



Village of Oak Park

REVISED *STAFF REPORT*

TO: Community Design Commission

REVIEW DATE: June 16, 2008

FROM: Community Planning & Development:
Zoning & Historic Preservation Division

PREPARED BY: Lori Sommers, AICP, GISP
Assistant Village Planner

P R O J E C T T I T L E

Design Regulations; The applicant seeks approval of a Zoning Ordinance text amendment to Chapter 3, Article 6, to amend Section **6.10 Non-Residential Building Standards** and Article 9 to amend **Definitions**. The proposed changes to 6.10 include such items as requiring baseline design requirements for Non-Residential, Mixed Use and Multiple Family buildings to be reviewed by Staff Appearance members. The proposed changes to Article 9 include additional definitions.

A P P L I C A N T I N F O R M A T I O N

APPLICANT: Village of Oak Park
123 Madison Street
Oak Park, IL 60302

A n a l y s i s

The purpose of this meeting is to receive a recommendation from the Community Design Commission (CDC) on the proposed Design Regulations. Specifically, on recommendations on whether the Design Regulations should move forward as regulatory requirements or if they should be guidelines meaning that they would be viewed as recommendations only. The Community Design Commission recommendations will go to the Village Board, with an anticipated referral for public hearing to either amend the Zoning Ordinance officially, or develop approved guidelines.

The attached document incorporates all of the proposed changes that the CDC saw at its last meeting on May 12, 2008. Since that time Staff has thru track changes identified proposed changes obtained from the Business Association Council (BAC), Downtown Oak Park (DTOP) and general clean up have been highlighted for your review.

The Community Design Commission reviewed the previous document at their January 14, 2008 meeting, the Historic Preservation Commission on February 14, 2008 and the Plan Commission on February 21, 2008. Additionally, a presentation was done to the Business Association Council by staff on March 26, 2008. DTOP Board of Directors appointed Frank Heitzman, AIA of Heitzman Architects, to create an ad hoc committee of architects and designers to review the proposed regulations and advise the business community as to their potential effect on existing buildings and storefronts. On May 29, 2008 DTOP sponsored a design regulations forum for businesses and property owners. The ad hoc committee and Village Staff gave presentations and answered questions at this event. The Ad Hoc Study Committee has

provided staff with their recommendations for design guidelines and is attached for your review.

History

The Village Board of Trustees asked the Plan Commission, Community Design Commission and the Historic Preservation Commission to review the proposed design regulations as an amendment to the Zoning Ordinance.

Originally, staff was proposing to have a stand alone design guideline or regulating document prepared by a planning consulting firm, but due to financial constraints the Village Board directed staff to seek reviews from various commissions and the business community. At that point staff felt it more effective and efficient to incorporate these into the Zoning Ordinance to expand upon the existing regulations for design.

On March 29, 2007 the Village of Oak Park released a request for proposal (RFP) for the creation of design guidelines and signage regulations. A total of eight firms' submitted proposals and staff narrowed down the consultants to the final three. A selection committee chose Camiros Ltd. on June 21, 2007. Due to budgeting issues the project has been modified and is currently only moving forward as modifications to the sign regulations. The Village Board of Trustees approved the revised project scope and corresponding contract with Camiros Ltd. on January 22, 2008.

Description

In an effort to manage any significant development or redevelopment within the Village, an expansion of the Non-Residential Building Standards Section of the Zoning Ordinance to include Multi-Family and additional design regulations and a corresponding Staff Appearance Review is being proposed. Furthermore, additional definitions were required to be added to Article 9 Definitions of the Zoning Ordinance for clarity. The following is a brief description of the modifications being proposed to the Zoning Ordinance.

6.10.1(A.) Intent – During the Village Board of Trustees Study session on November 12, 2007 they expressed concern that the document did not stress great architecture. Additionally, this section was modified to promote innovation and creativity.

6.10.1(B) Purpose- This section of the Zoning Ordinance did not have a stated purpose.

6.10.1(C) Applicability – This section was modified to include all non-residential, mixed-use and multiple-family residential buildings with three or more units. Applicability standards were also added to determine when an individual expansion would qualify for Staff Appearance Review. The Staff Appearance Review Committee would review items that come in under the building permit process and Development Review Team process (planned developments and ZBA applications) that are new non-residential, mixed-use and multiple-family residential buildings with three or more units. When a project is proposed as a substantial exterior alteration, the staff appearance review will only review those projects that increase the building footprint by 1,000 square feet or 20% in area, whichever is less, within a ten year period. Normal maintenance will not be reviewed by the staff.

6.10.2 Non-Residential and Mixed Use Building Standards – This expanded section now includes requirements for windows, building materials (permitted and prohibited), color, awnings and canopies (permitted and prohibited), roofs, signs, lighting, utilities and parking and loading. The DTOP's Ad hoc Committee recommended adding a section on gas stations design regulations. A section was added on not only gas stations design but also convenience store design regulations.

6.10.3 Multiple-Family Building Standards – This new section includes requirements for building materials

(permitted and prohibited), color, awnings and canopies (permitted and prohibited), roofs, signs, lighting, utilities and parking and loading. This section is similar to the non-residential and mixed use building standards but geared towards multiple family buildings.

6.10.4 Building/Street Relationship – This existing section was modified to clarify the need for a strong connection to the street.

6.10.5 Energy Efficient Construction – This new section was created to stress the Village of Oak Park's dedication to sustainability. Although, this section does not require specific energy standards, it does offer a few references for individuals to refer to if looking to provide environmentally conscious buildings.

6.10.6 Staff Appearance Review – A new section introducing the purpose, members, rules and submittal process of the staff appearance review. Staff will 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. These three individuals will review building applications for all non-residential, mixed use buildings and structures; and for multi-family residential buildings with three or more dwelling units. The staff appearance review will also be involved in review items that go before the Zoning Board of Appeals and all Planned Development Applications.

End of Report.

Attachments: Section 6.10 Non-Residential and Multi-Family Building Standards – Redline
Article 9 Definitions – Redline
Ad Hoc Study Committee of DTOP- Appearance Review Guidelines

6.10 NON-RESIDENTIAL AND MULTI-FAMILY BUILDING STANDARDS

6.10.1 General

A. Intent

It is the intent of these standards to promote architectural innovation and creativity in the design of buildings and sites, to promote design of buildings with visual interest that complement the streetscape, are compatible with surrounding developments, and enhance the pedestrian-oriented character and overall visual 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:

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 the following types of projects: 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.

2. Existing improvements shall be exempt from these provisions except to the extent that any exterior changes or enlargements constitute new development under this ordinance and shall comply with the minimum standards.
3. 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 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 criteria 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.
 - b. Substantial exterior changes or 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 effective 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 effective 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. Routine exterior maintenance activities such as painting, replacing trim in kind, railings in kind or

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replacing other nonstructural architectural details in kind shall not be considered to constitute a substantial exterior alteration.

6.10.2 Non-Residential and Mixed Use Building Standards

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:

1. Change in plane;
2. Change in texture or masonry pattern;
3. Windows;
4. An equivalent element that subdivides the wall into smaller sections.

B. Building Entries

Each building 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.

C. Four-Sided Treatment

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

D. Storefront Display Windows

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, frosted, etched, tinted, black and reflective mirror

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glass are prohibited. Store front display windows shall cover at least 60% of the building façades at street level facing public rights-of-way. The bottom sill height of any store front display window shall not measure more than 24 inches from the ground.

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E. **Building Front Dimensions**

Building fronts 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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Storefront glass shall be clear and free of treatment such as frosting and etching, except for permissible signage and lettering.¶

<#>Upper Windows:¶

Upper level windows shall be vertically aligned. ¶

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F. **Building Materials**

1. **Permitted** exterior materials :

- a. natural clay brick,
- b. ceramic tile,
- c. terra cotta,
- d. glass
- 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. architectural finished concrete.
- l. Other materials as determined from time to time by the Village of Oak Park.

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2. **Prohibited** exterior materials:

- a. aluminum siding,
- b. metal 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. Other materials as determined from time to time by the Village of Oak Park.

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G. 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.
2. Complex awning shapes such as bubbles on domes, or arches on quarter vaults.
3. Aluminum awnings unless they are characteristic of the historic period.
4. Back-lighted and internally illuminated awnings.

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H. Roofs, Parapets and Cornices

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

Roof-mounted mechanical equipment shall be screened by a parapet wall or of a similar structural feature with its height equal to or greater than the height of the roof-mounted mechanical equipment being screened.

