

6.10 NON-RESIDENTIAL AND MULTI-FAMILY BUILDING STANDARDS

6.10.1 General

A. Intent

It is the intent of these standards to promote innovation and creativity while creating buildings with visual interest that complement the streetscape, are compatible with surrounding developments, and enhance the pedestrian-oriented character and overall image of the Village.

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B. Purpose

The purpose of this section is to advance the interest of public health, safety and general welfare as related to the exterior of buildings by:

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1. Stabilize or improve property values in the Village of Oak Park.
2. Promote civic beautification of the Village of Oak Park.
3. Protect property rights and values by balancing the rights of landowners to use and improve their land with the corresponding rights of abutting and neighboring landowners to enjoy their property.
4. Promote environmentally sustainable buildings:
5. Promote the development of an economically sound and stable Village of Oak Park.
6. Integrate new development harmoniously into the existing structures within the Village of Oak Park.

C. Applicability

1. These standards shall be applicable to all new construction limited to new non-residential, mixed-use buildings and structures; and for multiple-family residential buildings containing three (3) or more dwelling units in the Village approved after the effective date of this ordinance. After the effective date of this ordinance, no development application, Certificate of Zoning Compliance, Certificate of Occupancy, or building permit for development shall be approved until the Village Planner or his/her designee determines that the applicant has complied with the standards in this section.

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2. Existing improvements shall be exempt from these provisions except to the extent that any exterior changes or enlargements constitute new development

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under this ordinance and shall comply with the minimum standards of this Section.

3. This Section These standards shall apply to all new construction which includes: development, redevelopment, Planned Development proposals, and substantial enlargement and/or alteration of the following: all non-residential buildings, mixed use buildings and structures as well as all multiple-family buildings with three (3) or more units.
4. The Staff Appearance Review under this Section does not supersede other provisions of the Zoning Ordinance nor does it eliminate any other review processes such as but not limited to the Historic Preservation Commission, Plan Commission, or Community Design Commission.
5. The following shall be used to determine applicability:
 - a. New construction shall occur when new or different material is used to build, rebuild, construct or erect a building or structure on a new or existing foundation or concrete or on the ground.
 - b. Substantial exterior enlargement shall occur when the total footprint area of the structure as it existed at the time of the adoption of this Section is increased by either 1,000 square feet or 20 percent in area; whichever is less, within any ten-year period. Enlargements of less than 1,000 square feet or 20 percent in area shall not be counted as substantial provided that the cumulative sum of less-than-substantial enlargement within any ten (10) year period does not exceed 1,000 square feet or 20 percent of the total footprint area of the structure from the affective date of this Ordinance.
 - c. A substantial exterior enlargement shall occur when the use of an existing structure or site increases by 50 percent as measured by seating capacity or parking requirements within any ten (10) year period from the affective date of this Ordinance.
 - d. Substantial exterior alteration shall occur when there is a structural change, change of location or major modification which involves more than 50 percent of the total square footage of the area of use.
 - e. Normal maintenance activities such as painting, ~~residing, reroofing~~, replacing trim, railings or other nonstructural architectural details shall not constitute substantial exterior alteration.

6.10.2 **Non-Residential and Mixed Use Building Standards**

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A. **Building Façade Standards**

No building wall that faces a street or connecting pedestrian walkway shall have a blank, uninterrupted length exceeding thirty (30) feet without including at least two (2) of the following categories:

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- a. Change in plane;
- b. Change in texture or masonry pattern;
- c. Windows;
- d. An equivalent element that subdivides the wall into smaller sections.

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B. **Building Entries**

Each development shall have clearly defined, prominent customer/residential entrance(s) that features no less than two (2) of the following categories:

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- 1. Canopies or awnings;
- 2. Porticos;
- 3. Recesses or projections;
- 4. Arcades;
- 5. Raised cornice parapets over the door;
- 6. Peaked roof forms;
- 7. Arches;
- 8. Glass; or
- 9. Architectural details such as tile work and moldings that are integrated into the building structure and design.

