

VILLAGE OF DOWNERS GROVE
Report for the Village
5/18/2021

SUBJECT:	SUBMITTED BY:
Downtown Design Guidelines	Stan Popoich, AICP Director of Community Development

SYNOPSIS

A motion to approve the amended Downtown Design Guidelines and a motion to direct staff to prepare necessary text amendments to the Village's Zoning Ordinance regarding updates to the current review and approval process for certain construction projects in the Downtown have been prepared.

STRATEGIC PLAN ALIGNMENT

The goals for 2019-2021 include *Steward of Financial, Environmental and Neighborhood Sustainability*

FISCAL IMPACT

N/A

RECOMMENDATION

Action at the discretion of the Village Council.

BACKGROUND

At the [July 21, 2020](#) meeting Commissioner Kulovany introduced a new business item to direct staff to:

1. Work with the ADRB to review, evaluate and recommend amendments to the Downtown Design Guidelines and Downtown Pattern Book; and
2. Consider amending the review and approval process for certain construction projects in the Downtown and at Catalyst Sites to require review by the ADRB.

At the [August 18, 2020](#) meeting, the Village Council finalized the scope and deliverables of the project and directed staff to accomplish the following two primary tasks:

- Task 1: Update the Downtown Design Guidelines
- Task 2: Consider amending the review and approval process for certain construction projects in the downtown

The following four objectives were identified:

- Ensure developments meet or exceed established design criteria
- Provide an opportunity for public awareness early in the review and approval process
- Engage the ADRB through this review process to accomplish each Task.

- Maintain an efficient, predictable and reliable review and approval process

Starting with the [September 16, 2020](#) ADRB meeting, the ADRB met over five meetings to work towards accomplishing each task. The [March 17, 2021](#) meeting served as a culmination of these efforts, with the ADRB making recommendations related to each task, as summarized below.

Task 1: Update the Downtown Design Guidelines

This task involved updating the 2009 Downtown Design Guidelines. The updated guidelines provide guidance based on the three downtown zoning districts – in 2009 there were two districts. In developing the updated guidelines the ADRB participated in a visual preference survey to obtain their feedback on physical design alternatives.

The updated Design Guidelines:

- are tailored to the three downtown zoning districts;
- provide enhanced visualizations and graphics;
- clarify and expand upon key design elements based on previous experiences; and
- added guidelines for parking lots and utility areas.

The draft guidelines are divided into seven separate sections: site design, building design, building base, building middle, building top, utility considerations, and parking facilities. Each section describes elements which support good design and provide visual references which identify both encouraged and discouraged elements of each guideline. Per ADRB's feedback, it is noted in the document that the guidelines do not apply to single family residential uses. Lastly, the document itself also provides a glossary section, which further defines several of the terms used throughout.

At their [March 17, 2021](#) meeting, the ADRB made the unanimous recommendation (5:0) that the Village Council approve the updated Design Guidelines.

Task 2: Consider amendments to the review and approval process for the downtown

This task involved an analysis of the existing review and approval process for twenty-six different construction activity types ranging from work that does not require a permit (painting, landscaping and door and window replacements) to projects that require Village Council approval (Planned Unit Developments and Special Uses). After reviewing existing processes, the task included ADRB discussions to determine if the ADRB wished to recommend any changes to the existing process. Specifically with Task 2, a project page was created at <http://www.downers.us/downtown-design-guidelines> that provides background information on the topics that were discussed with the ADRB.

As part of developing the recommendations related to Task 2, three fundamental questions were asked:

- Which Improvements Should Require Design Compliance?
- Is Guideline Compliance Recommended or Required?
- Who is the Decision Maker?

At the February and March 2021 ADRB meetings, staff developed an interactive exercise to assist the ADRB's efforts to address these questions. The exercise sought feedback on three categories of improvements: (1) improvements that do not require a permit, (2) improvements that require a permit and (3) improvements that must be approved by the Village Council. At their [March 17, 2021](#) meeting, the ADRB made the following recommendations to the Village Council:

- **Improvements that do not currently require a permit and do not currently require design review:** The ADRB confirmed the existing review and approval process for these types of projects was appropriate by a 3:2 vote. The current process does not require design review. Those in dissent wanted design review compliance for window replacement, siding replacement and door replacement.
- **Improvements that require design guideline compliance and Village Council approval (PUDs and Special Uses):** The ADRB unanimously (5:0) confirmed that for those projects that require a PUD or Special Use the current rules and the current processes should remain in place
- **Improvements that require a permit and do not currently require design review:** The ADRB unanimously (5:0) recommended that the Village Council require design compliance with the following five improvements that currently require a permit:
 - new window and door openings;
 - façade renovations;
 - additions;
 - new-multi-family; and
 - new commercial.

The ADRB recommended that the ADRB serve as the decision maker, while the Village Council would serve as the appeal board.

Based on this recommendation, staff reviewed permit activity over the past five years and determined that this would result in approximately six (6) applications per year. A comparison of the current and proposed process is shown below.

Step	Current Process	ADRB Recommended Process
A		Pre-Application Meeting
B		Application Submission
C		Staff Review
D		ADRB Consideration
1	Building Permit Submission	Building Permit Submission
2	Staff Review	Staff Review
3	Building Permit Issuance	Building Permit Issuance
	30 Day Process	75 – 90 Day Process

The above summary provides an estimated duration of time for a potential review process involving review by the ADRB. However in cases of an appeal it is estimated that up to 60 additional days will extend the review time frame for eligible projects.

- **Public Outreach:** It was unanimously (5:0) recommended that Village Council provide direction to staff to increase the frequency for the outreach program, and consultation, related to compliance with the design guidelines that have been developed for the Downtown Business District.

If the Village Council concurs with the recommendations provided by the ADRB, text amendments will need to be drafted to the Village's Zoning Ordinance regarding updates to the current review and approval process. The text amendments will specifically outline the process that the above listed improvements will need to

undertake, in addition to the development of a list of standards for the ADRB to utilize when considering certain improvements. The text amendments would be considered by the Plan Commission, with final approval by the Village Council at a later date.

ATTACHMENTS

March 17, 2021 Staff Report

Approved Minutes of the ADRB Meeting dated March 17, 2021

Approved Minutes of the ADRB Meeting dated February 17, 2021

Approved Minutes of the ADRB Meeting dated December 2, 2020

Approved Minutes of the ADRB Meeting dated October 21, 2020

Approved Minutes of the ADRB Meeting dated September 16, 2020

Updated Downtown Design Guidelines

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Village Manager **DATE:** May 18, 2021
(Name)

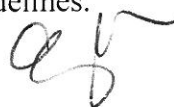
RECOMMENDATION FROM: _____ **FILE REF:** _____
(Board or Department)

NATURE OF ACTION:

- ☐ Ordinance
- ☐ Resolution
- ☒ Motion
- ☐ Other

STEPS NEEDED TO IMPLEMENT ACTION:

Motion to approve the amended Downtown
Design Guidelines.



SUMMARY OF ITEM:

Adoption of this motion shall approve certain amendments to the Downtown Design Guidelines.

RECORD OF ACTION TAKEN:



DEPARTMENT OF COMMUNITY DEVELOPMENT

To: Architectural Design Review Board
From: Stan Popovich, AICP, Community Development Director
 Jason Zawila, AICP, Planning Manager
Date: March 17, 2021
Subject: Downtown Design Review Project Recommendations

At the September 16, 2020 Architectural Design Review Board (ADRB) meeting, staff introduced the Downtown Design Review Project, which involves two primary tasks:

- Task 1: Update the Downtown Design Guidelines
- Task 2: Examine ADRB review and approval process for the Downtown

Since this meeting the ADRB and staff met over five meetings to work towards accomplishing each task. The March 17, 2021 meeting will serve as a culmination of these efforts, and staff will be asking ADRB to make recommendations related to each task. This report provides a series of options for draft motions. The attached slide deck should be used in conjunction with each motion, as referenced below. In certain cases, multiple motion options are provided; during the meeting the ADRB should choose a motion for each discussion item.

Discussion Item 1: Downtown Design Guidelines **Slides 4-9**

As noted above, this task involved the updating the 2009 Downtown Design Guidelines. The updated guidelines will provide guidance based on the three downtown zoning districts – in 2009 there were two districts. The guidelines are divided into seven separate sections: site design, building design, building base, building middle, building top, utility considerations, and parking facilities. Each section describes elements which support good design and provide visual references which identify both encouraged and discouraged elements of each guideline. **Per ADRB's feedback it is noted in the document that the guidelines do not apply to single family uses.** Lastly, the document itself also provides a glossary section, which further defines several of the terms used throughout.

Draft Motion Option 1:

I move that the ADRB recommend the Village Council approve the updated design guidelines as presented [or with the edits as noted by the ADRB]

Discussion Item 2: Improvements (Status Quo) **Slides 16-17**

At the February meeting, the ADRB recommended that the Village should maintain the status quo as it relates to design review for certain improvements as described in the motion. In several cases, the property owner currently serves as the decision maker, but Village staff provide recommendations for design compliance during the current permit review process.

The ADRB also recommended that the Village should maintain the status quo as it relates to design review for special uses and planned unit development cases, which are currently reviewed by the Plan Commission.

Draft Motion Option 2:

I move that the ADRB recommend the Village Council maintain the status quo as it relates to design review for the following property improvements: [interior remodel],[fire suppression/alarm], [waterproofing], [lawn irrigation], [roofing changes], [fences], [AC/generators], [parking lot repairs], [detached garages], [sheds], [new single family homes], [special uses], and [PUDs]

Discussion Item 3: Improvements (No Permit)

Slides 18-24

At their February meeting, the ADRB recommended that landscaping, paint, window replacement, siding and door replacement improvements are *recommended* to comply with the design guidelines. The property owner would serve as the decision maker, but Village staff should provide recommendations for design compliance. To facilitate interactions with applicants, a registration system would be necessary in which the property owner/applicant would need to register their proposed improvement with Village staff. Village staff would follow the previously stated goal of completing a review of the proposed improvements and provide feedback to the owner/applicant in no more than 10 business days.

Taking the ADRB feedback and analysis as summarized in the slide deck, the consequences are likely to outweigh the benefits as stated. One of the main objectives for the project is to maintain an efficient, predictable and reliable review and approval process. Because of the unintended consequences listed in the slide deck, it is staff's belief that requiring documentation will make the review process confusing and overly burdensome for downtown stakeholders. Furthermore, because of the lack of specific guidance on the items that should have recommended design compliance, Village staff will be ineffective in providing recommendations.

Two draft motion options are provided for the ADRB on this discussion item.

Draft Motion Option 3A:

I move that the ADRB recommend to the Village Council that the Village should establish a registration system for downtown property owners that desire to make the following improvements to their properties: [landscaping],[painting],[window replacement],[siding],[door replacement]. The registration system will allow the Village to review improvement projects and recommend compliance with the Downtown Design Guidelines.

OR

Draft Motion Option 3B:

I move that the ADRB recommend the Village Council maintain the status quo as it relates to design review for those improvements that do not currently require a permit.

Discussion Item 4: Downtown Improvements (Permit Required – Additional Review) **Slides 25-34**

At the February meeting, the ADRB recommended that façade renovations, new window or door openings, additions, new commercial and new multi-family improvements should be required to comply with the design guidelines. The ADRB recommended that staff should be the decision maker, while the ADRB would serve as the appeal board to staff decisions.

As it relates to design compliance, these projects are currently reviewed by staff during permit review, but design guideline compliance is recommended. As noted above and through this process, design review is inherently subjective. By requiring these improvements to be reviewed by staff, staff is now placed in the position of making a subjective judgement on required design compliance. Staff's decisions could garner significant scrutiny of residents and downtown stakeholders.

An alternative idea on how to review improvements which require design compliance would be similar to how the Zoning Board of Appeals makes decisions on zoning exceptions and the ADRB currently makes decisions on Certificates of Appropriateness. . The ADRB would be the decision maker on design compliance. This idea would have similar consequences to the feedback that was provided; in addition, there would be an opportunity for public input as part of the review process with ADRB, which is one of the stated objectives for the project.

This idea would also not be without its own consequences. There will certainly be an increased administrative burden for staff due to application processing and working with applicants through the process. In reviewing permit data from the last five years, it was identified that up to 43 improvement projects would have needed to be reviewed by the ADRB, if this approach was put into place. Approval standards would also need to be developed to assist the ADRB in making such decisions.

For the applicant themselves, the review period will increase, due to the requirement to participate in a public process to review their application. It is estimated that six to eight weeks will be added to the timeframe to review eligible improvements. However, to minimize the increased length in the process, it is recommended that ADRB be the decision maker, so the process does not extend the length of the process to the length of time that other entitlement cases must go through Plan Commission and Village Council. There would also be an increase to the costs of certain projects, as a fee for the application would be expected.

For the ADRB, this option would result in increased responsibilities, a change in the types of projects that are before the board and an increase in the number of meetings held on an annual basis.

Three draft motion options are provided for the ADRB on this discussion item.

Draft Motion Option 4A:

I move that the ADRB recommend the Village Council require design compliance for the following improvements to their property: [new window/door], [façade renovations], [additions], [new-multi-family], [new commercial]. Staff would serve as the decision maker, while the ADRB would serve as the appeal to staff decisions.

Draft Motion Option 4B:

I move that the ADRB recommend the Village Council require design compliance for the following property improvements: [new window/door], [façade renovations], [additions], [new-multi-family], [new commercial]. The ADRB would serve as the decision maker, while the Village Council would serve as the appeal to ADRB decisions.

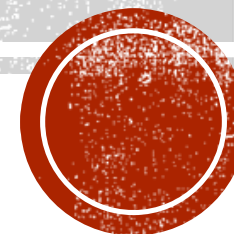
OR

Draft Motion Option 4C:

I move that the ADRB recommend the Village Council maintain the status quo as it relates to design review for the following improvements to their property:[new window/door], [façade renovations], [additions], [new-multi-family], [new commercial].

DESIGN REVIEW

March 17, 2021- ADRB



OVERVIEW

Overview

Discussion Item 1 – Downtown Design Guidelines

Discussion Item 2 – Improvements (Permit & PC Cases)

Discussion Item 3 – Improvements (No Permit)

Discussion Item 4 – Improvements (Add. Review)

Next Steps

TONIGHT'S OUTLINE

TASK 1 UPDATE THE DOWNTOWN DESIGN GUIDELINES

TASK 2 EXAMINE ADRB REVIEW & APPROVAL PROCESS FOR DOWNTOWN

Ensure Developments Meet or Exceed
Established Design Criteria

Provide an Opportunity for Public
Awareness Early in the Review and
Approval Process

Engage the ADRB

Maintain an Efficient, Predictable and
Reliable Review and Approval Process

PROJECT SCOPE AND OBJECTIVES

Project Understanding

- Completed in 2009
- Provide guidance for the three Downtown Zoning Districts
- Provide design guidance on:
 - Orientation and Scale
 - Materials, Style and Character
 - Entrances, windows and awnings
 - Utility considerations
 - Parking
- Provide descriptions and visualizations to clearly communicate design standards
- ADRB to provide recommendations to the VC

TASK 1 UPDATE DOWNTOWN DESIGN GUIDELINES

- Reviewed by ADRB in November 2008
- Approved by VC in January 2009
- Required compliance for all development that requires Village Council Approval

SECTION 1 – INTRODUCTION

The Village has developed the following design guidelines for the downtown business district. The guidelines have been developed using the August 2008 Downers Grove Downtown Pattern Book prepared by Houseal Lavigne Associates & Topografis and a visual preference survey held in October 2008 with Village staff, Downtown Management and other interested downtown parties.

SECTION 2 – HOW TO USE THE DESIGN GUIDELINES

The design guidelines have been developed to assist in creating a vibrant and diverse downtown and should serve as a guide for downtown development. The guidelines are divided into five separate sections, site design, building design, building base, building middle, and building top. Each section describes elements which support good design and provide visual references which identify both encouraged and discouraged elements of each guideline. The Village encourages that all development in the downtown incorporate items from each section.



Fig. 1: Building areas

SECTION 5 - BUILDING BASE

Attractive storefronts can draw the attention of window shoppers, boost economic activities, enhance the image of the business and assist in marketing the goods and services of the business. To create attractive storefronts, certain design features can be used to create good storefronts:

Windows

- ✓ Windows should be designed to encourage retail uses. Generally, a majority of the first floor should be windows because they enliven streets and provide interest and activity at the street.
- ✓ Knee walls are encouraged to provide a strong base. Knee walls should be between 12 and 30 inches tall.
- ✓ Windows should be transparent, not opaque.



Fig. 7: Encouraged: knee walls and windows which make up a majority of the storefront



Fig. 8: Encouraged: knee walls and windows which make up a majority of the storefront



Fig. 9: Storefronts without a knee wall or base should be avoided.



Fig. 10: Opaque windows and windows which do not make up the majority of the storefront are discouraged and should be avoided.

2009 DOWNTOWN DESIGN GUIDELINES



- Updated guidelines provide guidance and reference to the three downtown zoning districts.
- Per ADRB feedback the guidelines will not apply to Single Family uses

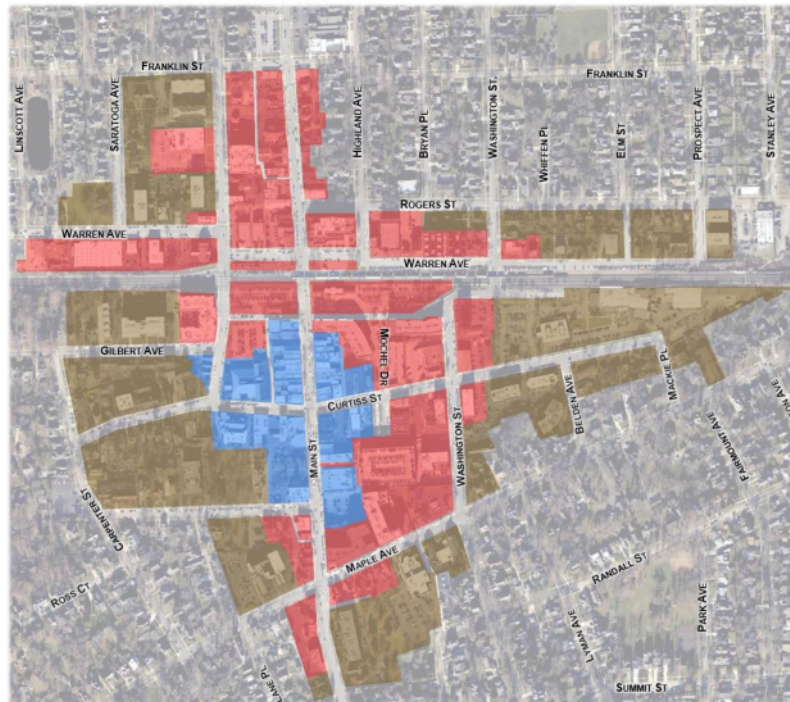
1

INTRODUCTION • DOWNTOWN ZONING DISTRICTS

Downtown Core: The Downtown Core District is intended to maintain and promote a vibrant and compact core within the downtown area for shopping, dining and entertainment with residential uses above. The built form of the Downtown Core District should support and facilitate the purpose of the downtown core, which is to establish and maintain a place that serves as the social and civic core of the community. The built form should also foster a **walkable** environment that attracts and encourages people to gather, walk and mingle.

Downtown Business: The Downtown Business District guidelines are intended to maintain and promote a vibrant and compact downtown area for living, shopping, dining and entertainment. The district is intended to encourage a broad range of uses and high-quality development. The Downtown Business District is uniquely located adjacent to the Downtown Core District, with denser commercial development, and the Downtown Transition District and residential neighborhoods with residential characteristics. The built form of the Downtown Business District should be generally consistent with transit-oriented development.

Downtown Transition: The Downtown Transition District guidelines are intended to accommodate and promote transitional land uses and development patterns between the Downtown Core or Downtown Business Districts and nearby low-density residential areas. The guidelines are intended to help prevent intensive downtown development from encroaching into stable residential areas. The guidelines apply only to non-single-family residential uses with the Downtown Transition District.



2021 UPDATED DOWNTOWN DESIGN GUIDELINES



- Guidelines are separated into 10 sections
- Illustrative examples of encouraged and discouraged elements

TABLE OF CONTENTS

SECTION 1: INTRODUCTION	
Downtown Zoning Districts	6
Applicability	7
SECTION 2: HOW TO USE THE DESIGN GUIDELINES	8
SECTION 3: SITE DESIGN	9
Building Placement	10-11
Building Massing	12-13
Site Landscaping—Transitional District	14
SECTION 4: BUILDING DESIGN GENERAL	15
Building Façade	16
Color	17
Materials	18
Articulation	19
Lighting	20
SECTION 5: BUILDING BASE	21
Commercial Storefronts	22
Entrances	23
Rear Customer Entrances	
Windows	
Awnings	
SECTION 6: BUILDING MIDDLE	
General	
Windows	
Balconies	
SECTION 7: BUILDING TOP	
Rooflines and Parapets	
SECTION 8: UTILITY CONSIDERATIONS	
Utility Considerations	
SECTION 9: PARKING FACILITIES	
Parking Facilities General	
SECTION 10: GLOSSARY	

2

HOW TO USE

The design guidelines have been developed to assist in creating a vibrant and diverse downtown and should serve as a guide for downtown development. The guidelines are divided into several separate sections, site design, building design, building base, building middle, building top, utility considerations, and parking facilities. Each section describes elements which support good design and provide visual references which identify both **ENCOURAGED** and **DISCOURAGED** elements of each guideline.

Throughout the document you will also see certain words in **bold**. These terms are defined in the Glossary section of the document.

2

HOW TO USE THE DESIGN GUIDELINES

The design guidelines have been developed to assist in creating a vibrant and diverse downtown and should serve as a guide for downtown development. The guidelines are divided into seven separate sections, site design, building design, building base, building middle, building top, utility considerations, and parking facilities. Each section describes elements which support good design and provide visual references which identify both **ENCOURAGED** and **DISCOURAGED** elements of each guideline.

Throughout the document you will also see certain words in **bold**. These terms are defined in the Glossary section of the document.



2021 UPDATED DOWNTOWN DESIGN GUIDELINES

ITEM 1 – DOWNTOWN DESIGN GUIDELINES

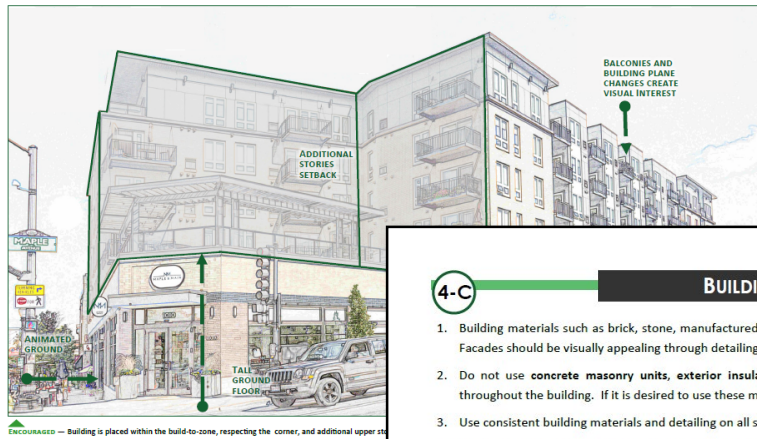
2021 UPDATED DOWNTOWN DESIGN GUIDELINES

3-A

SITE DESIGN • BUILDING PLACEMENT

- are necessary, minimize interruptions by providing outdoor dining or gathering spaces; low decorative or seating walls; low decorative fencing or landscape screening.
4. Avoid driveways at mid-block, as it interrupts the pedestrian character established by a streetwall.
 5. Offices in converted houses provide an important transition area between the commercial activities of downtown and nearby residential areas. Parking, loading, signage, lighting and business operations should be of a nature and scale that is compatible with surrounding residential uses
 6. For residentially designed buildings in the transitional district, set the building back to align with others on the street.

- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design
 - 3-A Building Placement
 - 3-B Building Massing
 - 3-C Site Landscaping—Transitional District
- 4 Building Design
 - 4-A General
 - 4-B Building Base
 - 4-C Building Middle
 - 4-D Building Top
- 5 Utility Considerations
- 6 Parking Facilities
- 7 Glossary



ENCOURAGED — Building is placed within the build-to-zone, respecting the corner, and additional upper stories are set back.