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I. Lighting

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

1. Front and rear entries shall be illuminated.
2. Exterior lighting sources shall be concealed.
3. Exterior spotlighting may be used to illuminate prominent building details.
4. Integrate building lighting systems with site lighting systems and furnishings.
5. Supply power to lighting by underground lines to reduce streetscape clutter.
6. Lines and planes of the light fixtures shall be compatible with surrounding buildings.
7. All lighting on a site shall be located or shielded to avoid casting any direct rays of light on adjoining sites or streets.
8. Illumination of off-street parking areas shall be designed so as not to reflect direct rays of light onto adjacent streets or properties. All lighting shall be reduced to minimum security intensity levels at all times of nonuse. In no case shall such lighting exceed two foot candles measured at any lot line.
9. The height of light pole fixtures shall not exceed the roofline of the building or 20 feet, whichever is less.

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J. Parking and Loading Areas

Off-Street parking areas shall be designed and located so that they are safe, efficient, and improve the character of the district. Parking areas shall be located at the rear or side of the lot. Adjacent property owners are encouraged to work together to share driveways to minimize the number and width of driveways and curb cuts.

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Decorative fencing and/or landscaping compatible with the streetscape improvements or the character of the district 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 shall be used to screen storage, loading zones, garbage receptacles, grade-mounted transformers and utilities from public view.

K. Utilities

Utility (power, telephone and cable) infrastructure shall be designed and located to minimize unattractive visual impacts. New utility infrastructure shall be designed as follows:

1. All new utility wiring shall be located underground unless obstructions make this infeasible as confirmed in writing by the utility company. Where underground utility wiring has been confirmed to be infeasible, locate overhead wiring at the rear of the building.
2. Where new underground utility wiring has been installed, remove all existing above ground utility wiring and poles.

L.

Gas Station and Convenience Stores

These regulations are intended to address exterior elements of gas station and convenience store design to help promote an overall cohesive design and enable comprehensive review of such cases. The guidelines are organized into five (5) sections including Site Design, Architecture, Pump Islands, Landscape Design, and Lighting. These regulations are to supplement the rest of the design regulations.

1. Site Design

a. All development proposals should show evidence of coordination with the site plan, arrangement of buildings and planning elements of neighboring properties.

1. Respond to local development patterns and the streetscape through the use of consistent building setbacks, orientation and relationship of structures to the street and linkages to pedestrian facilities.
2. Seek shared-access with adjoining commercial uses where feasible to minimize curb cuts and enhance pedestrian and vehicular circulation.
3. Minimize cross traffic conflicts within parking areas.
4. Locate vehicular access points to the site as far away as possible from street intersections.
5. Minimize the number and width of driveways from the public street. Avoid conflicts with pedestrians along the street by defining a narrower car entrance while allowing for tanker truck turning.

b. Mitigate the negative impacts from site activities on adjoining uses:

1. Service areas, storage areas and refuse enclosures should be oriented away from public view and screened from adjacent sites
2. Orient drive-through windows, menu boards and associated stacking lanes away from residential areas and screen from public view.

3. Orient auto repair bay openings and car-wash openings away from public view.

c. ATMs should be located within the primary retail building when possible.

1. Freestanding and/or exterior wall mounted ATMs are discouraged.

d. Pedestrians and Cyclists

1. Locate bicycle parking close to the building entrance in a manner that does not impede pedestrian movement.

2. Architecture

The intent of the following architectural regulations is to encourage creative architecture that is responsive to local and regional context and contributes to the aesthetic identity of Oak Park.

- a. Building design should take into consideration the unique qualities and character of the surrounding area (refer to the Village's Neighborhood Plans for additional information).
- b. The design of stand-alone gas stations and convenience stores should conform to the dominant existing or planned character of the surrounding neighborhood. This can be accomplished through the use of similar forms, materials and colors.
- c. The design of a facility that occupies a pad or portion of a building within a larger commercial center should be designed to reflect the design elements of that center.
- d. Drive through elements should be architecturally integrated into the building rather than appearing to be applied or "stuck on" to the building.
- e. All sides of a building should express consistent architectural detail and character. All site walls, screen walls and pump island canopies and other outdoor covered areas should be architecturally integrated with the building by using similar material, color and detailing.
- f. To encourage visually interesting roofs, provide variations in the roof line and incorporate treatments such extended eaves and parapet walls with cornice treatments.

- g. Building accents should be expressed through differing materials and/or architectural detailing and not through applied finishes such as paint.
- h. All display items for sale should occur within the main building or within designated areas that are screened from public streets.
- i. Gas tank vents shall be an integral part of the building design in terms of form, color and texture.
- j. Provide transparent windows and doors for retail buildings to ensure visibility between the store, the pump islands and surrounding streets.

3. Pump Islands

The intent of this section is to encourage pump island designs that are well organized and consolidated to minimize visual clutter.

- a. The design of pump islands should be architecturally integrated with other structures on-site using similar colors, materials and architectural detailing.
- b. The color of the various components of the pump island, including dispensers, bollards and all appurtenances, are encouraged to be muted.
- c. Either a pump island curb or bollard is recommended for the protections of dispensing units.

4. Landscape Design

Landscaping should be integral to the overall design concept and should be carefully planned to serve more than one purpose. The intent of these regulations is to ensure that landscape design contributes to the overall appearance and function of the site.

- a. Landscaping should blend with the dominant existing or planned streetscape and character of the area.
- b. All landscaping should utilize only living plant material.
- c. Dense landscaping and/or architectural treatments should be provided to screen unattractive views and features such as storage areas, trash enclosures, utility cabinets and other similar elements.
- d. The site design for projects located at street corners should provide special landscape treatment at street intersection to emphasize the corner.
- e. Select trees, shrubs and other vegetation considering their tolerance to urban conditions, such as road salt

or heat. Give preference to native species of the region that are of equal suitability.

- f. Provide significant architectural or landscape features at the corner on corner sites in order to emphasize the public streets and enhance the streetscape.
- g. Developers are encouraged to use green building technologies such as green roofs, drip irrigation, and other Leadership in Energy and Environmental Design (LEED) approaches.

5. Lighting

a. Parking Lot and Site Lighting

1. All luminaries should be a full cut-off design, aimed downward and away from the property line.
2. Design lighting so that there is no light spillage, glare or light cast over adjacent uses. Direct and/or shield lighting sources away from adjacent residential properties and provide screening as necessary.
3. The height of light pole fixtures shall not exceed the roofline of the building or 20 feet, whichever is less.

b. Building-Mounted Lighting

1. All luminaries should be a full cut-off design and aimed downward.
2. All luminaries should be recessed or shielded so the light source is not directly visible from the property line.

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<#>Planning:¶
<#>Utilities shall be located underground and remove any above ground utility lines. ¶
<#>Design and locate utility systems as an integral component of the site planning and design process. Take into account ease of maintenance and repair.¶
<#>Minimize the adverse visual and environmental impacts of utility systems.¶
¶
<#>Layout/Location:¶
<#>Bury overhead utilities to eliminate visual clutter. ¶
<#>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.¶

6.10.2 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) feet without including at least two (2) of the following categories:

1. Change in plane;
2. Change in texture or masonry pattern;
3. Windows;
4. An equivalent element that subdivides the wall into smaller sections.

B. Building Entries

Each **building** shall have clearly defined, prominent 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.

C. Four-Sided Treatment

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

D. Building Front Dimensions

Large or long facades shall be broken up into multiple bays while medium sized facades shall be broken by vertical elements.

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Upper level windows shall be vertically aligned.¶

E. Building Materials

1. **Permitted** exterior materials:
 - a. natural clay brick,

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- b. ceramic tile,
- c. terra cotta,
- d. glass
- 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. architectural finished concrete.
- l. Other materials as determined from time to time by the Village of Oak Park.

2. **Prohibited** exterior materials ;

- 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.

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F. **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.
2. Complex awning shapes such as bubbles on domes, or arches on quarter vaults.
3. Aluminum awnings unless they are characteristic of the historic period.
4. Back-lighted and internally illuminated awnings.

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G. Roofs, Parapets and Cornices

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

Roof-mounted mechanical equipment shall be screened by a parapet wall or of a similar structural feature with its height equal to or greater than the height of the roof-mounted mechanical equipment being screened.

