

APPROVED 10/21/15

VILLAGE OF DOWNERS GROVE
ARCHITECTURAL DESIGN REVIEW BOARD
VILLAGE HALL - COMMITTEE ROOM
801 BURLINGTON AVENUE

SPECIAL MEETING – SEPTEMBER 30, 2015, 7:00 P.M.

Chairman Matthies called the September 30, 2015 special meeting of the Architectural Design Review Board to order at 7:00 p.m. and asked for a roll call:

PRESENT: Chairman Matthies, Members Mrs. Acks, Mr. Davenport, Ms. Englander, Mr. Riemer

ABSENT: Mr. Casey, Mr. Larson

STAFF: Village Planning Manager Stan Popovich and Planner Patrick Ainsworth

VISITORS: Mr. Gordon Goodman, 5834 Middaugh, Downers Grove; Ms. Amy Gassen, 5320 Benton, Downers Grove; Mr. Bryan Holtzen, 5226 Carpenter St., Downers Grove; Mr. Jim Athas, 1210 Ross Court; D. Sretenovic, 1125 Grove and 5125 Carpenter St., Downers Grove; Ms. Alison Van Bergren, 5252 Carpenter, Downers Grove; Ms. Marge Earl, 4720 Florence, Downers Grove; Mr. Don Rickard, Mr. Scott Sancers with Bright Leaf Homes; Petitioners Alok and Barnal Khuntia, 5256 Carpenter St., Downers Grove; and Mr. Ken Circo with Circo Architects, 401 Addison Road, Riverside, IL

Village Planner Ainsworth explained the protocol for the public hearing.

Chairman Matthies opened up the public hearing and swore in those individuals who would be speaking on the following public hearing.

PUBLIC HEARING

A. **15-ADR-0002**: A petition seeking approval for a Major Certificate of Appropriateness for a renovation, two-story addition to the rear elevation and a detached garage. The subject property is currently zoned R-4, Residential Detached House 4 and is a registered local landmark. The property is located on the west side of Carpenter Street approximately 300 feet north of Maple Avenue, commonly known as 5256 Carpenter Street, Downers Grove, IL (09-03-309-003). Alok & Barnali Khuntia, Petitioners and Owners.

Mr. Ainsworth reviewed the petition and located the landmarked property on the overhead, noting it was an R-4 zoned property surrounded by other R-4 properties. The 1888 property was landmarked in 2008 and is known as the Donald Drew House with Gothic Revival architecture. Further historical and architectural details followed.

Per staff, the petitioners' proposed improvements include a two-story rear frame addition off the existing structure with an attached one-car garage; a detached two-car garage with a car

APPROVED 10/21/15

port; a stone paver patio; a new asphalt driveway to the new garage; landscaping; and a proposed deck off the rear addition. Photographs of the existing home and proposed improvements followed. The home's current exterior materials and architectural elements were pointed out. The existing gutters will be replaced with half round galvanized gutters, reminiscent of the gothic revival style. Current stock vinyl windows will also be replaced with new vinyl windows more fitting of the Greek Revival style and as found in the *Field Guide of Homes* by Virginia and Lee McAlester.

Per Mr. Ainsworth, the petitioners are proposing to remove the front door (east elevation, right side porch) and replacing it with a window to match the others and will remove the staircase that travels to the Carpenter Street sidewalk and relocate the stairs off to the north side yard. Current iron hand rails will be replaced with wooden hand rails and front porch columns will be refurnished. A metal roof is being proposed for the two front porch roofs. Landscaping was also reviewed.

Mr. Ainsworth summarized how the property met all of the historic preservation standards (Secretary of Interior Standards) found under Section 12.703.

On behalf of the petitioners, Mr. Ken Circo with Circo Architects introduced Scott Sanders from Brightly Homes (general contractor). Mr. Circo explained how the proposal was being sympathetic to the carpenter gothic/gothic revival home as far as the massing was concerned. These elements included steep pitches, low porches, cross-gable roofs and not too much detail. Mr. Circo hoped to show how a historic home could be made adaptable to current modern living with added amenities not found in an 1888 home. Also, he wanted to provide an energy efficient building (the garage) as well as provide the owners with a LEED efficient home by insulating it with new windows, adding air conditioning and feeding energy back into the home and making it "net zero ready." Per Mr. Circo, the home will provide the village with an example of historic home that does not have to be demolished. A brief description followed on how the interior would be renovated.

As far as external changes, Mr. Circo explained that he is intending to remove the siding down to the original wood siding to see its condition. If it cannot be repaired, it will be replaced with similar material, such as a cement board or LP smart wood siding product with the same lap style to keep it in context with the style. Currently, Mr. Circo said he is considering two over one windows for the street side. The new addition will include a steep roof and low eaves like the original home. A color palette of the home's materials followed: white/off white siding; black porch railings; window trim to be a bronze tone; and the current three-panel double door will be painted a slate blue color. The main roof will incorporate a light-gray asphalt shingle (architectural style) and the porch floor will be exposed wood.

The rear two-story addition will use the same color palette but the petitioners are considering contemporary siding such as a lapped composite panel board sympathetic to the home to blend the contemporary with the existing. Details followed.

Addressing landscaping, Mr. Circo pointed out how Mr. Drew, as a musician, composed a song about two oak trees located on his property at the southeast corner of the house -- which trees still remain, are very large and will remain in place. However, two other trees will be removed and include the tree located in the utility easement and a spindly black walnut tree located near the new driveway. Photos of the trees that will be removed followed.

APPROVED 10/21/15

A side door which leads to the owners' kitchen will be removed and the stairs will be relocated to the side to allow access to the porch. The home's foundation will be refurbished to its original state.

Asked if the door being removed was significant, Mr. Circo noted it was a hollow core door. Dialog then followed regarding one of the porches that was added on to the home. Regarding the installation of the windows, Mr. Circo stated that initially he and the owner considered true divided light windows but to accomplish the energy efficiency of the home, the owners were now considering a window with an exposed mullion or an inside mullion with a two over one look either in a PVC product or fiberglass material.

Mr. Scott Sanders, builder, came forward and explained that whatever window is chosen, it will include a bronze color whether it be fiberglass, painted, or another material so that it will not look like a white vinyl window. The windows in the addition will be triple-paned windows.

Chairman Matthies stated that while the proposal looked very good, he was concerned as to how much of the work would actually get done on the house due to budget concerns, wherein Mr. Popovich stated that what was being proposed tonight would have to be constructed. Mr. Circo also added that his intention with the plans was to provide everything that was seen or be of better quality.

As to site engineering, Mr. Popovich confirmed the plans went out to all departments for review and engineering did not have any significant issues with the proposal. Mr. Circo continued to explain how a rain garden would be incorporated into property to address drainage. Lot coverage would have to be confirmed. Overall, the chairman supported the project and liked how the windows were going back to what the originals looked like. Positive comments followed from Mr. Davenport.

Chairman Matthies opened up the meeting to public comment.

Mr. Gordon Goodman, 5834 Middaugh, was pleased to see the plans, as being proposed. He was providing input as a citizen but also as a member of the Downers Grove Heritage Preservation Corporation. He agreed that when the siding is removed, much will be learned about the home. He was pleased to see that the two oak trees were being preserved but stated that the prior owner, Ms. Millie Drew, when she presented this home for landmark status, wanted the trees to be recognized and/or landmarked somehow. This was not done because it was not part of the village's historic preservation ordinance. Mr. Goodman also expressed concern about the closeness of the driveway to one of the oak trees and asked that protections be taken regarding the root system. He appreciated the lighter color palette for the home and for the entire block, noting it gave the home a lighter feel. Lastly, the proposal set a nice precedent for future Major Certificate of Appropriate applications.

