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**APPROVED**  
**MINUTES OF THE REMOTE/WEBEX MEETING**  
**ARCHITECTURAL CONTROL COMMISSION**  
**VILLAGE OF NORTHBROOK**  
**COOK COUNTY, ILLINOIS**  
**January 14, 2021**

**ACC Commissioners present (6):**

Cliff Town, Chairman  
John Albrecht  
F. Dirk Heidbrink  
Wei Lei  
Chris Urbanczyk  
David Menn

**ACC Commissioners absent (1):**

Tony Schillaci

**Others Present (1):**

Nonna Kofman, Signarama Grayslake

**Village Staff Present:**

Tom Poupard, Director of DPS  
Michaela Kohlstedt, Deputy Director of DPS  
Chan Yu, Deputy Director of DPS  
Swati Pandey, Senior Planner  
Jackie Clawson, Building Official  
Colleen Brunner, recorder

**Call to Order**

Chairman Town announced that due to the COVID-19 pandemic and the Governor's Executive Orders, this meeting is being held remotely. He called the remote meeting to order at 5:32 p.m.

**Roll Call**

Roll was called. A quorum was present.

**Review of Minutes**

A motion was made by member Urbanczyk and seconded by member Heidbrink to approve the minutes from the December 12, 2020 meeting as presented. On a voice vote, the motion to approve the minutes passed unanimously.

**Public Comments Regarding Items Not on the Agenda**

None

**Update on Village Climate Action Plan and Planning Team Meetings**

1 Michaela Kohlstedt, Deputy Director stated the team met this week and the sub teams focused on  
2 action items to meet the topics goals. Examples are;

- 3 1) Food- changing zoning codes to achieve vertical farming and Village discounts on compost bins.
- 4 2) Health & Safety- reductions in pollutants and community education on climate issues.
- 5 3) Waste & Water Waste- greenhouse gas reduction, installation of low flow toilets & faucets, a  
6 Stormwater Management Plan and use of rain gardens and bio swales.

7  
8 Member Albrecht stated he is on the Buildings & Energy committee. There are 800+ action items on the  
9 list and he would request the ACC to take a look at it and help him decide what items are a priority.  
10 Perhaps they could have a special meeting to go over the list. The matrix is rather complicated and he  
11 could explain it. There is a cost factor to it that also needs to be considered.

12  
13 Tom Poupard, Director offered that staff could make an abbreviated list for the ACC, including some of  
14 the items they have already expressed interest in. If more than 3 people attend the meeting it becomes  
15 an official meeting with specific rules.

### 16 17 **Design Review Permits- VGO District**

#### 18 **a. 1340 Meadow- Benjamin Moore Wall Sign Replacement- Level II Permit**

19  
20 In addition to the material in the packet, Swati Pandey, Senior Planner stated that the existing Benjamin  
21 Moore sign was installed in 2011. The replacement sign is comparable in color and illumination. The size  
22 and height are in compliance with the Zoning Code. The issue before the ACC to discuss was - Does the  
23 replacement sign compliment the adjacent signs and is the color and size appropriate?

24  
25 Member Menn likes the new sign better. They took away the smaller lettering and the logo looks good.  
26 The ACC members agreed without further comment.

27  
28 Member Menn made a motion to approve the Benjamin Moore sign as submitted. It was seconded by  
29 member Urbanczyk. On voice vote, the motion passed unanimously.

### 30 31 **New Single Family Home Elevations**

32 a. 2091 Second Street (R-2 District) – Torch Architecture, Inc.

33  
34 Member Menn made a motion, seconded by Member Urbanczyk to approve the single family home  
35 elevations as presented. On a voice vote, the motion passed unanimously

### 36 37 **Continue Review of Possible Code Amendments**

#### 38 39 **a.) Attics, Height and Floor Area Ratio Limits in Single Family Districts (Possible Zoning Code 40 Amendment)**

41  
42 Tom Poupard, Director recapped the comments and suggestions for code amendments the ACC  
43 discussed at the December 12<sup>th</sup> meeting. The ACC embraced modifying the current formula for attics.  
44 Recommendations are 1) to eliminate the exclusion for unfinished attics and 2) keep the 7-foot height  
45 standard.

1 In the packet, Tom Poupard included many examples/drawings of unfinished space above a garage,  
2 living rooms, etc. He asked the ACC if the code should be amended, is the 7-foot clear height important,  
3 what about the width of the area and should the lot size be considered?  
4

5 Member Heidbrink feels the 7-foot wide and 7-foot height makes sense. If it is smaller it's really only  
6 good for storage. He compliment Mr. Poupard on getting the report out.  
7

8 Member Town felt we should be careful with the 7-foot rule. An architect could make a 6'9" garage  
9 ceiling to meet the 7 foot rule which would result in a bad design. He would like to set the limit to 400 sf  
10 for a 3 car garage.  
11

12 Mr. Poupard replied that most homes built on less than 20,000 square foot lots are sized appropriately.  
13

14 Member Town stated perhaps it could be worded that the garage walls cannot go straight up, which is  
15 unattractive and keep the 1/3 rule on dormers.  
16

17 Member Albrecht asked if someone designed a box like bonus space, can the ACC reject the plans. Mr.  
18 Poupard replied no if it meets the Zoning Code.  
19

20 Mr. Poupard asked if we are on the right path. If so, there will be a joint meeting with the ACC & Plan  
21 Commission, followed by a public meeting.  
22

23 Member Town cautioned against limiting flat roofs (boxy) which are appropriate on a modern home. It  
24 shouldn't disqualify the space above the flat roof garage. That design could be very nice and the FAR  
25 would count.  
26

27 Member Wei commented that there should be consideration of only an extra 200 square feet of bonus  
28 area for smaller lots.  
29

30 Mr. Poupard recapped that it appears the ACC agrees to amend the FAR standards.  
31

32 **b.) Accessory Dwellings**

33 Being short on time, the topic will be discussed at a future meeting.  
34

35 **General Department Update**

36 Tom Poupard sent the end of year report by email to the members. Mr. Poupard is hopeful for a vaccine  
37 and the economy recovering. This is his last meeting before retiring and the Members thanked him for  
38 his service.  
39

40 Chan Yu, the new Deputy Director of DPS was introduced. He told the members about his work history  
41 and his excitement working for Northbrook.  
42

43 Member Albrecht mentioned the ULI document and the wish to discuss it later. It pertains to the tax  
44 rebate, stimulus package and real estate and construction industry.  
45

46 **Adjourn**

1 There being no further business, a motion was made by Member Menn and seconded by member  
2 Heidbrink to adjourn the meeting. On a voice vote, the motion was unanimously carried and the  
3 meeting adjourned at 6:38 pm.

4  
5 Respectfully submitted,  
6 Colleen Brunner