4-C

BUILDING DESIGN GENERAL • MATERIALS

1. Building materials such as brick, stone, manufactured stone, terra cotta accents, metal accents and wood are encouraged as they provide visual interest. Facades should be visually appealing through detailing, openings and materials.
2. Do not use concrete masonry units, exterior insulating finishing systems (EIFS) or dry-vit as a primary material. These materials are discouraged throughout the building. If it is desired to use these materials, they should be used for accents and their use should be limited.
3. Use consistent building materials and detailing on all sides of a structure that are open to public view.
4. Brick, stone and vertical/horizontal siding (wood or fiber cement) are the preferred materials for new buildings or building rehabilitations.



ENCOURAGED — Using a mix of materials can create a balance between modern and traditional design.



DISCOURAGED — Limit the use of EIFS as the primary building material.



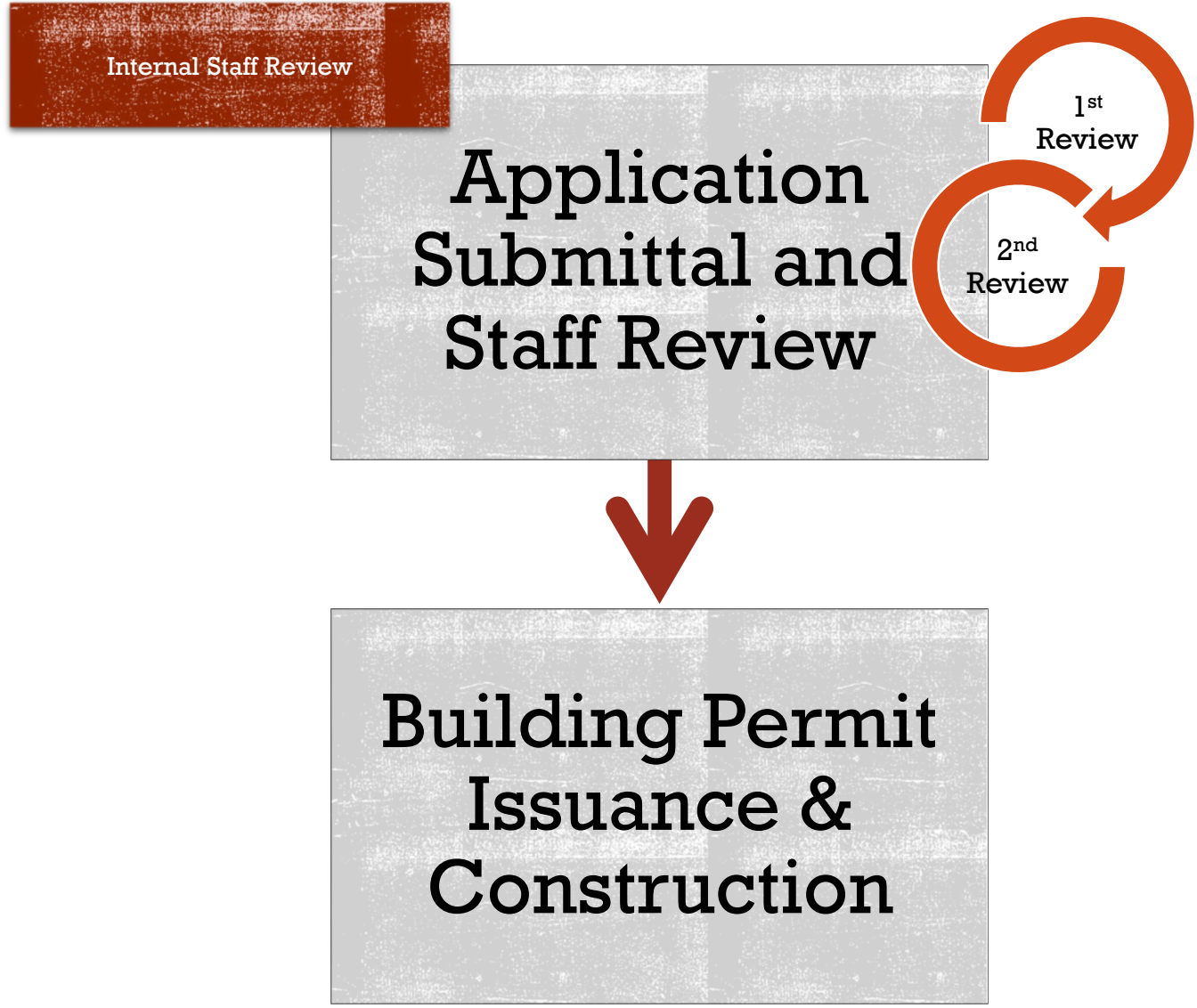
ADRB ACTION #1

DRAFT MOTION: Option 1

Project Understanding

- Amend Municipal Code
- Establish what governs – design or zoning
- Develop clear set of design standards and design review tools for board to utilize and to make findings
- Develop review process
 - Types of projects required for review
 - Level of approval required
 - Staff
 - ADRB / PC
 - VC
- ADRB and PC to provide recommendation to the VC

TASK 2 EXAMINE ADRB REVIEW & APPROVAL PROCESS



CURRENT DOWNERS GROVE DEVELOPMENT REVIEW PROCESS

- 0 Public Meetings
- 1st Review
 - 10 Business Day Goal
- Subsequent Reviews
 - 5 Business Day Goal

BUILDING PERMIT ONLY

CURRENT PROCESS – ENTITLEMENT CASES



CURRENT DESIGN REVIEW PROCESS

CURRENT DESIGN REVIEW		Roof Replacement	Landscaping	Gutters	Paint	Window Replacement	Siding	Door Replacement	Interior Remodel	Fire Suppression / Alarm	Waterproofing	Lawn Irrigation	Roofing - Changes	Fences	AC / Generators	Parking Lot Repairs	Parking Lot Additions	Deatched Garages	Sheds	New Single Family	New Window / Door	Facade Renovations	Additions	New Multi-Family	New Commercial	Special Use	Planned Unit Developments
	Yes												X	X	X	X	X				X	X	X	X	X	X	X
What improvements should require design compliance?	No	X	X	X	X	X	X	X	X	X	X	X						X	X	X							
Is Design Compliance Recommended or Required?	Recommended												X	X	X	X	X				X	X	X	X	X		
	Required																									X	X
Who should be the Decision Maker?	Property Owner												DM	DM	DM	DM	DM				DM	DM	DM	DM	DM		
	Staff												CONSULT	CONSULT	CONSULT	CONSULT	CONSULT				CONSULT	CONSULT	CONSULT	CONSULT	CONSULT		
	Advisory Board																									PC	PC
	Village Council																									DM	DM

ADRB FEEDBACK

ADRB FEEDBACK		Roof Replacement	Landscaping	Gutters	Paint	Window Replacement	Siding	Door Replacement	Interior Remodel	Fire Suppression / Alarm	Waterproofing	Lawn Irrigation	Roofing - Changes	Fences	AC / Generators	Parking Lot Repairs	Parking Lot Additions	Detached Garages	Sheds	New Single Family	New Window / Door	Facade Renovations	Additions	New Multi-Family	New Commercial	Special Use	Planned Unit Developments
What improvements should require design compliance?	Yes		X (4)		X (4)	X (4)	X (4)	X (4)					X	X	X	X	X				X	X	X	X	X	X	X
	No	X		X					X	X	X	X						X	X	X							
Is Design Compliance Recommended or Required?	Recommended		X (7)		X (4)	X (5)	X (5)	X (5)					X	X	X	X	X										
	Required																				X (4)	X (5)	X (5)	X (6)	X (6)	X	X
Who should be the Decision Maker?	Property Owner		DM		DM	DM	DM	DM					DM	DM	DM	DM	DM										
	Staff		CONSULT		CONSULT	CONSULT	CONSULT	CONSULT					CONSULT	CONSULT	CONSULT	CONSULT	CONSULT				DM (7)	DM (7)	DM (7)	DM (7)	DM (7)		
	Advisory Board																				ADRB APPEAL	ADRB APPEAL	ADRB APPEAL	ADRB APPEAL	ADRB APPEAL	PC	PC
	Village Council																									DM	DM

ADRB FEEDBACK

ADRB FEEDBACK																																																													
What improvements should require design compliance?	Yes		X (4)		X (4)	X (4)	X (4)	X (4)						X	X	X	X	X				X	X	X	X	X	X	X																																	
	No	X		X						X	X	X	X						X	X	X																																								
Is Design Compliance Recommended or Required?	Recommended		X (7)		X (4)	X (5)	X (5)	X (5)	3																	2																	4																	2	
	Required													X	X	X	X	X							X (4)	X (5)	X (5)	X (6)	X (6)	X	X																														
Who should be the Decision Maker?	Property Owner		DM		DM	DM	DM	DM																																																					
	Staff		CONSULT		CONSULT	CONSULT	CONSULT	CONSULT																																																					
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ADRB FEEDBACK – PERMITS AND PC

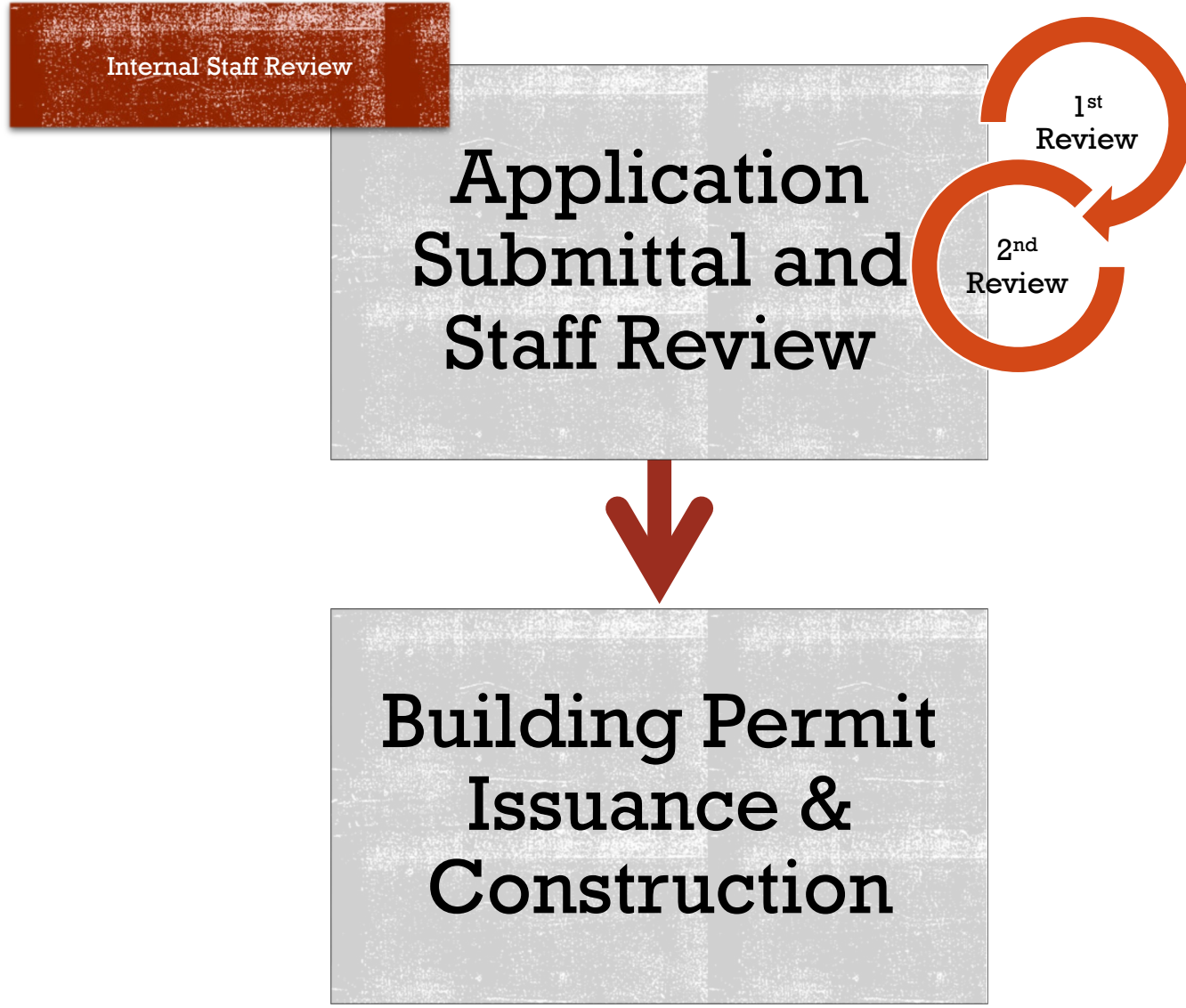
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What improvements should require design compliance?	Yes		X (4)		X (4)	X (4)	X (4)	X (4)						X	X	X	X	X																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								</

ADRB ACTION #2

DRAFT MOTION: Option 2

ADRB FEEDBACK – NO PERMIT

ADRB FEEDBACK																												
What improvements should require design compliance?	Yes		X (4)		X (4)	X (4)	X (4)	X (4)						X	X	X	X	X				X	X	X	X	X	X	X
	No	X		X										X	X			X	X	X								
		3																										
Is Design Compliance Recommended or Required?	Recommended		X (7)		X (4)	X (5)	X (5)	X (5)						X	X	X	X	X										
	Required																				X (4)	X (5)	X (5)	X (6)	X (6)	X	X	
Who should be the Decision Maker?	Property Owner		DM		DM	DM	DM	DM						DM	DM	DM	DM	DM										
	Staff		CONSULT		CONSULT	CONSULT	CONSULT	CONSULT						CONSULT	CONSULT	CONSULT	CONSULT	CONSULT			DM (7)	DM (7)	DM (7)	DM (7)	DM (7)			
	Advisory Board																				ADRB PPEAL	ADRB APPEAL	ADRB APPEAL	ADRB APPEAL	ADRB APPEAL	PC	PC	
	Village Council																									DM	DM	



CURRENT DOWNERS GROVE DEVELOPMENT REVIEW PROCESS

- 0 Public Meetings
- 1st Review
 - 10 Business Day Goal
- Subsequent Reviews
 - 5 Business Day Goal

**BUILDING
PERMIT
ONLY**

ADRB FEEDBACK – NO PERMIT

Existing Process

CURRENT DESIGN REVIEW		Roof Replacement	Landscaping	Gutters	Paint	Window Replacement	Siding	Door Replacement
What improvements should require design compliance?	Yes							
	No	X	X	X	X	X	X	X
Is Design Compliance Recommended or Required?	Recommended							
	Required							
Who should be the Decision Maker?	Property Owner							
	Staff							
	Advisory Board							
	Village Council							

ADRB Feedback

ADRB FEEDBACK		Roof Replacement	Landscaping	Gutters	Paint	Window Replacement	Siding	Door Replacement
What improvements should require design compliance?	Yes		X (4)		X (4)	X (4)	X (4)	X (4)
	No	X		X				
Is Design Compliance Recommended or Required?	Recommended		X (7)		X (4)	X (5)	X (5)	X (5)
	Required							
Who should be the Decision Maker?	Property Owner		DM		DM	DM	DM	DM
	Staff		CONSULT		CONSULT	CONSULT	CONSULT	CONSULT
	Advisory Board							
	Village Council							



ADRB RECOMMENDED APPROACH

- 0 Public Meetings
- 1 Review
 - 10 Business Day Goal

**REGISTRATION
ONLY**

ADRB FEEDBACK - CONSEQUENCES

Consequences

- Staff will have a more direct line of communication with downtown stakeholders
- Increased administrative burden on stakeholders and staff
 - Estimated impact unknown, but expected to be significant
- It will now take 10 days to start an improvement
- If no permit is required, it is likely stakeholders will not reach out to the Village
- There are no consequences if property owners do not register their project with staff which could lead to property owners not registering

ADRB FEEDBACK - CONSEQUENCES

Consequences

- Anticipated change in behavior may not occur
- Anticipated level of compliance is not likely to occur or meet expectations
- Downtown stakeholders may view registration requirement as an additional government regulation
- Downtown stakeholders may not change plans based on staff recommendation

ADRB ACTION #3

DRAFT MOTION:
Option 3A
or
Option 3B

ADRB FEEDBACK – ADDITIONAL REVIEW

ADRB FEEDBACK																												
What improvements should require design compliance?	Yes	Roof Replacement	Landscaping	Gutters	Paint	Window Replacement	Siding	Door Replacement	Interior Remodel	Fire Suppression / Alarm	Waterproofing	Lawn Irrigation	Roofing - Changes	Fences	AC / Generators	Parking Lot Repairs	Parking Lot Additions	Deatched Garages	Sheds	New Single Family	New Window / Door	Facade Renovations	Additions	New Multi-Family	New Commercial	Special Use	Planned Unit Developments	
	No	X	X (4)	X	X (4)	X (4)	X (4)	X (4)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Is Design Compliance Recommended or Required?	Recommended		X (7)		X (4)	X (5)	X (5)	X (5)					X	X	X	X	X											
	Required																					X (4)	X (5)	X (5)	X (6)	X (6)	X	X
Who should be the Decision Maker?	Property Owner		DM		DM	DM	DM	DM					DM	DM	DM	DM	DM											
	Staff		CONSULT		CONSULT	CONSULT	CONSULT	CONSULT					CONSULT	CONSULT	CONSULT	CONSULT	CONSULT				DM (7)	DM (7)	DM (7)	DM (7)	DM (7)			
	Advisory Board																					ADRB APPEAL	ADRB APPEAL	ADRB APPEAL	ADRB APPEAL	ADRB APPEAL	PC	PC
	Village Council																										DM	DM

25

4

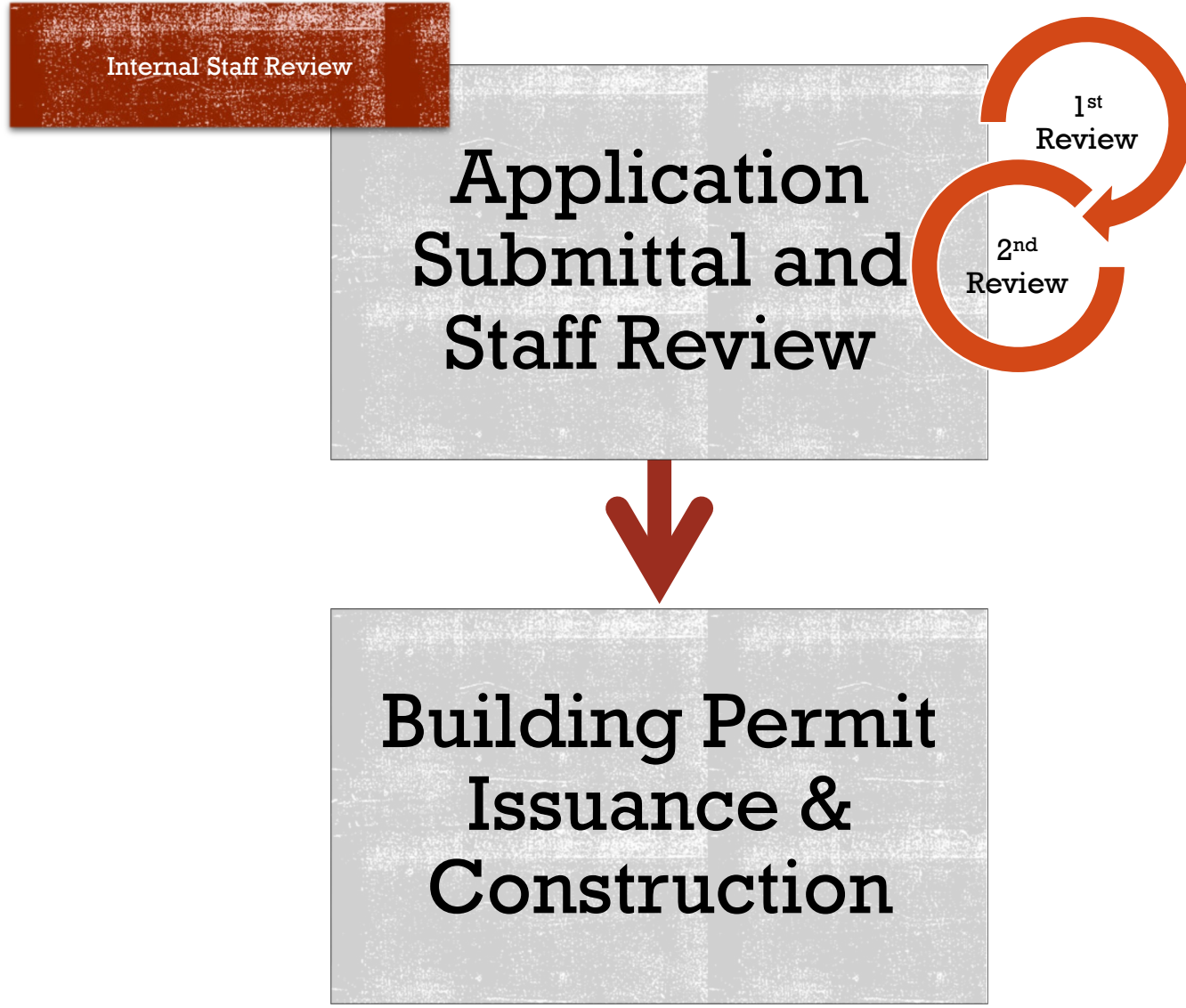
ADRB FEEDBACK – ADDITIONAL REVIEW

Existing

CURRENT DESIGN REVIEW		New Window / Door	Facade Renovations	Additions	New Multi-Family	New Commercial
What improvements should require design compliance?	Yes	X	X	X	X	X
	No					
Is Design Compliance Recommended or Required?	Recommended	X	X	X	X	X
	Required					
Who should be the Decision Maker?	Property Owner	DM	DM	DM	DM	DM
	Staff	CONSULT	CONSULT	CONSULT	CONSULT	CONSULT
	Advisory Board					
	Village Council					

ADRB Feedback

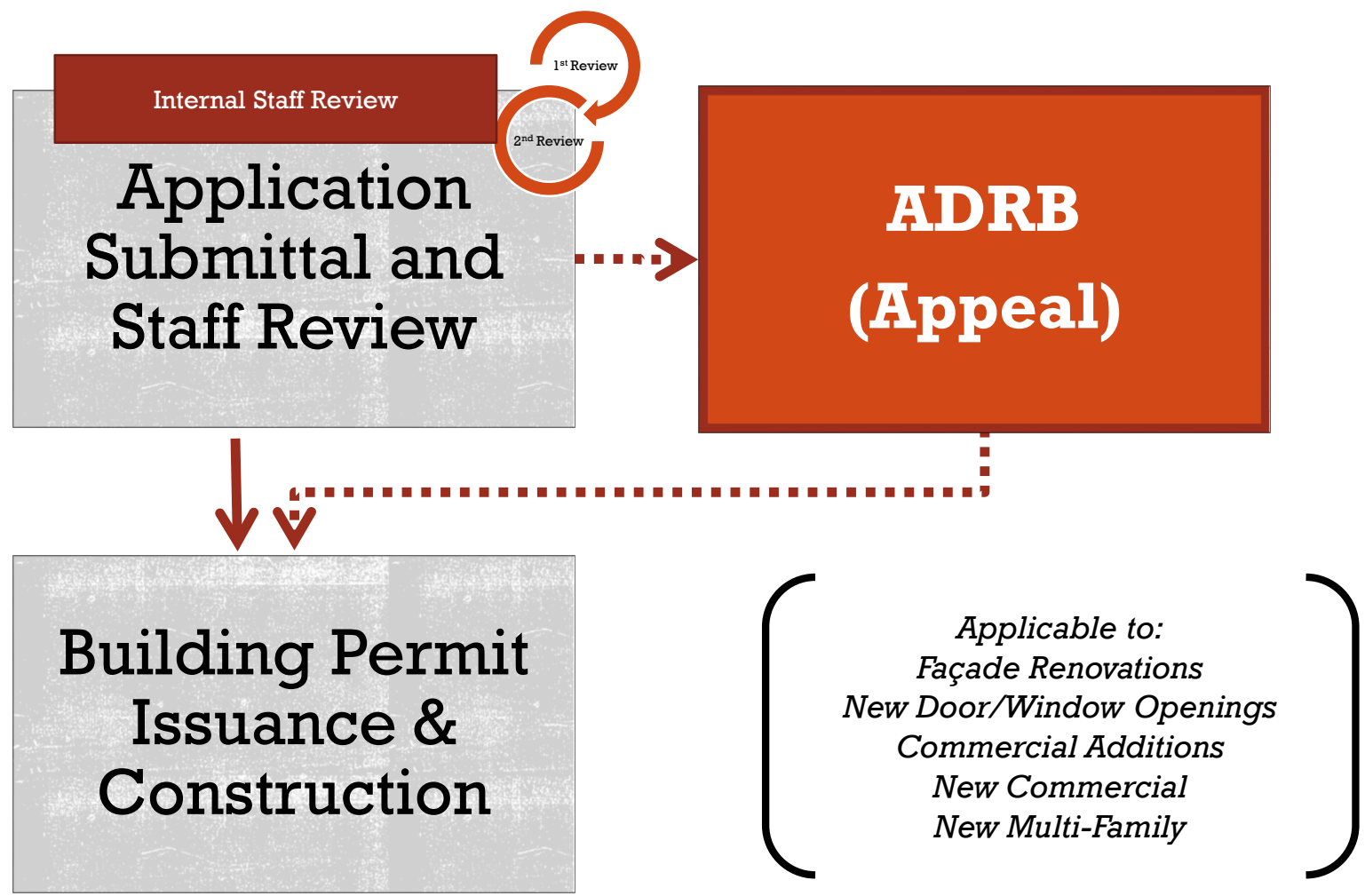
ADRB FEEDBACK		New Window / Door	Facade Renovations	Additions	New Multi-Family	New Commercial
What improvements should require design compliance?	Yes	X	X	X	X	X
	No					
Is Design Compliance Recommended or Required?	Recommended					
	Required	X (4)	X (5)	X (5)	X (6)	X (6)
Who should be the Decision Maker?	Property Owner					
	Staff	DM (7)	DM (7)	DM (7)	DM (7)	DM (7)
	Advisory Board	ADRB APPEAL	ADRB APPEAL	ADRB APPEAL	ADRB APPEAL	ADRB APPEAL
	Village Council					