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C. **Four-Sided Treatment**

All sides of a building (front, rear and sides) visible from either public or private property shall display the same materials, or those that are architecturally harmonious for all elevations and other exterior building components.

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The sides and rear facades shall contain the same materials that are present on the front façade.

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D. **Windows**

- 1. **Display Windows:**

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In all non-residential and mixed-use buildings and structures, all front building facades shall include display windows at ground level to allow pedestrians to view goods and activities inside and encourage walking and browsing. Opaque, black and reflective mirror glass is prohibited. Windows shall cover at least 60% of the building facades at street level facing public rights-of-way. The bottom sill height of any window shall not measure more than 24, 18 inches from the ground or within 12 inches of the finished ceiling.

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2. **Storefronts:**
Storefront glass shall be clear and free of treatment such as frosting and etching, except for permissible signage and lettering.
3. **Upper Windows:**
Upper level windows shall be vertically aligned.
proportioned.

E. Building Front Dimensions

Building fronts in all new non-residential and mixed-use buildings and structures shall be similar in proportion to traditional commercial storefronts, typically between twenty-five (25) and forty (40) feet wide. Buildings with more than forty (40) feet of street frontage shall be broken into smaller sections through the use of changes in wall planes, materials, architectural elements, and similar features.

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F. Building Materials

1. The following exterior finishes materials shall be Permitted:
 - a. natural clay brick,
 - b. ceramic tile,
 - c. terra cotta,
 - d. glass (not frosted, textured or otherwise affected is not permitted on the first floor)
 - e. stone or cast stone,
 - f. metal, aluminum, steel,
 - g. glass block (not permitted on street façade),
 - h. molded cornices and trim in alternate materials such as glass fiber reinforced concrete (GFRC) or fiberglass reinforced plastic (FRP),
 - i. wood,
 - j. fiber cement materials, cement plaster (stucco) and similar materials

- k. ~~crystallized glass panels.~~
- l. architectural finished concrete.
- m. Other materials as determined from time to time by the Village of Oak Park.

2. The following exterior finish materials shall be **Prohibited:**

- a. aluminum siding.
- b. metal ~~and vinyl~~-industrial type siding.
- c. Vinyl siding
- d. asphalt siding.
- e. E.I.F.S. (synthetic stucco) covering more than 10% of any elevation,
- f. cedar shakes,
- g. concrete masonry units covering more than 10% of any wall visible from a public right-of-way,
- h. T1-11 and other plywood siding materials, and
- i. ~~Cantilevered mansard roofs.~~
- j. Other materials as determined from time to time by the Village of Oak Park.

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G. Color

The color of each façade material shall be harmonious or complementary with the color of all other façade materials used on the same building, and on adjacent buildings, and shall strengthen the character of the Village. For purposes of this Section, colors are harmonious if they are complementary in hue, tone and intensity. The use of inharmonious and/or intensely colored façade materials shall be deemed inconsistent with this Section such as:

- 1. Bright or contrasting colors may be used on trim only.
- 2. Mullion "storefront" systems shall be primed and painted, anodized or powder coated with electrostatic paint.
- 3. Structural elements that support signage shall be primed and painted, anodized or powder coated with electrostatic paint.

H. Awnings and Canopies

Consider awnings and canopies to provide depth to the façade and to shade storefront glass.

Permitted:

- 1. Facades may be supplemented by awnings which shall be straight sheds or canopies.
- 2. Glass, steel, canvas and other natural fabric awnings or canopies shall be permitted.

3. Awnings may only be installed along the 1st floor.
4. Utilize individual awnings or canopy for each storefront bay; avoid use of continuous awnings or canopies across multiple storefront bays.
5. The front extended edge shall be compatible in height to others in the same block, but in no case shall be lower than eight (8) feet above grade.
6. Awnings shall be constructed so as to discourage harborage of birds and their structural elements shall be primed and painted, anodized or powder-coated with electrostatic paint.
7. Canopies may be supported by cables or chains affixed to the building, or should be supported by brackets below the canopy.