Mr. Circo closed by stating that he too was excited to see the changes being made to the home, as he and his design team had a vested interest in the home. He hoped that budget would not compromise the design and thanked the board and hoped to make the home a showpiece for the village.

Hearing no further comments, Chairman Matthies closed the public hearing.

APPROVED 10/21/15

Final comments included the chairman reiterating that he liked what he saw and would like to see the SDL windows; Mr. Davenport recommended protecting the trees' root zones; and a water service study would be needed. Dialog then followed on whether a zoning variance would be necessary for the two-inch difference in roof height, wherein Mr. Popovich explained that the work would require a topographic survey to determine the grade and overall height. Such a slight two-inch difference can be brought into compliance through various means without requiring a variance.

MOTION MADE BY MR. DAVENPORT TO APPROVE THE MAJOR CERTIFICATE OF APPROPRIATENESS, INCLUDING THE TWO (2) CONDITIONS IN STAFF'S REPORT:

- 1) **THE IMPROVEMENTS SHALL SUBSTANTIALLY COMPLY WITH THE ARCHITECTURAL, SITE AND LANDSCAPING DRAWINGS CREATED BY CIRCO ARCHITECTS DATED AUGUST 28, 2015 AND LAST REVISED SEPTEMBER 16, 2015, EXCEPT AS TO CONFORM TO APPLICABLE CODES AND REGULATIONS; AND**
- 2) **THAT NO HARSH CHEMICALS OR SANDBLASTING TECHNIQUES ARE USED ON THE SUBJECT PROPERTY DURING ANY POINT OF CONSTRUCTION AND REHABILITATION. CLEANING ANY HISTORIC FEATURE SHALL BE UTILIZED WITH THE GENTLEST MEANS POSSIBLE.**

SECONDED BY MRS. ACKS. ROLL CALL:

**AYE: MR. DAVENPORT, MS. ACKS, MS. ENGLANDER, MR. RIEMER,
CHAIRMAN MATTHIES**

NAY: NONE

MOTION PASSED. VOTE: 5-0

ADJOURNMENT

MR. DAVENPORT MOVED TO ADJOURN THE MEETING. MR. RIEMER. SECONDED THE MOTION. THE MEETING WAS ADJOURNED AT 8:15 P.M. MOTION CARRIED UNANIMOUSLY BY VOICE VOTE OF 5-0.

/s/ Celeste K. Weilandt
Celeste K. Weilandt
(As transcribed by MP-3 audio)

APPROVED 10/21/15

VILLAGE OF DOWNERS GROVE

ARCHITECTURAL DESIGN REVIEW BOARD
AND
AD HOC SUBCOMMITTEE ON HISTORIC PRESERVATION
PUBLIC WORKS – LUNCH ROOM
5101 WALNUT AVENUE

OCTOBER 7, 2015, 6:30 P.M.

Chairmen Matthies and Behm called the October 7, 2015 meeting of the Architectural Design Review Board and AdHoc Subcommittee on Historic Preservation meetings to order at 6:30 p.m. and asked for a roll call:

ARCHITECTURAL DESIGN REVIEW BOARD

PRESENT: Chairman Matthies, Members Mrs. Acks (arrives 6:35 p.m.) Mr. Casey, Mr. Davenport, Ms. Englander, Mr. Larson, Mr. Riemer

AD HOC SUBCOMMITTEE ON HISTORIC PRESERVATION

PRESENT: Chairman Behm, Members Mr. Birch, Ms. Gassen, Mr. Georcaris, Mr. Jarosz, Mr. Leitschuh (arrives 6:40 p.m.), Mr. Zimolzak

STAFF: Deputy Village Manager Mike Baker and Community Development Director Stan Popovich

VISITORS: Ms. Kathy Nybo, 5253 Blodgett, Downers Grove; Mr. Rich Kulovany, 6825 Camden Rd., Downers Grove; Dr. Gordon Goodman, 5834 Middaugh, Downers Grove; Mr. Byron Holtzen, 5226 Carpenter St., Downers Grove, and Ms. Barbara Murphy, 309 41st St. Downers Grove

APPROVAL OF MINUTES – AD-HOC SUBCOMMITTEE – SEPTEMBER 16, 2015

THE MINUTES OF THE SEPTEMBER 16, 2015 AD-HOC SUBCOMMITTEE ON HISTORIC PRESERVATION MEETING WERE APPROVED ON MOTION BY MR. JAROSZ, SECONDED BY MS. GASSEN. VOICE VOTE:

AYE: MR. BIRCH, MS. GASSEN, MR. GEOCARIS, MR. JAROSZ, MR. ZIMOLZAK, CHAIRMAN BEHM

NAY: NONE

MOTION CARRIED. VOTE: 6-0

APPROVAL OF MINUTES – ADRB – SEPTEMBER 2, 2015

THE MINUTES OF THE SEPTEMBER 16, 2015 ADRB MEETING WERE APPROVED ON MOTION BY MR. RIEMER, SECONDED BY MR. DAVENPORT. VOICE VOTE:

APPROVED 10/21/15

**AYE: MR. DAVENPORT, MR. CASEY, MS. ENGLANDER, MR. LARSON,
MR. RIEMER, CHAIRMAN MATTHIES**

NAY: NONE

MOTION CARRIED. VOTE: 6-0

Director Popovich summarized the work the two committees had been focusing on over the past four meetings and the types of applications that would be reviewed for Certificates of Appropriateness (“COA”). Per staff, graphics would depict examples of structures to better clarify to an applicant what would qualify and what would not qualify for a COA. Discussion about the graphics being used followed. Chairman Matthies expressed concern whether the committees would have any governing ability to review, for example, an application on a historic home whose owner wanted to install a contemporary element on the rear of his home. He cited the petition that came before the ADRB last week. Dir. Popovich reminded the two committees that the focus would be on what would be seen from the street. Chairman Matthies and others agreed that verbiage should be inserted into the ordinance for these types of review. Further concern was raised by Mr. Davenport that certain situations could open up an application to a full review by the committees and not necessarily the review the applicant originally was seeking.

Dialog then followed regarding review of secondary facades linked with primary facades and that staff come up with text to address it in the ordinance. Members concurred. Members also agreed that each case would have to be reviewed on a case by case basis. Per a question, Dir. Popovich explained how homes located at an angle would be reviewed under Section 12.502.A of the ordinance and addressed roof height and pitch under Section 12.502.B.

Continuing Dir. Popovich reviewed the requirements for Thematic Historic Districts and explained how an applicant would apply for a contiguous historic district. Examples followed. Discussion then followed on how an owner, who did not want to be in a contiguous historic district, would remove himself from a district. Again, member comments followed that the goal was to save the village’s historic homes when creating these types of districts and not necessarily focusing on having a 100% contiguous historic district immediately.

Dialog was raised regarding the definition of themes, the types of homes that could be grouped together under a theme, and the fact that the committees probably wanted the definition to be more specific so as not to leave the committees to make arbitrary decisions (based on personal preference), which could be challenged. Comments and examples to the contrary followed by both members and staff. It was suggested to add text to the definition to address the comments being discussed above.