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H. 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 shall be illuminated.
2. Exterior lighting sources shall be concealed.
3. Exterior spotlighting may be used to illuminate prominent building details.
4. Integrate building lighting systems with site lighting systems and furnishings.
5. Supply power to lighting by underground lines to reduce streetscape clutter.
6. Lines and planes of the light fixtures shall be compatible with surrounding buildings.
7. All lighting on a site shall be located or shielded to avoid casting any direct rays of light on adjoining site or streets.
8. Illumination of off-street parking areas shall be designed so as not to reflect direct rays of light onto adjacent streets or properties. All lighting shall be reduced to minimum security intensity levels at all times of nonuse. In no case shall such lighting exceed two foot candles measured at any lot line.

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9. The height of light pole fixtures shall not exceed the roofline of the building or 20 feet, whichever is less.

I. **Parking and Loading Areas**

Off-Street parking areas shall be designed and located so that they are safe, efficient, and improve the character of the district. Parking areas shall be located at the rear or side of the lot. Adjacent property owners are encouraged to work together to share driveways to minimize the number and width of driveways and curb cuts.

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Decorative fencing and/or landscaping compatible with the streetscape improvements or the character of the district 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 shall be used to screen storage, loading zones, garbage receptacles, grade-mounted transformers and utilities from public view.

J. **Utilities**

Utility (power, telephone and cable) infrastructure shall be designed and located to minimize unattractive visual impacts. New utility infrastructure shall be designed as follows:

1. All new utility wiring shall be located underground unless obstructions make this infeasible as confirmed in writing by the utility company. Where underground utility wiring has been confirmed to be infeasible, locate overhead wiring at the rear of the building.
2. Where new underground utility wiring has been installed, remove all existing above ground utility wiring and poles.

Deleted: Utilities can be a visually dominant element in the landscape. Visible utility infrastructure shall be treated so as to lessen their negative visual impacts. Utilities shall be addressed in the following manner:¶
<#>**Planning:**¶
<#>Utilities shall be located underground and remove any above ground utility lines. ¶
<#>Design and locate utility systems as an integral component of the site planning and design process. Take into account ease of maintenance and repair.¶
<#>Minimize the adverse visual and environmental impacts of utility systems.¶
¶
<#>**Layout/Location:**¶
<#>Bury overhead utilities to eliminate visual clutter. ¶
<#>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 **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.

B. Street Edge

To the maximum extent practicable, all building construction shall maintain the established front building line along the street edge to create a consistent relationship of buildings and 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.).

6.10.4 Energy Efficient Construction

The Village of Oak Park encourages energy efficient buildings. The Village of Oak Park recognizes the following but not limited to 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.

6.10.5 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.

C. Rules.

1. 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.

Deleted: 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 the Historic Preservation Commission Staff Liaison will be invited to be in attendance.

Deleted: All t

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. 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.

9. 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.
10. Identification of building construction type.

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 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.

1. 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.
2. 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.
3. 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.

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

1. *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;

2. *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;
3. *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;
4. *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;
5. *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;
6. *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;

7. *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;
8. *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;
9. *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.
10. *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.
11. *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;

12. *Reduce energy utilization.* New structures should incorporate best available technologies and materials in order to maximize energy efficient design;
13. *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;
14. *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;
15. *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
16. *Achieve design excellence.* Endeavors to achieve design excellence in all new structures are encouraged.

ARTICLE 9 DEFINITIONS

9.1 Accessory Building or Structure

A building or structure which is customarily and exclusively incidental to the principal building or use that it serves and is located upon the same zoning lot and does not contain cooking facilities or sleeping quarters, nor is used, for dwelling purposes.

9.2 Accessory Use

A use which is customarily and exclusively incidental to the principal building or use which it serves and which (with the single exception of such off-street parking spaces as are permitted to locate elsewhere) is located on the same zoning lot as the principal building or use.

9.3 Accessory-Use Tour House

The use of a private, owner-occupied, principal-use dwelling unit, which possesses special architectural and/or historical significance, for tours by members of the public during limited hours and days of the week, conducted by the resident or owner of the dwelling unit for a fee. For the purposes of this section, a house shall qualify as "owner-occupied" and an owner shall qualify as an "resident or owner" only if the owner of the house resides in the house as the owner's principal place of residence. Also, for purposes of this section, tours shall be considered as "conducted by the resident or owner" if such tours are conducted by:

- A. The resident or owner(s);
- B. Any person who volunteers to conduct tours on behalf of the resident or owner without remuneration; or
- C. Any person who is paid as an employee of the resident or owner to conduct tours on behalf of the resident or owner.

9.4 Adult Day-Care Facility

A public or private place, duly licensed to provide a program of services under health professionals, in an ambulatory care setting for persons 18 years of age or older, who do not require 24-hour institutional care and yet, due to physical and/or mental impairment, are not capable of full-time independent living.

9.5 Alley

A private or dedicated public way that affords only a secondary means of access to contiguous property and is less than 33 feet in width.

9.6 **Antique Store**

A retail establishment engaged in the sale of goods and merchandise, the majority of which are older than 50 years, have value as collectibles, and are not intended for everyday use or wear.

9.7 **Apartment**

A dwelling unit located in a building other than a single- or two-family dwelling.

9.8 **Arcades**

An arcade that provides public access to building entrances, retail space and/or public space.

9.9 **ASHRAE**

The American Society of Heating, Refrigerating and Air-Conditioning Engineers advances technology to serve humanity and promote a sustainable world. Membership is open to any person associated with the field.

9.10 **Assembly and Packing Plants**

A facility wherein the finished product is either assembled from individual standardized parts or merely packaged for retail or wholesale consumption. The individual parts used to create the finished product shall not be manufactured on site.

9.11 **Assisted Care Facility**

A multiple-family structure for the elderly or disabled that provides services including assistance with daily activities such as dressing, grooming, and bathing.

9.12 **Assisted-Living Facility**

A public or private facility, licensed by the State of Illinois, which provides a protective institutional or home-like environment where sleeping accommodations and necessary services are provided for at least 3 unrelated adults, at least 80% of whom are 55 years of age or older who, because of their advanced age or disability require a supportive environment, consistent with the Illinois Assisted Living and Shared Housing Act.

9.13 **Auction House**

A place where objects of art, furniture, and other goods are offered for sale to persons who bid on the object in competition with each other.

9.14 **Auto and Public Vehicle Storage**

A secured parking lot or parking garage for the purpose of storing vehicles for an extended period of time.

9.15 Auto Service and Filling Station

A business engaged in retail sales of vehicular fuels; servicing and repair of automobiles; and including, as an accessory use, the sale and installation of lubricants, tires, batteries, and similar vehicle accessories.

9.7 Auto, Truck, Boat and Mobile Home Rental, Sales and Repair Shop

Establishments primarily engaged in motorized vehicle repair, rental, leasing, and sale services to the general public. This use may also accommodate the rental, leasing and sale of mobile home units.

9.8 Automatic Teller Machine, Exterior (ATMs)

An automated structure providing limited banking services without personal attendants.

9.9 Average Adjacent Front Setback

The average front setback of the buildings or structures on the lots immediately adjoining the subject lot, weighted in accordance with the width of each such lot.

9.10 Average Front Setback

Equal to one-half of the sum of the average adjacent front setback and the average non-adjacent front setback.

9.11 Average Non-Adjacent Front Setback

The average front setback of the buildings or structures on all of the non-adjacent lots that are in the same or more-restrictive district, in the same block and on the same side of the street as the subject lot, weighted in accordance with the width of such lot.

9.12 Awning

~~A framework covered with fabric projecting from the façade of a building located on a storefront or individual window openings. The primary purpose is to shade the interior of the building and provide protection to pedestrians. A roof-like cover, often of fabric, metal, or glass, designed and intended for protection from the weather or as a decorative embellishment, and which projects from a wall or roof of a structure over a window, walk, door or the like. Awnings can be supported by poles or brackets.~~

9.13 Bakery, Wholesale

A bakery wherein the production and/or wholesaling of baked goods is permitted, but over-the-counter or other retail dispensing of backed goods is prohibited.

9.14 Banquet, Exhibition, Meeting Hall, Public and Private

A facility or hall owned by a private citizen or governmental agency available for lease by private parties.

9.15 Basement

That portion of a building between floor and ceiling, which is at least one foot below grade and partly above grade but so located that the vertical distance from grade to the floor below is less than the vertical distance from grade to ceiling (as distinguished from a "cellar").