CURRENT DOWNERS GROVE DEVELOPMENT REVIEW PROCESS

- 0 Public Meetings
- 1st Review
 - 10 Business Day Goal
- Subsequent Reviews
 - 5 Business Day Goal

**BUILDING
PERMIT
ONLY**



ADRB RECOMMENDATION

- 1 Public Meeting (Appeals)
- 1st Review
 - 10 Business Day Goal
- Subsequent Reviews
 - 5 Business Day Goal

BUILDING PERMIT DEVELOPMENT COMPLIANCE REQUIRED

ADRB FEEDBACK - CONSEQUENCES

Consequences

- Even with clear guidance, staff's subjective judgement will fall under scrutiny by stakeholders and residents after approval is granted and project has started
 - Unlike setback requirements everyone doesn't agree on design
- No opportunity for public comment on required compliance based on a subjective judgement
- Increased administrative burden on stakeholders and staff
- May add time to permit review process, especially in cases of appeals
- Additional process may discourage property owners from making investments in their property
- Level of compliance may not meet expectations

ALTERNATIVE IDEA

ADRB Feedback

ADRB FEEDBACK		New Window / Door	Facade Renovations	Additions	New Multi-Family	New Commercial
What improvements should require design compliance?	Yes	X	X	X	X	X
	No					
Is Design Compliance Recommended or Required?	Recommended					
	Required	X (4)	X (5)	X (5)	X (6)	X (6)
Who should be the Decision Maker?	Property Owner					
	Staff	DM (7)	DM (7)	DM (7)	DM (7)	DM (7)
	Advisory Board	ADRB APPEAL	ADRB APPEAL	ADRB APPEAL	ADRB APPEAL	ADRB APPEAL
	Village Council					

Alternative Idea

		New Window / Door	Facade Renovations	Additions	New Multi-Family	New Commercial
What improvements should require design compliance?	Yes	X	X	X	X	X
	No					
Is Design Compliance Recommended or Required?	Recommended					
	Required	X	X	X	X	X
Who should be the Decision Maker?	Property Owner					
	Staff					
	Advisory Board	ADRB DM	ADRB DM	ADRB DM	ADRB DM	ADRB DM
	Village Council	APPEAL	APPEAL	APPEAL	APPEAL	APPEAL

ALTERNATIVE IDEA – CASE LOAD ANALYSIS

2016 – 2020 Potential Cases

		New Window / Door	Facade Renovations	Additions	New Multi-Family	New Commercial
What improvements should require design compliance?	Yes	X	X	X	X	X
	No					
Is Design Compliance Recommended or Required?	Recommended					
	Required	0	37	5	1	0
Who should be the Decision Maker?	Property Owner					
	Staff					
	Advisory Board	ADRB DM	ADRB DM	ADRB DM	ADRB DM	ADRB DM
	Village Council	APPEAL	APPEAL	APPEAL	APPEAL	APPEAL

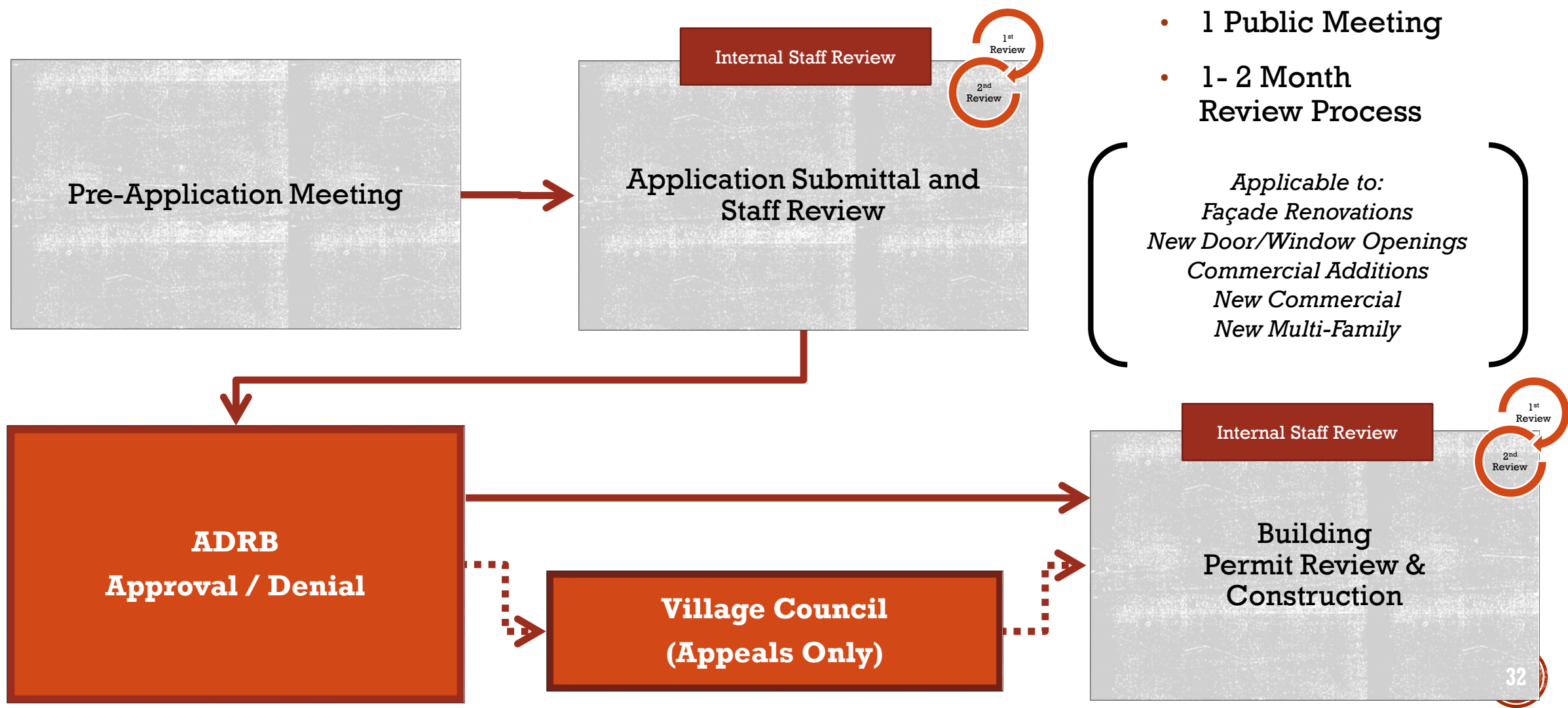
43 Cases



29 Cases

New Window / Door	Facade Renovations	Additions	New Multi-Family	New Commercial
X	X	X	X	X
0	23	5	1	0
ADRB DM	ADRB DM	ADRB DM	ADRB DM	ADRB DM
APPEAL	APPEAL	APPEAL	APPEAL	APPEAL

ALTERNATIVE IDEA



ALTERNATIVE IDEA - CONSEQUENCES

Consequences

- Additional review time added to their projects (1-2 months)
- Additional cost to the applicant
- Increased administrative burden on stakeholders and staff
- Increase in ADRB meetings and caseload
- ADRB focus will now include design review not just historic preservation
- Good design in the downtown will become more common place, ensuring certain developments meet or exceed established design criteria
- Additional process may discourage property owners from making investments in their property if there is additional cost and timing to review their projects

ADRB ACTION #4

DRAFT MOTION:

Option 4A

or

Option 4B

or

Option 4C

COMBINED PROJECT SCHEDULE

Design Review Project Schedule	2020					2021					
	August	September	October	November	December	January	February	March	April	May	June
Village Council Meeting	●								●		●
Task 1 - Update Downtown Design Guidelines											
Staff Work	●	●	●	●	●	●	●	●	●	●	●
ADRB Kick-off Meeting		●									
ADRB Meeting – Visual Preference Survey			●								
ADRB Meeting – First Draft Design Guidelines				●							
ADRB Final Review & Recommendation					●			●			
Village Council Review / Approval						●			●		
Task 2 - Examine ADRB Review & Approval Process											
Staff Work	●	●	●	●	●	●	●	●	●	●	●
ADRB Kick-off Meeting		●									
ADRB Meeting – Initial Process Discussion							●				
ADRB Final Review & Recommendation					●			●			
Village Council Review									●		
Plan Commission Public Hearing										●	
Village Council Review / Approval											●

- 11 month schedule

Design Guidelines

(Consideration of Final Document Recommendation)

Design Review Process

(Consideration of Process Review & Recommendations)

NEXT MEETING

**VILLAGE COUNCIL
TBD**

APPROVED

**VILLAGE OF DOWNERS GROVE
ARCHITECTURAL DESIGN REVIEW BOARD
MINUTES OF SEPTEMBER 15, 2020 MEETING**

Ch. Gassen called the September 15, 2020 meeting of the Architectural Design Review Board to order at 7:00 PM and requested a roll call.

1. ROLL CALL

PRESENT: Ch. Gassen, Ms. Acks, Ms. Chalberg, Mr. Lerner, Mr. Renner, Mr. Riemer,

ABSENT: None

STAFF: Stan Popovich, Community Development Director
Jason Zawila, Planning Manager

VISITORS: Don Rickard, 4735 Main Street

2. APPROVAL OF THE July 15, 2020 MINUTES

Mr. Reimer moved, seconded by Mr. Renner, to approve the minutes of the July 15, 2020 meeting.

AYES: Ch. Gassen, Ms. Acks, Ms. Chalberg, Mr. Lerner, Mr. Renner,
Mr. Riemer,

NAYS: None

The Motion to approve the minutes as presented passed unanimously.

3. PUBLIC HEARING – There was none.

4. OLD BUSINESS – There was none.

5. NEW BUSINESS

DOWNTOWN DESIGN REVIEW PROJECT

Staff Presentation:

Mr. Jason Zawila, Planning Manager for the Village of Downers Grove, stated that the purpose of tonight is to provide an overview of the design review project that ADRB will work through with staff over the next couple of months. He stated at their August 16th meeting, the Village Council directed staff to accomplish two tasks: Update the Downtown Design Guidelines and examine ADRB review and approval process for Downtown. He then went over the list of objectives for the project. The objective as stated included ensuring developments meet or exceed established design criteria, provides an opportunity for public awareness early in the review and approval process, engage the ADRB and maintain an efficient, predictable and reliable review and approval process.

APPROVED

Mr. Zawila state that before staff goes into further detail on the timeline and associated elements for each task, they thought it would be beneficial to provide a comprehensive background on downtown design history and the current review process. He then provided a summary of key development projects that have occurred in starting from 2002, in addition to policy and regulatory changes that have occurred up until today. Pictures were highlighted for several development sites throughout downtown and summaries of key policy regulatory changes were provided.

As part of the presentation Mr. Zawila also offered a summary of the different tools that are used for design review. The first being the regulatory requirements, which is in the form of the Zoning Ordinance. This provides the required height, density, setbacks, in addition to site plan design requirements. This is a bundle of rights that are provided to property owners through our local ordinances. The zoning ordinance is where you also find the standards and findings for land use decisions. The zoning ordinance is also updated overtime to reflect certain Comprehensive Plan policies.

Mr. Zawila, then described the next tool, which was the Comprehensive Plan, the aspirational guide for development throughout the town. It provides the Village with key concepts for improvement and redevelopment, including specific design recommendations, generally to the more specific for Catalyst sites. With the 2011 Comprehensive Plan the concept of Catalyst sites was provided. These sites were recognized as parcels where redevelopment would have a positive catalytic impact on the surrounding area and the plan offered very specific design considerations for each site.

Mr. Zawila, described the final tool, the design guidelines, which provides recommendations on building design, building features & site design and visual references which encourages and discourages elements of each guideline. It was noted that these do not supersede zoning rights, such as allowable height, density and setbacks. The downtown design guidelines were published in 2009, with review by the ADRB. As approved by Village Council in 2009, this document has been used in conjunction with the requirement that all downtown development must comply with the guidelines for all projects requiring Village Council Approval.

Mr. Zawila, then summarized the development review process and referenced the work flow for a project on the presentation slide.

Mr. Zawila then summarized the key tasks for the project. Task 1 involves updating the Downtown Design Guidelines. The current guidelines are from 2009. The updated guidelines would provide guidance based on the 3 downtown zoning district – in 2009 there were 2 districts. Working with ADRB, the updated design guidelines, will provide design guidance on the listed items on the screen, including building scale, materials, and entrances amongst others. The Design Guidelines will include both text and visuals (pictures, graphics). ADRB would review and provide recommendations to the Council.

Mr. Zawila then further summarized Task 2, which involves examining the ADRB review and approval process. The task will involve amending the municipal code to provide for design review. With this task ADRB and the Plan Commission, will provide

APPROVED

recommendations to the Council. Lastly, a calendar of the tasks was presented with meeting dates through March 2021.

Mr. Zawila concluded his presentation by presenting key policy questions that the process will have to answer: What development requires compliance w/ design guidelines (i.e. downtown, catalyst sites); what types of projects are reviewed; Reviews are completed by whom? When in the process does the public participate and what is the appeal process? and how will guideline compliance affect the current review process – where would this step fit in? What could the impacts be on proposed developments or renovations? He concluded his presentation and stated that staff is available for any questions.

Board's Discussion

Ch. Gassen thanked staff for the preparation.

Mr. Lerner asked how the process works now. How did the façade grant relate to the design guidelines in 2009? Mr. Zawila explained that the grant applications were evaluated for their adherence to the design guidelines. Mr. Popovich added that this was a one year program that did include some smaller projects other than what was previously mentioned.

Mr. Lerner said that different projects that require different levels of review, what percentage or projects require no variations? Mr. Popovich said that staff reviews about 2,000 permits a year, and in the downtown many activities are permitted by right. Larger projects go through a more thorough process.

Mr. Lerner clarified that larger projects require more review, and asked how it working with developers to meet design guidelines usually goes. Mr. Popovich said that it's more of an ebb and flow. Many developers review the comprehensive plan on their own and let staff know what they are thinking. Staff will review preliminarily and let them know what could be changed, including design details. We will continue to go back and forth with the developer. Many aspects can change from beginning proposals.

Mr. Lerner asked if any considerations had been made to include preservation techniques as part of the design guidelines. Perhaps preserving those buildings that have already been identified as having historical significance could be included in the design guidelines. Mr. Popovich said that this would be a good conversation to have with Council.

Ms. Chalberg asked if the goal was to make the guidelines into requirements. Mr. Zawila said this would be up to Council. Mr. Reimer said that task one was to update the design guidelines, and asked why this task originated. Mr. Popovich said that the guidelines are 11 years old, and other local municipalities do have more details in their design guidelines. Our guidelines can be updated and more visible. Mr. Zawila added that more detail is necessary.

APPROVED

Ms. Chalberg asked when staff is reviewing design guidelines how to they decide what to include? Mr. Zawila said staff has been reviewing what other municipalities are doing and will use the preference survey to determine what will be right for Downers Grove.

Ms. Chalberg asked how downtown business owners will be included in this conversation. Mr. Zawila said the goal was to have draft guidelines before asking for input so that there is something to respond to. This will be at a future ADRB meeting.

Mr. Popovich added that downtown business owners will be invited. Mr. Reimer asked if there would be a new process where ARDB would review downtown projects. Mr. Zawila said this may or may not happen but that question is part of this process.

Mr. Reimer asked if there are any examples in the current guidelines where zoning or building codes conflict with design guidelines. Mr. Zawila said that it's possible but ultimately zoning would be evaluated first before design guidelines.

Ch. Gassen asked how applicants know about design guidelines. Mr. Zawila said staff gives the guidelines to applicants for entitlement projects, and will also share anywhere else we can. It's a policy and requirement form Council, not in the zoning code.

Ms. Gassen asked when a neighborhood meeting is required. Staff responded that it is required for map amendments or at the Village's discretion for those type of projects that will generate interest in general. This could be for a special use for a multi-family. An industrial use in an industrial park is likely not to warrant a neighborhood meeting. It's a call based off of what has historically been a hot topic in town, and it is good for the petitioner to address some neighborhood concerns before getting to the public hearing.

Ch. Gassen asked about the time frame for neighborhood meeting. Mr. Zawila said a few weeks before, and for enough time for any changes to be made prior to Plan Commission. Mr. Popovich said the meetings haven't historically changed much design wise, but has provided a separate opportunity for petitioners to address concerns.

Ms. Chalberg asked where ADRB would fit into this sequence. Mr. Zawila said we are trying to find this out. Ms. Chalberg asked why the Main and Maple project got so much pushback, and how did it ever get approved. What was learned from this experience? Mr. Popovich said any large development might be a challenge to understand. It was a very public process, and a big change is likely to gain interest. Construction took a long time which might have added to public concern, and the scope of the change added to the concern. Ms. Chalberg said she felt that the end design was a surprise, and she hopes that that element can go away. The public wondered how it happened and why they didn't know.

Ch. Gassen agreed that the public doesn't always see or know about these things, and doesn't find out until it's too late, even though it's a public process, and this is something that should be considered.

Mr. Renner asked what that the Council thought about how this process should go.

APPROVED

Mr. Zawila said that this is the same information that was presented to Council, and Council is waiting to hear ADRB's recommendation on how to move forward. Ch. Gassen added that the Council direction was for this subject to come to ADRB. Mr. Popovich said that the plan was to have a recommendation from this board in November so it can go to council in January. They may select to go with ADRB's recommendation or not.

Mr. Renner asked if it is a goal to provide more consistent design elements in the downtown or if's it more related to materials. Mr. Zawila said this is part of what will be reviewed with the preference survey, and input from that meeting will be used to put a text of recommendations together.

Ms. Chalberg asked if the preference study will include things that are outside of the consistency and if they could see the pictures ahead of time. Mr. Zawila said there would be a variety of choice. If ARDB wants to review ahead of time, the 2009 Design Guidelines can be reviewed.

Mr. Popovich said the goal isn't to identify a specific architectural style, but rather key elements of each building that will help in the future. Ch. Gassen added that architectural styles are subjective and the ADRB should keep this in mind.

Mr. Zawila said they photos will not be circulated ahead of time but definitions can be shared. Mr. Popovich added that the preference survey is meant to be a gut reaction. He elaborated on how scoring would work for the survey. There would be no incorrect answers.

.....

6. PUBLIC COMMENT

Mr. Rickard wanted to address a few points regarding style and design of downtown. He feels that function is more important, meaning drawing and keeping people in the downtown. Something like percentage of glass on the first floor. For example, the DuPage Medical building is a huge improvement and a nice building, but does nothing to attract people to the downtown. It seems like the end of the downtown, and is auto oriented, which a downtown should not be. This is subjective subject matter, and you don't want to prohibit that, but rather make sure it functions like a part of a downtown area that is conducive to getting residents active in downtown. He also addressed the comment regarding the public being surprised about a development. It makes it more difficult for the public to request major design changes after so much time and money has already been put into the process. He mentioned the idea of a preliminary design review process to get feedback from the community that he felt would help get the public involved earlier.

Board Deliberation:

APPROVED

Board members discussed that the DuPage Medical site is not consistent with the downtown and this is one of the examples of being surprised by something that was approved.

Ch. Gassen asked if there were updates about the previous recommendations. Mr. Popovich said that the recommendation for fee waivers would be going to Council on October 6, and the name change is still on hold.

7. ADJOURNMENT

Ch. Gassen called for a motion to adjourn.

Mr. Reimer moved, seconded by Mr. Renner to adjourn the meeting. The Motion passed unanimously by voice vote.

Ch. Gassen adjourned the meeting at 8:03pm.

Respectfully submitted,

/s/ Village Staff

APPROVED

**VILLAGE OF DOWNERS GROVE
ARCHITECTURAL DESIGN REVIEW BOARD
MINUTES OF OCTOBER 21, 2020 MEETING**

Ch. Gassen called the October 21, 2020 meeting of the Architectural Design Review Board to order at 7:00 PM and requested a roll call.

1. ROLL CALL

PRESENT: Ch. Gassen, Ms. Acks, Ms. Chalberg, Mr. Lerner, Mr. Renner, Mr. Riemer,

ABSENT: None

STAFF: Stan Popovich, Community Development Director
Jason Zawila, Planning Manager
Flora Ramirez, Development Planner

VISITORS:

2. APPROVAL OF THE SEPTEMBER 15, 2020 MINUTES

Mr. Reimer moved, seconded by Ms. Acks, to approve the minutes of the September 15, 2020 meeting.

AYES: Ch. Gassen, Ms. Acks, Ms. Chalberg, Mr. Lerner, Mr. Renner,
Mr. Riemer,

NAYS: None

The Motion to approve the minutes as presented passed unanimously.

3. PUBLIC HEARING – There was none.

4. OLD BUSINESS

DOWNTOWN DESIGN REVIEW PROJECT

Mr. Jason Zawila, Planning Manager for the Village of Downers Grove, stated that the purpose of tonight is to start working on Task 1 which involves updating the Downtown Design Guidelines. As a reminder, it was stated that the Village Council directed staff to accomplish two tasks: Update the Downtown Design Guidelines and examine ADRB review and approval process for Downtown. He then went over the list of objectives for the project. The objective as stated included ensuring developments meet or exceed established design criteria, provides an opportunity for public awareness early in the review and approval process, engage the ADRB and maintain an efficient, predictable and reliable review and approval process.

APPROVED

Mr. Zawila then further summarized Task 2, which involves examining the ADRB review and approval process, which will be further worked on at the November meeting. The task involves amending the municipal code to provide for design review. With this task ADRB and the Plan Commission, will provide recommendations to the Council. Lastly, a calendar of the tasks was presented with meeting dates through March 2021.

Mr. Zawila then went over the exercise for the evening. Staff explained how the visual preference survey with the ADRB will work. A visual preference survey is a technique for obtaining feedback on physical design alternatives and will assist the Village with the development of the update to the building design guidelines. The survey will consist of a series of images that ADRB members will score according to their preference on a scale from 1-dislike to 5-highly preferred. The preference survey will be organized by 13 categories, each member will have approximately 7 seconds to provide a score. Ahead of each category staff will provide a brief description of the feature they are about to view to offer some context.

Following this explanation to the exercise, staff conducted the ADRB preference survey (the photos displayed and summary of the input provided is attached as an addendum to these minutes).

Board's Discussion

After the conclusion of the visual preference survey further discussion occurred. Mr. Zawila mentioned that next month the meeting would include downtown property owners and businesses. Guidance from this meeting will lead toward draft text that will be presented at the next meeting. Formatting of the document will also be discussed.

Ms. Chalberg asked if the business owners would be given similar visuals. Mr. Zawila said the text would provide commentary on why certain changes were made and that he would release the packet early for convenience.

Mr. Lerner asked how the guidelines would be worded in order to provide more enforceable requirements. Mr. Popovich said that would have to be a council recommendation once the regulations are ready. First we need to know what projects will be subject to the review and what amount of the guidelines will need to be met.