For the record, one member, after hearing the explanation of how thematic historic districts would physically be located, thought it was “illogical” to have a district set up that way. Mr. Birch suggested that for the contiguous districts, the verbiage could be “relaxed” and be defined as “either contiguous properties or properties within 400 feet.” However, in discussing the matter a bit more, members stated that this issue was already addressed in the ordinance and it could actually jump-start a larger district.

APPROVED 10/21/15

Mr. Georcaris pointed out how the committees were really discussing “bundled landmarking” over “districting” and while the traditional district was more desirable, the thematic districts were a positive and a new way to look at historic districts.

DOWNERS GROVE ORDINANCE – REVIEW TERM SHEET

Historic Preservation Ordinance – Review Draft Ordinance

Focusing on the ordinance itself, members discussed the following:

Page 9: Since getting 100% owner consent of condominium owners was a challenge, Mr. Birch recommended to remove it and insert “condominium association-approved.”

Page 14, Line 33: Fix the reference.

Page 2, Line 33, Definitions: Remove the word “chattels.”

Staff was asked to be consistent with its defined terms.

Page 11, Line 15: Dialog followed that the council can table or return an application and was not “required” to make a decision on an application. [No change here.]

Page 16, Line 27: The notice for publishing would be clarified by staff.

Ms. Englander recommended that staff review the definitions of “Construction” and “Repair”, as well as the definition of “Demolition” and to add to it the words “other than in connection with routine repair and maintenance” or similar text. Some members preferred having no percentage of a structure defined, while others did. A discussion about the definition of demolition and what would be considered demolition. Staff would review and re-clarify the term “Demolition.”

Section 12.502.A: Under the category of Minor Modifications define the term “in-kind.”

Page 23: As it pertains to the Certificate of Economic Hardship – Ms. Englander questioned as to what amount of time must an applicant file for a Certificate of Economic Hardship;

Page 13, Line 32: For the items that do not require a building permit, it was recommended to include those items listed under Section 12.501.G, or, more specifically, the words, “The following items do not require a Certificate of Appropriateness.” Others concurred.

Page 4, Definitions, Line 13, Potential Historic District: Define as “two or more.”

Page 4, Non-Contributing Building: Make this definition part of the second half of the “Contributing Building” definition.

(The committees took a ten-minute break at 7:50 p.m.; reconvened at 8:00 p.m.)

APPROVED 10/21/15

Returning to the topic of a contributing building as being 50 years or older or having some sort of historic significance but being less than 50 years old, a member recommended adding verbiage that says “at least 50 years, or less, at the discretion of the board.”

Page 4, Definitions, Removal: Staff to review how the term is used throughout the ordinance.

Page 1 & 2, Findings: A suggestion was recommended to add verbiage about the “quaintness” of the village; however, no action was taken. Mr. Birch suggested that the ADRB should be renamed to the Historic Preservation Commission; however, it was pointed out the ADRB had other responsibilities besides historic preservation. Examples followed. However, comments followed that a historic preservation commission could be created in the future.

Ms. Gassen suggested to add to the ADRB’s and Village Council’s role the ability to nominate a historic district or landmark, now that it required 100% consent, especially for the historic districts. However, concern was raised that the public voiced two concerns: 1) it did not want third parties making nominations even if there was 100% consent required, and 2) confusion about what nominations meant in general. Commentary followed on the positives and negatives of keeping the words “interested parties” or inserting the words “ADRB” or “Village Council.” Members agreed to not include ADRB or Village Council as having the ability to nominate a landmark or district.

Page 8 & 9: A hearty dialog followed regarding the difference between an application for designation and a nomination for designation, to which Dir. Popovich indicated the terms were interchangeable. No changes made.

Page 3 – Staff to define the word “yard” and to refer it back to the zoning ordinance.

Education and Incentive – Review Final Term Sheet

Deputy Village Manager Mike Baker referenced his report which summarized the public awareness and educational strategies the two committees discussed in previous meetings. Dir. Popovich reviewed some of the minor adjustments made in the document.

Ms. Gassen reminded staff that the committees discussed, under public education, the idea of holding bike or walking tours, a book idea, and having a set of design guidelines for homeowners to refer. Asked if the committees should be prioritizing the list of items for the short-term and long-term, Dir. Popovich agreed they could if they chose. Mr. Baker said he envisioned that once the recommendations went before village council and were supported, it would result in staff developing a work plan and how they would be accomplished. He believed most of the items listed were a shifting of resources, since many were already in place currently.

Conversation then turned to staffing and designating someone to ensure that the items get accomplished, wherein Dir. Popovich reported that a designated liaison would probably report to the ADRB and take the lead on some of the tasks listed in the report. Members asked that staff break out the list of tasks as to external resources/internal resources and then the committees could decide on what tasks needed to be prioritized.

Members also spoke about the importance of completing their surveys and speaking/reaching out to those neighbors who expressed an interest in landmarking their homes and “were waiting for a

APPROVED 10/21/15

call.” Mr. Davenport suggested that staff add to the list, as a short-term goal, to hold a local outreach meeting.

Staff made reference to the fee schedule that was in the packet. It was suggested to expand upon the rebate program but to keep it as its own entity. Also, vulnerable parcels located in the transitional areas were mentioned as a high priority.

PUBLIC COMMENT

Chairman Matthies invited the public to speak.

Ms. Kathy Nybo, 5253 Blodgett, said she contacted the park district and library to see if they could hold an educational class on how an owner could landmark his or her house to which both entities indicated they were interested and willing to work with the ADRB. Details followed on the types of classes that could be held. Ms. Nybo offered to assist the ADRB. Members agreed that both options discussed above, did not affect the village’s budget.

Ms. Barbara Murphy, 309 41st Street (Shady Lane Estates), asked if areas like Prince Pond, Denburn Woods, etc. were considered thematic historic districts already just by the nature of their geographic limitations. Mr. Casey explained Maple Avenue and other areas are only honorary districts that were created by the Downers Grove Historical Society, and recognized by the village, but they did not have any formal regulation or ordinance. As to the committees’ suggestion of holding outreach meetings for the various areas, she believed it was a great idea, but if there were no incentives, she envisioned little support for a designation. Some of the fears voiced by her neighbors included perceived restrictions, relinquishing homeowners’ rights, the expense of hiring architects, absent owners, the affect on property values and the added expense of maintaining a historic home. She stated that educating the community would be very important, seeing that the village had such a variety of historic homes.

Ms. Murphy then shared some of the previous attempts she made to create a district in her area with no success. She liked the idea of preserving her home but explained that many buyers wanted larger family homes and she did not know how restrictive it would be if she landmarked her home and then had to sell it. Ms. Murphy also commented there were some homes in Shady Lane Estates that were constructed later and which did not fall within the original style of the Shady Lane homes, i.e., the Mid-Century Modern homes.

Dr. Gordon Goodman, 5834 Middaugh, Downers Grove, supported the incorporation of a thematic district versus a non-contiguous district into the village’s ordinance but added that thematic districts had to be mentioned throughout the ordinance rather than just in the definitions section. As to the findings, he recommended the committee explain why they were charged by the village council to get more homes on the historic register in Downers Grove, i.e., because it was due to matters brought out by the village’s comprehensive plan as well as to preserve the look and feel of the community. He explained that the members needed to explain in this section what the benefit was, to the community as a whole, to have a historic district.