9.16 Beauty Supply Store

A commercial establishment engaged in the retail sale of cosmetology-related products. Cosmetology services may be provided on-site on a limited basis.

9.17 Bed-and-Breakfast

An owner-occupied residence providing accommodations for a charge to the public with no more than three guest units for rent, in operation for more than ten nights in a twelve-month period. Only the breakfast meal may be provided to the registered guests. The service of food to the public for a charge is otherwise prohibited. Bed-and-breakfast establishments shall not include motels, hotels, rooming or boarding houses or facilities, or food service establishments.

9.18 Boarding House

A building in which meals and sleeping quarters (but not cooking facilities) are provided by prearrangement for compensation on a weekly or longer basis for three or more people who are not members of the keeper's family. For purposes of this Zoning Ordinance, a boarding house shall not include a Residential-Care Home or Nursing Home.

9.19 Building

Any covered structure securely affixed to the land which is designed for the support, shelter, enclosure or protection of persons, animals, chattels or other tangible property.

9.20 Building Height

The vertical dimension of the building measured from the finished grade to the highest point of the roof if a flat roof; to the deck line if a mansard roof; and to the mean height level (between eaves and ridge) if a gable, hip or gambrel roof. The vertical dimension shall be measured at the center of the front façade or elevation. (See 7.2.3 Measurement of Building Height).

9.21 Building, Principal

A non-accessory building in which a principal use of the lot is conducted.

9.22 **Bulkhead**

The area between the sidewalk and the display windows; can be of wood, tile, or metal, or can be glazed.

9.23 **Bus-Passenger Station**

Any facility for the storage or parking of motor-driven buses and the loading and unloading of passengers.

9.24 **Caliper**

Diameter of a tree.

9.25 **Canopy**

Any structure, moveable or stationary, attached to and deriving its support from the side of a building or structure for the purpose of shielding a platform, stoop or sidewalk from the elements.

9.26 **Car Wash**

Any building or premises or portions thereof used for washing automobiles not including washing only by hand.

9.27 **Catering Service**

An establishment that prepares and provides meals or refreshments for consumption off-site. No on-site dining facilities shall be permitted.

9.28 **Cellar**

That portion of a building between floor and ceiling, which is wholly or partly below grade and so located that the vertical distance from grade to the floor below is more than the vertical distance from grade to the ceiling (as distinguished from a "basement").

9.29 **Church, Temple, Synagogue Or Mosque**

A building wherein persons regularly assemble for religious worship and that is maintained and controlled by a religious body organized to sustain public worship, together with all accessory buildings and uses customarily associated with such primary purpose. Includes synagogues, temples, mosques, or other such places of worship and religious activities.

9.30 **Clinic, Medical And Dental**

A building occupied by one or more dentists, medical practitioners or specialists.

9.31 Club, Private

A building or portion thereof, restricted to members and their guests, which is owned or operated by a corporation, association, person or persons for a social, educational or recreational purpose but not primarily for profit or for rendering a service which is customarily carried on as a business.

9.32 Commercial Broadcasting Facility

A building containing offices and/or studios for the production of radio or television programs for commercial entities or non-profit organizations.

9.33 Commercial Use

A business activity involving the purchase, sale, or transaction relating to the disposition of any article, substance, commodity, or service; the maintenance or conduct of offices, professions, or similar enterprises conducted for profit, including the renting of rooms, business offices, and sales display rooms and premises. Examples of commercial uses include retail shops and offices.

9.34 Community Building

A building to be used for meetings, recreation, or social activities by members of the community in which it is located.

9.35 Condominium

A form of ownership of real property whereby the owner is conveyed a deed giving a fee-simple title to a space identified by a unit number. The space is most often identified on a plat prepared by a surveyor and attached to the declaration and recorded. The common elements surrounding that space (land, walls, roof, etc.) are jointly owned by all unit owners.

9.36 Contractor's Maintenance Yard

An enclosed lot immediately adjacent to a major construction site wherein construction equipment and other materials customarily used in the construction trade are temporarily stored and maintained.

9.37 Cornice

The projecting members at the top of the exterior wall.

9.38 Currency Exchange

A commercial use that exchanges common currencies, sells money orders and cashiers checks, cashes checks, drafts, money orders and travelers checks, sells vehicle registration plates and stickers and accepts utility payments for a fee as its principal business activity. This use shall not include financial institutions or loan companies.

9.39 Day-Care Center

Any duly licensed childcare facility receiving more than eight children for daytime care during all or part of the day.

9.40 Day-Care Home

Any family home that receives not more than eight children for regular ongoing care during the day. The maximum of 8 children include the family's natural or adopted children under age 16 and' those children who are in the home under full-time care as set forth in the Child Care Act of 1969.

9.41 Day Labor

“Day labor” shall mean unskilled personnel employed for very short terms, typically on a day-to-day basis and without benefits such as health insurance or retirement plans.

9.42 Development

Any activity which may require a permit or approval from any agency in the Village, including but not limited to: 1) the division of property into two or more parcels, 2) the construction, alteration, conversion relocation or enlargement of any building or structure, 3) any dredging, filling, grading, paving, or excavation operations, or 4) the storage, deposition or excavation of materials.

9.43 Director of Building and Property Standards

The executive official of the Village of Oak Park in charge of the administration and enforcement of Codes for Building Safety and Property Standards for the Village of Oak Park.

9.44 Display Window

The main areas of clear glass on a storefront behind which goods are arranged. Usually of polished plate glass.

9.45 Distribution Operation, Light

An establishment engaged in the receipt, storage, and distribution of goods, products, cargo and materials on a smaller scale than a warehouse. (See also definition of Warehouse).

9.46 District

One of the 12 use districts into which the entire Village is divided pursuant to Article 3.

9.47 Drip Line

A vertical line extending from the outmost edge of the tree canopy or shrub branch to the ground.

9.48 Dry Cleaning Store

A business maintained for the cleaning of fabrics, textiles, and articles of clothing, using specialized dry-cleaning equipment and machinery and volatile solvents; pick up and delivery of such items shall be a principal aspect of the store's operation.

9.49 Dry Cleaning or Laundry Receiving Store

A business maintained for the pick-up and delivery of dry cleaning and/or laundry without the maintenance or operation of any laundry or dry-cleaning equipment or machinery on the premises.

9.50 Dwelling, Multiple-Family

A building having more than two dwelling units.

9.51 Dwelling, Multiple-Family, Senior Citizen

A multiple-family dwelling that is designed and intended for the exclusive occupancy of individuals who are at least 55 years of age, unrelated families, all the members of which are at least 55 years of age, or related families, one spouse of which is at least 55 years of age.

9.52 Dwelling, Single-Family Detached

A building having no more than one dwelling unit.

9.53 Dwelling Single-Family Attached

A single-family dwelling sharing a vertical wall or walls with another single-family dwelling.

9.54 Dwelling, Two-Family

A building having exactly two dwelling units.

9.55 Dwelling Unit

A building, or portion thereof, containing cooking facilities and arranged, designed and exclusively used or intended for use by one family as a separate housekeeping unit.

9.56 Earth Station

Any disc antenna whether flat, concave or parabolic, which is designed to receive satellite-delivered signals.

9.57 Educational or Instructional Institution

A public or private college or university authorized by the state to award degrees.

9.58 Employment Agency

A public or private business or agency whose primary function is to assist people in locating jobs, careers, or other employment opportunities. This does not include agencies that solicit employees on behalf of companies requiring day labor. (Day labor shall mean personnel employed for very short terms, typically on a day-to-day basis and without benefits such as health insurance or retirement plans.)

9.59 Enclosed Porch or Terrace

A porch or terrace protected by walls or windows or by a roof having vertical supports.

9.60 Energy Star

A joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy helping us all save money and protect the environment through energy efficient products and practices.

9.61 Equipment Rental

A business primarily engaged in the rental of tools, trucks, tractors, construction equipment, agricultural implements, and similar industrial equipment.

9.62 Exterminating and Fumigating Establishment

A facility that provides door-to-door household pest-control services to the public.

9.63 Façade

That portion of any exterior elevation on the building extending from grade to top of the parapet, wall, or eaves and the entire width of the building elevation.