Mr. Lerner asked how specific the wording needed to be in order to provide reasonable notice. Mr. Popovich said whatever process we decide to have would be codified and then would be enforceable, and that including business owners now will help them be aware of the requirements.

Ch. Gassen commented that this is like a rezoning in that the formal process is required and the business owners will be notified. Mr. Zawila said options will be presented at a future meeting, so a decision can be made by council.

APPROVED

Mr. Renner asked at what point the guidelines are enforceable vs. suggestions. Ms. Gassen said that is the topic for the next meeting.

Ms. Chalberg asked why we didn't talk about the street wall. Mr. Popovich explained that the Build to Zone requirement is in the zoning ordinance so it does not need to be addressed in the design guidelines. As a follow up, Ms. Chalberg asked why the parking lot next to Andersons Bookstore doesn't meet the street wall. Mr. Popovich said that we couldn't require them to meet the street wall if they weren't building any new building.

Ms. Chalberg asked if zoning takes precedence over design. Mr. Popovich said that the zoning ordinance is codified, and we are not sure yet if design will be. The property has rights to be maintained. As a follow up, Ms. Chalberg asked if a business could use that for additional parking and asked if it could happen again like how it happened for DuPage medical where they were not required to build up to the street wall. Ms. Gassen said this would be required by zoning not design, and that there is some overlap any way. Mr. Zawila mentioned the pedestrian improvements that were required of DuPage Medical in addition to the fact that they did not proposed a footprint addition so we can't regulate where an existing building is. Ms. Gassen said we would talk more about this at the next meeting.

Mr. Lerner asked if there could be a conflict between the design guideline for courtyards and pedestrian friendly spaces and the build to zone requirements. Mr. Popovich said that there are provisions in the zoning code to include a courtyard. Mr. Zawila pointed out the built to zone requirement doesn't mean the building must abut the entire street lot line so there is room for pedestrian amenities.

Mr. Renner asked that if language is to be codified to capture perceptions, it will be difficult to capture standards. How do we objectively capture these guidelines, or should the framework be more loose so that there aren't strict requirements. Mr. Popovich said they'd talk about it at the next meeting.

Ch. Gassen said if they are enforceable rather than guidelines then it will be more important to make the guidelines objective. A statement was made that we don't want to exclude ourselves from entertaining a different type of architectural design. Mr. Popovich agreed the goal was not to dictate style. Mr. Zawila said it is important to encourage creativity. Ms. Gassen said it is important to consider what the building owners want to see.

There being no further discussion, Ch. Gassen asked if there any updates.

Mr. Popovich said that the fee waiver for historic homes passed, so historic home building permit fees can be waived. Not all fees, such as consultant fees, cannot be waived. The Board name change is still on hold.

.....

APPROVED

5. NEW BUSINESS

6. PUBLIC COMMENT

7. ADJOURNMENT

Ch. Gassen called for a motion to adjourn.

Mr. Renner moved, seconded by Mr. Reimer to adjourn the meeting. The Motion passed unanimously by voice vote.

Ch. Gassen adjourned the meeting at 9:04pm.

Respectfully submitted,

/s/ Village Staff

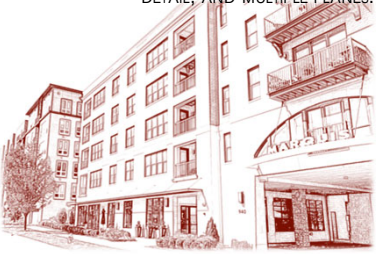
	1	2	3	4	5	6	7	AVG	Commentary
General									d - dislike
Massing									p - preferred
Image 1	1	4	3	4	2	2	2	2.57	d - prefers bulidings to stay coplimentary in height, too much differentiation
Image 2	2	5	2	3	4	5	3	3.43	d - did not like the tunnel effect d - did not like the projection over the ROW/Street p - appreciated the sense of enclosure p - comfortable p - consistency in massing p - consitency in materials
Image 3	4	3	4	4	5	3	3	3.71	d - did not like the selection of materials d - the lower building was unsettling p - liked the recessed upper story
Image 4	5	5	4	3	5	5	4	4.43	p - familar, urban suburban setting
Image 5	1	3	4	3	4	3	4	3.14	
Image 6	1	1	3	2	4	2	2	2.14	d - boring and cheap d - no articulation/visual interest p - massing size may be OK
Image 7	2	3	5	3	4	4	3	3.43	
Image 8	3	3	5	3	4	5	4	3.86	
Articulation									
Image 1	2	2	1	1	2	1	1	1.43	
Image 2	3	2	3	4	4	5	2	3.29	
Image 3	3	2	1	2	2	4	3	2.43	d - flat wall d - color does not blend well d - windows are the only feature breaking up the facade
Image 4	3	5	3	3	5	5	4	4.00	
Image 5	4	4	4	4	5	5	3	4.14	p - clear delineation of base, top, middle p - articulation (break up of facade) p - cornice is appealing
Image 6	2	5	5	4	5	4	3	4.00	
Image 7	4	3	5	4	5	4	4	4.14	p - difference in shapes and building featuers p - different treatments are utilized p - right amount of differentiation (not too busy) p - projections in the middle p - appreciates the use of lintels and sills, with the windows
Image 8	1	4	3	4	3	4	1	2.86	
Material									
Image 1	4	3	3	4	4	4	5	3.86	
Image 2	3	3	2	2	3	3	3	2.71	
Image 3	2	3	3	4	3	2	1	2.57	
Image 4	5	4	4	3	3	2	2	3.29	p - likes the modernity of it,"spices up storefront" p - this installtion of EIFS is very attractive p - likes contrast between modern and classic p - EIFS is acceptable in smaller portions or when the design is intergrated into the building facade
Image 5	5	5	4	5	4	4	4	4.43	p - nice combination of materials p - good palette of colors p - similar to Pierce, utilizes a moder touch that interacts with the traditional
Image 6	1	2	1	3	2	3	1	1.86	
Image 7	3	4	2	5	5	4	3	3.71	
Image 8	2	2	2	1	2	1	1	1.57	d - not a good use of EIFS d - too busy d - too industrial looking d - not inviting
Image 9	1	2	3	3	3	2	1	2.14	
Colors									
Image 1	3	5	3	5	5	4	5	4.29	p - good variety of colors p - colors highlight architectural features p - warm palette
Image 2	1	5	2	4	3	2	2	2.71	
Image 3	3	5	3	4	5	3	4	3.86	
Image 4	1	5	5	4	4	5	4	4.00	
Image 5	2	2	3	2	2	5	1	2.43	d - too dark d - could not be preffered if orginal materials/openings was covered p - appreciates the variation in dark colors
Image 6	1	3	2	2	3	2	1	2.00	d - wrong variation in color d - colors did not match
Image 7	4	5	3	2	5	4	5	4.00	
Image 8	2	5	4	4	5	2	3	3.57	d - stark change in colors is not preffered d - if the base used compatable colors with the cornice, this may have been workable
Image 9	4	2	1	1	2	5	3	2.57	d - lack of interest d - the entrance had not detail p - variation in white colors is used (similar to Image 5)
Site									
Utility Considerations									
Image 1	1	1	1	1	2	1	1	1.14	d - needs to be screened

Image 2	3	4	2	3	3	1	1	2.43	
Image 3	3	3	3	3	3	4	5	3.43	p - excellent at screening and bicycle placement for a smaller space
Image 4	4	3	3	4	4	5	4	3.86	d - not well maintained p - landscaping that blocks the view
Parking Lots									
Image 1	3	4	2	1	3	1	1	2.14	
Image 2	2	1	3	2	3	2	3	2.29	
Image 3	4	4	3	4	4	4	3	3.71	
Image 4	1	1	1	2	2	1	1	1.29	
Image 5	4	2	3	3	4	5	4	3.57	
Image 6	3	3	2	2	3	3	3	2.71	
Top									
Roofline/Parapet									
Image 1	3	5	4	4	4	3	5	4.00	
Image 2	3	5	4	4	5	3	3	3.86	
Image 3	3	5	3	3	5	4	3	3.71	p - the use of landscaping p - the use of pavers p - more creative design of islands
Image 4	2	4	2	4	2	1	3	2.57	d - no screening d - guard rail does not fit d - no softness
Image 5	1	1	1	2	1	1	1	1.14	p - brick wall offers appropriate screening p - good example of articulation on a screening wall
Image 6	4	5	3	4	4	1	4	3.57	d - incomplete cornice treatment d - no relationship to the rest of the building
Image 7	2	4	4	4	3	4	2	3.29	
Image 8	4	5	4	4	5	5	5	4.57	
Image 9	1	3	3	2	3	5	2	2.71	
Middle									
Windows									
Image 1	2	4	2	3	3	2	4	2.86	d - no rythm with windows d - windows don't go together
Image 2	1	1	1	1	1	1	1	1.00	
Image 3	2	5	3	4	5	5	4	4.00	p - character and detailing
Image 4	2	5	4	3	5	5	5	4.14	p - appreciates the character p - likes the divided lights
Image 5	1	5	4	3	4	3	3	3.29	
Image 6	4	5	5	4	3	4	4	4.14	
Image 7	3	3	2	1	2	1	2	2.00	d - not transparent d - too big of a window pane
Image 8	3	4	3	4	4	4	4	3.71	
Image 9	1	2	1	1	1	1	1	1.14	d - closing up of historical placement of windows
Image 10	3	4	2	3	4	3	4	3.29	
Base									
Windows: Same as Above									
Entrances									
Image 1	2	5	3	4	4	3	2	3.29	d - door does not fit archtiectural style p - trim around the door is detailed nicely
Image 2	3	5	5	4	5	4	4	4.29	
Image 3	2	5	2	4	3	2	4	3.14	
Image 4	3	4	4	3	4	4	4	3.71	
Image 5	4	4	2	2	2	4	1	2.71	
Image 6	3	5	4	4	5	5	5	4.43	p - appreciateds the design and shelter that entrance offers
Image 7	2	5	3	4	5	2	4	3.57	
Image 8	5	5	4	5	5	2	4	4.29	
Image 9	1	1	1	3	3	1	1	1.57	
Commercial Store Fronts									
Image 1	3	3	4	5	3	5	3	3.71	
Image 2	1	3	2	4	3	2	1	2.29	d - hard to see inside d - looks tired d - glass and metal doors have not interest d - all aluminum and glass d - "cheap strip mall look"
Image 3	2	4	5	4	4	4	4	3.86	
Image 4	4	5	4	3	4	2	4	3.71	
Image 5	5	5	5	3	4	4	4	4.29	p - articulationand placement of knee wall p - the large windows/division of windows p - recessed door p - outdoor display, inviting to pedestrians/bikers
Image 6	3	3	1	2	4	3	3	2.71	d - awning seems out of place d - lack of mullins, no interest

Image 1	5	4	3	4	4	4	4	4.00	p - division of the entry points p - appears to be very clean/simple p - design is recognizable as a store p - differentiation of store entrances
Image 2	2	3	2	3	4	1	3	2.57	
Image 3	3	5	5	5	5	4	5	4.57	
Image 4	3	3	1	1	2	2	4	2.29	
Image 5	2	5	3	2	3	3	3	3.00	
Image 6	1	3	3	2	3	1	1	2.00	d - appears to be trying to hide something d - door is hard to see
Awning									
Image 1	4	4	3	2	2	3	1	2.71	d - lack of lighting
Image 2	1	1	1	2	2	1	1	1.29	d - no pedestrian protection d - poorly maintained d - material is not right
Image 3	1	4	4	3	4	2	3	3.00	
Image 4	2	2	4	3	3	2	4	2.86	d - does not prefer internally lit awning d - busy lettering
Image 5	5	4	5	4	4	5	5	4.57	p - modern awning p - integrates tastefully with lighting and windows p - provides shelter
Image 6	1	2	1	1	2	1	1	1.29	
Image 7	1	2	2	2	3	1	4	2.14	d - extends to far across the facade p - awning material (canvas)
Lighting									
Image 1	2	5	3	4	5	5	3	3.86	
Image 2	5	5	4	4	4	5	5	4.57	
Image 3	3	5	4	3	3	4	4	3.71	
Image 4	4	5	3	4	4	5	4	4.14	

Articulation

TECHNIQUES TO REDUCE THE PERCEIVED MASSING OF BUILDINGS THROUGH FEATURES SUCH AS VARIATIONS IN COLOR, MATERIAL, ROOFLINE DETAIL, AND MULTIPLE PLANES.



General

Massing

Articulation

Material

Colors

Top

Middle

Base

Site

Articulation

1



- Technique to reduce perceived massing
- Variation in color, material, and roofline detail

DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

Articulation

2



- Technique to reduce perceived massing
- Variation in color, material, and roofline detail

DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

Articulation

3



- Technique to reduce perceived massing
- Variation in color, material, and roofline detail

DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

Articulation

4



- Technique to reduce perceived massing
- Variation in color, material, and roofline detail

DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

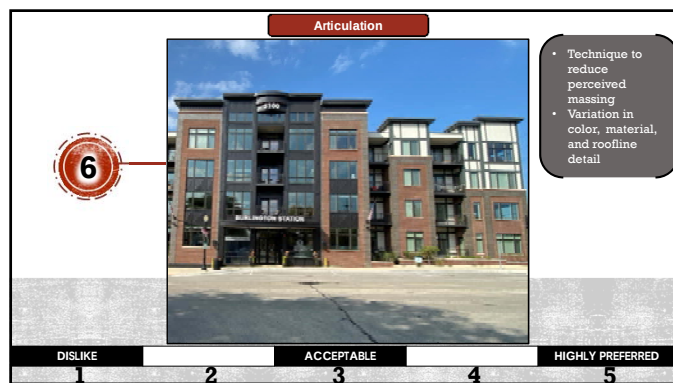
Articulation

5



- Technique to reduce perceived massing
- Variation in color, material, and roofline detail

DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED



AWNINGS AND CANOPIES

Awnings and Canopies

PROVIDE VISUAL INTEREST TO BUILDING, COMPATIBLE WITH ARCHITECTURE FEATURES OF A BUILDING, AND PROTECT PEDESTRIANS FROM ELEMENTS.



General

Top

Middle

Base

Windows

Entrances

Commercial Storefronts

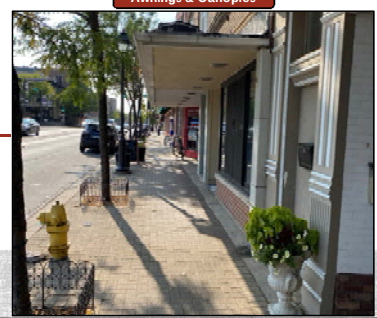
Rear Entrances

Awnings

Lighting

Site

Awnings & Canopies



- Visual interest to building
- Shields pedestrians
- Compatibility with architectural features

DISLIKE

2

ACCEPTABLE

4

HIGHLY PREFERRED

1

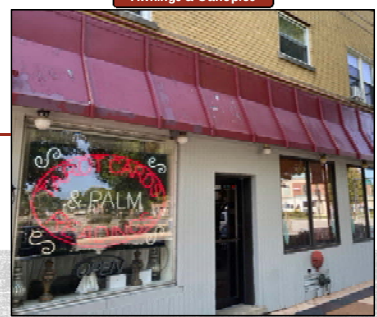
2

3

4

5

Awnings & Canopies



- Visual interest to building
- Shields pedestrians
- Compatibility with architectural features

DISLIKE

2

ACCEPTABLE

4

HIGHLY PREFERRED

1

2

3

4

5

Awnings & Canopies



- Visual interest to building
- Shields pedestrians
- Compatibility with architectural features

DISLIKE

2

ACCEPTABLE

4

HIGHLY PREFERRED

1

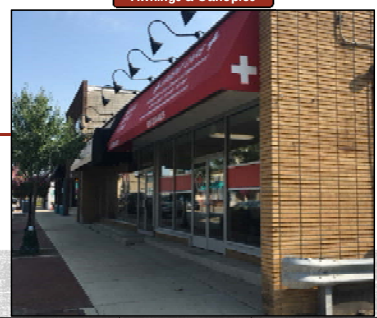
2

3

4

5

Awnings & Canopies



- Visual interest to building
- Shields pedestrians
- Compatibility with architectural features

DISLIKE

2

ACCEPTABLE

4

HIGHLY PREFERRED

1

2

3

4

5

Awnings & Canopies



- Visual interest to building
- Shields pedestrians
- Compatibility with architectural features

DISLIKE

2

ACCEPTABLE

4

HIGHLY PREFERRED

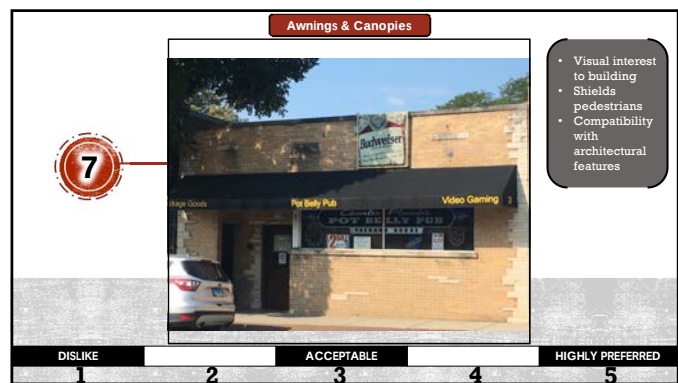
1

2

3

4

5



COLOR

Color

COLORS SHOULD GENERALLY BE COMPLIMENTARY TO NEARBY BUILDINGS. ACCENT COLORS MAY BE APPROPRIATE TO ARCHITECTURAL STYLE OR TIME PERIOD.



General
 Mapping
 Articulation
 Material
Colors
 Top
 Middle
 Base
 Site

Color

1



- Complimentary of nearby buildings
- Accent colors should be used appropriately

DISLIKE
2
3
4
HIGHLY PREFERRED

Color

2

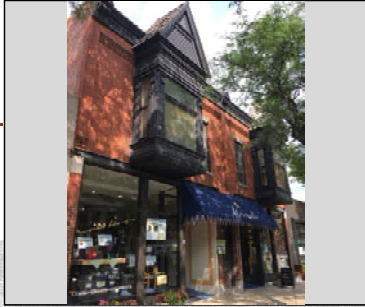


- Complimentary of nearby buildings
- Accent colors should be used appropriately

DISLIKE
2
3
4
HIGHLY PREFERRED

Color

3



- Complimentary of nearby buildings
- Accent colors should be used appropriately

DISLIKE
2
3
4
HIGHLY PREFERRED

Color

4



- Complimentary of nearby buildings
- Accent colors should be used appropriately

DISLIKE
2
3
4
HIGHLY PREFERRED

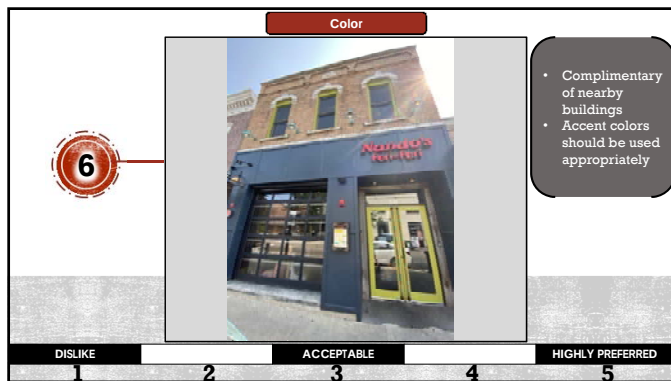
Color

5



- Complimentary of nearby buildings
- Accent colors should be used appropriately

DISLIKE
2
3
4
HIGHLY PREFERRED



COMMERCIAL STOREFRONTS

Commercial Storefronts

THEY ALLOW BUSINESSES TO DISPLAY THEIR GOODS AND SERVICES TO PEDESTRIANS PASSING BY AND PROVIDE A VISUAL INTEREST. DESIGN OF STOREFRONTS ARE ESSENTIAL IN CREATING A MORE COHESIVE AND VIBRANT PEDESTRIAN ENVIRONMENT.



General

Top

Middle

Base

Windows

Entrances

Commercial Storefronts

Rear Entrances

Awnings

Lighting

Site

Commercial Storefronts



- Provides visual interest
- Creation of a more cohesive and vibrant pedestrian environment

DISLIKE

ACCEPTABLE

HIGHLY PREFERRED

1

2

3

4

5

Commercial Storefronts



- Provides visual interest
- Creation of a more cohesive and vibrant pedestrian environment

DISLIKE

ACCEPTABLE

HIGHLY PREFERRED

1

2

3

4

5

Commercial Storefronts



- Provides visual interest
- Creation of a more cohesive and vibrant pedestrian environment

DISLIKE

ACCEPTABLE

HIGHLY PREFERRED

1

2

3

4

5

Commercial Storefronts



- Provides visual interest
- Creation of a more cohesive and vibrant pedestrian environment

DISLIKE

ACCEPTABLE

HIGHLY PREFERRED

1

2

3

4

5

Commercial Storefronts



- Provides visual interest
- Creation of a more cohesive and vibrant pedestrian environment

DISLIKE

ACCEPTABLE

HIGHLY PREFERRED

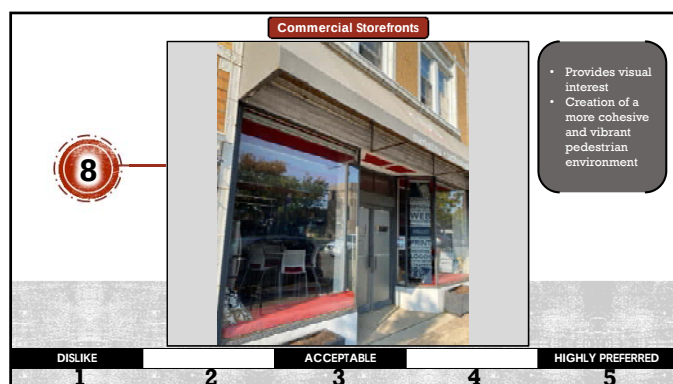
1

2

3

4

5



Entrances

DESIGN CONSIDERATIONS INCLUDE VISIBILITY OF DOORS, AND ACCESSIBILITY FROM CORNERS IF APPLICABLE. ENTRANCES MAY BE DECORATIVE AND COHESIVE WITH SURROUNDINGS.



- General
- Top
- Middle
- Base**
- Windows
- Entrances**
- Commercial Storefronts
- Rear Entrances
- Awnings
- Lighting
- Site

Entrances

1

- Visibility
- Decorative and Cohesive with surroundings

DISLIKE 1 2 3 4 5 HIGHLY PREFERRED

ACCEPTABLE

Entrances

2

- Visibility
- Decorative and Cohesive with surroundings

DISLIKE 1 2 3 4 5 HIGHLY PREFERRED

ACCEPTABLE

Entrances

3

- Visibility
- Decorative and Cohesive with surroundings

DISLIKE 1 2 3 4 5 HIGHLY PREFERRED

ACCEPTABLE

Entrances

4

- Visibility
- Decorative and Cohesive with surroundings

DISLIKE 1 2 3 4 5 HIGHLY PREFERRED

ACCEPTABLE

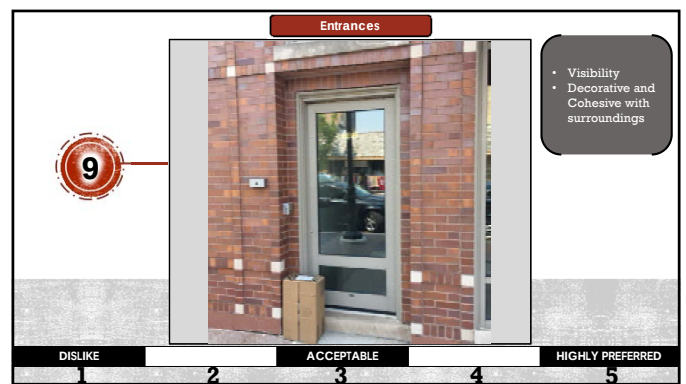
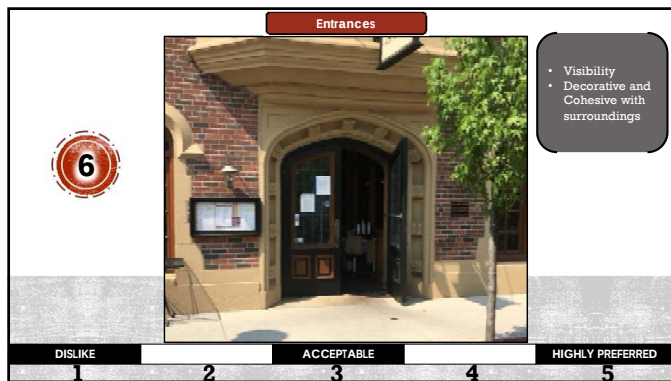
Entrances

5

- Visibility
- Decorative and Cohesive with surroundings

DISLIKE 1 2 3 4 5 HIGHLY PREFERRED

ACCEPTABLE



LIGHTING

Lighting

PROVIDES ILLUMINATION OF FRONT AND REAR ENTRANCES TO PROMOTE CUSTOMER, EMPLOYEE, AND PEDESTRIAN SAFETY. MAY ALSO SERVE AS A DESIGN ACCENT, OR TO HIGHLIGHT OTHER DESIGN ACCENTS.