Regarding staff’s strategy to complete the historic building surveys, Dr. Goodman suggested that members explain the purpose of this exercise, i.e., to provide a point of reference, or framework, of what the village was trying to protect in the community. In addition, he suggested that the information that was gathered as part of preserving the village’s Certificate of Local Government

APPROVED 10/21/15

be available to the public as part of the zoning map since it reflected where the resources of the community existed. Chairman Matthies pointed out this was a bullet point the committee was already recommending to the village. Lastly, Dr. Goodman reminded members that he made an earlier comment that a historical structure should not be demolished unless there was a redevelopment plan approved for the site. Again, Mr. Matthies indicated that in order to receive a demolition permit, an owner would have to submit, in conjunction with the demolition permit, a restoration plan or construction plan for the new building. However, he pointed out to Dr. Goodman that this process was outside of the two committees' purview.

Members also agreed that the survey had to be updated since some of its information was missing. Dr. Goodman agreed but, again, said that the results from both surveys needed to be available to the public. Members concurred with Dr. Goodman's comments and agreed that the current survey was inaccurate and needed to be improved.

Mr. Rich Kulovany, 6825 Camden Rd., Downers Grove, recommended for the education incentive that staff show the value of landmarked properties. He recommended that staff obtain a tape from the September 16, 2015 meeting of the League of Women Voters who had a presentation on historic preservation. Lastly, that members attend an upcoming October 15th meeting of the Pierce Downers Heritage Alliance, 7:00 p.m., at the Lincoln Center, who will be hosting Mr. Michael Lambert, preservation planner for the City of Geneva. Mr. Lambert would be discussing successful promotional strategies for historic preservation. Finally, Mr. Kulovany recommended that coordinated efforts take place between the historical society and the museum as it relates to plaquing homes. Clarification of the process followed by a member of the historical society.

General conversation followed among the members that there appeared to be some confusion between various entities about historical plaquing and general miscommunications. Members agreed that the information had to be unified.

Dr. Goodman returned to the podium and thanked the historical society for donating a bronze plaque to the 1845 Blodgett House at the Founders Day celebration. In addition to the survey information presented and accepted by the village council, Dr. Goodman recommended that the boundaries of the honorary historic districts that had been designated by the historical society and accepted by the village council, should also be on the zoning overlay.

No further public comment was received.

ADJOURNMENT

MR. JAROSZ MOTIONED TO ADJOURN THE AD HOC SUBCOMMITTEE ON HISTORIC PRESERVATION MEETING AT 9:28 P.M. SECONDED BY MR. LEITSCHUH. MOTION CARRIED UNANIMOUSLY BY VOICE VOTE OF 7-0.

APPROVED 10/21/15

**MRS. ACKS MOTIONED TO ADJOURN THE ADRB MEETING AT 9:28 P.M.
SECONDED BY MS. ENGLANDER. MOTION CARRIED UNANIMOUSLY BY VOICE
VOTE OF 7-0.**

Respectfully submitted,

/s/ Celeste K. Weilandt

Celeste K. Weilandt

(As transcribed by MP-3 audio)

DOWNERS GROVE
ENVIRONMENTAL CONCERNS COMMISSION

Minutes

February 12, 2015

I. Roll Call

There being no chair, a motion was made to nominate Commissioner Cavallo as Chair for meeting by Commissioner Salmon, the motion passed by a voice vote.

Acting Chair Cavallo called the meeting to order at 7:00pm and asked for a roll call.

Present: Acting Chair Cavallo, Commissioner Marron, Commissioner Mlade, Commissioner Riley, Commissioner Salmon.

Absent: Chairman Pelloso, Commissioner McCann, Commissioner Wikowsky.

II. Visitor Welcome

Jan Potts, a resident from the community came to attend the meeting after she saw the presentation from The Conservation Foundation noted on the agenda.

Jan Roehll from the Conservation Foundation was also in attendance to speak.

III. View and Approval of January 8, 2015 Meeting Minutes.

Motion made to approve minutes, passed by a voice vote.

IV. Staff update on ongoing projects:

Ms. Miles provided an update regarding a visit from SCARCE at the March meeting to discuss the Green Business Audit.

Ms. Miles also discussed the Public Works open house May 15th. This will coincide with a rain barrel sale. A representative from The Conservation Foundation will be there as well with a table for displays and to discuss ideas and projects with residents.

Ms. Miles discussed the March 18th – Stormwater workshop to be held at the Village Hall. The Conservation Foundation and other vendors will be there to talk to residents.

A presentation was then given by Jan Roehll of The Conservation Foundation. She attended the meeting in place of Jim Kleinwachter. Ms. Roehll discussed a grant received from the DuPage Community Foundation; Downers Grove was one of the communities selected.

Ms. Roehll explained The Conservation at Home program: a resident can work with The Conservation Foundation on sustainable practices on their property.

Ms. Roehll discussed meetings with the Village's Director of Public Works Nan Newlon, and the Village's Stormwater Administrator, Karen Daulton Lange on projects that the Village needs help implementing. One is a tree sale that could be run by the CF in fall or spring for Downers Grove. Another project discussed was streambank stabilization.

Ms. Roehll also provided insight into her experiences in previous positions where she encountered issues with residents and working with government agencies and how positive The Conservation Foundation experiences can be when interacting with residents.

The last item Ms. Roehll talked about is the large volunteer effort for Downers Grove and the need to organize them and programs they can be used for. Ms. Newlon and Ms. Daulton Lange expressed interest in having The Conservation Foundation assist in that organization effort.

Both Ms. Roehll, Ms. Newlon, and Ms. Daulton Lange decided to come to the ECC to get ideas for programs The Conservation Foundation can be involved in.

Ms. Roehll also discussed the issues with the Emerald Ash Borer and how tree sales can help those issues. This is a program that has been offered to other local communities.

She disseminated a brochure for the commission to refer to as well.

At the conclusion of her presentation, Ms. Roehll answered questions on the Conservation at Home Program, and the Conservation at Work Program. She explained how this has led to a project that her co-worker Jim Kleinwachter is working on called Meadowmix. This product is used to address the native plant issue. It is a low grow native plant mix that can be used in parkways, and in park districts that don't need grass. In the long-run, it can be very cost-effective. Information was given on maintenance and issues with the product.

Acting Chair Cavallo asked Ms. Roehll on a tree inventory program for Downers Grove. There was a discussion on what the benefits of having an inventory would be for the Village between the Commissioners. Acting Chair Cavallo mentioned this has been an issue discussed in the past with the Commission.

Acting Chair Cavallo also asked Ms. Roehll on streambank stabilization, specifically the work in Lyman Woods, and if it could be used as an example for the public. Ms. Roehll advised it would be useful as an education tool, and that Downers Grove staff has talked about a rain garden project at Lyman Woods as well.

Ms. Roehll also mentioned that the county has in the past provided some funds to residents for streambank stabilization.

Commission Salmon expressed how the ECC should be a tool for disseminating information to the community in partnership with The Conservation Foundation on the stormwater utility and its benefits.

Acting Chair Cavallo asked for the possibility of a rain garden walk through the community and that was discussed with the ECC. Ms. Roehll mentioned the Conservation at Home program provides signage for residents to publicize their sustainability efforts.

Acting Chair Cavallo also suggested the ECC working at Grove Fest, and Ms. Miles said she would discuss with staff on that possibility. Ms. Miles also mentioned the virtual garden walk that was part of the last stormwater workshop.

Ms. Potts discussed the possibility of raffling off rain barrels designed by local artists or students.