9.64 Family

Either a) Two or more persons, each related to the other by blood, marriage, or adoption, together with usual domestic servants and not more than one *bona fide* guest, all living together as a single housekeeping unit and using common kitchen facilities (that is, a related family); or b) Four or fewer persons, all of whom are not necessarily related to each of the others by blood, marriage, or adoption, all living together as a single housekeeping unit and using common kitchen facilities (that is,- an unrelated family). For purposes of this Zoning Ordinance, however, an unrelated family shall not include persons living together in a Residential-Care Home or Nursing Home.

9.65 Family Residential-Care Home

A Residential-Care Home (see definition) for up to six persons living together as a single housekeeping unit, plus supervisory personnel who are present whenever persons with disabilities are present at the Home, for the primary purpose of providing shelter in a family-like atmosphere as part of the residential community.

9.66 Filling Station

Any building or open area used for the dispensing or retail sale of any automobile fuels or oils.

9.67 Financial Institution

A building operated by and as a bank or savings and loan with or without a drive-up facility, for the custody, loan, or exchange of money, the extension of credit, and/or the transmission of funds and excluding loan company services as defined herein.

9.68 Finial

A decorative terminal form at the top of a feature.

9.69 Floor Area (for determining floor-area ratio)

For the purpose of determining floor-area ratio, the "floor area" of a building is the sum of the gross horizontal areas of the several floors of the building measured from the exterior faces of the exterior walls or from the centerline of walls separating two buildings. The "floor area" of a building shall include basement and stairwells at each floor, floor space used for mechanical equipment--except equipment, open or enclosed, located on the roof-penthouse, attic space having head room of seven feet, ten inches or more), interior balconies and mezzanines and enclosed porches, and floor area devoted to accessory uses, including off-street parking and loading facilities enclosed within a permanent structure and located at or above grade.

9.70 Floor Area (for determining off-street parking spaces and loading berths, etc.)

Floor Area, when prescribed as the basis for determining the number of off-street parking spaces and loading berths for any use, for determining the permissible mix of uses in a planned development and for all other purposes except the determination of floor-area ratio shall mean the sum of the gross horizontal areas of the several floors of the building, or portion thereof, devoted to such use including accessory storage areas, and any basement floor area devoted to business or commercial uses, but shall not include floor area devoted to off-street parking or loading facilities, including aisles, ramps, and maneuvering space, or basement floor area other than area devoted to business or commercial uses.

9.71 Floor-Area Ratio (F.A.R.)

The "floor-area ratio" of the building or buildings on any zoning lot is the floor area of the building or buildings on that zoning lot divided by the area of such zoning lot.

9.72 Food Storage Locker

A facility with separate secure units that are rented to individuals for the storage of food.

9.73 Foster Home

A facility for child care in residences of related families who receive no more than 8 children unrelated to them, unless all the children are of common parentage, for the purpose of providing family care and training for the children on a full-time basis. The family's own children, under 18 years of age, shall be included in determining the maximum number of children served. The term "foster home" includes homes receiving children from any State-operated institution for child care; or from any agency established by a municipality or other political subdivision of the State of Illinois authorized to provide care for children outside their own homes.

9.74 Frontage

All the property on one side of a street between two intersecting streets measured along the street line, or, if the street is a dead-end, then all the property abutting on one side between an intersecting street and the dead-end of the street.

9.75 Furnace/Heating Shop

A facility wherein furnaces and other heating systems are sold at wholesale or retail, or where such systems are maintained or repaired.

9.76 Gambrel Roof

A gable roof with two slopes on each side, the upper flat and the lower steep.

9.77 Garage Parking

Any structure, including a multi-level structure, which provides parking spaces for the parking of vehicles and in which the selling of fuels and the repairing of vehicles are prohibited.

9.78 Garage, Private

An accessory building or structure, or other enclosed or semi-enclosed area, which provides parking spaces to be used in connection with the principal building.

9.79 General Office

A room or group of rooms used for conducting the affairs of a business, profession, service, industry, or government and generally furnished with desks, tables, files, and communication equipment.

9.80 Governmental Unit

Any federal, state or local government entity or subunit thereof normally having officially recognized geographic boundaries and established by legal action for the purpose of implementing administrative and governmental functions. It has elected or appointed officials, raises revenues and its functions include, but are not limited to, the enactment of laws, provision of services and the entering into contracts.

9.81 Government Facility

A building owned, operated or occupied by a government agency to provide services to the public.

9.82 Grade

(For purposes of this definition, any wall approximately parallel to and not more than 20 feet from a street line is to be considered as adjoining the street).

- A. For buildings having walls adjoining one street only, “grade” is defined as the elevation of the sidewalk at the mid-point of the wall adjoining the street.
- B. For buildings having walls adjoining more than one street, “grade” is defined as the average of the elevation of the sidewalk at the mid-points of all walls adjoining the streets.
- C. For buildings having no wall adjoining the street, “grade” is defined as the average level of the finished surface of the ground adjacent to the exterior walls of the building.
- D. Where no sidewalk exists, the grade shall be established by the Village Engineer.

9.83 Green Globes

A revolutionary building environmental design and management tool. It delivers an online assessment protocol, rating system and guidance for green building design, operation and management. It is interactive, flexible and affordable, and provides market recognition of a building’s environmental attributes through third-party verification.

9.84 **Green Roof**

A roof of a building that is partially or completely covered with vegetation and soil, or a growing medium, planted over a waterproofing membrane. It may also include additional layers such as a root barrier and drainage and irrigation systems. The term "green roof" may also be used to indicate roofs that utilize some form of "green" technology, such as solar panels or a photovoltaic module.

9.13 **Ground Floor**

Any floor that is not more than three feet above or below grade.

9.14 **Group Residential-Care Home**

A Residential-Care Home (see definition) for seven to fifteen persons living together, plus supervisory personnel who are present whenever persons with disabilities are present at the Home, with the primary purpose of providing shelter. (See also Section 9.147, Residential-Care Home defined herein.)

9.15 **Guest Unit**

Any sleeping room or group of rooms within a residential dwelling unit, forming a separate area used or intended to be used for living and sleeping, but not for cooking purposes, by not more than two transient guests per night for a continuous period not in excess of fifteen days per guest.

9.16 **Helicopter-Landing Station (Heliport or Helistop)**

An area designed to be used for the landing and takeoff of helicopters that may include operations facilities, such as maintenance, loading and unloading, storage, fueling, or terminal facilities.

9.17 **Home-Improvement and Building-Materials Center**

A facility engaged in the retail sale of various basic hardware supplies, including but not limited to tools, builders hardware, paint, glass, house wares and household appliances, and garden supplies.

9.18 **Home Occupations**

An accessory use of a dwelling unit for gainful employment involving the provision, or sale of goods and/or services.

9.19 **Hospital**

A place with a full-time staff of resident licensed physicians and registered nurses and with complete facilities for the general diagnosis, treatment, and care of in-patients suffering from illness, disease, injury, deformity or other abnormal physical or mental condition and offering customary out-patient services as an accessory use.

9.20 Hotel

A building in which living or sleeping facilities are provided for compensation and offered to transient guests and in which one or more customary services such as maid and linen service or telephone service are provided. For the purpose of this Zoning Ordinance, the term "hotel" shall also mean motel.

9.21 House Museum

A dwelling unit which is converted from its original principal use as a dwelling unit to a permanent, staffed institution dedicated to the collection, preservation, study, display, and educational use of objects, and which is open to the public on a regular and limited schedule, is owned and operated by a nonprofit organization under Section 501(c) (3) of the Internal Revenue Code, and has a Board of Trustees or Directors to oversee its operation and management and to ensure that the institution is true to its purpose. Further, no more than 20% of the floor area of any house so designated as a House Museum may be used for any purpose other than museum space accessible to the public. For the purposes of this definition, the basement and unfinished attic floor space of any House Museum shall not be included either in the calculation of the total floor space of the House Museum or in the calculation of the 20% of the floor space which is eligible for use for any purpose other than museum space accessible to the public.

9.22 House, Tour

An establishment used for dwelling purposes in which all or a portion of the house is open to the public for informational tours during restricted hours.

9.23 Institution

A building occupied by a governmental or non-profit organization.

9.24 Institutional Use

A non-profit or quasi-public use such as a religious institution, library, hospital, schools, or government-operated or owned structure or land used for a public purpose.

9.25 Interior Decorating Studio

A commercial workspace and retail outlet for a designer specializing in home or office décor.

9.26 Kennel

Any premises where domestic animals, such as dogs and cats, are boarded, trained or bred.