- General
- Top
- Middle
- Base**
- Windows
- Entrances
- Commercial Storefronts
- Rear Entrances
- Awnings
- Lighting**
- Site

Lighting

1



- Illuminates entrances
- Promotes safety
- Serves as design accent

DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

Lighting

2



- Illuminates entrances
- Promotes safety
- Serves as design accent

DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

Lighting

3



- Illuminates entrances
- Promotes safety
- Serves as design accent

DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

Lighting

4



- Illuminates entrances
- Promotes safety
- Serves as design accent

DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

Massing

REFERS TO THE OVERALL CONFIGURATION AND ITS PERCEPTION OF THE GENERAL SHAPE AND FORM AS WELL AS SIZE OF A BUILDING



- General
 - Massing**
 - Articulation
 - Material
 - Colors
- Top
- Middle
- Base
- Site

EXAMPLE

EX.



- Key Items to look for

DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

Massing

1



- Overall configuration
- Perception of the general shape and form

DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

Massing

2



- Overall configuration
- Perception of the general shape and form

DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

Massing

3



- Overall configuration
- Perception of the general shape and form

DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

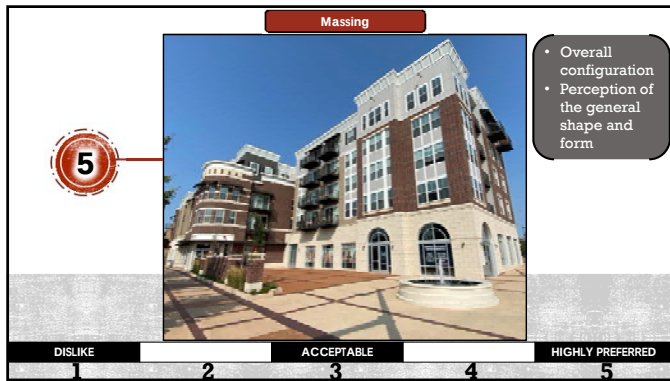
Massing

4



- Overall configuration
- Perception of the general shape and form

DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED



MATERIALS

Materials

BUILDING MATERIALS ARE ESSENTIAL COMPONENTS OF BUILDING DESIGN AND CAN ADD TO THE QUALITY OF THE BUILDING AND COHESION WITH THE SURROUNDING AREA.

General

- Massing
- Articulation
- Material**
- Colors

Top

Middle

Base

Site



Materials

1

- Quality of materials
- Cohesion with surroundings



DISLIKE 1 2 3 4 5 HIGHLY PREFERRED

Materials

2

- Quality of materials
- Cohesion with surroundings



DISLIKE 1 2 3 4 5 HIGHLY PREFERRED

Materials

3

- Quality of materials
- Cohesion with surroundings



DISLIKE 1 2 3 4 5 HIGHLY PREFERRED

Materials

4

- Quality of materials
- Cohesion with surroundings



DISLIKE 1 2 3 4 5 HIGHLY PREFERRED

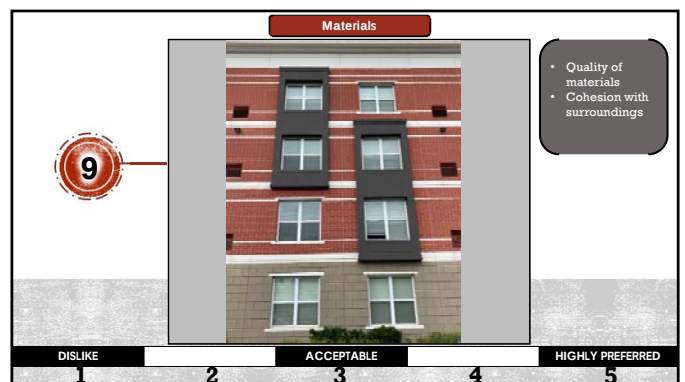
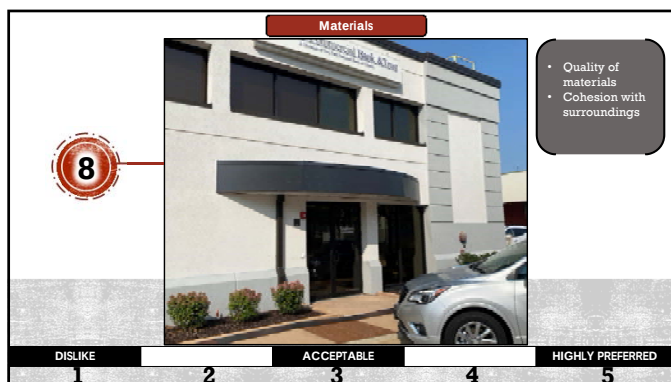
Materials

5

- Quality of materials
- Cohesion with surroundings

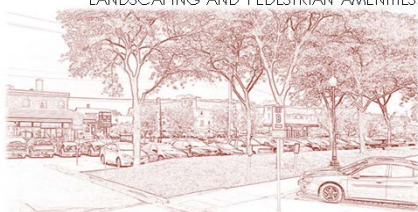


DISLIKE 1 2 3 4 5 HIGHLY PREFERRED



Parking Facilities

PEDESTRIAN ACCESS TO PARKING AREAS SHOULD BE CLEAR AND SAFE. PARKING FACILITIES CAN COMPLEMENT THE EXISTING AREA WITH APPROPRIATE DESIGN ELEMENTS, SUCH AS SCREENING, LANDSCAPING AND PEDESTRIAN AMENITIES.



- General
- Top
- Middle
- Base
- Site
- Utility Considerations
- Parking Lots

Parking Facilities

1

- Safe pedestrian access
- Incorporates appropriate design elements



DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

Parking Facilities

2

- Safe pedestrian access
- Incorporates appropriate design elements



DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

Parking Facilities

3

- Safe pedestrian access
- Incorporates appropriate design elements



DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

Parking Facilities

4

- Safe pedestrian access
- Incorporates appropriate design elements



DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED

Parking Facilities

5

- Safe pedestrian access
- Incorporates appropriate design elements



DISLIKE 1 2 3 4 5 ACCEPTABLE HIGHLY PREFERRED



REAR CUSTOMER ENTRANCES

Rear Customer Entrances

BY PLACING PUBLIC PARKING OR WALKWAYS BEHIND THE BUILDING THIS CREATES ADDITIONAL POINTS OF ACCESS. DESIGN ELEMENTS CAN BE INCORPORATED FROM THE PRIMARY FAÇADE.

General

Top

Middle

Base

Windows

Entrances

Commercial Storefronts

Rear Entrances

Awnings

Lighting

Site



Rear Customer Entrances

1



- Additional point of access provided
- Inviting entrance with design elements comparable to the primary façade

DISLIKE

2

3

4

HIGHLY PREFERRED

5

Rear Customer Entrances

2



- Additional point of access provided
- Inviting entrance with design elements comparable to the primary façade

DISLIKE

2

3

4

HIGHLY PREFERRED

5

Rear Customer Entrances

3



- Additional point of access provided
- Inviting entrance with design elements comparable to the primary façade

DISLIKE

2

3

4

HIGHLY PREFERRED

5

Rear Customer Entrances

4



- Additional point of access provided
- Inviting entrance with design elements comparable to the primary façade

DISLIKE

2

3

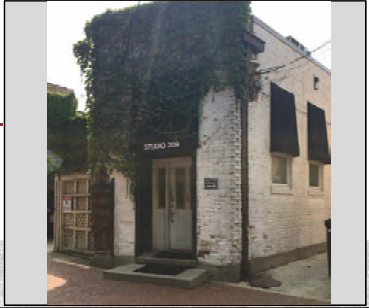
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HIGHLY PREFERRED

5

Rear Customer Entrances

5



- Additional point of access provided
- Inviting entrance with design elements comparable to the primary façade

DISLIKE

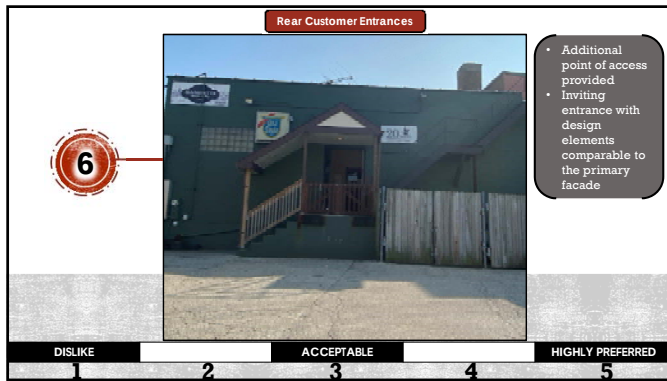
2

3

4

HIGHLY PREFERRED

5



ROOFLINES AND PARAPETS

Rooflines and Parapets

SHOULD COMPLEMENT SURROUNDING BUILDINGS BY REFLECTING EXISTING ROOFLINES. ARTICULATION IN PROJECTING CORNICES CAN CREATE PROMINENT EDGES WHEN VIEWED AGAINST THE SKY.

General
Top
Rooflines/Parapet
Middle
Base
Site



Rooflines and Parapets

1

- Complimentary of nearby buildings
- Projecting cornices with articulation can create a prominent building edge

DISLIKE 1 2 ACCEPTABLE 3 4 HIGHLY PREFERRED 5

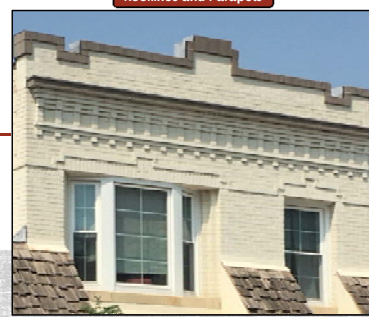


Rooflines and Parapets

2

- Complimentary of nearby buildings
- Projecting cornices with articulation can create a prominent building edge

DISLIKE 1 2 ACCEPTABLE 3 4 HIGHLY PREFERRED 5



Rooflines and Parapets

3

- Complimentary of nearby buildings
- Projecting cornices with articulation can create a prominent building edge

DISLIKE 1 2 ACCEPTABLE 3 4 HIGHLY PREFERRED 5

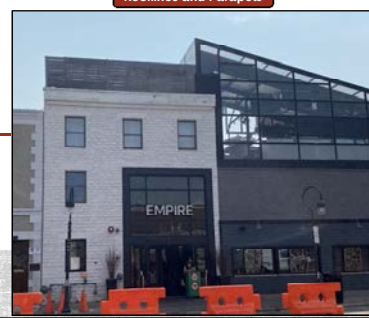


Rooflines and Parapets

4

- Complimentary of nearby buildings
- Projecting cornices with articulation can create a prominent building edge

DISLIKE 1 2 ACCEPTABLE 3 4 HIGHLY PREFERRED 5

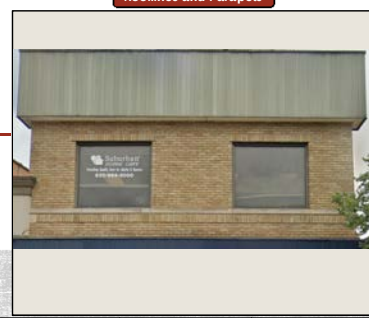


Rooflines and Parapets

5

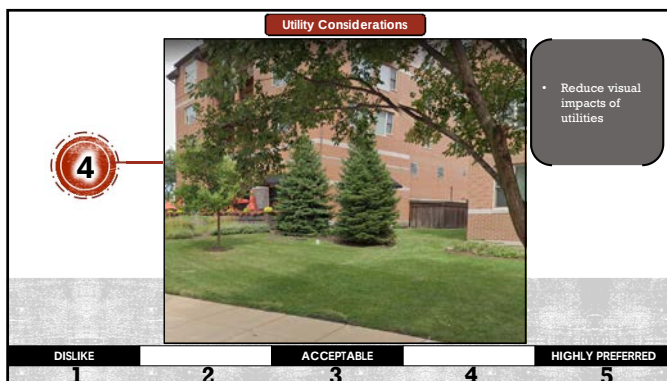
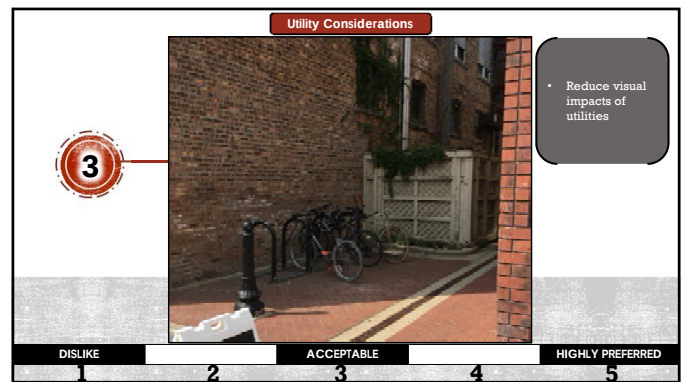
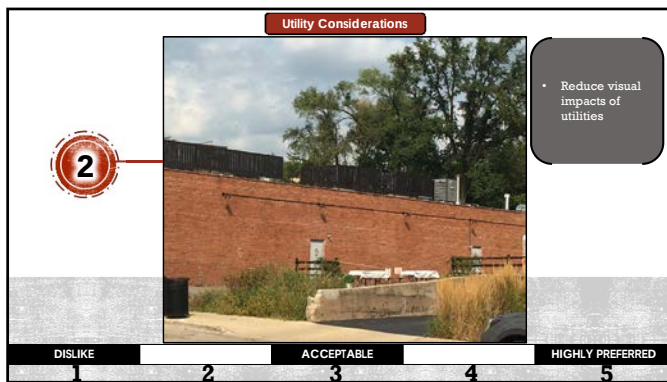
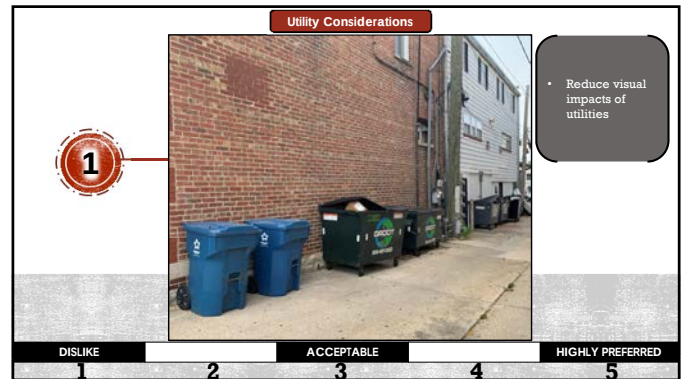
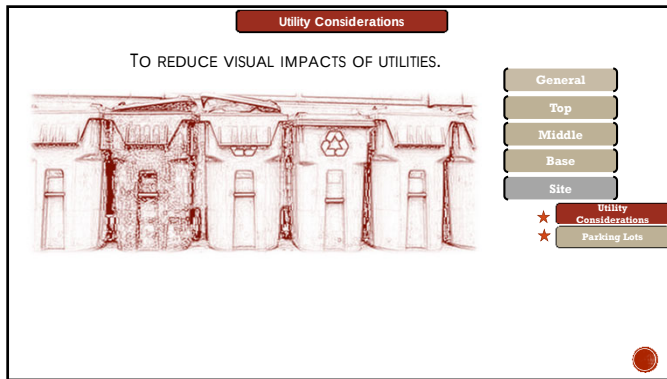
- Complimentary of nearby buildings
- Projecting cornices with articulation can create a prominent building edge

DISLIKE 1 2 ACCEPTABLE 3 4 HIGHLY PREFERRED 5





UTILITY CONSIDERATIONS



Windows

Middle

DIFFERENT SIZES AND TYPES WITH COHESIVE DESIGN THAT IS ALSO COMPATIBLE WITH NEIGHBORING BUILDINGS.

Base

CAN BE DESIGNED SO THAT COMMERCIAL SPACES ARE VISIBLE FROM PEDESTRIAN AREAS.



General

Top

Middle

Windows

Base

Windows

Entrances

Commercial Storefronts

Rear Entrances

Awnings

Lighting

Site

Windows

1



- Visible commercial spaces
- Cohesive design and compatibility

DISLIKE
2
ACCEPTABLE
3
4
HIGHLY PREFERRED

Windows

2



- Visible commercial spaces
- Cohesive design and compatibility

DISLIKE
2
ACCEPTABLE
3
4
HIGHLY PREFERRED

Windows

3



- Visible commercial spaces
- Cohesive design and compatibility

DISLIKE
2
ACCEPTABLE
3
4
HIGHLY PREFERRED

Windows

4



- Visible commercial spaces
- Cohesive design and compatibility

DISLIKE
2
ACCEPTABLE
3
4
HIGHLY PREFERRED

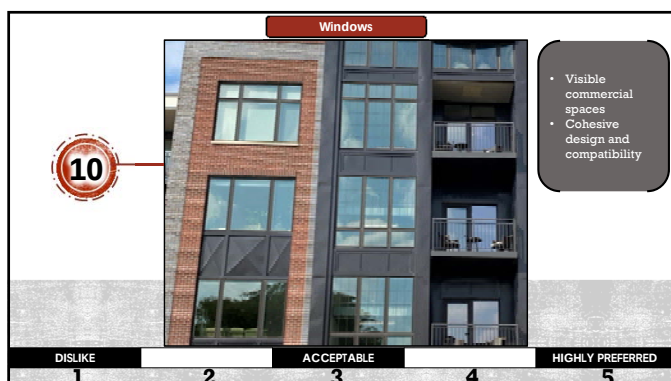
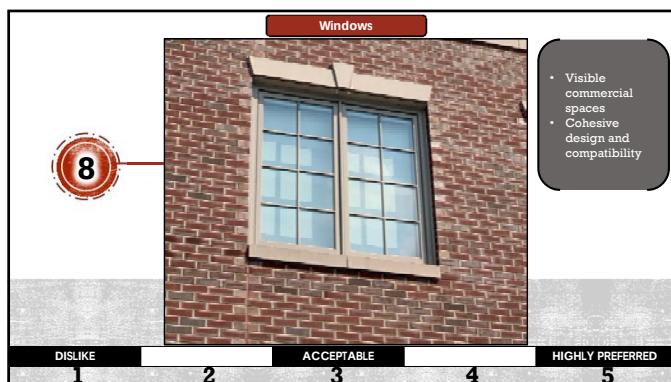
Windows

5



- Visible commercial spaces
- Cohesive design and compatibility

DISLIKE
2
ACCEPTABLE
3
4
HIGHLY PREFERRED



APPROVED

**VILLAGE OF DOWNERS GROVE
ARCHITECTURAL DESIGN REVIEW BOARD
MINUTES OF DECEMBER 2, 2020, 7:00 P.M.**

Chairwoman Gassen called the December 2, 2020 electronic meeting of the Architectural Design Review Board to order at 7:00 p.m. Because of the state mandated requirements regarding social distancing, the meeting was held electronically. Ch. Gassen provided an overview on how the public can participate via Zoom or through providing written comments to planning@downers.us.

1. ROLL CALL

PRESENT: Chairwoman Gassen (In Person); Ms. Acks, Mr. Styczynski, Ms. Chalberg, Mr. Lerner, Mr. Renner, Mr. Reimer (Electronically)

ABSENT: None

STAFF: Stan Popovich, Community Development Director, Jason Zawila, Planning Manager (In Person)

VISITORS: Sam Vlahos, Paul Robertson (Electronically)

2. MOTION TO CONDUCT THE DECEMBER 2, 2020 ADRB MEETING ELECTRONICALLY

Motion by Chalberg, second by Acks to approve the minutes of the October 21, 2020 meeting. Roll call:

AYES: Chalberg, Acks, Styczynski, Lerner, Reimer, Renner, Gassen

NAYS: None

Motion passed unanimously.

3. APPROVAL OF OCTOBER 21, 2020 MEETING MINUTES

Motion by Chalberg, second by Renner to approve the minutes of the October 21, 2020 meeting, as corrected. (Planning Manager Zawila noted that he received revisions from Mr. Lerner where the wrong individual was referenced in certain parts of the minutes and will be updated with the approved minutes) **Roll call:**

AYES: Chalberg, Renner, Acks, Styczynski, Lerner, Reimer, Gassen

NAYS: None

Motion passed unanimously.

Ch. Gassen walked through the procedures for the public hearing for the following agenda item:

4. OLD BUSINESS

Design Guidelines Review Project – Manager Zawila recalled the direction received from the Village Council as it pertained to the village's design guidelines. The updated design guidelines will be discussed and staff will be taking comments on the draft text with the final document to be presented at the January 13, 2021 ADRB meeting. The December 16th meeting

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will concentrate on Task 2 which will focus on the ADRB examining the review and approval process for downtown projects, permit types and include a discussion with the ADRB to determine if the board recommends any changes to the existing process. Key policy questions, as discussed at a prior meeting, will be discussed at the December 16th meeting. Those policy questions followed. Manager Zawila explained that on December 16th the ADRB will discuss and provide feedback on the following three questions: 1) what type of construction triggers design review; 2) what are the regulations; and 3) who is the decision-maker. A brief review of the 2009 Design Guidelines followed as well as how the updated guidelines will be reviewed, i.e., is the guideline new, or is it a carryover from the 2009 document or is it a revision to the 2009 guidelines. Manager Zawila provided further explanation.

Design Guidelines Draft – Manager Zawila explained how the document will be broken up into five parts with public comment to follow at the end.

Section 1 – Manager Zawila indicated this was a new section to the document that provides a background and parity with the village’s comprehensive plan and zoning ordinance.

Section 2 – Per Manager Zawila, this section was slightly revised to introduce the new sections related to utilities connection and parking facilities.

Commissioner Comments – A number of commissioner comments followed:

Page 2 - Downtown Core/Downtown Business: consider using the word, “services” or “businesses”, which staff offered to review or modify.

Page 3 (Section 2) – Reviewing the Scope of Areas, it was noted that utility and parking was missed in the guidelines.

Staff confirmed that the Definitions section will be listed in the new document and would include new terms. A suggestion was made that it would be helpful to refer back to the zoning ordinance when it applies.

Sections 3 & 4 – Manager Zawila explained that this section focused on site and building design. However, he clarified there may be guidance for transitional districts that may not be appropriate for buildings in the Downtown Core (DC) District or the Downtown Business (DB) District, but could see buildings that have the appearance of single-family home but are used for commercial purposes, small scale office buildings, or townhomes. Further details followed.

Commissioner Comments – A number of commissioner comments followed:

Section 3, A3 – Gaps in Street Wall – The new wording appears to discourage the idea of having plazas, or outdoor dining areas whereas the previous wording was positive.

Section 3, C1 – Fences Compatible with the Residential Neighborhood – The wording implies that there should be no fencing and it should be reworded more positively.

Section 4, A3 – Corner Buildings – Consider specifying that both street sides be considered facades at a corner building. Staff to review wording.

Section 4, D1 – Color – Consider whether to list dark colors not as an accent color and not primary color; do not put limitations on color due to it being subjective; consider streetscape when working with colors. Staff would review and get future feedback from commissioners.

APPROVED

Page 11, Item 4 – Alleys being Lit – Consider the type of pavement material for alleyways, such as tying it into a sidewalk or ensuring it is attractive. Staff mentioned the different requirements for alleys in the public right-of-way vs. a private alley, and indicated the matter could be looked at. Different materials could be considered, per staff.

Page 8, bottom – relating to Dark Colors – It was suggested to consider rewording.

Page 4, Item 1, Street Wall – more clarification needed. Avoid Driveways Mid-Block: if someone is at mid-block and no alley exists, it becomes unavoidable. Per Manager Zawila, this matter would be reviewed on a case by case basis but the intent was to limit curb cuts.