Commission McCann asked Ms. Roehll what experience The Conservation Foundation has with homeowners associations. She discussed the work they have done with Naperville. Commissioner McCann asked for a listing of the associations in Downers Grove. Ms. Miles noted she would look into that.

Commissioner Mlade asked where info could be found on streambank stabilization and Ms. Miles said she would talk with public works on that information, if there is any funding there.

V. New Business

Commissioner Mlade asked for a copy of the presentation Ms. Deitch gave at the January meeting. He also expressed his ideas on doing strategic planning for the commission going forward. Commissioner McCann expressed his interest in developing a roadmap of some kind for the commission. Commissioner Salmon suggested picking a topic for the ECC to focus on. Ms. Miles said she would send out the presentation to the commission.

The commission concluded that all Commissioners will put together a list of 4 topic areas for next month's meeting.

A discussion started by Commissioner Mlade began surrounding his preference to spending time during meetings on work sessions rather than informational presentations by visitors. The commission decided to push off the visit from SCARCE until April or May when the green business application is finalized so a more pointed discussion could be had. Ms. Miles will contact SCARCE with this information.

Commissioner Salmon brought up the Village's publications, and where the ECC can provide education to the community on the ECC's work. Ms. Miles will look into any previous work that Nick Santoro put towards this communication effort.

Commissioner Salmon and Commissioner Mlade asked about subcommittees within the commission, and Acting Chair Cavallo said that was not possible due to the bylaws.

Ms. Miles will send an email to the group to remind them the tasks they have to complete for next month's meeting.

Lastly, Commissioner Salmon updated the commission on the resolution passed by DuPage County opposing the nuclear project on the lake discussed at last month's meeting.

V. Adjournment

The next meeting is March 12.

Acting Chair Cavallo asked for a motion to adjourn, and it was passed with a voice vote.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
SEPTEMBER 23, 2015, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to order.** Secretary Thomas Read called the meeting to order at 7:31 p.m.
2. **Roll call.** Members present: Trustee Edward Earl, Trustee Susan Eblen, Trustee Wendee Greene, Trustee David Humphreys, Trustee Arthur Jaros, Secretary Thomas Read.
Absent: none.

Also present: Director Rick Ashton, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, Downers Grove Village Council Liaison David Olsen, residents Fred Meek, Lee Williams, Ed Pawlak, Margaret Earl, Mark Thoman, Laurel Bowen, and Violet Radwill.

3. **Welcome to visitors.** Secretary Read welcomed visitors and thanked them for their interest in the Library.
4. **Seating of newly appointed Trustees.** Secretary Read drew the Board's attention to Resolution 2015-56 of the Village Council of the Village of Downers Grove, dated August 18, 2015, confirming the appointment of Arthur Jaros to a six-year Library Board of Trustees term expiring August 31, 2021, and Edward Earl to a five-year Library Board of Trustees term expiring August 31, 2020. Mr. Read welcomed the two appointees to the Board and invited their full participation in the meeting. Mr. Jaros stated that, although it has not been customary for the newly-appointed trustees of the Downers Grove Public Library to swear an oath of office, his understanding of Illinois law indicates that this is required. Accordingly, he submitted a sworn and notarized Affidavit—Oath of Office, which is appended to these Minutes.
5. **Election of Board President to fill unexpired term.** Secretary Read informed the Board that the office of President was vacant, owing to the recent completion of Library Board of Trustees service by former President Kathleen DiCola with one year remaining in the term of the office of President.

Secretary Read called for nominations for President. Trustee Eblen nominated Trustee Wendee Greene. No other nominations were offered. Secretary Read declared the nominations closed and called for a vote to affirm the election of Wendee Greene as President. By voice vote, with Ms. Greene abstaining, the Board elected Ms. Greene as President.

6. **Seating of President.** Secretary Read declared the election of Wendee Greene as President and turned the chair over to her. President Greene thanked the Board members for their confidence and affirmed her commitment to the responsibilities of the position.
7. **Round-table introduction of all Trustees.** President Greene invited each Trustee, in turn, to introduce herself/himself, indicating particularly their interests in serving on the Library Board and the skills and interests that they might be able to contribute to the work of the Board and the success of the Library.

Trustee Ed Earl stated that he has been a Downers Grove resident for 23 years. He has recently served on the Village of Downers Grove Mission on Technology for 4 years. He looks forward to participating in similar roles on the Library Board. He serves as Chief Information Officer for a manufacturing company.

Trustee Susan Eblen stated that she has been a Downers Grove resident for 20 years. She taught high school history in the Glenbard school district. She is retired and involved in many volunteer activities.

Trustee Art Jaros stated that he is a native of the western suburbs, married for 35 years. His wife Claire served on the School District 58 Board. They have four children and two grandchildren. He served on the Downers Grove Park District Board from 2003 to 2009. He is an attorney. He stated that he appreciates the institutions that serve community residents.

Trustee David Humphreys stated that he has not yet lived in Downers Grove all his life. He travels extensively but always comes back. He has served the community on a variety of government and community boards, including the Board of Health and Total Community Development Committees I, II, and III. He helped found the Downers Grove Economic Development Corporation. He has served on the Library Board since 1993. He previously had a career marketing computers for IBM. He now works as a music producer, putting on several annual concerts and festivals.

Secretary Thomas Read stated that he moved to Downers Grove in 1982 and has been an active library patron and supporter since then. He is beginning the last year of his third six-year term on the Library Board. Professionally, he served as headmaster of four different independent schools and as President of the Independent Schools Association of the Central States. He has served as a volunteer management consultant to non-profits as a member of the Executive Service Corps of Chicago since 1988. He recently received the ESC Platinum Award for his years of service.

President Wendee Greene stated that she has been a Downers Grove resident for 36 years, serving on the Library Board for 13 years. She works as a consultant in software development.

Director Rick Ashton reported that he has served in the position for four years.

8. **Approval of Minutes of August 26, 2015 Regular Monthly Meeting.** It was moved by Eblen and seconded by Humphreys THAT the Minutes of the August 26, 2015 Regular Monthly Meeting be approved as submitted. Roll call: Ayes: Eblen, Humphreys, Read, Greene. Nays: none. Abstentions: Earl, Jaros.
9. **Public comment on Agenda items.** President Greene invited comment. There was none.
10. **Public comment on other Library business.** President Greene invited comment.

Fred Meek introduced himself as a member of the Downers Grove Writers Workshop, affiliated with the Friends of the Library that meets in the Library Meeting Room. He thanked the Board for making these facilities available.

Lee Williams, also a member of the Writers Workshop, stated that he was impressed with the qualifications of the Board members. He reported that the Indian Prairie Library had held a local authors day in January, and he encouraged the Downers Grove Public Library to do something featuring local authors in the collection and with program activities. He reported that at least half of the members of the Writers Workshop have produced some form of published work.

Violet Radwill reported that she had recently come to the Library to use a computer, briefly left her belongings unattended next to a computer, and suffered the theft of her cell phone. Two days later, Susan Behnke of the Circulation Department found and returned her phone from the Library's Lost and Found bin. Ms. Radwill stated that she had discussed the matter with Director Ashton, and offered to pay for a share of the cost of installation of surveillance cameras in the public computer area. Mr. Ashton had agreed to investigate the matter and report back to her.