Prohibited:

1. Slatted metal, vinyl, plastic and other synthetic materials are prohibited on awning or canopies.
2. Complex awning shapes such as bubbles on domes, or arches on quarter vaults will not be permitted.
3. Aluminum awnings will not be permitted unless they are characteristic of the historical period. of historical significance.
4. Back-lighted and internally illuminated awnings shall be prohibited.

Signage: Store identification signage (business name and/or company logo) may be located on the awning face; such signage, subject to approval, shall not exceed twelve (12) square feet and may contain only a store name and logo. Store names and street addresses may be placed on an awning flap.

I. Roofs, Parapets and Cornices

If possible the original roof line and cornice treatment should shall be maintained and restored. New buildings should shall be sympathetic to reflect and complement the established roof line heights and cornice treatments of

adjacent buildings. Simply shaped parapets can be used to create an interesting building profile when combined with neighboring buildings.

Parapets should ~~shall~~ extend above the roof to hide vents, coolers, and other rooftop equipment. The parapet wall or similar structure feature shall be of a height equal to or greater than the height of the mechanical equipment being screened. Roof-mounted mechanical equipment shall be screened by a parapet wall or of a similar structural feature shall be the height equal to or greater than the height of the mechanical equipment being screened.

J. Signs

1. Signs should ~~shall~~ be designed to be recognizable from passing cars and should ~~shall~~ still be clear and attractive to pedestrians. Lettering styles should ~~shall~~ be selected which reflect the design or historic character of the building and should ~~shall~~ relate to the type of business it identifies.
2. Sign size should ~~shall~~ be in scale with the storefront size and cannot be used to cover or otherwise mask architectural design elements of a facade.
3. The color and materials used in structural elements of signage should ~~shall~~ be consistent with and related to the building facade materials on the site. The colors used in message areas for all signage on a site should ~~shall~~ be similar or complementary to create a unified and coordinated appearance.
4. Multiple signs should ~~shall~~ be in a similar style.
5. Unused sign supports, hardware, and electrical conduits and wiring should ~~shall~~ be removed and building surfaces damaged by the removal of the above should ~~shall~~ be restored.
6. Roof top sign and billboards are prohibited.
7. Monument signs for all freestanding type signs are encouraged.
8. LED, animated, flashing, scrolling, video signs, inflatable signs and pennants are prohibited.

K. Lighting

The lighting of a building's facade and site has the dual purpose of advertising a business and discouraging crime.

1. Front and rear entries should ~~shall~~ be brightly lit illuminated.

2. Exterior lighting sources ~~should~~ shall be concealed. ~~Where concealment is not practical, light fixtures should be compatible with storefront design.~~
3. Exterior spotlighting may be used to illuminate ~~signs or~~ prominent building details.
4. Integrate lighting system with site systems and furnishings and supply power by underground lines ~~wherever feasible~~ to reduce streetscape clutter.
5. Relate the lines and planes of the light fixture to surrounding buildings. The pole (vertical) size and aim (horizontal) size ~~should~~ shall relate to the surrounding facilities.
6. All lighting on a parcel shall be located or shielded to avoid casting any direct rays of light on adjoining parcels or streets.
7. Illumination of off-street parking areas shall be arranged so as not to reflect direct rays of light onto adjacent streets or properties. ~~All lighting shall be reduced to security levels at all times of nonuse. In no case shall such lighting exceed two foot candles measured at any lot line.~~
8. The height of light ~~pole~~ fixtures shall not exceed the roofline of the building or 20 feet, whichever is less.

L. Parking and Loading Areas

Off-Street parking areas ~~should~~ shall be designed and located so that they are safe, efficient, and ~~improves do not~~ ~~destroy~~ the character of the district. Parking areas ~~shall~~ ~~should~~ be located at the rear or side of the lot. Adjacent property owners should work together to share driveways to minimize the number and width of driveways and curb cuts.

