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APPROVED
MINUTES OF THE REMOTE/WEBEX MEETING
ARCHITECTURAL CONTROL COMMISSION
VILLAGE OF NORTHBROOK
COOK COUNTY, ILLINOIS
May 13, 2021

ACC Commissioners present (6):

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

ACC Commissioners absent (1):

Tony Schillaci

Others Present (4):

Robert Israel, Village Trustee
Dena Theo, Innvantage, 611 Voltz Rd.
Dean Theo, Innvantage, 611 Voltz Rd.
Gerald Angelo

Village Staff Present:

Michaela Kohlstedt, Director of DPS
Swati Pandey, Senior Planner
Nick Desario, Assistant Director
Jackie Clawson, Building Official
Tessa Murray, Sustainability Coordinator

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 5:30 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 April 8, 2021 meeting with the following change. Page 2, line 29- change 'root' to 'roof'. On a voice vote, the motion to approve the amended minutes passed unanimously.

Public Comments Regarding Items Not on the Agenda –

Gerald Angelo posted several questions in the chat box for the ACC Commission to answer.

- 1 1. The guidelines in appendix T of the municipal code for roof-mounted solar readiness
2 states "New detached one- and two-family dwellings and townhouses with not less than
3 600 square feet (55.'74 mt) of roof area oriented between 90 degrees and 270 degrees
4 of true north, shall comply with Sections T103.2 though T103. 10." Why doesn't the
5 building code REQUIRE a roof on each new structure that is amenable to solar
6 installations, rather than the existing language which just allows builders to build a
7 solar-host.
8
- 9 2. What are there regulations that new construction must adhere to when replacing a
10 smaller structure or increasing the non-permeable area of the property? Are dry well
11 required, and what is the capacity they must they have?
12
- 13 3. Where would I find out the complete percentages on land use by zoning? Does the
14 village master plan include what it deems acceptable for Land use, for example, 85%
15 residential, 10% commercial, 5% industrial?
16

17 Replies by staff/Commissioners;

- 18
- 19 1. Michaela Kohlstedt, Director replied that they are working on reviewing the Municipal Code in
20 regards to solar ready construction. Jackie Clawson further stated they have been guided by the
21 above appendix this past year and have not had any issues with new single family residences.
22 There has been compliance and no stumbles so far. We follow the International Residential
23 Code and our code is an adoption of it.
24

25 Mr. Angelo asked if they have data on the permits. Jackie Clawson replied that the solar permits are
26 being documented and calculations are provided on all single family residences.
27

- 28 2. Mr. Angelo commented that over the past 25 years home sizes have increased greatly. Nick
29 Desario replied that new single family homes require storm water detention with an outlet to
30 the Village sewers. This is at the property owner's expense. It is not a dry well system but a
31 drainage system with a restrictive outlet. Mr. Angelo questioned if it was working as there are so
32 many flooding issues within the Village.
33
- 34 3. Michaela Kohlstedt, Director stated that he could look at the zoning maps to see the
35 designations. There is also a future outline map. There is not a swap out requirement in the
36 Village.
37

38 **New Business**

- 39 a. 611 Voltz Rd.- Building Permit Extension Application

40 In addition to the packet information and photos, Nick Desario stated that once a permit is issued it is
41 good for 18 months. Permit extensions can be issued for an additional 18 months at a staff level. This
42 particular project has run into significant engineering issues. The stream behind the home was relocated
43 and warranted review/permit from the Army Corp of Engineers. In addition, subsequent changes in site
44 elements have resulted in further drainage measures needing to be incorporated (ie. storm water
45 detention). This is a lengthy process and he feels another extension to July 8th is warranted.
46

1 Chairman Town was agreeable to the extension due to the difficulty of the site. Members Urbanczyk,
2 Menn and Heidbrink commented that they were in support of the extension. Member Menn made a
3 motion, seconded by Urbanczyk to extend the permit by 60 days. On a voice vote, it passed
4 unanimously.

5
6 **Update on Village Climate Action Plan and Planning Team Meetings**

7
8 Tessa Murray introduced herself as the Sustainability Coordinator. She recognized that the Board
9 selected sustainability as an important issue. The plan involved 2 Trustees, 9 staff members and 19
10 community stakeholders. We now need to add intention to help the future generations, by reducing the
11 Village wide carbon footprint 35% by 2030.

