following motion was made:

A motion was made by Commissioner Fuss, Seconded by Commissioner Jennings to approve the proposed plans submitted April 17, 2008.

The vote was as follows:

AYES: 6

Chairperson Pat Karr

Tom Jennings

Steve Page

Juergen Fuss

Steve Hirsch

Patricia Leonard

NAYS: 0

ABSTAIN: 0

ABSENT: 1

Todd Berlinghof

Motion Carried

Chairperson Karr suggested that the Commission move to Other Business and discuss the Winnetka Park District signs and the Chamber of Commerce banner design before discussing the Village Center District Workshop.

OTHER BUSINESS

- 1. Winnetka Park District signs – Happ Road and Northfield Park.**
- 2. Discuss Chamber of Commerce banner design.**

Chairperson Karr indicated that the two Winnetka Park District signs are already in place. She did not see a problem with the signs.

John Bradley was present to discuss the Chamber of Commerce banners. Chairperson Karr thought the designs are attractive. Mr. Bradley explained that the original banner depicts the Farmer's Market. The banners will be placed between Central and Willow on every fourth pole. They are proposing to use a generic, permanent banner which says, "Northfield Chamber of Commerce, Shop, Dine, Discover Northfield". They will use the Farmer's Market banner as an alternating banner with other seasonal banners (such as the winter banner previously shown to the Commission). There are 4 or 5 poles south of Willow which will have 3 banners. The

banners should be good for two years and the Village has offered their services for installation. The Farmer's Market has a shed at its market location and the Chamber would like to hang the Farmer's Market banner there, possibly all summer. As the Village expands and more poles are installed, they plan to expand the banners.

Chairperson Karr asked who would approve a banner if an agency would like to put a banner up. Ms. O'Neill indicated that the Architectural Commission would have to approve the banner. Anne Kane, Community Development Director indicated that the Code amendment was made for any entity to propose events. She went on to say that if needed, a scheduling program would be investigated. The community events signs should be going up after the water main connection project is complete. This should be done around Labor Day. Ms. O'Neill said the brackets are already up on the poles.

Mr. Bradley informed the Commission that the Village and the Chamber both have financial interests in the banners. Chairperson Karr questioned whether fees would be charged. A license agreement was entered into between the Village and the Chamber of Commerce regarding the banners and a similar agreement would have to be entered into with other groups. Ms. Kane also said they would look into the fee issue.

Commissioner Page questioned whether the banners might look too busy. Mr. Bradley said that he has visited many villages and investigated what they have done. Most have one banner used on either all poles or every other pole and very few promote companies. The American flag will be placed on every 3rd pole.

Commissioner Leonard suggested that the same font be used for "Northfield Chamber of Commerce" on all the banners. Commissioner Page questioned whether the banners would be the same proportion. Mr. Bradley indicated they will all be 2' x 4'.

Chairperson Karr then directed the Commission to approve or disapprove the Winnetka Park District signs.

A motion was made by Commissioner Hirsch, Seconded by Commissioner Page to approve the two signs.

The vote was as follows:

AYES: 6

Chairperson Pat Karr

Tom Jennings

Steve Page

Juergen Fuss

Steve Hirsch

Patricia Leonard

NAYS: 0

ABSTAIN: 0

ABSENT: 1

Todd Berlinghof

Motion Carried

Chairperson Karr then directed the Commission to approve or disapprove the Chamber of Commerce banners.

A motion was made by Commissioner Karr, Seconded by Commissioner Jennings to approve the proposed banners subject to:

1. The two banner designs presented shall be approved as shown.
2. If any other agency or seasonal or other non-profit organization would like to participate in the banner program, they would have to come before the Village and the Chamber of Commerce. Costs and fees to be determined.

The vote was as follows:

AYES: 6

NAYS: 0

ABSTAIN: 0

ABSENT: 1

Chairperson Pat Karr

Todd Berlinghof

Tom Jennings

Steve Page

Juergen Fuss

Steve Hirsch

Patricia Leonard

Motion Carried

ISSUE #2 Workshop to consider and discuss preliminary design guidelines and signage criteria for the Village Center District. The petitioner is the Village of Northfield in collaboration with Myefski Cook Architects.