9.27 Laboratory, Medical Or Dental

A facility that provides bacteriological, biological, medical, x-ray, pathological and similar analytic or diagnostic services to doctors or dentists.

9.28 Laundromat or Launderette

An establishment providing home-type washing, drying or ironing machines for hire to be used by customers on the premises.

9.29 Laundry, Diaper, Linen and Towel Service Establishment

A business that provides laundry, diaper, linen, and towel cleaning services, with no machines for hire by the public.

9.30 LEED Certification

LEED certification provides independent, third-party verification that a building project meets the highest green building and performance measures. All certified projects receive a LEED plaque, which is the nationally recognized symbol demonstrating that a building is environmentally responsible, profitable and a healthy place to live and work.

9.31 Library, Public

A public facility for the use, but not sale, of literary, musical, artistic, or reference materials.

9.32 Light-Distribution Operation

An establishment engaged in the receipt, storage, and distribution of goods, products, cargo, and materials, on a smaller scale than a warehouse. (See also Warehouse defined herein.)

9.33 Lintel

Structural member above a storefront that supports the parapet or upper wall.

9.34 Loan Company

Financial institutions that provide check-cashing/payroll-advance services or provide loans where patrons are required to deposit a post-dated check or an automobile title to obtain a loan.

9.35 Locksmith

A business which services, installs, originates first keys, records master keys and multiples and/or processes electronic devices designed to control or document entry or exit by persons or methods.

9.36 Long-Term Care Facility

A licensed public or private home or institution which provides maintenance, personal care, sheltered-care, and/or nursing for three or more persons who are not related to the operator or owner by blood or marriage and who by reason of physical illness or infirmity are incapable of maintaining a private independent residence. For the purpose of this Zoning Ordinance, the term "nursing home" is replaced by the term "long-term care facility," which shall be limited to skilled nursing facilities, intermediate-care facilities and sheltered-care facilities as defined by The Illinois Nursing Home Care Act, as amended, and shall not include a hospital or a residential-care home.

9.37 Lot

A zoning lot, except as the context herein shall indicate a lot of record.

9.38 Lot, Corner

A lot having two intersecting lot lines that are also street lines.

9.39 Lot of Record

A lot which, prior to the effective date of this Zoning Ordinance, was in separate ownership and has remained in separate ownership and which was either a) part of a subdivision plat recorded in the office of the Recorder of Deeds of Cook County, Illinois, or b) a parcel of land the deed to which was recorded in the office of the Recorder of Deeds of Cook County, Illinois.

9.40 Lot, Reversed-Frontage Corner

A corner lot the rear yard of which, in whole or part, directly abuts upon a side lot line of an adjoining residential lot and is not separated from such adjoining lot by an alley.

9.41 Lot, Through

A lot, which may be a corner lot, with a street line on each of two parallel or approximately parallel streets.

9.42 Lot, Zoning

A parcel of land, at least one lot line of which is a street line, which is located within a single block, and which is or will be used, developed or built upon as a unit. A zoning lot may or may not coincide with a lot of record.

9.43 Lot Line

A boundary of a zoning lot.

9.44 Lot Line, Exterior Side

Any side lot line that is also a street line.

9.45 Lot Line, Front

Any street line except that in the case of a corner lot, the front lot line shall be that street line which is approximately parallel to the alley abutting the lot. If there is no alley or there are two alleys abutting the lot, then the front lot line shall be determined by the Zoning Officer, as provided in Section 7.2.2

9.46 Lot Line, Rear

The line that is most distant from, and is, or is most nearly, parallel to the front lot line. If a rear lot line is less than 15-feet long, or if the lot comes to a point at the rear, the rear lot line for purposes of this zoning Ordinance shall be a line at least 15-feet long, lying wholly within the lot, parallel to the front lot line. There shall be no rear lot line in the case of a through lot.

9.47 Lot Line, Side

Any lot line that is neither a front lot line nor a rear lot line.

9.48 Maximum Extent Feasible

Means that no feasible and prudent alternative exists and all possible efforts to comply with the regulation or minimize potential harm or adverse impacts have been undertaken. Economic considerations may be taken into account, but shall not be the overriding factor in determining “maximum extent feasible.”

9.49 Maximum Extent Practicable

Means that, under the circumstances, reasonable efforts have been undertaken to comply with the regulation, that the costs of compliance clearly outweighs the potential benefits to the public or would unreasonably burden the proposed project, and reasonable steps have been undertaken to minimize potential harm or adverse impacts resulting from noncompliance with the regulation.

9.50 Medical and Orthopedic Appliance Store

A business engaged in the sale of medical & orthopedic appliances & products.

9.51 Mixed-Use

A tract of land or building or structure developed for two or more different uses such as, but not limited to, residential, office, manufacturing, retail, public, or entertainment.

9.52 Mortuary/Funeral Home

An establishment providing services such as preparing the human dead for burial and arranging and managing funerals, and may include limited caretaker facilities.

9.53 Museum

A building having public significance by reason of its architecture or former use or occupancy; a building serving as a repository for a collection of natural, scientific, or literary curiosities, objects of interest, or works of art, and arranged, intended and designed to be used by members of public for viewing, with or without an admission charge; and which may include an accessory retail outlet for the sale of goods (related to the contents of the museum) to the public.

9.54 Non-Conforming Building or Structure

A building or structure lawfully existing upon the effective date of this Zoning Ordinance, which thereafter fails to conform in some respect with the regulations of the district in which it is located.

9.55 Non-Conforming Lot

A lot that lawfully existed before the enactment of the requirements of this ordinance or any subsequent amendments thereto, but does not meet the minimum lot size or lot width requirements of the zoning district in which it is located.

9.56 Non-Conforming Use

A use of a building, structure or land lawfully existing upon the effective date of this Zoning Ordinance hereof, which thereafter, is no longer permitted in the district in which it is located.

9.57 Nursery/Greenhouse/Garden Shop/Plant Sales

An establishment that may include land or buildings used to raise trees, shrubs, flowers, and other plants for retail sale, wholesale, or for transplanting.

9.58 Nursing Home

See Long-term Care Facility.

9.59 Nursing School

An educational institution whose sole purpose is to teach the trade of nursing and award degrees in such field of study.

9.60 Opaque Fencing

Solid, non-transparent fencing that effectively conceals from viewers in or on adjoining properties, streets, alleys, or public ways, materials and equipment stored and operations and activities conducted behind it.

9.61 Open Porch or Terrace

A porch or terrace that is not enclosed.

9.62 Open Space

A ground-level, land area that is free of structures and other improvements and is available for the absorption of ground water (e.g., via landscaping).

9.63 Open Space, Public

Any land or area that is set aside or protected to: conserve scenic and natural resources; provide for passive and active recreational use and facilities; provide for ample air and light for residents of the Village; establish and enhance buffers between uses; or provide for community gathering places (e.g., plazas).

9.64 Parapet

That portion of a wall which extends above the roof line.

9.65 Parish House/Convent/Rectory

A residence for a minister, priest, rabbi, or other members of a religious order or congregation in connection with the operation of a church.

9.66 Parking Garage

A deck, building, or parking structure intended to be used for parking and storage of vehicles.

9.67 Parking Lot

Any parcel of land principally used for the unenclosed parking of more than four vehicles. The term "parking" shall include the storage of vehicles for sale or rent on other premises, but not vehicles in need of repair.

9.68 Parking Space

An unenclosed area, or an area enclosed in the principle building or structure or in an accessory building or structure which is designed and intended for the parking of one vehicle and which complies with the regulations set forth in the Code of the Village of Oak Park and in Section 6.2 of this Zoning Ordinance.

9.69 Pawn Shop

Any business that loans money on deposit of personal property or deals in the purchase or possession of personal property on condition of selling the property back again to the depositor, or loans or advances money on personal property by taking chattel mortgage security thereon, and takes or receives such personal property.

9.70 Personal Services

Uses that include but are not limited to a barber or beauty shop, shoe repair, a tailor or dressmaking shop, clothing rental agencies, locksmiths, packaging and

shipping services less than 1,500 square feet in area, ticket agencies, and travel bureaus, and similar uses.

9.71 Planned Development

A high-intensity development of land under single ownership or control that receives development allowances such as increased bulk, density, height, mixed uses, and two or more principal buildings on a lot in return for compensating benefits approved by the Village Board.

9.72 Portico

A porch leading to the entrance of a building, or extended as a colonnade, with a roof structure over a walkway, supported by columns or enclosed by walls.

