

APPROVED
MINUTES OF A REGULAR MEETING
ARCHITECTURAL CONTROL COMMISSION
VILLAGE OF NORTHBROOK
COOK COUNTY, ILLINOIS
MARCH 14, 2019

ACC Commissioners Present (4)

Cliff Town, Chairman
John Albrecht
F. Dirk Heidbrink
Christopher Urbanczyk

ACC Commissioners Absent (3)

Lori Jordison
Robert Katz
David Menn

Guests Present (3)

Joel Shayman, Signarama
Syed & Rasheeda Ahmed, R.A. Developers and Contractors

Village Staff Present

Thomas Poupard, AICP, Director, Development & Planning Services
Jackie Clawson, Building Official
Nick Desario, Assistant Director, Development & Planning Services
Gale Cerabona, Recorder

Call to Order

Chairman Town called the meeting to order in the Terrace Room of Village Hall, 1225 Cedar Lane, at 5:31 p.m.

Roll Call

Roll was established. A quorum was present.

Review of Minutes

Member Urbanczyk moved, seconded by Member Heidbrink, to approve the February 21, 2019, ACC meeting minutes as presented. On a voice vote, there were all ayes with the exception of Member Albrecht who abstained. The motion carried 4-0.

Public Comments Regarding Items Not on the Agenda

There were none.

VGO District Permit Requests

a. **ACC-19-08: 1947 Cherry Lane – Replacement Wall Sign**

Director Poupard referred to the photo and name change from Dahn Yoga to Body & Brain Yoga. Member Urbanczyk asked if the sign is flat. Petitioner Shayman advised it is 5 inches in depth.

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1
2 Member Urbanczyk moved, seconded by Member Heidbrink, to approve the Body & Brain Yoga sign. On
3 a voice vote, there were all ayes, and the motion carried unanimously.
4

5 **Building Permit Extension Request – 3218 Glenbrook Drive**

6 Assistant Director Desario distributed a letter/summary from the Applicant. He introduced Mr. Syed
7 Ahmed who is the General Contractor. There were two permit extensions. He stated a challenge ensued
8 with the foundation (placed 2 feet deeper than designed). This delayed the project.
9

10 Member Albrecht asked if there were one or two extensions. Assistant Director Desario stated there
11 were three and noted the focus was on the exterior. Following that, the home was still in rough stages.
12 A further extension is being requested to complete the exterior first then the interior.
13

14 Director Poupard asked Mr. Desario to confirm that this is a custom home for a family to purchase and
15 not a “spec home”. Assistant Director Desario advised it is not a spec home
16

17 Chairman Town stated now that the weather is nice, the exterior could be worked on. He asked if it
18 would take 18 months. Mr. Ahmed stated, with details, it could be that long; the exterior is 90%
19 completed. He noted the driveway should be installed in 3 months.
20

21 Mr. Ahmed stated the foundations were dug too deep and, therefore, he lost a lot of time. He noted the
22 concrete crew was ready to pour and after pouring took place, the 2 ft. difference was noticed. The
23 drawings have now been revised.
24

25 Member Urbanczyk asked if it is 2 feet deeper. Mr. Ahmed responded – yes. Chairman Town
26 commented – good, and mentioned a timeline is typical. Mr. Ahmed stated the exterior would take 3-4
27 months to complete.
28

29 Member Heidbrink shared that he took some pictures. He stated it must be an eyesore for neighbors.
30 Member Heidbrink concurred with the Chairman to continue working, and stated the fences look good.
31

32 Member Albrecht asked about the HVAC. Chairman Town replied it has to be re-inspected.
33

34 Director Poupard reiterated the need to have this completed. Chairman Town stated it is critical to
35 complete the outside; Member Heidbrink concurred.

37 Assistant Director Desario suggested Petitioner attend another ACC meeting and provide an update;
38 Chairman Town concurred. It was slated the exterior could be completed by June (excluding driveway);
39 the fence could be moved, seeds could be planted. Assistant Director Desario recommended when
40 Petitioner presents at the June ACC meeting, an update could be provided on the interior.
41

42 Chairman Town summarized that the Petitioner return to the ACC meeting in June; Mr. Ahmed
43 concurred.
44

45 Assistant Director Desario advised the utilities are approved. He stated the scaffolding would be
46 removed and following the completion of the exterior, the chain-link fence could be removed. Mr.

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1 Ahmed advised the homeowner doesn't wish to install the driveway yet. He noted there might also be a
2 return visit regarding interior (walls, drywall, etc.).