Decorative fencing and/or landscaping compatible with the streetscape improvements or the character of the district ~~should~~ shall be installed along the edges of parking lots that border public sidewalks and private properties ~~in accordance with Section 6.4: Landscaping and Buffering of the Zoning Ordinance.~~

Decorative fencing and/or landscaping ~~should~~ shall be used to screen ~~unsightly~~ storage, loading zones, garbage receptacles, and utilities from public view.

M. Utilities

Utilities can be a visually dominant element in the landscape. Visible utility infrastructure ~~should~~ shall be treated so as to

lessen their negative visual impacts. Utilities shall be addressed in the following manner:

1. Planning:

- a. Utilities ~~should~~ shall be located underground and remove any above ground utility lines.
- b. Design and locate utility systems as an integral component of the site planning and design process. Take into account ease of maintenance and repair.
- c. ~~Design above ground systems to be inconspicuous as possible.~~
- d. Minimize the adverse visual and environmental impacts of utility systems.

2. Layout/Location:

- a. ~~Wherever possible,~~ Bury overhead utilities to eliminate visual clutter.
- b. When direct bury is not possible, place overhead utility lines at the rear of buildings and within service areas. Utilize site features such as vegetation, topography, existing structures, walls and fences as buffers to reduce the negative visual and environmental impacts.

6.10.3 Multiple-Family Building Standards

A. Building Façade Standards

No building wall that faces a street or connecting pedestrian walkway shall have a blank, uninterrupted length exceeding twenty (20) ~~thirty (30)~~ feet without including at least two (2) of the following ~~features~~ categories:

- a. Change in plane;
- b. Change in texture or masonry pattern;
- c. Windows;
- d. An equivalent element that subdivides the wall into smaller sections.

B. Building Entries

Each development shall have clearly defined, prominent residential entrance(s) that features no less than two (2) of the following:

1. Canopies or awnings;
2. Porticos;
3. Recesses or projections;
4. Arcades;
5. Raised cornice parapets over the door;
6. Peaked roof forms;
7. Arches;
8. Glass; or
9. Architectural details such as tile work and moldings that are integrated into the building structure and design.

C. Four-Sided Treatment

All sides of a building (front, rear and sides) visible from either public or private property shall display the same materials, or those that are architecturally harmonious for all elevations and other exterior building components.

The sides and rear facades shall contain ~~the same~~ materials that are present on the front façade.

D. Windows

Upper level windows shall be vertically ~~aligned~~ ~~proportioned.~~

- E. **Building Front Dimensions**
Large or long facades shall be broken up into multiple bays while medium sized facades shall be broken by vertical elements.
- F. **Building Materials**
1. The following exterior finishes materials shall be **Permitted:**
 - a. natural clay brick,
 - b. ceramic tile,
 - c. terra cotta,
 - d. glass (not frosted, textured or otherwise affected) is not permitted on the first floor.
 - e. stone or cast stone,
 - f. metal, aluminum, steel,
 - g. glass block (not permitted on street façade),
 - h. molded cornices and trim in alternate materials such as glass fiber reinforced concrete (GFRC) or fiberglass reinforced plastic (FRP),
 - i. wood,
 - j. fiber cement materials, cement plaster (stucco) and similar materials.
 - k. ~~crystallized glass panels.~~
 - l. architectural finished concrete.
 - m. Other materials as determined from time to time by the Village of Oak Park.
 2. The following exterior finish materials shall be **Prohibited:**
 - a. aluminum siding,
 - b. metal and vinyl siding,
 - c. asphalt siding,
 - d. E.I.F.S. covering more than 10% of any elevation (synthetic stucco),
 - e. cedar shakes,
 - f. concrete masonry units covering more than 10% of any wall visible from a public right-of-way,
 - g. T1-11 and other plywood siding materials, and
 - h. Cantilevered mansard roofs.
 - i. Other materials as determined from time to time by the Village of Oak Park.