11. **Financial approvals.**

- a. Property and casualty insurance renewal. Ashton presented the invoices from CNA Insurance, submitted by the Library's broker, Kamm Insurance Group. He explained that several factors had contributed to the increase in annual premiums from \$30,553 to \$38,934, a 27% increase. These factors included the increased valuation of the Library building and its contents following the renovation project and an expensive ongoing Workers Compensation claim. No Board action on

these matters was requested, as the invoice approvals were included in the general invoice approval package.

- b. Invoices and related reports. Ashton presented the invoices and responded to Board member questions. It was moved by Read and seconded by Jaros THAT invoices totaling \$133,369.25 and credit memos totaling \$94.37 be approved, and that August payrolls in the amount of \$314,742.37 be recognized. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: None. Abstentions: None.
- c. August expenditure report. Ashton summarized the Revenue and Expenditure reports derived from the Village of Downers Grove accounting system and the Personnel Tracker report constructed by the Library.

12. Unfinished Business.

- a. Partnership agreement with Downers Grove Music Club. Read and Ashton reported on the completion of the agreement. The Library and the Music Club have agreed to an ongoing partnership built around the gift of a new grand piano and the joint sponsorship and presentation of an annual concert series called the Downers Grove Music Club-Downers Grove Public Library Music Series. The Music Club will schedule the performances, engage the musicians, and manage the presentation of the events. The Library will own, maintain, and provide the piano and the Meeting Room space, provide logistical support, and take responsibility for promotion and publicity. The only new cash cost to the Library will be about \$400 for two additional piano tunings per year. The piano will be delivered September 24. The inaugural concert will be October 6, the first of nine concerts scheduled for the series.
- b. Customer Service Values Statement implementation. Bonnie Reid, Assistant Director for Public Services, presented the report. She emphasized that staff members have been integrating these statements into their daily work. Further publicity and inclusion in Library publications are planned. The behaviors supported by these promises will be incorporated into the Library's hiring practices and performance evaluations.

13. New Business.

- a. Policy review process. The Board discussed a possible process and strategy. Ashton presented the policy on the Library Environment, revised in July 2015, as an example of a streamlined policy. Ashton informed the Board about the current work on a thorough update of all personnel policies. He proposed that staff would make an initial presentation of the personnel policies at the October Board

meeting. For a broader policy review, he suggested that a distribution of the existing policy manual for Board information would be a good starting point.

- b. Proposed purchasing policy. Trustee Earl indicated that he had requested that this matter be placed on the agenda. He had gathered the examples of purchasing policies and procedures from other local government units, as examples. The Board discussed the various samples, agreeing that the policy of the Westmont Public Library was the simplest and most applicable. Board members expressed concern about the administrative costs associated with elaborate purchasing policies or procedures. Ashton agreed to bring to the Board a simple policy for consideration.

14. **Report of the Director.** Ashton summarized his report (attached).

15. **Trustee comments and requests for information.**

Trustee Jaros inquired about the Board's understanding of the provisions of the Library's insurance policies, including the basis for the coverages and any exclusions. Assistant Director for Public Services Sue O'Brien described the process she had used in developing the figures for coverage in the recent insurance renewal process. She had conferred with the Library's architect regarding building replacement costs, reflecting the value added to the building by the recent renovation. For furniture and equipment, she added in the recent costs of new furniture. For the Library collection, she used industry averages and actual counts on the size of the collection. The Library is planning to engage a consultant to undertake a thorough insurance appraisal in 2016. Trustee Jaros said he would discuss his specific questions with Ashton.

Trustee Jaros indicated that Village Council members had raised the question of the Library's use of paid outside legal counsel rather than the presumably no-cost Village Attorney. He asked that the Board review this practice at its next meeting. Trustee Eblen inquired concerning library-related expertise of particular firms. Ashton reported that Klein, Thorpe & Jenkins (Downers Grove Public Library's Attorney) and Ancel Glink are the firms that represent most public libraries in the Chicago suburbs. Ashton agreed to confer with the Village Attorney to determine the Village Attorney's availability to work for the Library without charge and report back to the Board.

Trustee Read asked that Library staff check the linkage between the Library's web site and the Downers Grove Public Library Foundation's web site. Trustee Eblen responded that the separate Foundation web site has been replaced by a Foundation section within the Library's web site. The Foundation site should be disabled and all links broken.

Trustee Earl reported that he had attended the Library's table at the Downers Grove Farmer's Market on September 19. He noted that this was a good way for the Board to

meet the Library staff. He praised Erin Linsenmeyer's story time presentation as the highlight of the morning. He suggested a need for improved signage.

Trustee Earl suggested that it might be time for the Board to discuss longer-term strategic issues to help set the Board's and the Library's agenda for the coming period of time.

16. **Adjournment.** President Greene adjourned the meeting at 8:44 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 23, 2015**

**AGENDA ITEM 14
REPORT OF THE DIRECTOR**

- a. Illinois Library Association Readers' Advisory Service Award. This award will be presented to a DGPL representative by the Adult Reading Round Table and the ILA Reference Services Forum at the ILA Conference in Peoria on October 23. It recognizes excellence in the planning, development, and delivery of readers' advisory service to adults and teens. The achievement being recognized is Book Genie, the on-line interactive advisory service introduced in February 2014. The attached news release provides further detail.
- b. Fall Story Time kickoff. In the first three days of the fall season, Saturday September 5, Tuesday September 8, and Wednesday September 9 (5 story time sessions), the total attendance was 273 people of all ages. That is an average of 54 per session.
- c. September 19 Farmers Market activity. The Library has set up a booth at the Downers Grove Farmers Market one Saturday per month throughout the season. After the rainout on September 12, another attempt is scheduled for September 19. This visit will feature a photo opportunity for members of the public. Using a green screen and library photo and computer technology from the Library's Media Lab, staff will take photos of all comers and link them with selected backdrops for take-home reminders of the unique learning and creativity opportunities at the Library.
- d. August circulation statistics. Attached.

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**Illinois Library
Association**

Press Release

The Downers Grove Public Library is the 2015 recipient of the Illinois Library Association Readers' Advisory Service Award. The award, presented by the Adult Reading Round Table and the ILA Reference Services Forum, recognizes excellence in the planning, development, and delivery of readers' advisory service to adults and teens. The award is sponsored by the Adult Reading Round Table.

The Downers Grove Public Library administration and staff have long been on the vanguard of promoting the importance of readers' advisory both in their community and across the country. In February 2014, the library adapted its RA services for a new medium with Book Genie, an interactive web-based advisory form that resembles an online quiz. As readers click through a series of book covers on the library's website, Book Genie generates instant suggestions based on the reader's expressed preferences. These suggestions link directly to the catalog, delivering a form of immediate wish fulfillment. All the suggestions come from a content database of titles and appeal factors that have been curated by DGPL librarians.

Featuring a fun logo of a librarian emerging from a magic lamp, a cutout of Book Genie has made "personal appearances" at local schools and farmers markets, and also has been featured prominently at the library. A print form was created for patrons who prefer pen and paper, and hundreds of users (including one as far flung as the United Kingdom) have taken advantage of the service. DGPL staff continually monitors suggestions to tweak the service, and use tools such as Google Analytics to help meet patron interests. A spinoff, Movie Genie, was created during the film awards season, and future spinoffs are in the works.

The Readers' Advisory Award will be presented at the Awards Gala held on Friday evening, October 23rd, during the 2015 Illinois Library Conference in Peoria.

For further information, contact the Illinois Library Association.