Page 4, Section 3a – Building Placement – refer back to the Zoning Ordinance for better clarification.

Page 5, Item A6, Transition District – Define what is meant by “building back to align with others on the street” and how is that determined. If residentially-designed buildings in the Transitional District are going to be considered, then the current residentially-designed buildings in the Downtown Business district should also be considered.

Page 5, Item B2, Building Massing – While it applies to the Downtown Core and Business, should building massing be considered in the Transition Area or is there a reason why not. Staff explained the thought was not to have additional limitations.

Page 6, Item 4, Downtown Business District – Stepping back using Line of Sight Methodology -- While it was understood on the side that may face a Downtown Transition zone, should a building be stepped back for a DB use facing a Downtown Core area? Per Manager Zawila, this topic was in the Comprehensive Plan. The Transitional District did have specific setbacks, but if there was an opportunity to have a similar setback, that was the thought process. He would ensure parity exists with the Village's Comprehensive Plan.

Per Manager Zawila, with regard to maximum height of Downtown Core buildings, where the setback is unknown for the upper stories, as compared to the Downtown Business District, the buildings in this area would be taller with a 70-foot height per the zoning and, based on the discussions staff had regarding the preference survey, it may be appropriate to begin setting back the taller business buildings that may be adjacent to the Downtown Core or Downtown Transitional Districts. A commissioner suggested implementing a two- or three-story structure and then stepping back; staff would review.

Page 7, Item 4 – Providing a walkway to the street to the building - Staff was asked for clarification, wherein Manager Zawila confirmed it meant a walkway from the public sidewalk to the front door.

Page 9, Item 2 – Materials – EIFS or Dryvit – should one be used over the other? Per Manager Zawila, the trademark for Dryvit would be reviewed.

Page 9, Item 4 – Materials – Downtown Transition Materials – should it discourage vinyl siding or should it consider certain qualities of vinyl siding since some were now at a higher quality. Manager Zawila, asked to hear more comments on the suggestion.

Page 11, Item 3 – Choosing light bulbs that emit a warm tone for exterior building – It was suggested to insert a Kelvin number (2700k) and define what is a warm tone. It was also suggested to remove the term “bulbs” and insert “lighting” to cover all lighting.

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Page 10, Under Lighting – Provide illumination on front/rear entries to ensure customer/employee safety – Consider specifying all entries.

Sections 5, 6, 7 – Manager Zawila explained these sections focused on building elements and was organized by top, middle and base and carried over from the 2009 Design Guidelines.

Page 13, Elements D2, Rear Entrances Comparable to Front Entrances – Language may be too strong. For Knee walls/Windows installed without a knee wall that open to the sidewalk, staff confirmed those were for such instances where a restaurant has a dining area where panels can open to the sidewalk. Staff indicated there will be a picture associated with this topic.

Page 14, Item 4E – Awnings – Internally illuminated awnings – Staff recalled an incident where a vinyl awning was lit underneath where some commissioners felt it was inappropriate for the downtown area. It was suggested to add that awnings with signage internally illuminated should be prohibited, while decorative lighting would be appropriate.

Page 12, Item A1, Commercial Storefronts, Relatively Thin Framing Elements – Consider adding storefronts with a thicker mullion design and be large display windows.

Page 12, Item B1, Entrances – Orient primary building entrances to a public street – It was suggested to add “entrances to a public space.”

Page 14, Item 3, Windows – Clarification of “window glazing may be located on upper stories only and should be clear and less slightly tinted...” Manager Zawila would follow up with the carryover, but indicated the point was to not have tinted windows on the ground floor, but it could be appropriate for the upper stories.

Page 15, Windows – No guidance was being given to the Downtown Transition Area. Manager Zawila would review, possibly expand on it, and return language to the ADRB in January. Both Manager Zawila and Director Popovich noted that because there were some residentially-designed commercial buildings in the area, they did not want to limit the window design, especially to private residential homes.

Page 15, Section 3, Windows– consider whether to add text that if a window is going to be replaced – whether historic or not – should any replacement window fill the entire opening. Manager Zawila recalled the commissioners did not support half-filled windows and the text was a carry-over from the previous guidelines. Dialog followed that if a building already had replacement windows, were only half filled, and renovations were being proposed, would it be required to fill in the original or only that portion that had been changed prior. Per Manager Zawila, the current guidance was as stated. Director Popovich’s preference was that if the previous window replacement filled half way but the old opening could be detected, the space should be filled entirely. However, if the window replacement was completely filled and redesigned, then it could not be returned.

Sections 8 and 9 – Manager Zawila explained that utilities consideration and parking lots were two new topics under these two sections. The utilities consideration could have some limitation as to where they can be located. However, there was an ability to provide some guidance.

Section 2 – While it currently addressed utilities/parking not being visible from nearby streets, sidewalks, and customer parking, it was suggested to add verbiage about what is

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acceptable and using landscaping as a possible buffer. Per staff, landscaping was covered in another section but if not totally covered, verbiage could be added as an option. (Director Popovich refers to the buffering of refuse containers either by a certain size wall or by evergreens, which text can be used in this section.)

Introduction to Section 8 – Define the term “utility structure.”

Page 18, Item 8.2 – Per Ch. Gassen, any time references can be made to the village’s zoning ordinance, it should do so.

Document Format – Manager Zawila indicated the photos on the overhead were examples of what the guidelines document will look like and many graphics will be provided in the document. Planner Flora Ramirez was thanked for her design scheme on the document. Manager Zawila invited comments from the commissioners. All comments about the format were positive.

Public Comment

Chairwoman Gassen asked staff if any written comments were received on this matter. Per staff, no comments were received. Ch. Gassen invited comments from the public.

Mr. Robertson – Did not have any comments but thanked the ADRB for its “hard work.”

Final Commissioner comments included revising the wording about process, specifically about wording being regulatory or advisory.

Ch. Gassen reminded everyone this topic discussion will continue at its December 16, 2020 Zoom meeting. Manager Zawila presented a couple of slides on what tasks will be presented and discussed at the next couple of meetings. He asked the ADRB to look in their emails for their next meeting materials and videos, noting that an invitation will be also be extended to the Downers Grove Downtown Management Corporation.

5. NEW BUSINESS – None

6. PUBLIC COMMENT – None

7. ADJOURNMENT

Ch. Gassen called for a motion to adjourn.

Mr. Reimer moved, seconded by Mr. Styczynski to adjourn the meeting at 8:15 p.m.

Roll call:

AYE: Reimer, Styczynski, Acks, Chalberg, Lerner, Renner, Gassen

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

**VILLAGE OF DOWNERS GROVE
ARCHITECTURAL DESIGN REVIEW BOARD
MINUTES OF FEBRUARY 17, 2021, 7:00 P.M.**

Chairwoman Gassen called the February 17, 2021 of the Architectural Design Review Board to order at 7:00 p.m. and requested a roll call:

1. ROLL CALL

PRESENT: Chairwoman Gassen, Ms. Acks, Mr. Styczynski, Ms. Chalberg, Mr. Lerner, Mr. Renner, Mr. Reimer

ABSENT: None

STAFF: Stan Popovich, Community Development Director
Jason Zawila, Planning Manager
Flora Ramirez, Development Planner
Gabriella Baldassari, Development Planner
Josh Dausener, Management Intern

VISITORS: Chuck Gatto, 5123 Main Street, Downers Grove
David Hene, 5207 Main Street, Downers Grove
Erin Venezia, Downers Grove Downtown Management Corporation

2. APPROVAL OF JANUARY 13, 2021 MEETING MINUTES

Motion by Reimer, second by Lerner to approve the minutes of the January 13, 2021 meeting. Minutes were unanimously approved by voice vote. Vote: 7-0

3. OLD BUSINESS

Design Review Project – Chairwoman Gassen briefly explained how the meeting will be conducted. Planning Manager Zawila summarized that he will be covering the second portion of the downtown design review project and proceeded to explain that the meeting would focus on Task 2, which involves ADRB examining the review and approval process for downtown projects and if the board recommends any changes to the existing process. The following three key questions will be considered: 1) what type of construction triggers design review; 2) what are the regulations; and 3) who is the decision-maker.

Design Review Process – Manager Zawila explained the Village's current permitting process as it pertained to the building permit or entitlement process. Examples of such projects that went through the entitlement process included Marquee on Maple, Maple and Main and Burlington Station.

Examples of projects followed that 1) do not require a permit, 2) require a building permit, and 3) projects that involved Planned Unit Developments, special use, etc.

Director of Community Development, Stan Popovich, introduced the exercise for the evening, which was to consider the three above questions: 1) what improvements should require design compliance; 2) is design compliance recommended or required; and 3) who is the decision-maker. Per staff, tonight's focus would be on guidance and/or modifications with

staff to return at the next meeting with options. Questions of clarification followed with staff providing a brief overview of the various zoning districts: Downtown Core, Downtown Business, and Downtown Transition.

Exercise 1 - What improvements should require design compliance?

Director Popovich reviewed those items that did not require a building permit: 1) roof replacement, landscaping, gutters, window replacement, paint, siding and door replacement. Discussion by commissioners included concern about those projects that are completed and may not be in keeping with some of the guidelines the ADRB has discussed in the past. Examples stated include removal of a historic tree in the business area, painting a building that draws attention, installing framed siding on a historic brick building, or replacing glass windows with glass block.

Commissioners agreed that the certain items should be considered but refrain from placing too many layers on a business owner. An appeal process should exist. However, other commissioners felt the items being discussed were a building owner's decision and not to regulate more, noting building owners will regulate themselves. However, if the majority wanted to see such items removed, it was suggested to keep the restrictions out of the Downtown Transitional District, with single-family home uses in particular. Mr. Renner recommended that paint, window replacement, siding and door replacement be restricted to the Downtown Core. Chairwoman Gassen preferred that window replacement be administratively reviewed if it was not like for like. It was also clarified that siding did not need a permit and that she supported door replacement as not needing a permit, unless it was not like for like and could be reviewed by staff.

In summary, through polling the ADRB members it was recommended that landscaping, paint, window replacement, siding and door replacement adhere to have some level of compliance with the design guidelines.

Staff then moved the discussion towards improvements that currently require a permit. Through polling the ADRB members it was recommended interior remodel, fire system alarm, waterproofing and lawn irrigation, should not require any level of design compliance.

Discussion then occurred over other types of improvements that require a permit such as structural changes to roofing; fencing, air conditioning and generators (as it pertains to screening), parking lot repairs, and parking lot additions. Discussion followed as to what constituted parking lot repairs, when a permit is needed generally, and how an owner determines they need a permit.

Discussing detached garages and sheds (with single-family homes), Director Popovich noted both items required permits currently. Detached garages needed a permit but no design review is currently completed with them. Ms. Chalberg pointed out that with the Transitional District it was intended to be changing from single family to multi-family or low impact office, allowing the village to expand the downtown commercial district in such a way that it does not impact single-family dwellings negatively. If there was guidance provided on design, then there was no guidance or restrictions on fencing. It was further voiced that fencing does impact the way a streetscape looks and can negatively impact an area if not done properly. Further discussion occurred on if there could be a way to distinguish fencing by use in the Transition area – i.e., residential dwellings being used as offices versus true single-family dwellings.

Mr. Riemer supported that the rule be the same across all three districts -- whether a residential property or commercial property -- and the fact that the village should encourage businesses to come to the village, not push businesses away with many restrictions.

In summary, through polling the ADRB members it was recommended that detached garages and sheds should not require some level of design compliance, however roofing changes, fences, AC/generators, parking lot repairs and parking lot additions should have some level of design compliance.

Lastly, brief discussion occurred and in summary through polling the ADRB members, it was recommended that new window/door, façade renovations, additions, new-multi-family, and new commercial and entitlement cases continue to require some level of design compliance, as it currently does today.

Exercise 2 – Is Design Compliance Recommended or Required

Moving on to the next exercise, Manager Zawila proceeded to explain the second exercise that the commission would be going through. He explained that the term “guidelines” means, from the village’s perspective, a “recommended approach.” However, “regulations” were considered a requirement for the purpose of design review approval. Manager Zawila proceeded to review the process staff deals with for guideline compliance when it is a requirement – briefly reviewing projects that went through that entitlement process. Discussion followed on how staff reviews a request that falls under a guideline, noting there is no formal review body and staff tries to work its best with an applicant. Most applicants work with staff.

Director Popovich reminded the commissioners that if an item is required, the decision would come down to staff, an advisory board or the council giving the approval. If an item is recommended, staff will work with the applicant to follow the guidelines. Staff then reviewed the improvements that the ADRB recommended should have some level of design review compliance, but currently do not require a permit: landscaping, paint, window replacement, siding and door replacement. It was suggested that landscaping changes should be the decision of the property owner, but clarification was requested regarding the Village’s tree protection ordinance. Staff clarified that the potential for tree protection depended upon whether the tree was in the village parkway or on the owner’s property. Currently there was no tree protection ordinance for private property.

An inquiry was made on what the context was for the opportunity for staff to make recommendations. Staff stated since there is no process for work that does not require a permit that’s hard; but if there is a parking lot remodel then staff can catch it on the permit. Other times when people call in, the planners reference the design guidelines in addition to the zoning ordinance. Ms. Chalberg acknowledged staff’s ability in successfully encouraging landscaping improvements even though these improvements currently do not require design compliance. Other comments followed regarding if requirements are made that it creates a process that becomes so subjective, time-consuming, and works in the opposite and motivates an applicant not to do anything.

Dialog then turned to the Downtown Core District and whether the village wanted someone to paint their building facade pink with a commissioner emphasizing that the DC district needed to be protected because doing so could affect a neighbor negatively.

In summary, through polling the ADRB members recommended that landscaping, paint, window replacement, siding and door replacement shall be recommended to comply with the design guidelines.

Currently, roofing changes, fencing, screening, parking lot repairs, and parking lot additions were all recommended to comply with the design guidelines. For detached garages and sheds, commissioners agreed “no” for required compliance.

After brief discussion it was agreed by the ADRB members that detached garages and sheds should not require some level of design compliance, however roofing changes, fences, AC/generators, parking lot repairs and parking lot additions should continue to be recommended to comply with the design guidelines through the current building permit process as it occurs today.

After further discussion it was also agreed that new window/door, façade renovations, additions, new-multi-family, new commercial and entitlement cases should be required to comply with the design guidelines. However, during the discussion, Chairwoman Gassen, did favor leaving them as “recommended” but have an advisory board review. Director Popovich explained some of the challenges of having it recommended with an advisory board and suggested that it may be better to have it “required.” Mr. Renner asked to have “recommended” on windows and doors but “required” for new openings, façade renovations and additions but, again excluding single-family uses in the DT district. Lastly, a concern was raised by Mr. Styczynski that a committee could suddenly be designing a building who themselves had no financial input into the project or taking the risk. Comments and opinions followed as well as landmarking a property and the difference.

Public Comment – Opportunity 1

Chairwoman Gassen invited comments from the public.

Mr. David Hene, inquired of staff if a tenant moves out of a building and the new tenant comes in with either a permitted use or a continuation of an existing/non-conforming use, the landlord will have to apply for an interior build-out permit (recommended category) as well as applying for a signage permit. However, Mr. Hene did not see signage as a topic for discussion and asked whether it was addressed somewhere else in the context of the design guidelines. Per Director Popovich, an interior remodel was not recommended for compliance with the design guidelines. Per Manager Zawila as it relates to design guidelines, signs, were not part of the scope of the project, as currently the sign ordinance has very specific requirements for the downtown.

No further comments were received from the public.

Exercise 3 – Who is the Decision Maker

Manager Zawila briefly provided an overview of the last exercise, pointing out that there are a number of decision makers including property owners, staff, an advisory board, and Village Council. Director Popovich explained how changes could affect an item, such as having to hold public meetings and their impact. Examples followed by staff and different scenarios were presented by the commissioners clarifying who the decision maker is for those types of improvements that are recommended for design compliance.

Regarding those improvements that currently do not require a permit, comments followed that staff should be involved in the process in order to be persuasive toward a property owner. However, it was pointed out that if a project, such as painting came in, staff could make a recommendation on how to paint the building, but ultimately the owner made the decision. Commissioners felt that while the property owner could still be the decision maker on the five

items, the process could go through staff with staff educating the owner about the guidelines and having something like a sign-off sheet be used.

Before moving onto the next items, Ms. Chalberg raised the point that while staff put much effort into the revision of the Downtown Guidelines there was no compliance required, so far. Conversation raised by commissioners was that there could be consultation with staff and with this board, if it was made “required”. However, Director Popovich explained the challenges of that.

In summary, through polling the ADRB members recommended that landscaping, paint, window replacement, siding and door replacement, the property owners should be the decision maker, while staff should serve in a consulting capacity.

Regarding, roofing changes, fencing, screening, parking lot repairs, and parking lot additions, the property owners should be the decision maker, while staff should serve in a consulting capacity, which is the current practice.

Moving to the next set of improvements, after some discussion it was recommended that new windows, door openings, façade renovations and additions, commissioners agreed that staff would be the decision maker and the ADRB would be the appeals board. During discussion it was stated by Mr. Styczynski that he like the idea of staff being the decision maker these improvements. Staff can check compliance with the guidelines, but he did not want to see this become such a long drawn out process if staff can take care of it. Several agreed that the ADRB could be the appeals board to staff decisions. For new multi-family and new commercial, the commissioners agreed that staff should be the decision maker and that the ADRB be the appeal board.

Per a commissioner question, Director Popovich explained how a new multi-family building becomes a Planned Unit Development. Examples followed. Director Popovich further explained the current review process for special uses and planned unit developments. Through polling the ADRB members recommended that the Village should maintain the status quo as it relates to design review for special uses and planned unit development cases, which are currently reviewed by the Plan Commission.

Chairwoman Gassen asked staff when staff puts together proposals for the next meeting, to please consider that a goal is to get projects into public eye earlier into the process. Director Popovich explained that if the ADRB wanted to have an earlier review of projects, would it want to consider having an “ADRB-look” prior to a submission to the Plan Commission. Director Popovich agreed with some commissioners that it added another layer of administration, added another month to the process, and that zoning items would not be discussed by the ADRB. A commissioner asked whether staff could provide reports to the ADRB on projects that were going on, for the public’s sake. Chairwoman Gassen asked staff to provide some input on that matter in its report next month. General dialog followed on how staff publicizes a meeting to the public and to proactively notifying the public on projects or their changes.

Chairwoman Gassen invited public comment. None received. No final comments were received from this board.

Chairwoman Gassen asked staff to provide an update on the next steps for this process, wherein staff relayed it will take the input received tonight and provide some options at the March 17, 2021 meeting. A final draft of the Design Guidelines would also be provided.

Chairwoman Gassen invited public comment on general items. None received. Staff provided a brief update on its latest projects. Chairwoman Gassen thanked staff for working on the above matter. Manager Zawila voiced his pleasure at seeing the commissioners in person.

4. ADJOURNMENT

Chairwoman Gassen called for a motion to adjourn.

**Ms. Chalberg moved, seconded by Mr. Styczynski to adjourn the meeting at 9:54 p.m.
Motion carried unanimously.**

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

APPROVED

**VILLAGE OF DOWNERS GROVE
ARCHITECTURAL DESIGN REVIEW BOARD
MINUTES OF MARCH 17, 2021, 7:00 P.M.**

Chairwoman Gassen called the March 17, 2021 of the Architectural Design Review Board to order at 7:00 p.m. and requested a roll call:

1. ROLL CALL

PRESENT: Chairwoman Gassen, Mr. Styczynski, Ms. Chalberg, Mr. Lerner, Mr. Reimer

ABSENT: Ms. Acks, Mr. Renner

STAFF: Stan Popovich, Community Development Director
Jason Zawila, Planning Manager
Flora Ramirez, Development Planner

VISITORS: David Hene, 5207 Main Street, Downers Grove
Erin Venezia, Downers Grove Downtown Management Corporation

2. APPROVAL OF FEBRUARY 17, 2021 MEETING MINUTES

Motion by Mr. Reimer, second by Chalberg to approve the minutes of the February 17, 2021 meeting. Minutes were approved by voice vote. Vote: 5-0

3. OLD BUSINESS

Design Review Project – Ch. Gassen briefly reviewed the expected process that would be followed, stating the board would only be providing a recommendation tonight to the Village Council.

Design Review Process – Planning Manager Zawila explained tonight's meeting was the culmination of meetings that occurred over the past eight months with four discussion items to be discussed, followed by public comment, and then a motion to follow after each discussion item. The motions would be recommendations to the Village Council.

Planning Manager Zawila recalled for the board that they completed two primary tasks during their meetings. The first was the update to the Downtown Design Guidelines, where the ADRB was closely involved with making changes and providing input. At this point, Manager Zawila asked if the members had any further input regarding the design guidelines.

Ch. Gassen invited board comments regarding the revised design guidelines. None followed except that she pointed out to staff that when an overlap between the design guidelines and items in the Village's zoning ordinance occur, to reference the zoning ordinance in the design guidelines so that developers see the requirements/clarifications. Staff was supportive of the recommendation.

Ch. Gassen invited the public to comment on the design guidelines. None followed. She entertained a motion to approve the Downtown Design Guidelines.

APPROVED

Mr. Reimer made a motion that the ADRB recommend that the Village Council approve the updated Design Guidelines with the modification to include any reference to the relevant zoning ordinance and include the grammatical modifications previously submitted by Ms. Acks. Second by Mr. Lerner. Roll call:

AYE: Reimer, Lerner, Chalberg, Styczynski, Gassen

NAY: None

Motion passed unanimously.

Moving the discussion to the second primary task, which was to examine the review and approval process for design, Manager Zawila proceeded to present slides depicting the village's current review process and the feedback that was received from the board's last meeting.

Ch. Gassen invited members to provide further input regarding the review and approval process for design. Ms. Chalberg asked that a legend be listed on the zoning map. No further board comments followed.

Ch. Gassen opened up the discussion to public comment. No public comments were received. Ch. Gassen entertained a motion.

Mr. Lerner made a motion that the ADRB recommend that the Village Council maintain the status quo as it relates to design review for the following property improvements: interior remodel, fire suppression/alarm, waterproofing, lawn irrigation, roofing changes, fences, AC/generators, parking lot repairs, detached garages, sheds, new single family homes, special uses, and PUDs. Second by Mr. Reimer. Roll call:

AYE: Lerner, Reimer, Chalberg, Styczynski, Gassen

NAY: None

Motion passed unanimously.

In addition, Planning Director Stan Popovich reported there were no public comments received regarding tonight's discussion points. Ch. Gassen acknowledged that an email was sent to Downtown Management regarding tonight's meeting. Member Chalberg voiced her surprise to see no businesses commenting or attending.

Moving to the next topic of discussion: improvements that currently do not require a permit, Manager Zawila referenced slides on the overhead and recalled the current review process. He stated the ADRB agreed that five improvements were recommended to have some level of design compliance but did not necessarily have to comply: landscaping, paint, window replacement, siding, and door replacement. For those items, the property owner would be the decision maker while staff would act as a consultant.

Considering the process and having some form of a registration process, including a 10-day review process similar to permits, Manager Zawila reviewed the potential consequences that could take place: 1) it becomes a process that offers a line of communication with staff and the downtown stakeholders; 2) it would impact of the workload, such as reviewing landscaping; 3) stakeholders may not register their project with the village and therefore not get compliance; 4) the registration process could be seen as an additional government regulation; and 5) no guaranty existed that a stakeholder's plans would change based on staff's recommendation.

Mr. Lerner voiced disappointment that some of the options did not reflect the consensus of the board at the last meeting, especially for those items listed that affected the appearance of the downtown area and for the consultation to occur. He summarized that one option proposed

APPROVED

to do nothing while the other option proposed to establish a process that had no consequences. He emphasized that other communities appeared to make things work and suggested that the village may need to require a permit for such items but only after a consultation take place first. The owner would remain the decision maker but it forced the owner to discuss the design guidelines with staff. Ms. Chalberg expressed concern that if no consequences existed, it took the village back 10 years when no design guidelines existed at all. She supported a program that encouraged the guideline process. More creative ideas needed to be discussed.

Mr. Lerner inquired how many projects actually came up in the past that were issues in the business district, wherein Manager Zawila indicated the matter was subjective and no documentation existed on what buildings received more complaints than others. Comments voiced by the board included 1) the registration process could be over-reaching, 2) there needed to be a form of outreach program to the business owners, 3) if something was to be enforceable, it should include a permit, and 4) not recommend any of the five items as required unless one item stood out.

