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**APPROVED**  
**MINUTES OF THE REMOTE/WEBEX MEETING**  
**ARCHITECTURAL CONTROL COMMISSION**  
**VILLAGE OF NORTHBROOK**  
**COOK COUNTY, ILLINOIS**  
**April 8, 2021**

**ACC Commissioners present (4):**

Cliff Town, Chairman  
Wei Lei  
Chris Urbanczyk  
David Menn

**ACC Commissioners absent (0):**

John Albrecht  
Tony Schillaci  
F. Dirk Heidbrink

**Others Present (2):**

Keith Jacobs, Gateway Townhomes  
Thomas Budzik, Thomas Architects

**Village Staff Present:**

Michaela Kohlstedt, 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 5:33 p.m.

**Roll Call**

Roll was called. A quorum was present.

**Review of Minutes**

A motion was made by member Menn and seconded by member Urbanczyk to approve the minutes from the March 11, 2021 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**

Director Michaela Kohlstedt stated the team has not met since the last ACC meeting. A draft plan has been produced and the participants are reviewing it. They will meet on April 19<sup>th</sup> to discuss the plan.

1 Staff is proposing to the Village Board to amend the municipal code relating to single family elevation  
2 reviews. Staff will propose to review them administratively and present to the ACC when it is warranted.  
3 It is expected to be adopted by the middle of May.  
4

5 **Design Review Permits- None**  
6

7 **New Single Family Home Elevations**  
8

9 a. 2307 Farnsworth Lane (R-4 District) – Town Studios, Inc.

10 b. 2551 Melanie Lane (R-5 District) – Accolade Design, Inc.

11 c. 545 Alice Drive (R-3 District) – Thomas Architects

12 d. 1130 Blackthorn Lane (R-5 District) – W.K. Olson Architects, Inc.

13 e. 2247 Illinois Road (R-5 District) – Town Studios, Inc.  
14

15 After a power point slide was shown of the five home elevations, Member Menn made a motion,  
16 seconded by Member Urbanczyk to approve the five single family home elevations as presented. On a  
17 voice vote, the motion passed unanimously. Chairman Town recused himself from approving 2307  
18 Farnsworth Ln and 2247 Illinois Road.  
19

20 **General Department Update**  
21

22 Ms. Kohlstedt provided an update and stated that building permit and zoning activity has increased.  
23

24 **a. SolSmart Program Update**  
25

26 Jackie Clawson, Building Official stated the Village has received a silver designation from SolSmart. With  
27 the addition of Tessa Murray, the new sustainability coordinator staff member, the Village is reaching  
28 for the gold level. Staff is working on two final credits to achieve the level. It includes a time frame of no  
29 more than three days to review applications and a zoning update for solar roof arrays. It is anticipated to  
30 take 2-3 months to achieve.  
31

32 Chairman Town asked if there are any height limitations to the arrays. Ms. Clawson replied that the limit  
33 is 35 feet but the applications will be reviewed on a case by case basis.  
34

35 **New Business**  
36

37 Keith Jacobs, of Gateway Homes is requesting a material change to the roofing shingles at Gateway  
38 Homes Development. The current shingles are no longer being made and there is no available inventory.  
39 The proposed shingle was presented against the approved antique grey shingle. The two are very close  
40 in color.  
41

42 Chairman Town agreed the color is similar and likes the look of the new material.

43 Member Menn likes the darker color better than the original.

44 Member Urbanczyk likes the beveled look.

45 Member Menn made a motion to approve the material change at Gateway Homes Development. It was  
46 seconded by Member Urbanczyk. On a voice vote the motion passed unanimously.

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**Old Business**

Some permits are ready to be picked up for Northbrook Court. Work could start this summer. The Northbrook Court developer is Brookfield Properties and the construction company is O’Neill Construction.

**Adjourn**

There being no further business, a motion was made by Member Menn and seconded by member Urbanczyk to adjourn the meeting. On a voice vote, the motion was unanimously carried and the meeting adjourned at 5:56 pm.

Respectfully submitted,  
Colleen Brunner