Chairperson Karr asked Anne Kane for direction on the Design Guidelines. Ms. Kane indicated that the Village has recently adopted a Redevelopment Plan and in developing the vision for that plan staff working with Myefski Cook Architects has developed the Design Guidelines. This is an open discussion of the guidelines. Northfield does not want to promote a specific architectural style. This will give developers, property owners and designers a pallet of what Northfield is looking for. Gene Boldt of Myefski Cook Architects was present to discuss the guidelines. They were designed so that there is communication and will give a pattern to new developers to maintain a residential character.

Chairperson Karr questioned if a developer has reached an agreement with property owners to develop, what will be given to them. Ms. Kane indicated that the Design Guidelines will be more user friendly and less onerous. Chairperson Karr suggested more lists rather than paragraphs. Ms. O'Neill suggested reducing the verbiage and use recommendations and using more photographs. Ms. Kane also went on to suggest using graphic illustrations from the roof structures to building materials. Ms. O'Neill pointed out that each neighborhood would be architecturally described. Commissioner Hirsch asked what current facades would be used as an example. Ms. Kane felt that many times it may not be something in Northfield, it may be in Glencoe. Mr. Boldt stressed not saying anything specific; it should be very generic as you don't want to dictate a particular style. A particular community which is liked could be suggested. Commissioner Jennings asked if modern styles would be discouraged. Ms. Kane indicated that the Redevelopment Plan and the Architectural Commission will dictate and that the quality of the design is what will matter, not zoning requirements. It will express what is desired, but would still be open and ultimately be presented to the Architectural Commission.

Mr. Boldt also pointed out that these proposed Guidelines are easier to follow and not as specific as Winnetka's whose guidelines are very specific and 90 pages. Commissioner Jennings felt that developers may be discouraged because of expense. Ms. Kane explained that a heightened design is expected by the Village so a simple box style is not built. Commissioner Jennings pointed out the two empty gas stations in the Village with nothing

happening. Ms. Kane explained that the moratorium has now expired and the market is not good now, but hopefully something will come up.

Commissioner Hirsch asked how the designs are enforced. Ms. O'Neill explained that when a developer first meets with Anne and the staff, the guidelines would be presented. Mr. Boldt said the staff will decide if the zoning is OK. Chairperson Karr asked if the Architectural Commission should look at the developer's plans first. Ms. Kane said there could be an introductory meeting with the Architectural Commission and since Planning and Zoning is a recommending body that perhaps both Commissions could meet with the developer.

Commissioner Page asked Ms. Kane if the building height requirement is still 35'. She indicated that throughout the Village Center, the height is now 45' which is the fabric of the majority of Village Center. Between the portion on Frontage Road through to the Cosmetic Center the task force recommended up to 6 to 8 stories in height. This was based primarily to attract boutique retailers and not run of the mill national retailers. Mr. Boldt said that the Architectural Commission would ultimately have control over what would be built. Commissioner Page then focused on the tenant issues and asked what criteria was in the Guidelines to lead them since one tenant may put up awnings and another tenant signs – all of which are not cohesive. Mr. Boldt again explained that the Architectural Commission would be able to accept or deny signage, but that they should know ahead of time what the criteria is.

A discussion continued regarding the task force's reasoning for not going with tax increment financing or eminent domain. They did not feel it was necessary at this time. There will be no formal assistance programs. It is thought that an incentive to develop will come when the tenants start leaving. The task force is trying to lure boutiques and small shops. The discussion focused also on property owners and whether they were amendable.

The railroad tracks in town were discussed. Ms. Kane explained that the Village has looked into getting them removed, but if the budget does not call for it at this time. Chairperson Karr also said that Union Pacific is very hard to deal with. The Union Pacific is granting the Village the authority to use or lease the bike path, but they did not want to abandon it.

Commissioner Page suggested more green area in the Village Center. He suggested less parking area and more of a park area. Ms. Kane said that the plan provides for green spaces, but there wasn't a lot of discussion about pocket parks. This would be suggested to developers.

It was decided that the Design Guidelines would be amended and that a new draft will be submitted for the June meeting.

There being no further issues to discuss upon a motion duly made by Commissioner Jennings, seconded by Commissioner Leonard and passed, the meeting was adjourned at 8:40 P.M.

HGM 5/14/08

Approved 6/9/08