For Immediate Release

Circulation Statistics -- August

	A	B	C	D	E	F	G
		AUG 15	%	AUG 14	%	AUG 13	%
1							
2	Circulation Statistics						
3	Checkouts						
4	Selfchecks	53,163	77%	49,467	75%	47,743	64%
5	Staff desk	15,923	23%	16,301	25%	27,050	36%
6	Total checkouts	69,086		65,768		74,793	
7							
8	Renewals						
9	Selfchecks	1,669		430		412	
10	Staff desk (incl. phone)	3,266		3,678		3,424	
11	Patron online renewals	9,041		7,082		5,348	
12	Total renewals	13,976		11,190		9,184	
13							
14	Total item checkouts and renewals	83,062		76,958		83,977	
15	Ebooks - Overdrive	4,131		4,051		3,405	
16	Ebooks - 3M	1,179		733		487	
17	Emagazines - Zinio	720		690		1,008	
18	Total circulation	89,092		82,432		88,877	
19							
20	Reference Questions (Info Desk)	40					
21							
22	Reserves Processed						
23	Received from ILL	7,158		6,586		6,971	
24	ILL sent	4,878		5,139		5,852	
25	OCLC requests processed	580		823		1,026	
26							
27	Gate Count						
28	North	30,354				29,185	
29	South	17,547				17,876	
30	Total	47,901				47,061	
31							
32	Registrations						
33	New resident cards	243		200		230	
34	New fee cards	7		9		12	
35							
36	Current borrowers	32,280		29,355		29,293	
37	Active fee cards	237		149		153	
38							
39	REVENUE:	Fines	Fees	Book	Fee	Meeting	Total
40				Sales	Cards	Room	
41	Cash	\$2,881.03	\$1,145.54	\$864.90	\$840.00		\$5,731.47
42	Ecommerce (through internet)						\$0.00
43	Credit cards at service desks	\$1,915.40	\$572.95	\$109.00	\$1,120.00	\$100.00	\$3,817.35
44	Credit cards at selfchecks	\$2,983.37	\$221.00				\$3,204.37
45	Totals	\$7,779.80	\$1,939.49	\$973.90	\$1,960.00	\$100.00	\$12,753.19

APPROVED 10/28/15

**VILLAGE OF DOWNERS GROVE
ZONING BOARD OF APPEALS
AUGUST 26, 2015 MINUTES**

Call to Order

Chairperson Earl called the meeting to order at 7:05 PM.

Roll Call

Present: Mr. Domijan, Ms. Majauskas, Mr. McCann, Mr. Werner, Ch. Earl

Absent: Mr. Mosey

A quorum was established.

Staff: Patrick Ainsworth, Village Planner
Stan Popovich, Planning Division Manager

Also Present: Dawn Nickeas, Coldwell Banker, 5114 Main St., Downers Grove, IL
Keven Vinezeam, Coldwell Banker, 5114 Main St., Downers Grove, IL
Steve Lucch, 424 Franklin
Tim Meaney, 420 Franklin
A. William Styczynski, 221 Eighth Street
Thomas Conway, 4838 Cornell Avenue
Peter Tromp, 4711 Willow Springs Road, LaGrange, IL

Minutes of July 22, 2015 meeting

Mr. Domijan moved, seconded by Mr. McCann, to approve the minutes of the July 22, 2015 meeting as presented.

All in favor. The Motion passed unanimously.

Meeting Procedures

Chairperson Earl asked those in attendance to silence their phones. She explained the function of the Zoning Board of Appeals, and reviewed the procedures to be followed during the public hearing, verifying with Staff that all proper notices have been published with regard to the cases on the Agenda. She noted that members of the Zoning Board of Appeals have had an opportunity to review the materials provided by Staff and in some cases have visited the sites in question. In order for a requested petition to be approved there must be a majority of four votes in favor of approval. Chairperson Earl added that the Zoning Board of Appeals has authority to grant petitions without further recommendations being made to the Village Council. She called upon anyone intending to speak before the Board on the Agenda items to rise and be sworn in, as the public information portion of the meeting is an evidentiary hearing and comments made during this portion of the meeting are considered testimony. She said that Staff would make its presentation first, followed by comments by the Petitioner. She added that if anyone in the audience wishes to speak either in favor of or in opposition to a petition, they would be able to do so following the Petitioner's presentation. When the public participation portion of the meeting is closed, the Board will deliberate on the information provided and vote to either approve or deny the petitions.

APPROVED 10/28/15

Chairperson Earl then asked Stan Popovich, Manager of the Planning Division to explain some changes that have been made to the way in which meetings will be conducted.

Manager Popovich explained that the Zoning Ordinance was modified in 2014. Previously the Zoning Board of Appeals could only grant variances, which did not allow them to address some smaller issues that arose. Two new items added were 1) an administrative adjustment process that can grant minor forms of zoning relief on a staff level; and 2) exceptions, which are requests that cannot reasonably be considered as variations. These exceptions are for nonconforming uses or structures. The exceptions have different standards than variations, which he then reviewed.

Ms. Majauskas asked if the standard of proof is still the same, and Mr. Popovich said they are, as long as the standards are met for the specific request being made.

.....

15-ZBA-0007: A petition seeking an exception to construct a second story addition on the existing house. The property is currently zoned R-4, Residential Detached House 4. The subject property is located on the east side of Benton Avenue approximately 200 feet south of Randall Street and is commonly known as 5225 Benton Avenue, Downers Grove, IL (PINs 09-08-409-004). A. William Styczynski, Petitioner; John Oestermeyer, Owner.

Staff's Presentation:

Mr. Patrick Ainsworth, Planner, stated that the subject site is located at 5225 Benton Avenue and is an exception petition. The property is skewed and has setbacks from 7.52 feet to 4.85 feet off of the north property line. He explained that the request is to extend the house vertically for a small portion at the rear of the existing structure. Using overhead photographs, he explained how the second floor extends out, and where the new second floor will be constructed. He said that there is only a small portion of the floor to be extended. Mr. Ainsworth reviewed the five criteria to be met under Section 28.11.040.C Alterations and Expansions. They are as follows:

- a) The extended wall will comply with all other applicable lot and building regulations (other than the nonconforming setback).
- b) The extension will not obstruct farther into the required setback than the existing exterior building wall and will not extend the horizontal length of the nonconforming building wall more than 15% of its existing length.
- c) The horizontal or vertical wall extension does not include windows that allow views onto an abutting lot occupied by a detached house.
- d) The appearance of the expansion will be compatible with the adjacent property and neighborhood.
- e) The expansion will not be detrimental to the existing character of development in the immediate neighborhood or endanger the public health, safety, or general welfare.

APPROVED 10/28/15

The petitioner is proposing a second story addition onto the house that will add a master bedroom suite, and the second story windows located within the non-conforming wall will be transom windows to both allow for natural light and to comply with Zoning Ordinance Section 11.040.C.2. Staff supports the transom window. The idea that the bottom of this window will be 6'3" up from the second floor will only allow for natural light to enter and for the bathroom occupant to not see out to the neighboring property. The exterior material of the proposed addition will match the current siding and the addition will match the height of the current roofline. He noted that the petitioner is also adding a small one-story laundry room at the northeast corner of the house, such laundry room being part of an Administrative Adjustment request that will not be assessed until after the exception hearing has been completed. Mr. Ainsworth showed several slides depicting the existing house, the adjacent house to the north, and the area proposed for expansion. Staff finds that all standards have been met. He reviewed Staff's analysis of the Standards as stated in Staff's report. Mr. Ainsworth said that the request meets all five criteria, the intent of the Zoning Ordinance, and the intent of the Comprehensive Plan.