- G. **Color**
The color of each façade material shall be harmonious or complementary with the color of all other façade materials used on the same building, and on adjacent buildings, and shall strengthen the character of the Village. For purposes

of this Section, colors are harmonious if they are complementary in hue, tone and intensity. The use of inharmonious and/or intensely colored façade materials shall be deemed inconsistent with this Section such as:

1. ~~Bright or contrasting colors may be used on trim only.~~
2. ~~Mullion "storefront" systems shall be primed and painted, anodized or powder-coated with electrostatic paint.~~
3. ~~Structural elements that support signage shall be primed and painted, anodized or powder-coated with electrostatic paint.~~

H. **Awnings and Canopies**

Consider awnings and canopies to provide depth to the façade.

Permitted:

1. Facades may be supplemented by awnings which shall be straight sheds or canopies.
2. Glass, steel, canvas and other natural fabric awnings or canopies shall be permitted.
3. Awnings may only be installed along the 1st floor.
4. The front extended edge shall be compatible in height to others in the same block, but in no case shall be lower than eight (8) feet above grade.
5. Awnings shall be constructed so as to discourage harborage of birds and their structural elements shall be primed and painted, anodized or powder-coated with electrostatic paint.
6. Canopies may be supported by cables or chains affixed to the building, or should be supported by brackets below the canopy.

Prohibited:

1. Slatted metal, vinyl, plastic and other synthetic materials ~~are prohibited on awning or canopies.~~
2. Complex awning shapes such as bubbles on domes, or arches on quarter vaults ~~will not be permitted.~~

3. ~~Aluminum awnings will not be permitted unless they are characteristic of the historical period. of historical significance.~~

4. ~~Back-lighted and internally illuminated awnings shall be prohibited.~~

~~Signage: Street addresses may be placed on an awning flap.~~

I. **Roofs, Parapets and Cornices**

~~If possible the original roof line and cornice treatment should shall be maintained and restored. New buildings should shall be sympathetic to reflect and complement and complement the established roof line heights and cornice treatments of adjacent buildings. Simply shaped parapets can be used to create an interesting building profile when combined with neighboring buildings. Parapets should shall extend above the roof to hide vents, coolers, and other rooftop equipment. The parapet wall or similar structure feature shall be of a height equal to or greater than the height of the mechanical equipment being screened. Roof-mounted mechanical equipment shall be screened by a parapet wall or of a similar structural feature shall be the height equal to or greater than the height of the mechanical equipment being screened.~~

J. **Signs**

~~1. Unused sign supports, hardware, and electrical conduits and wiring should shall be removed and building surfaces damaged by the removal of the above should shall be restored.~~

~~2. The color and materials used in structural elements of signage should shall be consistent with and related to the building façade materials on the site. The colors used in message areas for all signage on a site should shall be similar or complementary to create a unified and coordinated appearance.~~

~~3. Roof top sign and billboards are prohibited.~~

~~4. LED, animated, flashing, scrolling, video signs, inflatable signs and pennants are prohibited.~~

K. **Lighting**

~~The lighting of a building's façade and site has the dual purpose of lighting architectural features and providing safety to pedestrians.~~

1. Front and rear entries ~~should~~ shall be brightly lit illuminated.
2. Exterior lighting sources ~~should~~ shall be concealed.
3. Exterior spotlighting may be used to illuminate signs or prominent building details.
4. Integrate lighting system with site systems and furnishings and supply power by underground lines ~~wherever feasible~~ to reduce streetscape clutter.
5. Relate the lines and planes of the light fixture to surrounding buildings. The pole (vertical) size and aim (horizontal) size ~~should~~ shall relate to the surrounding facilities.
6. All lighting on a parcel shall be located or shielded to avoid casting any direct rays of light on adjoining parcels or streets.
7. Illumination of off-street parking areas shall be arranged so as not to reflect direct rays of light onto adjacent streets or properties. All lighting shall be reduced to security levels at all times of nonuse. In no case shall such lighting exceed two foot candles measured at any lot line.
8. The height of light pole fixtures shall not exceed the roofline of the building or 20 feet, whichever is less.