9.73 Post Office

A government-owned or leased facility containing: 1) service windows for the mailing of packages or letters, 2) post office boxes for rent to members of the public, and 3) mail sorting and distribution facilities.

9.74 Print Shop

A facility for the custom reproduction of written or graphic materials on a custom order basis for individuals or businesses. Typical processing includes, but is not limited to, photocopying, blueprinting, sending and receiving facsimiles, and offset printing.

9.75 Radio Tower

A columnar structure exceeding 15 feet in height, whether or not secured by guy wires, which is designed, intended or used for transmitting and/or receiving radio, television or other electronic signals.

9.76 Radio/Television Transmitting and Receiving Device

A telecommunications device used for transmitting or receiving of radio or television waves.

9.77 Recreational Vehicles (including boats)

A travel trailer designed and used for travel and recreational purposes; a pick-up coach or camper designed to be mounted on a pickup or truck chassis and to be used for travel and recreational purposes; a camper trailer built on a chassis or metal unit body with a canvas or metal superstructure designed and used for travel and recreational purposes; and a motor home designed and constructed as an integral part of a self-propelled vehicle and used for recreational purposes, together with a trailer designed and used for towing. No recreational vehicle or boat shall be greater than 30 feet in length (in case of a travel trailer, excluding the frame but including all usable interior space, and in the case of a boat trailer, excluding the frame) greater than 8 feet in width or greater than 11 feet in height.

9.78 **Redevelopment**

Any proposed expansion, addition, or major facade change to an existing building, structure, or parking facility.

9.79 **Religious Reading Room**

A room or space provided by a non-profit religious institution for the reading of books related to faith or religion.

9.80 **Research or Testing Laboratories**

An establishment or other facility for carrying on investigation in the natural, physical or social sciences, or engineering and development as an extension of investigation with the objective of creating end products.

9.81 **Residential-Care Home**

A dwelling occupied by persons with disabilities, in which one or more supervisory personnel provide care, education and/or participation in community activities for the residents with the primary goal of developing or exercising the resident's basic skills for daily living. As used herein, a person with disabilities is any individual with one or more psychological, intellectual or physical impairments which:

- A. Are likely to continue for a significant period of time or indefinitely;
- B. Result in functional limitations in three or more of the following areas of major life activities; 1) self care, 2) receptive or expressive language, 3) learning, 4) mobility, 5) self-direction, 6) capacity for independent living, and 7) economic self-sufficiency; and
- C. Reflect the person's need for a combination of special interdisciplinary or generic care, treatment or other services.

Such impairments shall not include the current illegal or addictive use of a controlled substance (as defined in Section 102 of -the Controlled Substance Act § 21 U.S.C. 8021). Further, such homes shall not include any person whose residency would constitute a direct threat to the health or safety of other individuals; and such home shall not include foster homes, nursing homes, work-release facilities for convicts or ex-convicts or housing facilities as an alternative to incarceration.

9.82 **Restaurant**

A commercial establishment where food and beverages are prepared, served, and consumed primarily within the principal building (unless an attached drive-up facility exists where food is dispensed for off-site consumption), and where food and beverage sales constitute more than 80 percent of the gross sales receipts.

9.83 Retail Business Shops

A commercial establishment that provides goods directly to the consumer. Such stores include but are not limited to antique stores, art galleries, pet shops, video rental stores, dry-goods store and similar establishments.

9.84 Rooming House

A building in which sleeping quarters (but no meals or cooking facilities) are provided by pre-arrangement for compensation on a weekly or longer basis for three or more persons who are not members of the keeper's family. For the purposes of this Zoning Ordinance, the term "rooming house" shall also mean lodging house, and a rooming house shall not include a Residential-Care Home or Nursing Home.

9.85 Sanitarium

A health station, retreat, or an institution for the recuperation and treatment of persons suffering from physical or mental disorders.

9.86 Sash

Operable frame filled with glass.

9.87 School

A public, parochial or private organization providing educational instruction to children or adults.

9.88 School, Elementary

An educational facility that serves students from kindergarten through the eighth grade. Includes middle schools.

9.89 School, High School

An educational facility that serves students in the ninth, tenth, eleventh, and twelfth grades.

9.90 School Housing Facility

A multi-unit residential facility designed to be occupied by students and faculty of a nearby educational facility.

9.91 Second-Hand Shop

A retail establishment engaging in the sale of previously used merchandise, such as clothing, household furnishings or appliances, or sports and recreational equipment. (See also Section 9.6 Antique Store defined herein)

9.92 Sheet-Metal Shops

A shop devoted to the fabrication of objects from sheet metal.

9.93 Sheltered-Care Home

See Long-term Care Facility.

9.94 Showroom

An establishment whose principal business is the retail or wholesale trade, display, or distribution of furniture, plumbing and heating products, supplies, and equipment including kitchen and bath products. Accessory offices may be included.

9.95 Shrub

A self-supporting woody perennial plant of low or medium height characterized by multiple stems and branches continuous from the base, usually not more than ten feet in height at maturity.

9.96 Sign

A communication device, structure, or fixture that incorporates graphics, symbols, or written copy intended to promote the sale of a product, commodity, or service, or to provide direction or identification for a premises or facility.

9.97 Sign Fascia

A sign mounted against the horizontal piece covering the joint between the top of a wall and the projecting eaves of the roof.

9.98 Significant Tree

A tree that is twelve inches or more caliper measured six inches above the ground and evergreen trees ten feet or more in height.

9.99 Sill

Horizontal member immediately below the window assembly.

9.100 Storefront

The front exterior wall of commercial space, typically with large areas of glass.

9.101 Street

A right-of-way, dedicated or used as a public thoroughfare or easement that affords a primary means of access to contiguous property and is 33 feet or more in width.

9.102 Street Line

A lot line that is also the boundary line of the right-of-way of an existing or dedicated street.

9.103 Structural Alteration

Any change, other than incidental repairs, in the supporting members of a building or structure, such as load bearing walls or partitions, columns, beams or girders; or any substantial change in the roof or in the exterior walls.

9.104 Structures

Anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground. Without limitation on the foregoing, a structure shall include buildings, fences, walls, billboards and signs.

9.105 Studio (Artist, Photography, Recording)

A place designed to be used as both a dwelling place and a place of work by an artist, artisan, craftsman, etc., including persons engaged in the application, teaching, or performance of fine arts, such as, but not limited to, drawing, vocal or instrumental music, painting, sculpture, and writing.

9.106 Swimming Pool Sales and Service

An establishment engaged in retail or wholesale selling of and servicing of swimming pools.

9.107 Taxidermist

A facility for preparing, stuffing, and mounting of dead animals, birds, fish, or reptiles for the purpose of display.

9.108 Theater

A facility for showing motion pictures or staging theatrical performances or other performing arts to an audience inside an enclosed structure.

9.109 Tour

A visit to an accessory-use tour house by one or more persons for the purpose of walking around or through and observing the premises for a fee.

9.110 Traditional Commercial Storefront

A window or opening in the exterior wall of any portion of a building used for business purposes, through which merchandise, services, or business are displayed or advertised. A window glazed with transparent glass in the business portion of a building, any part of which window is less than six feet above the sidewalk or the established sidewalk grade beneath the window.

9.111 **Transom Window**

Upper window in a storefront; can be operable or fixed, clear or patterned.

9.112 **Upholstery Shop**

A business that repairs and replaces upholstery to household and office furnishings.

9.113 **Utility, Major**

Privately held or operated, generating plants, electrical substations, above ground electrical transmission lines, switching buildings, gas lines, refuse collection, recycling or disposal facilities, water reservoirs, flood control or drainage facilities, water or wastewater treatment plants, transportation or communications utilities, and similar facilities.

9.114 **Utility, Minor**

Utility facilities that are necessary to support legally established uses and involve only minor structures such as poles, wires, cables, conduits, vaults, laterals, pipes, mains, valves, or any other similar distributing equipment.

9.115 **Vending Machine**

Any unattended self-service device located on the exterior of any building or not enclosed within any structure of a site that, upon insertion of a coin, coins, or token, or by similar means, dispenses anything of value including food, beverage, goods, wares, merchandise or services.

9.116 **Warehouse**

A building whose use is characterized by storage, wholesale, and distribution of manufactured products, supplies, and equipment.

9.117 **Welding**

An activity involving the heating of metal and fusing it to other metals or inorganic materials.