Petitioner's presentation:

Mr. A. William Styczynski, 221 Eighth Street, stated he represented the owner who was petitioning a straightforward request. They wish to expand the second floor to include a master bedroom and bathroom. The Petitioner is requesting an offset of six inches for the second floor that would enable the addition to look as though it was an original part of the structure. They believe they are in compliance with the criteria and Mr. Styczynski asked if the Board had any questions.

Mr. McCann asked how consistent the use of materials would be. Mr. Styczynski said that the proposed materials are consistent in color and nature with the original portion of the structure. As for feedback from the next-door neighbor, Mr. Styczynski said that the owners are present and are close to their adjacent neighbors. There has been no negative response from their neighbors. Mr. Ainsworth said one neighbor called Staff with a few questions, but had no complaints about the petition.

Ch. Earl asked if the transom windows open. Mr. Styczynski said that they had hoped to have them operable; however, at present they do not know whether the manufacturer will make them operable at the size indicated.

Ch. Earl asked if there were any members of the public with questions. There being none she closed the opportunity for further public comment.

Board's Deliberation:

Mr. McCann said that this change to the Zoning Ordinance provides a good tool for the Zoning Board to address some requests that had been brought before them in the past. It allows for the owner to create an expansion in the form of a second floor addition that will not negatively impact the adjacent neighbors. He said the petition appears to meet the requirements and he supports it as set forth in the petition.

Mr. Domijan said this is a good first case, clear-cut, and tailor made for this project. He would favor the exception.

APPROVED 10/28/15

Mr. Werner also said that the petition meets all the criteria, and will allow for added value to the community.

Mr. McCann then asked Staff about the laundry room at the corner of the first floor. Mr. Ainsworth said that is being dealt with as an Administrative Adjustment. They can only grant an exception if they do not get closer to the setback. The Board can grant an exception, but not an adjustment; only staff can grant an Administrative Adjustment. He added that because of the angle of the house, if they designed the addition to go closer to the north property line, then it would become a variation request showing a need based on physical hardship. He displayed a slide that showed how the existing building sits on the lot and relates to the setback line.

There being no further comments from the Board, Chairperson Earl called for a Motion.

Mr. McCann moved that in case 15-ZBA-0007 the Zoning Board of Appeals approve the requested exception as presented subject to Staff's condition on page 4 of its report, and on the site plan submitted as part of the request. Mr. Domijan seconded the Motion.

YEA: Mr. McCann, Mr. Domijan, Ms. Majauskas, Mr. Werner, Ch. Earl

NAY: None

The Motion to approve carried unanimously.

.....

15-ZBA-0008: A petition seeking an exception to construct a second story addition to the existing house. The property is currently zoned R-3, Residential Detached House 3. The subject property is located on the west side of Cornell Avenue approximately 550 feet south of Prairie Avenue and is commonly known as 4838 Cornell Avenue, Downers Grove, IL (PINs 09-07-106-030). Thomas Conway, Petitioner and Owner.

Staff's Presentation:

Mr. Patrick Ainsworth, Planner, stated that the subject site is located at 4838 Cornell Avenue and contains a single-family detached house and a detached garage. This property is slightly skewed as compared to its north property line. The setback on the northwest corner is 6' and 5.55 feet at the northeast corner. The petitioner is requesting an exception to extend an exterior wall straight up within a required side setback as part of a second story addition. Using slides, Mr. Ainsworth showed where the building encroaches onto the setback area, noting that the building is considered a legal non-conforming structure as it was lawfully constructed to the codes at the time, but has since been deemed non-conforming due to various Zoning Ordinance revisions. He noted that there are no windows proposed for the second floor elevation. The second floor is proposed to cantilever out to the front of the Petitioner's property. Mr. Ainsworth noted further that the cantilever is part of an Administrative Adjustment and will not be included as part of the assessment of the requested exception. He stated that aside from the current non-conforming setback, the addition would meet all requirements within the Zoning Ordinance. He explained that all design criteria and the five Standards for approval have been met by the petitioner as shown in Staff's report.

APPROVED 10/28/15

Mr. Domijan inquired as to the Administrative Adjustment. Mr. Ainsworth said the second floor in the front will project out two feet closer to the front property line; however, the two-foot cantilever will only encroach farther into the required north side yard by one inch as compared to the existing house.

Petitioner's presentation:

Mr. Thomas Conway of 4838 Cornell Avenue and his architect, Peter Tromp, 4711 Willow Springs Road, LaGrange, IL, thanked Staff for their help in putting this request together. Mr. Conway said that they have no windows in the proposed addition so as not to negatively impact the neighbors. Their neighbors are happy that the property is being upgraded. Mr. Conway said they are a family of five and are constructing the addition to provide more living space for their family.

Mr. McCann asked about feedback from the neighbors, and Mr. Conway replied that the neighbors seem to be happy with their proposed addition, and they've received no negative comments from them. The families are close. Mr. McCann said that but for the five-inch issue, this would probably not be a problem.

Mr. Werner asked if the brick is being removed or covered. Mr. Conway replied that some of the brick will be removed in the front, and the materials will blend with the existing house and the general neighborhood. A portion of the brick will be covered in the front of the house, and the remainder of the house will remain with the existing brick.

There being no further questions, Ch. Earl called for anyone from the public who wished to speak either in support of or in opposition to the petition. There was no one. She then closed the public participation portion of the meeting and called for the Board's deliberation.

Board's Deliberation:

Mr. Werner said in this case, it seems that every standard has been met.

Mr. McCann commented that the use of the exception in conjunction with the Administrative Adjustment is being used to approve plans to extend a wall that presently isn't even there. He thinks that the Zoning Ordinance provides a good tool that may affect hundreds of houses in the Village. This is a good way to accommodate what were previously tortuous discussions about compliance with the Code.

Ch. Earl said she thinks they are all relieved for some relief from the strict regulations they were previously faced with that disallowed homeowners from making changes to their homes because of those regulations.

There being no further comments from the Board, Chairperson Earl called for a Motion.

Ms. Majauskas moved that in case 15-ZBA-0008 the Zoning Board of Appeals approve the requested exception as presented subject to Staff's condition on page 4 of its report, and in conformity with the limitations of the Board's packet. Mr. Domijan seconded the Motion.

APPROVED 10/28/15

YEA: Ms. Majauskas, Mr. Domijan, Mr. McCann, Mr. Werner, Ch. Earl

NAY: None

The Motion to approve carried unanimously.

Mr. Popovich said there were no cases submitted for September 2015. He does not expect a meeting. He noted that there was a new member recently assigned to the Board, Mr. Rich Kulovany. Mr. Zaba has moved out of Downers Grove and is no longer a Board member. He also mentioned that he is planning to get photo IDs for all of the Board members and asked that they contact Staff to set up a time when they can come to Village Hall to have their photos taken.

Mr. Popovich noted that October is National Community Planning month and Staff intends to have a Proclamation read by the Village Council. He invited the Board members to attend the meeting as soon as he has a date for the reading of the Proclamation.

ADJOURNMENT:

Ms. Majauskas moved, seconded by Mr. Domijan to adjourn the meeting.

All in favor. The Motion carried unanimously.

Chairperson Earl adjourned the meeting at 7:55 PM.

Respectfully submitted,

Tonie Harrington
Recording Secretary