L. Parking and Loading Areas

Off-Street parking areas ~~should~~ shall be designed and located so that they are safe, efficient, and ~~improves do not destroy~~ the character of the district. Parking areas shall ~~should~~ be located at the rear or side of the lot. Adjacent property owners should work together to share driveways to minimize the number and width of driveways and curb cuts.

Decorative fencing and/or landscaping compatible with the streetscape improvements or the character of the district ~~should~~ shall be installed along the edges of parking lots that border public sidewalks and private properties in accordance with Section 6.4: *Landscaping and Buffering* of the Zoning Ordinance.

Decorative fencing and/or landscaping ~~should~~ shall be used to screen ~~unsightly~~ storage, loading zones, garbage receptacles, and utilities from public view.

M. Utilities

Utilities can be a visually dominant element in the landscape. Visible utility infrastructure ~~should~~ shall be treated so as to

lessen their negative visual impacts. Utilities shall be addressed in the following manner:

3. Planning:

- a. Utilities ~~should~~ shall be located underground and remove above ground utility lines.
- b. Design and locate utility systems as an integral component of the site planning and design process. Take into account ease of maintenance and repair.
- c. ~~Design above ground systems to be inconspicuous as possible.~~
- d. Minimize the adverse visual and environmental impacts of utility systems.

4. Layout/Location:

- a. ~~Wherever possible, Bury overhead utilities to eliminate visual clutter.~~
- b. When direct bury is not possible, place overhead utility lines at the rear of buildings and within service areas. Utilize site features such as vegetation, topography, existing structures, walls and fences as buffers to reduce the negative visual and environmental impacts.

6.10.4 Building/Street Relationship

A. Building Orientation

Orient buildings to create a positive relationship to the street. Present the “front face” of the building to the street and relate the activities of the building to street activities.

The primary building facade and main customer entry shall be immediately accessible to the primary abutting street. In the case of a corner lot, the arterial street, as defined in the Village Comprehensive Plan, shall be primary. In the case where two arterial streets cross, either arterial street may be used.

When there is only one building in a proposed commercial or mixed-use development that will be occupied by multiple tenants, at least fifty (50%) percent of the building’s “active” wall shall be oriented toward the primary abutting street. The “active” wall is that which has the majority of storefronts, entrances, and windows.

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Unless part of a larger planned development or commercial center, when there is only one building in a proposed commercial development that will be occupied by a single tenant, the

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~~<#>Multi-Tenant Buildings¶~~
Unless part of a larger planned development or commercial center, when

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B. Street Edge

To the maximum extent practicable, all building construction shall maintain the established front building line along the street edge to create build-to lines based on a consistent relationship of buildings and to the street should be established for development projects in order to form a visually continuous, pedestrian-oriented street front, except that in any event a minimum of 40% of the development site's primary street edge should be occupied by building frontage and a minimum of 80% of the development site's primary street edge should be occupied by a combination of building frontage, ornamental fencing, decorative architectural walls, plazas, or other functional open space. Driveway and sidewalk access points shall not be counted in this calculation. (For example, if the total street frontage is 100 feet and driveways make up 30 feet of that frontage, the 80% standard would be applied to 70 feet (100-30) to produce 56 feet of building frontage, ornamental fencing, etc.).

6.10.5 Energy Efficient Construction

The Village of Oak Park encourages energy efficient buildings. The Village of Oak Park recognizes LEED Certification; 2000 International Energy Conservation Code (IECC); ASHRAE/IESNA Standard 90.1-1999, Energy Standard for Buildings except low-rise residential buildings; Energy Star and Green Globes as promoting energy efficient buildings.

6.10.6 Staff Appearance Review

A. Purpose.

The purpose of these building standards is to:

1. Stabilize or improve property values in the Village of Oak Park.
2. Promote civic beautification of the Village of Oak Park.
3. Protect property rights and values by balancing the rights of landowners to use and improve their land with the corresponding rights of abutting and neighboring landowners to enjoy their property.
4. Promote environmentally sustainable buildings;
5. Promote the development of an economically sound and stable Village of Oak Park.
6. Integrate new development harmoniously into the existing structures within the Village of Oak Park.