3
4 **Greenest Region Compact 2 and Local Green Building/Development Initiatives**

5 Director Poupard stated the Village Board has agreed to the Greenest Region Compact (discussed in
6 general terms). He noted there are pages and tables associated with the Compact; he provided an
7 overview:

- 8 • Municipal Operation
- 9 • Sustainable Communities
- 10 • Economic Development (green companies)
- 11 • Energy Conservation
- 12 • Land-Use/Site Development
- 13 • Transportation
- 14 • Recycling
- 15 • Government as a Leader

16
17
18 There is an existing incentive program featuring LEED. There have been alternatives to using LEED.
19 Director Poupard noted the ACC could adopt other acceptable certifications (what could this incentive
20 be?). He stated the current system is cumbersome and cited an example (LEED paperwork with rebate,
21 etc.). The way the current budgeting system is, rebates need to be included (arrange escrows...).

22
23 Member Urbanczyk was not present, but members did not think he was serious with this comment. Is
24 this related to all permits or those applying for incentives? He suggested making the fees higher to
25 cover the rebate. Director Poupard stated there are a number of new green building standards
26 including the National Green Building Standard, and asked how the ACC wishes to proceed.

27
28 Member Albrecht suggested asking every developer, if the building is not LEED (certified), what is being
29 done? He stated he would like to offer encouragement with a reward. Northbrook is a green village. The
30 Northbrook Court project was referenced. Chairman Town stated it would have been nice to have had a
31 virtual walk-thru of the proposed Northbrook Court expansion project which was presented to the ACC.

32
33 Member Urbanczyk agreed it should be mandated. He stated these companies should be using
34 appropriate software. Director Poupard stated some communities, on the coast, require a sketch-up
35 model. He stated we could then pop that into our model.

36
37 Ms. Clawson stated there is a lot of diversity in green building certification programs. People are not
38 jumping on these programs. It was agreed we should pose member Albrecht's question on the
39 application. Director Poupard stated he would return to the ACC with potential language to be used.

40
41 At the December 2018 C & S Committee meeting several GRC2 items were identified as initial targets.
42 Member Albrecht advised a list of items was added to the GRC2 matrix after he, member Urbanczyk and
43 staff spoke after an earlier ACC meeting. Director Poupard made copies of the ACC GRC2 Task Group
44 Meeting notes prepared by Member Albrecht and distributed same.

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1 Member Albrecht reviewed the list (E8, E13, etc.). Member Albrecht will compile a list of candidates for
2 the ACC to consider at the next meeting before forwarding them to the Village Board.

3
4 Director Poupard shared he would like to provide the Trustees with a list of green buildings with
5 recognition of developers. He stated the list is achievable.

6
7 **Update on 2018 Building Code Series and Preparation of Local Amendments**

8 Director Poupard advised, as they have been reviewing the 2018 codes, the International Existing
9 Building Code (IEBC) has to be adopted. Chapter 34, Existing Structures, is not in the code any longer. He
10 referred to the handout. We are trying not to adopt things we don't need.

11
12 Ms. Clawson expounded on Chapter 34 (which she believes is very logical).

13
14 Director Poupard stated some communities might not be as pragmatic as Northbrook is in applying the
15 rules in the code, so the IEBC adds more clarity. Ms. Clawson stated that structural issues are a
16 significant IEBC code feature.

17
18 Member Heidbrink asked if elevators and sprinklers are included.

19
20 Director Poupard stated sprinklers are included. It was stated that sprinklers must be added if there is a
21 change of occupancy or change of use to something more intense.

22
23 Ms. Clawson advised accessibility criteria for existing buildings is found outside the IEBC. Member
24 Heidbrink asked about bathrooms. Ms. Clawson stated the 2018 Illinois Accessibility Code and Chapter
25 11 of the IBC still must be referenced. She believes multiple codes must be used – even the Illinois
26 Plumbing Code.

27
28 **New Single-Family Home Elevations**

29 There were no New Single-Family Home Elevations.

30
31 **New Business**

32 There was no New Business.

33
34 **Old Business**

35 There was no Old Business.

36
37 **Adjourn**

38 There being no further business, Member Albrecht moved, seconded by Member Urbanczyk, to adjourn
39 the meeting at 6:34 p.m. On a voice vote, there were all ayes, and the motion carried unanimously.

40
41 Respectfully submitted,

42
43
44 Gale Cerabona
45 Recorder