The goal of the outreach program would convey that the registration process was a consultation with staff. Compliance and motivation to comply would be key. Ch. Gassen voiced no support for an owner needing a permit to paint or landscape his/her property while the other three items (window replacement, siding replacement, door replacement) she could agree that compliance be gained because they impacted a neighborhood. Outreach could also include a quarterly newsletter sent to owners.

Ch. Gassen invited public comment. None received. A motion was entertained.

Mr. Lerner made a motion that the ADRB recommend to the Village Council that the Village establish a permit system for downtown property owners that desire to make the following improvements to their properties: 1) window replacement, 2) siding replacement, and 3) door replacement. Permits for these improvements will be granted following a brief consultation with village staff to review and recommend compliance with the Downtown Design Guidelines.

Given the above motion Manager Zawila offered a couple of options to the board to consider; and rather than using the term "permit", the board discussed using the term of "consultation."

Motion died for lack of a second.

Discussion then centered on whether the board wanted compliance with any of the three remaining items (window replacement, door replacement, siding replacement) with Ch. Gassen and Mr. Lerner supporting a consultation-type process. Mr. Lerner believed most business owners would do the right thing. Having a newsletter would be a positive. Manager Zawila, on the other hand, suggested that the board could recommend remain status quo for the improvements but recommend that the Village Council require a proactive outreach effort to communicate the guidelines/improvements to the community. A short dialog was raised about the poor types of siding, EFIS material, and the argument behind a permit versus consultation versus a \$5.00 permit fee charged versus a \$400 permit fee charged if compliance does not occur with the guidelines.

After the last comments received, Ch. Gassen entertained another motion.

Mr. Reimer made a motion that the ADRB recommend to the Village Council to maintain the status quo as it relates to design review for those improvements that do not

APPROVED

currently require a permit. In addition, Village Council shall provide direction to staff to increase the frequency for the outreach program, and consultation, related to compliance with the design guidelines that have been developed for the Downtown Business District. Second by Mr. Styczynski.

Ms. Chalberg expressed that siding replacement should be a permit review, given that mistakes could be long-lasting. Mr. Lerner preferred that window/door replacement and siding also be permit reviewed. **Roll call:**

AYE: Reimer, Styczynski, Gassen

NAY: Chalberg, Lerner

MOTION PASSED: VOTE 3-2

Moving to the fourth discussion item – improvements that require a permit currently – Manager Zawila walked through the current process for the ADRB. He recalled from the last meeting, board members discussed five improvements: new window or door, façade renovations (significant change to façade), additions, new multi-family structures and new commercial buildings. At that time the board agreed: 1) an owner should be required to comply from the design guidelines, 2) staff would be the decision maker, and 3) the ADRB would serve as the appealing body. A slide representing the process followed.

Reviewing the consequences of this process, Manager Zawila pointed out 1) staff's subjective judgment could fall under scrutiny of stakeholders and residents after approval was granted and the project started; 2) no public comment would be available unless due to the appeal process; 3) an increased administrative burden would exist on stakeholders/staff; and 4) the additional process could potentially discourage improvements from occurring. Alternatively, staff provided another option where the ADRB could make the final decision. If an appeal were to occur, then it would go before the Village Council for final decision.

Manager Zawila walked through a slide reflecting the past five years of permit data (2010 to 2016) noting those projects that would have fallen into the above process, i.e., 43 potential cases if the process was in the code requiring design compliance and going to the ADRB for a final decision. He also pointed out that awnings – sometimes used as signage -- could change the improvement. Currently, he estimated about one-half of the façade renovations were awning permits.

A review of the process, under the ADRB, and its potential consequences followed: 1) additional review time would be added to projects; 2) an additional cost to the applicant; 3) the focus of the ADRB would change and include additional cases not seen before; and 4) while the additional review process could discourage some owners, it could also result in a good design for the downtown which would become more common place. Manager Zawila proceeded to explain three optional motions the board could consider as noted in the staff report.

Questions followed if staff had certain (subjective) items that raised potential concern within the community and whether those items should be removed for review by a larger body other than staff. Wherein, Manager Zawila indicated that façade renovations, additions, new multi-family and new commercial were items that would have the largest significant changes and where the design guidelines would have to be applied. New window/new door would depend on the size of the opening. Ch. Gassen also added that most multi-family structures would fall under the Special Use category, which would have a great impact to the downtown community and the public.

APPROVED

Ch. Gassen invited board comments.

Turning to the potential consequences and staff's assertion that subjective judgment would fall under scrutiny of stakeholders and residents, Director Popovich explained the concern becomes the interpretation of an item from staff's perspective or a neighbor's perspective. Having a full board review allowed more feedback, open discussion, and comments from the public. Ch. Gassen also pointed out that one of the goals (in the entire process) was to have community awareness earlier in the process. She was fine with such improvements coming before this board for review and final decision. Dialog between staff and the board followed on how such cases would differ in review by the Planning Commission versus the ADRB. Mr. Lerner pointed out that decision standards would have to be developed. Director Popovich explained that such standards would have to be codified. Different scenarios were discussed.

Based on the 43 cases over the past five years, Mr. Styczynski inquired as to how much more would the ADRB have to meet if the above process were to be agreed upon by the board, wherein Manager Zawila relayed the ADRB would be expected to meet more frequently. An explanation followed.

Ch. Gassen opened up the meeting to public comment. None received.

Reviewing the topic of awnings, Manager Zawila reminded the board that the item would have to come through the process, if approved. Some of those cases would be covered in the zoning ordinance, as mentioned by Ch. Gassen. It was suggested that awnings be reviewed administratively by staff but if awnings were part of a façade renovation then it would come before the ADRB. A straw poll was taken and the board agreed to remove awnings by itself, unless it was part of a façade renovation. Ch. Gassen entertained a motion.

Mr. Reimer made a motion that the ADRB recommend that the Village Council require design compliance with the following property improvements: new windows/doors, façade renovations, additions, new-multi-family, and new commercial. The ADRB would serve as the decision maker, while the Village Council would serve as the appeal to ADRB decisions. Second by Ms. Chalberg. Roll call:

AYE: Reimer, Chalberg, Lerner, Styczynski, Gassen

NAY: None

Motion passed unanimously.

Manager Zawila reminded the board the next step in the process was to provide a compiled report to the Village Council, which date was unknown at this time. He appreciated the board's input. Ch. Gassen appreciated staff's work and thanked those that were in attendance. Per staff, a meeting was scheduled for next month.

4. ADJOURNMENT

Chairman Gassen called for a motion to adjourn.

Ms. Chalberg moved, seconded by Mr. Lerner to adjourn the meeting at 8:34 p.m. Motion carried unanimously.

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

DOWNTOWN DESIGN GUIDELINES

VILLAGE OF DOWNERS GROVE



ACKNOWLEDGMENTS

The Village of Downers Grove would like to acknowledge the Village Council's and the Architectural Design Review Board's efforts to ensure that high quality buildings and developments continue to be constructed in the Downtown. Their efforts have resulted in a document that provides valuable guidance on building design throughout Downtown.

Village Council

Bob Barnett, Mayor
Leslie Sadowski-Fugitt, Commissioner
Chris Gilmartin, Commissioner
Danny Glover, Commissioner
Greg Hosé , Commissioner
Rich Kulovany, Commissioner
Nicole Walus, Commissioner
Marge Earl, Former Commissioner
Cavanaugh L. Gray, Former Commissioner

Architectural Design Review Board

Amy Gassen, Chair
Carine Acks
Liz Chalberg
Ken Lerner
Jeff Riemer
Don Renner
William Styczynski

Village Staff

David Fieldman, Village Manager
Stan Popovich, AICP, Director of Community Development
Jason Zawila, AICP, Planning Manager
Flora Ramirez, AICP, Development Planner
Gabriella Baldassari, Development Planner



TABLE OF CONTENTS

SECTION 1: INTRODUCTION

Downtown Zoning Districts	6
Applicability	7

SECTION 2: HOW TO USE THE DESIGN GUIDELINES8

SECTION 3: SITE DESIGN.....9

Building Placement	10-11
Building Massing	12-13
Site Landscaping—Transitional District	14

SECTION 4: BUILDING DESIGN GENERAL.....15

Building Façade.....	16
Color	17
Materials	18
Articulation	19
Lighting	20

SECTION 5: BUILDING BASE.....21

Commercial Storefronts	22
Entrances	23
Rear Customer Entrances	24
Windows	25
Awnings.....	26

SECTION 6: BUILDING MIDDLE.....27

General	28
Windows	29
Balconies	30

SECTION 7: BUILDING TOP.....31

Rooflines and Parapets	32
------------------------------	----

SECTION 8: UTILITY CONSIDERATIONS.....33

Utility Considerations	34
------------------------------	----

SECTION 9: PARKING FACILITIES.....35

Parking Facilities General	36
----------------------------------	----

SECTION 10: GLOSSARY37-38

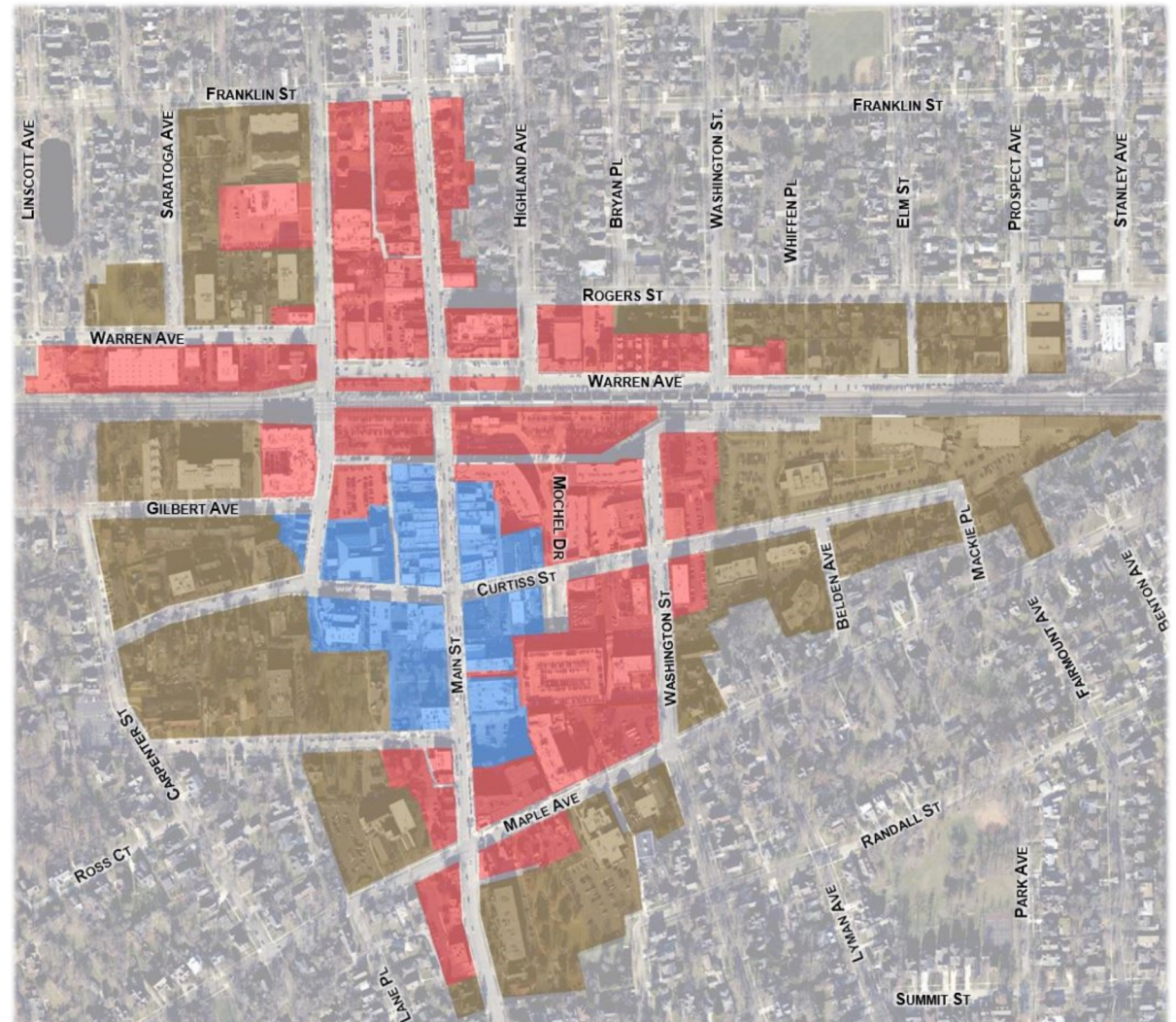
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INTRODUCTION • DOWNTOWN ZONING DISTRICTS

Downtown Core: The Downtown Core District guidelines are intended to maintain and promote a vibrant and compact core within the downtown area for shopping, dining and entertainment with residential uses above. The built form of the Downtown Core District should support and facilitate the purpose of the downtown core, which is to establish and maintain a place that serves as the social and civic core of the community. The built form should also foster a **walkable** environment that attracts and encourages people to gather, walk and mingle.

Downtown Business: The Downtown Business District guidelines are intended to maintain and promote a vibrant and compact downtown area for living, shopping, dining and entertainment. The district is intended to encourage a broad range of uses and high-quality development. The Downtown Business District is uniquely located adjacent to the Downtown Core District, with denser commercial development, and the Downtown Transition District and residential neighborhoods with residential characteristics. The built form of the Downtown Business District should be generally consistent with transit-oriented development.

Downtown Transition: The Downtown Transition District guidelines are intended to accommodate and promote transitional land uses and development patterns between the Downtown Core or Downtown Business Districts and nearby low-density residential areas. The guidelines are intended to help prevent intensive downtown development from encroaching into stable residential areas. The guidelines apply only to non-single-family residential uses within the Downtown Transition District.



1

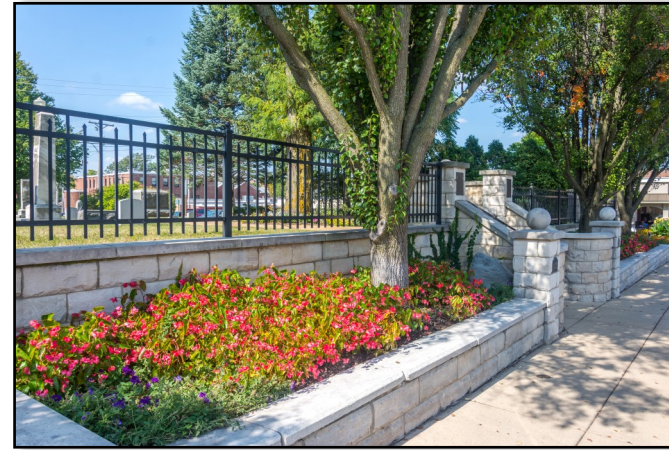
INTRODUCTION • APPLICABILITY

The Village of Downers Grove Downtown Design Guidelines serve as an important guide for the design of new construction, additions and modifications to buildings and sites in the Downtown. The Downtown Design Guidelines have been developed to assist in creating a vibrant and diverse downtown and should serve as a guide for downtown development. Property owners and design professionals should refer to this document in designing rehabilitations, additions and new developments.

Simply put, the Downtown functions as the symbolic heart of the community, and its importance dictates that careful consideration be given to any and all proposed developments and improvements within its boundaries. Good design within the Downtown is not optional. The quality of the physical environment, which includes attractive streets, buildings, civic spaces and gathering spaces, has a direct impact on Downtown Downers Grove's vitality, character, desirability, charm and ultimate success.

The guidelines are the single design reference for the downtown area and apply to private and public improvements except as necessary to accommodate public safety. Experience shows, time and again, that appearance is important to a healthy downtown business environment. Working together to create and sustain an attractive downtown will benefit the community as a whole.

The community's vision through the Comprehensive Plan's Downtown Focus Area Plan identified three functional subareas of the Downtown which resulted in the designation of three specific zoning districts. The Downtown Design Guidelines are organized to address these three primary land use areas of the Downtown.



- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design
- 4 Building Design General
- 5 Building Base
- 6 Building Middle
- 7 Building Top
- 8 Utility Considerations
- 9 Parking Facilities
- 10 Glossary

2

HOW TO USE THE DESIGN GUIDELINES

*The design guidelines have been developed to assist in creating a vibrant and diverse downtown and should serve as a guide for downtown development. The guidelines are divided into seven separate sections, site design, building design, building base, building middle, building top, utility considerations, and parking facilities. Each section describes elements which support good design and provide visual references which identify both **ENCOURAGED** and **DISCOURAGED** elements of each guideline.*

*Throughout the document you will also see certain words in **bold**. These terms are defined in the Glossary section of the document.*



3

SITE DESIGN

The overall building design is important to create a sense of place, enclosure and activity. The following guidelines are offered. Adherence to the following guidelines will lead to a number of benefits, including the establishment of a comfortable, inviting, and pedestrian friendly atmosphere throughout the downtown area. The overall building placement, orientation and scale is important to create a sense of place.

- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design**
 - 3-A. Building Placement
 - 3-B. Building Massing
 - 3-C. Site Landscaping—Transitional District
- 4 Building Design General
- 5 Building Base
- 6 Building Middle
- 7 Building Top
- 8 Utility Considerations
- 9 Parking Facilities
- 10 Glossary



3-A

SITE DESIGN • BUILDING PLACEMENT

1. Construct new buildings within the **build-to-zone** to align with the downtown **streetwall**.
2. For those properties in the Downtown Business District nearer to the Downtown Core District, buildings should exhibit core characteristics and be built near the sidewalk and street property lines that contribute to a continuous streetwall.
3. For those properties in the Downtown Business District near the Downtown Transition District and surrounding residential neighborhoods, buildings should exhibit more of the characteristics of the adjacent zoning district. Buildings may be larger but may include front and side setbacks to create open green space around the buildings, or step back additional stories using a **line-of-sight** methodology. Avoid physical gaps in the streetwall.



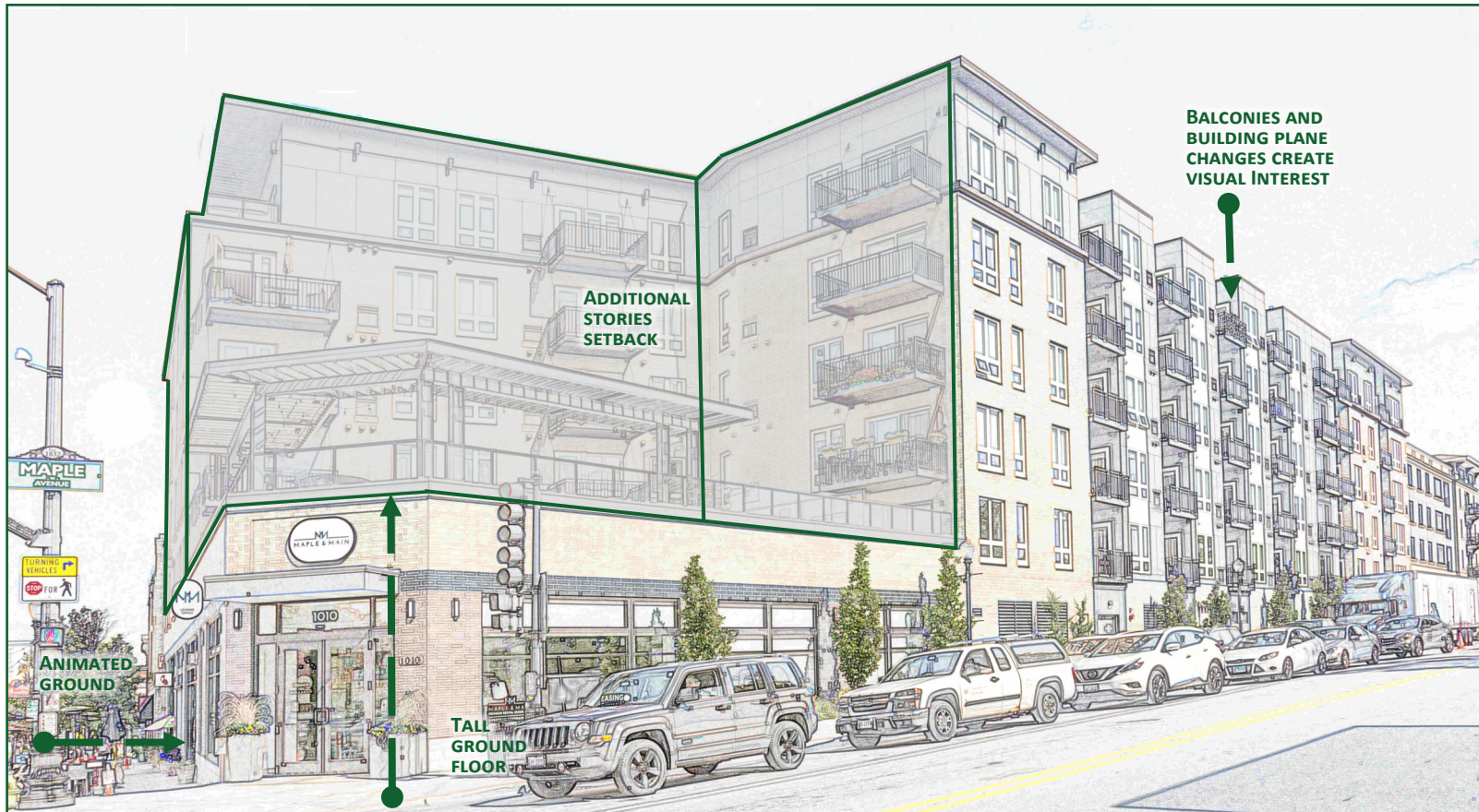
 **ENCOURAGED** — Buildings are located to create continuity in the streetwall.

3-A

SITE DESIGN • BUILDING PLACEMENT

4. Where physical gaps are necessary, minimize interruptions by providing outdoor dining or gathering spaces; low decorative or seating walls; low decorative fencing or landscape screening.
5. Avoid driveways at mid-block, as it interrupts the pedestrian character established by a streetwall.
6. Offices in converted houses provide an important transition area between the commercial activities of Downtown and nearby residential areas. Parking, loading, signage, lighting and business operations should be of a nature and scale that is compatible with surrounding residential uses .
7. For commercial buildings in the transitional district, set the building back to align with others on the street.

- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design
 - 3-A. Building Placement
 - 3-B. Building Massing
 - 3-C. Site Landscaping—Transitional District
- 4 Building Design General
- 5 Building Base
- 6 Building Middle
- 7 Building Top
- 8 Utility Considerations
- 9 Parking Facilities
- 10 Glossary



ENCOURAGED — Building is placed within the build-to-zone, respecting the corner, and additional upper stories are setback.

3-B

SITE DESIGN • BUILDING MASSING

1. Building height and bulk in the downtown is regulated by Section [28.4.010](#) of the Downers Grove Zoning Ordinance and guided by the Downtown Key Focus Area Plan in the Downers Grove Comprehensive Plan, as well as the guidelines that follow.
2. The **building massing** and height should be proportionate to adjacent buildings, as appropriate spacing will create a sense of enclosure which is important for a downtown environment.



ENCOURAGED — Consistency in massing should create a comfortable sense of enclosure.

3-B

SITE DESIGN • BUILDING MASSING

3. The apparent mass and bulk of a large building should be reduced by structural **articulation**, windows or other architectural and functional elements, and by landscaping. Structural articulation can include breaking the plane of the building by offsets, insets for entryways or balconies, step backs, and consideration of alternative roof structures. This also applies to commercial designed buildings in the Downtown Transitional District. See Section 4-D for additional guidance.
4. The Downtown Business District is uniquely located adjacent to the Downtown Core District with denser, commercial development and the Downtown Transition District and residential neighborhoods with residential characteristics. As such, the location of Downtown Business District properties should play a role in the built form. When immediately adjacent to the Downtown Core District, new buildings that are constructed in these areas should present a consistent or complementary height as viewed from the pedestrian level, with additional stories stepped back using a line-of-sight methodology.

1	Introduction
2	How to Use the Design Guidelines
3	Site Design 3-A. Building Placement 3-B. Building Massing 3-C. Site Landscaping—Transitional District
4	Building Design General
5	Building Base
6	Building Middle
7	Building Top
8	Utility Considerations
9	Parking Facilities
10	Glossary



ENCOURAGED — The use of architectural features can help break up the apparent massing.



DISCOURAGED — Adjacent building should be complementary in height.