B. Staff Appearance Review Members.

There is hereby created the Village of Oak Park Staff Appearance Review which shall consist of the Village Manager or his/her designee, the Village Planner or his/her designee, and the Director of Building and Property Standards or his/her designee and other professional Village consultants as deemed appropriate by staff. In the event that the project is designated as an Historic Landmark, located in a Historic District or identified as a structure of merit or significant in an official Village architectural survey, the Chair or his/her designee from the Historic Preservation Commission Staff Liaison will be invited to be in attendance.

C. Rules.

1. All three (3) members of the Staff Appearance Review shall constitute a quorum.
2. The concurring affirmative vote of at least two (2) members of the Staff Appearance Review shall be required for approval of plans before the review, or before the adoption of any action by the Staff Appearance Review.

D. Staff Appearance Review Submittal.

There shall be three (3) 11x17 (or larger) packets submitted and shall contain the following:

1. Plat of Survey and site plan.
2. Identification of the existing and proposed development on the site and adjacent sites, including elevations for all sides.
3. Identification of zoning and zoning regulations for the site.
4. Approximate number of units, amount of commercial square footage, and amount of parking.
5. Building material samples and product information representing accurate color, texture, pattern, finish and range of variations of all exterior building materials proposed.
6. Lighting plan identifying the location, height and type of all exterior building illumination proposed.
7. Landscaping plan identifying the location, caliper and types of trees, shrubs, durable landscape barriers, screen plantings, grass, ground cover, planters and planting areas.
8. Submission of planned signage.
9. Identification of whether the site is within a Historic District, a Historic Landmark or identified as a structure of merit or significant as noted in a Village of Oak Park architectural surveys.

10. Applicants are encouraged to provide existing neighborhood context photos and/or drawings depicting how their proposed development contextually responds to the existing built environment in a positive and compliant manner.

11. Identification of building construction type.

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E. Meetings of Staff Appearance Review.

Upon receipt of a completed Staff Appearance Review submittal documents, a meeting of the Staff Appearance Review shall be scheduled and held within ~~ten (10)~~ **fifteen (15)** business days. At the Staff meeting, the documentation may be approved, approved with modifications or the submittal denied with written findings as to how the proposed development does not meet the non-residential and multi-family building standards. Upon approval of a submitted application or approval with modifications, the applicant may seek appropriate permits or proceed with the application process.

a. A decision of the Staff Appearance Review may be appealed to the Community Design Commission and may be modified, revised or affirmed. Such appeal shall be filed within ten (10) business days of the decision and the Community Design Commission shall hear such appeal at its next regularly scheduled meeting.

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b. A decision of the Community Design Commission may be appealed to the Village Board and may be modified, revised or affirmed. Such appeal shall be filed within ten (10) business days of the Commission's decision and the Village Board shall hear such appeal at its next regularly scheduled meeting.

~~c. Staff Appearance Review approval shall be valid for a period of six (6) months from date of committee approval, unless a building permit is issued and construction is actually begun during that period.~~

d. Time extensions may be authorized by the Staff Appearance Review provided the applicant demonstrated that there are circumstances, difficulties or practical hardships which make compliance with the original six (6) months' approval period unreasonable.