12 There are 8 categories with 3 categories that pertain to the ACC Commission. Buildings & Energy,
13 Transportation & Land Use and Greenspace & Eco System Health.

- 14
15 1. Buildings & Energy- this pertains to the solar ready discussion from earlier in the meeting.
16 Member Albrecht stated the list of items could grow or diminish with discussion. The members
17 were asked to submit comments following the Net Zero guide by June 21st.
18 2. Transportation & Land Use- pertains to parking requirements and parking minimums.
19 Incentivizing infill and mix use developments. Use of bikes and electric cars.
20 3. Greenspace & Ecosystem Health- includes green roofs, heat mitigation and solar friendly
21 construction. Chairman Town would like to see installation of permeable pavers incentivized.
22 Michaela Kohlstedt, Director stated that the Village Engineer does give some credits for these
23 pavers.

24
25 Trustee Israel sees the ACC as partners and advocates for applying action to the Plan for future
26 generations.

27 Chairman Town stated he supports it generally and now needs to review the Plan.

28 Member Menn made a motion, seconded by Member Albrecht to support the Plan 100% and give input
29 back to Ms. Murray. On a voice vote, all members were in favor.

30
31 **Design Review Permits- VGO District**

- 32 a. 1350 Shermer- Eataco Pergola- Level III Design Review Permit

33
34 The applicant was not present at the meeting. Swati Pandey, Senior Planner presented the proposed
35 project and added that the applicant is still working on some details of the project and the plat of
36 survey, however, the ACC could review the application for a design review permit. The Board reviewed
37 the proposal as a preliminary review application and stated their concerns regarding the pedestrian
38 access, trees and ADA compliance. The proposed outdoor pergola which wraps the building in an 'L'
39 shape on the east and south side, will be within the Village's right of way along Meadow Road and the
40 pergola on Shermer Rd. will be located on the private property. The design and materials were
41 presented. No additional signage will be installed. Ms. Pandey asked the ACC if the scale, location,
42 building materials, color and 4 foot clearance from the curb to pergola is appropriate.

43
44 Member Albrecht asked if the pergola would extend past the building footprint on the west side. Ms.
45 Pandey confirmed it does not encroach on the west side in front of the restaurant.

46
47 Member Menn thinks it looks nice and is an improvement to the corner.
48

1 Member Heidbrink asked if the canvas material is sturdy enough to withstand rain or is it just for
2 ambiance.

3
4 Member Lei suggested that perhaps permeable pavers could be used on the concrete walk between the
5 trees. It would be better for the trees. Could they consider an enclosure or curtain to the pergola so in
6 cooler weather the heating would be more efficient. The installations of an interesting pattern on the
7 ground instead of plain concrete would be an improvement. If one parking space was eliminated there
8 would be space for a bike rack and more pedestrian space.

9
10 Ms. Kohlstedt replied that the concrete area is Village property and she is not aware of an improvement
11 project for that upgrade.

12
13 Chairman Town thinks the 4 feet space from the planters to the walk is adequate. Members Urbanczyk
14 and Lei agree as Chicago has similar sidewalk space. He also thinks the texture of the project will add life
15 and attract people to the corner.

16
17 Michaela Kohlstedt, Director stated the proposed lighting will replace the temporary lighting granted
18 last summer.

19
20 Member Menn made a motion to approve the proposed pergola as submitted. The motion was
21 seconded by Member Urbanczyk. On a voice vote, the motion passed unanimously.

22
23 **General Department Update**

24
25 Michaela Kohlstedt, Director stated that Single Family Elevations are now being reviewed by staff. The
26 benefit is a streamlined process with less waiting time for approval. The ACC understood the benefit.
27 The department is very busy with permit applications at a mid- summer level, even considering the cost
28 of building materials.

29
30 Chairman Town asked when in person meetings might be considered. Ms. Kohlstedt remarked that the
31 New Board President will review that issue.

32
33 **Old Business**

34
35 Member Albrecht suggested the ACC could be involved in bike path locations. Ms. Kohlstedt remarked
36 that there is a Bike Task Force that handles that subject.

37
38 **Adjourn**

39
40 There being no further business, a motion was made by Member Menn and seconded by Member
41 Urbanczyk to adjourn the meeting. On a voice vote, the motion was unanimously carried and the
42 meeting adjourned at 6:48 pm.

43
44 Respectfully submitted,
45 Colleen Brunner