3-C

SITE DESIGN • SITE LANDSCAPING—TRANSITIONAL DISTRICT

1. Select fences that are compatible with a residential neighborhood. Low decorative metal or wood picket fencing is acceptable along the front and corner side; board-on-board wood is preferred for screening purposes.
2. Design landscaping to complement a residential neighborhood, providing four-season interest through inclusion of evergreen, deciduous and perennial species.
3. Locate and design outdoor spaces to minimize noise and privacy impacts when adjacent to residential uses.
4. Provide a walkway from the street to the building in residential settings. The walkway running from the street to the front porch provides unity to the streetscape.



ENCOURAGED — Outdoor seating area near residential uses.



ENCOURAGED — Complementary landscaping.



ENCOURAGED — Walkway from sidewalk to building entrance.



DISCOURAGED — Landscaping not provided.

4

BUILDING DESIGN GENERAL

In general, individual buildings should have a distinctive and aesthetically pleasing architecture. Although the Village does not have a distinct style in the Downtown, individual buildings should have a single architectural style. Building style and character is an essential component of a downtown and plays a significant role in establishing and enhancing an area's overall character and sense of place. Buildings with unique architectural aspects are an effective way of enhancing the sense of place. Buildings should be constructed of high-quality materials. A variety of finishes within the same material is acceptable.



- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design
- 4 Building Design General**
 - 4-A. Building Facades (General)
 - 4-B. Color
 - 4-C. Materials
 - 4-D. Articulation
 - 4-E. Lighting
- 5 Building Base
- 6 Building Middle
- 7 Building Top
- 8 Utility Considerations
- 9 Parking Facilities
- 10 Glossary

4-A

BUILDING DESIGN GENERAL • BUILDING FACADES (GENERAL)

1. **Facades** should reflect proportionate shapes and patterns. Unarticulated walls create poor visual appearance, do not relate to the base, nor the roof and are not allowed.
2. Facades should be visually appealing through articulation, detailing, openings and materials.
3. Corner buildings are exposed on two streets. As such, corners of these buildings should be articulated and elaborated for their importance.
4. Maintain the appearance of buildings with residential character through small-scale development with entry porches, landscaped front yards, dormers, small windows, or pitched roofs.



ENCOURAGED — Corner articulation, with visually appealing detailing, openings and materials.



ENCOURAGED — Detailing, window openings, and material changes.

4-B

BUILDING DESIGN GENERAL • COLOR

1. Select exterior colors that complement the hues of nearby buildings. Typical building colors in the downtown area include the natural brick and stone shades of red, buff, white, cream and gray. Dark colors are also appropriate, when variations in the color palette are used.
2. Choose building and accent colors that are appropriate to the period or architectural style of a building.



ENCOURAGED — Using a variety of colors with a warm pallet can help highlight architectural features.



DISCOURAGED — Contrasting color variations.



DISCOURAGED — Color should be used to create visual interest around the entrance.



DISCOURAGED — Limit stark change in colors.

- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design
- 4 Building Design General**
 - 4-A. Building Facades (General)
 - 4-B. Color
 - 4-C. Materials
 - 4-D. Articulation
 - 4-E. Lighting
- 5 Building Base
- 6 Building Middle
- 7 Building Top
- 8 Utility Considerations
- 9 Parking Facilities
- 10 Glossary

4-C

BUILDING DESIGN GENERAL • MATERIALS

1. Building materials such as brick, stone, manufactured stone, terra cotta accents, metal accents and wood are encouraged as they provide visual interest. Facades should be visually appealing through detailing, openings and materials.
2. Do not use **concrete masonry units (CMU)**, **exterior insulating finishing systems (EIFS)** or dry-vit as a **primary material**. These materials are discouraged throughout the building. If it is desired to use these materials, they should be used for accents and their use should be limited.
3. Use consistent building materials and detailing on all sides of a structure that are open to public view.
4. Brick, stone and vertical/horizontal siding (wood or fiber cement) are the preferred materials for new buildings or building rehabilitations.



ENCOURAGED — Using a mix of materials can create a balance between modern and traditional design.



DISCOURAGED — Do not use EIFS as the primary building material.

4-D

BUILDING DESIGN GENERAL • ARTICULATION

1. Apply techniques such as variations in materials and colors, roofline articulation and other vertical architectural features, to reduce the perceived mass of larger buildings
2. Apply compatible but distinct facade designs to multiple storefronts or partitions that are part of the same building. Themes may be established through use of complementary colors, **cornice** treatments and decorative materials.
3. Avoid blank walls on all sides of a structure that are open to public view. Windows are not required for building faces abutting interior side property lines, but building articulation should be provided.

- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design
- 4 **Building Design General**
 - 4-A. Building Facades (General)
 - 4-B. Color
 - 4-C. Materials
 - 4-D. Articulation
 - 4-E. Lighting

- 5 Building Base
- 6 Building Middle
- 7 Building Top
- 8 Utility Considerations
- 9 Parking Facilities



ENCOURAGED — Variation in shapes, building features, and treatments.



ENCOURAGED — Clear horizontal expressions of the base, middle, and top.



DISCOURAGED — Avoid blank and flat facades.

4-E

BUILDING DESIGN GENERAL • LIGHTING

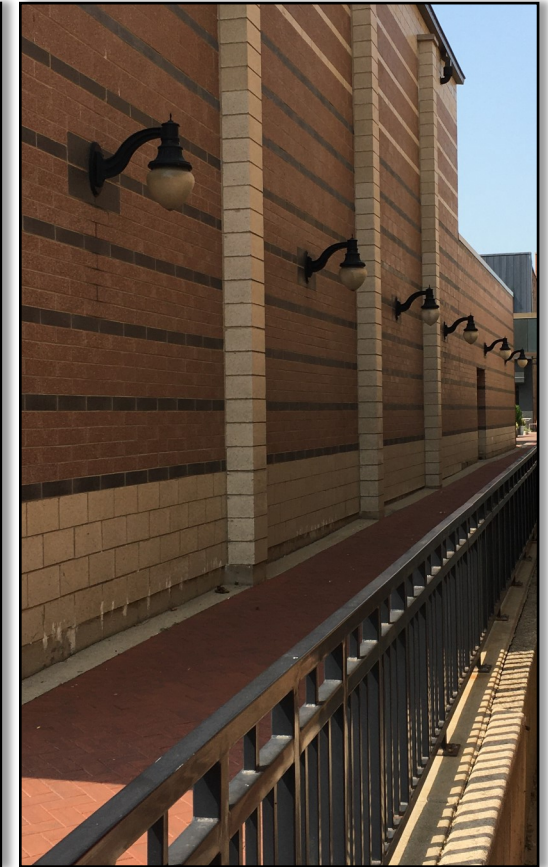
1. Provide illumination on front and rear entries to ensure customer and employee safety.
2. Select decorative light fixtures that are compatible with the building design. Protruding light fixtures also add visual interest while highlighting building details.
3. Choose light bulbs that emit a warm tone for exterior building identification and accent lighting.
4. Alleyways that are used for pedestrian movement in the Downtown should be adequately lit for safety and comfort.



ENCOURAGED — Projecting lights.



ENCOURAGED — Decorative lighting.



ENCOURAGED — Illuminated pedestrian walkways.

5

BUILDING BASE

The building base provides for attractive storefronts that can draw the attention of window shoppers, boost economic activities, enhance the image of the business and assist in marketing the goods and services of the business.

Storefronts in the Downtown play an important role in the creation of a vibrant and exciting downtown. They allow businesses to display their goods and services to pedestrians passing by and provide a visual interest in the streetwall. Implementing the following design guidelines is essential in creating a more vibrant pedestrian environment. To create attractive storefronts, certain design features such as horizontal expressions, articulated entrances, and awnings can be used.



- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design
- 4 Building Design General
- 5 Building Base**
 - 5-A. Commercial Storefronts
 - 5-B. Entrances
 - 5-C. Rear Customer Entrances
 - 5-D. Windows
 - 5-E. Awnings
- 6 Building Middle
- 7 Building Top
- 8 Utility Considerations
- 9 Parking Facilities

5-A

BUILDING BASE • COMMERCIAL STOREFRONTS

1. Incorporate storefront features, such as large display windows and doors, low bulkheads, transoms, relatively thin framing elements. These features provide compatibility with the character of the Downtown and enliven the pedestrian shopping environment.
2. A horizontal expression or **cornice** element should establish the ground level of the building from the rest of the building. The expression should complement adjacent buildings and reinforce the street as a pedestrian friendly space.



ENCOURAGED — Detailed knee walls and transom windows should make up a majority of the storefront.



DISCOURAGED — Storefronts with minimal detail at the knee wall or base should be avoided.

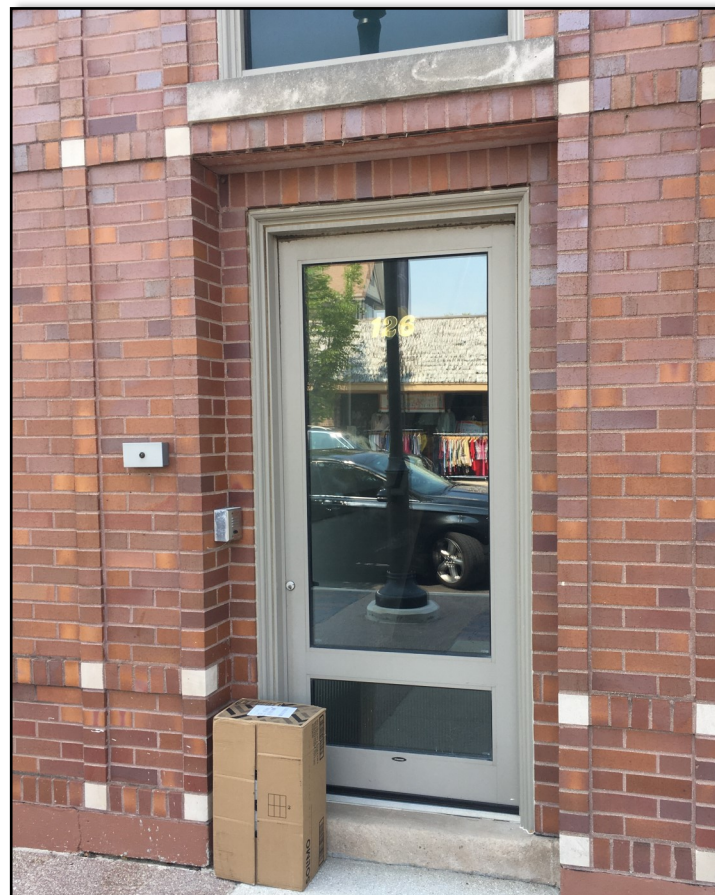
5-B

BUILDING BASE • ENTRANCES

1. Orient primary building entrances to a public street.
2. Provide doors and entrances that are highly visible, as these are inviting to customers.
3. Ensure that the front doors of new buildings reflect the doorway placement and proportions of existing buildings along the same block. Provide angled corner entrances for buildings located at the intersection of roadways.
4. Entries should be prominent features of the base. Entries should be different from the standard building bay through articulation, elaboration and materials.
5. When utilized, orient a front porch or covered landing to the street. While the porch serves as a transition area from the street to the building, it can also be an essential element of the streetscape. It provides human scale to the building; it offers interest to pedestrians; and it is a catalyst for personal interaction.



ENCOURAGED — Articulated entry through corner piers.



DISCOURAGED — Entrances without detail and definition are unattractive.

- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design
- 4 Building Design General
- 5 **Building Base**
 - 5-A. Commercial Storefronts
 - 5-B. Entrances
 - 5-C. Rear Customer Entrances
 - 5-D. Windows
 - 5-E. Awnings
- 6 Building Middle
- 7 Building Top
- 8 Utility Considerations
- 9 Parking Facilities
- 10 Glossary

5-C

BUILDING BASE • REAR CUSTOMER ENTRANCES

1. Provide rear customer entrances to restaurants, stores and shops on blocks where public parking or pedestrian walkways are located behind the buildings.
2. Design rear customer entrances to be attractive and inviting, incorporating design treatments that are comparable to front entrances.



ENCOURAGED — Simple design should create recognizable entrances.



ENCOURAGED — Clear division of entry points using design elements like awnings, lighting, and building color.



DISCOURAGED — Avoid multiple signs, blank walls, glass block windows and trash enclosures.



DISCOURAGED — Avoid locating a rear entrance adjacent to parking and utilities.

5-D

BUILDING BASE • WINDOWS

1. Provide ground floor display windows on commercial building faces that abut pedestrian areas.
2. **Knee walls** are encouraged to provide a strong base. However, windows that are installed, without a knee wall, that open to the sidewalk, may also be appropriate as it provides interest and activity at the street.
3. Provide clear glass windows at the pedestrian level. Window glazing may be located on upper stories only and should be clear or slightly tinted. Avoid reflective or dark coatings.



ENCOURAGED — Multiple window panes can help add character to the design.



DISCOURAGED — Opaque and reflective window film should be avoided.

- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design
- 4 Building Design General
- 5 **Building Base**
 - 5-A. Commercial Storefronts
 - 5-B. Entrances
 - 5-C. Rear Customer Entrances
 - 5-D. Windows
 - 5-E. Awnings
- 6 Building Middle
- 7 Building Top
- 8 Utility Considerations
- 9 Parking Facilities
- 10 Glossary

5-E

BUILDING BASE • AWNINGS

1. Design awnings to fit within the frame of the storefront. Awnings should not hide a building's facades, distort its proportions, or cover architectural features.
2. Select matte canvas awning materials that are made of durable fabric material that can be easily cleaned and resists fading. Do not use vinyl awnings.
3. Select awnings that are complementary to the style and color of the building.
4. Awnings that are internally illuminated are prohibited per the Zoning Ordinance Section [9.050](#).



ENCOURAGED — Awnings can enhance a building entrance and shield pedestrians from the weather.



DISCOURAGED — Narrow and painted metal awnings lack durability and expose pedestrians to the weather.

6

BUILDING MIDDLE

The middle section of a building should be designed to tie the building base to the roof while creating visual interest. The middle of a building should be a series of solids and voids. Design features which complement the base and roof are included in this section.



- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design
- 4 Building Design General
- 5 Building Base
- 6 Building Middle**
 - 6-A General
 - 6-B Windows
 - 6-C Balconies
- 7 Building Top
- 8 Utility Considerations
- 9 Parking Facilities
- 10 Glossary

6-A

BUILDING MIDDLE • GENERAL

1. Facades should reflect proportionate shapes and patterns. Unarticulated walls create poor visual appearance, do not relate to the base nor the roof and are strongly discouraged. Section 4-D provides additional guidance on building articulation.
2. When immediately adjacent to the Downtown Core District, new buildings that are constructed in these areas should present a consistent or complementary height as viewed from the pedestrian level, with additional stories stepped back, starting at maximum building height allowed in the Downtown Core District, for those portions of the building nearest to the Downtown Core District.



ENCOURAGED — Articulated middle with proportionate shapes and patterns. Inset and protruding balconies provide additional articulation.

6-B

BUILDING MIDDLE • WINDOWS

1. Windows should be in rhythm with the base level.
2. Visual interest should be created through **sills, lintels, divided lights** and style. Double-hung windows provide more visual interest than casement windows.
3. Replacement windows should fill the entire historic window opening. If historic window openings require closing, the opening should be a different material or texture to maintain the rhythm of the wall.



ENCOURAGED — Bay window creates visual interest.



ENCOURAGED — Windows are in rhythm with the base.



DISCOURAGED — Avoid replacing windows where the window opening is not filled in completely.

- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design
- 4 Building Design General
- 5 Building Base
- 6 Building Middle**
 - 6-A General
 - 6-B Windows**
 - 6-C Balconies
- 7 Building Top
- 8 Utility Considerations
- 9 Parking Facilities
- 10 Glossary

6-C

BUILDING MIDDLE • BALCONIES

1. For mixed use and residential buildings, the use of balconies in the middle and upper sections will add visual interest to the streetwall.
2. When incorporated, balconies within the middle section of the building assist in providing the desired solid and void which are important to the middle sections of buildings.



ENCOURAGED — Inset balconies provide void space in the building planes.

7

BUILDING TOP

The building top should be an expression of form, ornament and detail as it meets the sky. The roof should give distinction to the entire building. To create an attractive roof, certain design features can be used to create good storefronts.



- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design
- 4 Building Design General
- 5 Building Base
- 6 Building Middle
- 7 Building Top**
7-A. Rooflines and Parapets
- 8 Utility Considerations
- 9 Parking Facilities
- 10 Glossary

7-A

BUILDING TOP • ROOFLINES AND PARAPETS

1. New buildings and major renovations should integrate cornice treatments. Cornices should have detailing and should be in scale with the rest of the building. New cornices should not cover original features.
2. Parapets should be designed that are complementary to the building architecture.
3. When utilized, attached residential should provide distinctive cornices on flat roof buildings.



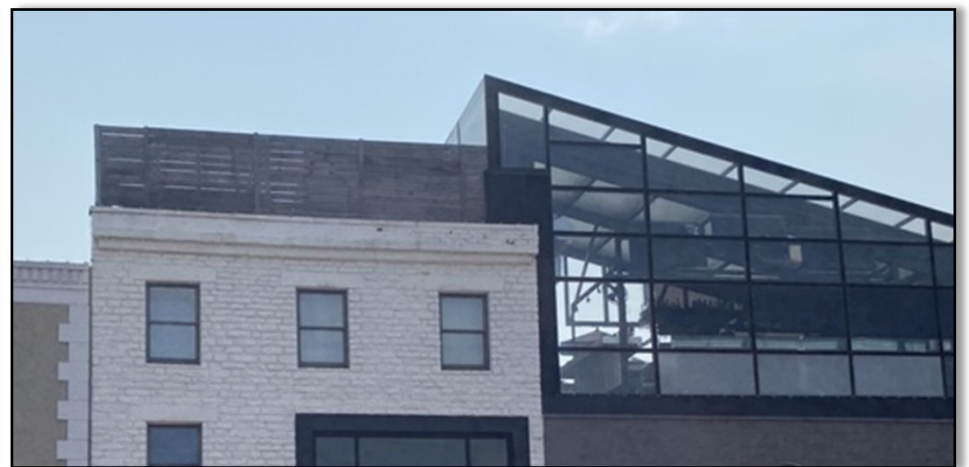
ENCOURAGED — Cornice detailing is in scale with the rest of the building.



ENCOURAGED — Stone and cornice detailing.



DISCOURAGED — Cornices should have detailing and should be in scale with the rest of the building. New cornices should not cover original features.



DISCOURAGED — Buildings without detail at the top should be avoided.

8

UTILITY CONSIDERATIONS

Utility structures are necessary to existing and future downtown businesses and residences. Siting utility structures in the Downtown is challenging, as lots are compact and buildings typically extend from property line to property line. The following guidelines balance service, safety, cost effectiveness and the aesthetic of the downtown pedestrian environment.



- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design
- 4 Building Design General
- 5 Building Base
- 6 Building Middle
- 7 Building Top
- 8 Utility Considerations**
- 9 Parking Facilities
- 10 Glossary

8

UTILITY CONSIDERATIONS • GENERAL

1. Maintain the rear portions of all properties in good condition, clear of trash and debris. Rear service areas should not be disruptive for buildings with dual customer entrances.
2. With redevelopment, care shall be taken with **screening** and the location of trash receptacles, dumpsters, service areas and outdoor storage facilities in such a manner that they are not visible from nearby streets, sidewalks and customer parking areas in accordance with Section [8.040](#) of the Downers Grove Zoning Ordinance.
3. Design attractive rear facades for new buildings, including integration of maintenance, utility and service areas in the building design.
4. Ancillary and accessory structures should relate to the principal building in terms of materials design and colors. Trash enclosures should have wall surfaces which compliment the primary material of the principal building.



ENCOURAGED — Service areas should be screened where feasible with the use of extra landscaping.



DISCOURAGED — Dumpsters without screening behind buildings.

9

PARKING FACILITIES

The Downtown is home to various public and private parking facilities. While new parking facilities are generally encouraged to be placed on the rear of lots with redevelopment and not interrupt the streetwall, there is an opportunity to provide well designed parking facilities while enhancing building placement and streetscape. Parking lots and structures, should utilize the following guidelines that promote a visually pleasing, healthy, safe, and active environment for workers, residents and visitors.

- 1 Introduction
- 2 How to Use the Design Guidelines
- 3 Site Design
- 4 Building Design General
- 5 Building Base
- 6 Building Middle
- 7 Building Top
- 8 Utility Considerations
- 9 Parking Facilities**
- 10 Glossary



EFFECTIVE LANDSCAPING
WITH A VARIETY
OF PLANTINGS

PARKING LOT IS PARTIALLY
SETBACK FROM THE
SIDEWALK

PATHWAY FROM THE SIDEWALK
TO THE PARKING LOT

9

PARKING FACILITIES • GENERAL

1. Install landscaping, low seating walls or decorative fencing along the edges of surface parking lots that border public walkways. Surface parking lots should follow the Village's landscaping and **screening** requirements.
2. Provide clear and safe pathways for pedestrian circulation at parking lot entrances.
3. Design parking decks to complement the existing Downtown in terms of scale, materials, and bulk.
4. Design parking decks such that rooflines and floor level articulations are parallel to the street. Ramping and inclines should occur within the structure or on the interior of the block.
5. Define vehicular and pedestrian entrances to parking facilities through signage and landscaping.
6. Minimize the number of **curb cuts** onto neighborhood streets by sharing access drives and interconnecting parking areas. As a general rule, the development of parking lots in front of commercial buildings is discouraged.
7. Buffer off-street parking facilities with fencing and landscaping. Where transitional use properties abut residential lots, use fences and heavy landscaping to prevent light and sound trespass from day-to-day operations and automobiles in accordance with the [Zoning Ordinance](#) requirements.
8. Limit the height of pole lights for any off-street parking facility in the transitional use areas. If exterior lighting is required for off-street parking areas, building lighting and/or pedestrian bollards may be provided instead of pole lights.



ENCOURAGED — Parking lot screening with landscaping, masonry wall, and seating.



DISCOURAGED — Parking lot lacking fencing and landscaping along the street.

Articulation – Changes in the depth of the surface of a building face or facade such as attached columns, recessed windows or window bays, horizontal banding or decorative cornices. Articulation gives texture to the building surface.

Build-to-Zone – The build-to zone is the area on the subject lot where a specified percentage of the street-facing building facade must be located, measured as a minimum and maximum setback range from the edge of the abutting street right-of-way.

Building Massing – The volume and shape of a building. Massing (and scale/size) of new construction and rehabilitations should be similar with surrounding buildings. A commercial building is typically a rectangular mass with a flat roof.

Concrete Masonry Unit (CMU) – A precast masonry unit, typically measuring 8" D x 8" H x 16" L, made mainly of portland cement, gravel, sand and water molded into various shapes.

Cornice – A continuous projection that crowns a wall or other construction, or divides it horizontally for compositional purposes.

Curb Cut – Where the curb is flush with the street allowing vehicles to cross the sidewalk. Curb cuts should be limited on pedestrian heavy corridors so that traffic crosses the pedestrian path at as few points as possible.

Divided Lights – A window with a number of smaller panes of glass separated and held in place by muntins or a single pane of glass with muntins placed on the surface of the glass to give the appearance of many smaller panes of glass.

Exterior Insulating Finishing Systems (EIFS) – A multi-layered exterior finish system that provide exterior walls with an insulated finish surface and waterproofing in an integrated composite material system.

Facade – Building surface or face. A single side elevation.

Knee Wall – A short wall upon which a window may sit.

Line-of-Sight – A straight line along which an observer has unobstructed vision.

1	Introduction
2	How to Use the Design Guidelines
3	Site Design
4	Building Design General
5	Building Base
6	Building Middle
7	Building Top
8	Utility Considerations
9	Parking Facilities
10	Glossary

Lintel – A horizontal member above a window opening.

Primary Material - Materials that make up the majority of the structural components, foundation and envelope of construction projects.

Sill – A horizontal member beneath a window opening.

Screening - Elements used to visually screen or separate detrimental elements of a site. Commonly used to obscure parking areas, utilities, and dumpsters, etc.

Setback (Building Setback) – The distance of the building façade or front of the building to the front lot line.

Streetwall – A continuous built form of buildings at or near the front property line, with no or very small side yards.

Walkable – A measure of how friendly an area is to walking. Walkability has many health, environmental, and economic benefits. Factors influencing walkability include the presence or absence and quality of footpaths, sidewalks or other pedestrian right-of-ways, traffic and road conditions, land use patterns, building accessibility, and safety, among others.



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