F. Appearance Review Criteria.

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The following criteria shall be considered in connection with any Appearance Review submittal:

- a. *Relate development to its environment.* The proposed development shall relate appropriately to its context. It shall relate harmoniously to the terrain and to the use, scale and architecture of existing buildings in the vicinity which have a functional or visual relationship to the proposed structure(s). Proposals that deviate substantially from established neighborhood patterns should be discouraged;
- b. *Preserve the landscape.* The landscape, existing terrain, and any significant trees and vegetation shall be preserved in its natural state insofar as practicable. Tree and soil removal shall be minimized and any grade changes shall be in keeping with the general appearance of neighboring developed areas. If natural features and existing landscaping are proposed to be removed, special attention shall be accorded to plans to replace such features and landscaping;
- c. *Provide open space.* All open space shall be designed to be visually and physically accessible to the extent feasible. Open space shall add to the visual amenities of the vicinity by maximizing its visibility for persons passing or overlooking the site from neighboring properties. If open space is intended for active use, it shall be so designed as to maximize its accessibility for all individuals, including the disabled, encourage social interaction, and facilitate ease of maintenance;
- d. *Provide efficient and effective circulation.* With respect to vehicular and pedestrian circulation, special attention shall be given to the location and number of access points to public streets and sidewalks, to the separation of vehicles and pedestrians, to the arrangement of parking areas and to service and loading areas, and to the location of accessible routes and ramps for the disabled;
- e. *Provide for nature's events.* Special attention shall be accorded to stormwater runoff so that neighboring properties and/or the public stormwater drainage system are not adversely affected. Attention shall also be accorded to design features which address the affects of rain, snow and ice at building entrances and to provisions for snow and ice removal from circulation areas;

- f. *Integrate special features with the design.* Exposed storage areas, machinery and equipment installation, service areas, truck loading areas, utility connections, meters and structures, mailboxes, lighting, and similar accessory structures shall be subject to such setbacks, screen planting or other mitigation or screening methods as shall reasonably be required to prevent their being incongruous with or offensive to existing or proposed structures and surrounding properties. Special features, which are essential to a structure's function, shall be incorporated into the original structure design, not added as an afterthought;
- g. *Make spaces secure and safe.* With respect to personal safety, all open and enclosed spaces shall be designed to facilitate building evacuation, maximize accessibility by fire, police or other emergency personnel and equipment, and, to the extent feasible, provide for adequate and secure visibility for persons using and observing such spaces;
- h. *Protect Oak Park's heritage.* The removal or disruption of historic, traditional or significant, uses, structures or architectural features or neighborhood patterns shall be minimized insofar as practicable, whether these exist on the site or on adjacent properties. Significant structures and/or structures with important architectural features shall be identified by their inclusion in a Historic District or noted in an official architectural survey. New structures, additions, and alterations shall be sympathetic to and complement the scale and design of surrounding historic structures and locally significant buildings of architectural merit;
- i. *Consider the microclimate.* Any development which proposes new structures, additional lot coverage, or the installation of machinery or equipment which emits heat, vapor, fumes, or noise shall endeavor to minimize, insofar as practicable, any adverse impact on light, air, and water resources, or on the noise and temperature levels of the immediate environment.
- j. *Protect existing scale and streetscape.* The arrangement of new structures and facilities should respect and be compatible with existing development. Where appropriate, new structures should be built to the street property line to retain traditional street patterns and the integrity of village blocks and their corners.
- k. *Protect solar access.* New structures shall have minimal adverse impact on solar access to open space and adjacent

structures in order to preserve and provide for active and passive solar utilization where practicable;

- l. Reduce energy utilization. New structures should incorporate best available technologies and materials in order to maximize energy efficient design;
- m. Minimize shadow impacts. New structures and additions to existing structures shall be shaped to reduce substantial impacts of shadows on public plazas and other publicly accessible spaces. In determining the impact of shadows, the following factors shall be taken into account: the amount of area shaded, the duration of shading, and the importance of sunlight to the utility of the type of open space being shadowed;
- n. Conceal rooftop devices. Rooftop mechanical equipment and appurtenances to be used in the operation or maintenance of a structure shall be arranged so as to minimize visibility from any point at or below the roof level of the subject structure;
- o. Make service access secondary to pedestrian access. Any point of vehicular access for delivery of goods shall be encouraged to respect the character of the pedestrian corridor where it exists or is proposed; and
- p. Achieve design excellence. Endeavors to achieve design excellence in all new structures are encouraged.