9.118 **Yard**

An open space upon a lot unoccupied and unobstructed by any building or structure or portion thereof from the ground upward, except for permitted buildings and structures enumerated in Section **Error! Reference source not found.** of this Zoning Ordinance (verify reference). The depth or width of a yard for purposes of determining compliance with the minimum yard requirements for the zoning district in which the lot is located, shall be measured in accordance with the method set forth in Section 7.2.1.

9.119 Yard, Exterior Side

Any side yard which has an exterior side lot line.

9.120 Yard, Front

A yard extending the full length of a front lot line between the side lot lines and lying between the front line of the lot and line of the building excluding entrance ways, bays, balconies and open porches or terraces.

9.121 Yard, Partial-Front

A yard that does not extend the full length of a front lot line between the side lot lines and lying between the front line of the lot and line of the building excluding entrance ways, bays, balconies and open porches or terraces.

9.122 Yard, Rear

A yard extending the full length of a rear lot line between the side lot lines and lying between the rear line of the lot and the line of the building excluding entrance ways, bays, balconies and open porches or terraces.

9.123 Yard, Side

A yard extending along a side lot line between the front yard and the rear yard or, if there is no front or rear yard, between the front and rear lot lines and lying between the main building and a side lot line.

9.124 Zoning Officer

An Oak Park Village employee appointed by the Village Manager to administer and enforce the Zoning Ordinance.



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June 10, 2008

Proposed Village Appearance Review Guidelines
Recommendations for Revisions from Downtown Oak Park Board of Directors

Dear CDC Members,

The DTOP Board of Directors appreciates the opportunity and the accommodation to review the Village staff's and commissions draft proposed Appearance Review Guidelines.

Attached is a marked-up version of the proposed "Non-Residential and Multi-Family Building Standards" which were submitted to the Downtown Oak Park Board of directors (DTOP) for comment. DTOP has convened a subcommittee of architects and designers to study this document and make recommendations to our board. This ad hoc committee included the following people:

Lisa Chervinsky
Lou Garapolo
Leeann Heiningner
Frank Heitzman
Jay Keller
Gus Kostoupolos
Drew Nelson

Our board has since reviewed our subcommittee's findings, and have discussed the Guidelines thoroughly, and voted to emphatically recommend the changes included in this markup.

The following is a summary of our recommended changes:

1. Remodeled buildings are deleted from applicability of these Guidelines.
2. Additions less than 100% of an existing building area are deleted from applicability of these Guidelines.
3. A speedy administrative review process is added.
4. Appearance Review Committee is increased in size from 3 to 7 Members and should include members from various appropriate professions, such as Architects, Interior Designers, Landscape Architects, Artists and Developers.
5. A provision is included to compel timely action by either the Administrative Review process or the Full Appearance Review

- process.
6. Appeals are directed to the Village Board rather than to the Community Design Commission.
 7. An enforcement mechanism and penalties for non-compliance with appearance review decision is added.

We further agree with this committee that the Guidelines should be restated in a positive manner.

Thank you for your consideration of our requests and suggestions. We are available for you questions and comments.

Sincerely,

Pat Zubak
Executive Director
Downtown Oak Park

6.10 APPEARANCE REVIEW GUIDELINES

6.10.1 General

A. Intent

The intent of the Oak Park Appearance Review Guidelines is 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.

Effective Date of the Oak Park Appearance Review Guidelines: August 1, 2008

B. Purpose

The purpose of the Oak Park Appearance Review Guidelines is to advance the interest of public health, safety and general welfare as related to the exterior of buildings by:

1. Improving property values in the Village of Oak Park.
2. Promoting civic beautification of the Village of Oak Park.
3. Protecting 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. Promoting environmentally sustainable buildings;
5. Promoting the development of an economically sound and stable Village of Oak Park.
6. Integrating new construction harmoniously into the existing structures within the Village of Oak Park

C. Applicability

1. These guidelines shall be applicable to the following types of buildings which apply for zoning permits after the effective date of this section:
 - a. New residential buildings of three units or more.
 - b. New mixed use buildings (combination of residential and non-residential use).
 - c. New non-residential buildings.
 - d. Additions to a residential building of three units or more, a mixed use building or a non-residential building, equal in area to 100% or more of the existing floor area that are visible from a public right of way.

D. Criteria for design approval through the Oak Park Appearance Review Process:

1. *Relate development to its environment.* The proposed design 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;
2. *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;
3. *Provide open space.* All open space shall be designed to be visually and physically accessible to the maximum 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;
4. *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;
5. *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 both pedestrian and vehicular circulation areas;
6. *Integrate special features with the design.* Exterior storage areas, mechanical equipment, 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 are reasonably required to prevent their being incongruous with or offensive to existing or proposed structures and surrounding properties. Special features which are essential to a building's function shall be incorporated into the original design, not added as an afterthought;
7. *Protect Oak Park's heritage.* The demolition or alteration of historic buildings or sites shall be avoided, whether these exist on the proposed property or on adjacent properties. Significant buildings are those located

- in a Historic District or noted in an official architectural survey. New buildings, additions, and alterations shall be sympathetic to and complement the scale and design of surrounding buildings and buildings of architectural merit;
8. *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.
 9. *Protect existing scale and streetscape.* The arrangement of new buildings should respect and be compatible with adjacent existing buildings. New buildings should be located in line with the adjacent building fronts to retain traditional street patterns and the integrity of village blocks and their corners.
 10. *Protect solar access.* New structures shall have minimal adverse impact on solar access to open space and adjacent buildings in order to preserve and provide for active and passive solar utilization where practicable;
 11. *Reduce energy utilization.* New buildings should incorporate best available technologies and materials in order to maximize energy efficient design;
 12. *Minimize shadow impacts.* New buildings and additions to existing buildings shall be shaped to reduce substantial impacts of shadows on public open 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 kind of open space being shadowed;
 13. *Make service access secondary to pedestrian access.* Any point of vehicular access for delivery of goods shall respect the character of the pedestrian corridor where it exists or is proposed; and
 14. *Achieve design excellence.* Endeavors to achieve design excellence in all new structures are encouraged.

6.10.2 Building/Street Relationship

- A. **Building Orientation:** Orient buildings to create a positive relationship to the street. Position the primary building facade to face the street and interrelate the activities of the building with street activities.
- B. The primary building facade and main public 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, the primary building facade may be positioned to face either arterial street.
- C. When there is only one building in a proposed commercial or mixed-use building that will be occupied by multiple tenants, at least fifty percent of the building's primary building facade shall be oriented toward the primary abutting street. The primary

building facade is that which has the majority of storefronts, entrances, and windows.

D. Street Edge:

1. Buildings shall be in line with the established front building line along the street edge to create a consistent relationship of buildings and to form a visually continuous, pedestrian-oriented street front.
2. The majority of a primary street edge at grade shall be occupied by the building facade.

6.10.3 Building Façade Guidelines

- A. First floor building elevations facing the major street shall have varied patterns of windows, changes in plane of surface, articulations, reveals, pilasters or contrasting materials which will eliminate bare walls. Visually breaking up long walls into a variety of modules or sections not longer or higher than about thirty feet by means listed above, in order to give the impression of a smaller building, is encouraged.
- B. Every building shall have a entry door that is prominent and clearly visible from the major abutting street. Arcades, colonnades, arches, awnings, canopies, roofs, porticos, recesses, projections, or cornices are suggested.
- C. Storefront display windows in retail uses shall be clear glass and shall take up no less than 50% of the first floor area. Storefront display window sills shall be no higher than three feet above grade.

D. Building Materials

1. The following exterior finishes materials are encouraged:
 - a. natural clay brick,
 - b. ceramic tile,
 - c. terra cotta,
 - d. glass,
 - e. stone or cast stone,
 - f. metal, aluminum, steel,
 - g. glass block (although discouraged on street façades),
 - 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. Architectural finished concrete.
2. The following exterior finish materials are discouraged:
 - a. aluminum siding,

- b. metal industrial type siding,
- c. Vinyl siding
- d. asphalt siding,
- e. E.I.F.S. (synthetic stucco) cedar shakes,
- f. concrete masonry units T1-11 and other plywood siding materials.

E. Awnings and Canopies:

1. Utilize an individual awning or canopy for each storefront bay; avoid use of a continuous awning or canopy across multiple storefront bays.
2. 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.
3. Gas station canopies: Design gas station canopies to be aesthetically compatible with neighboring residential or commercial architecture. They shall be designed with hip or gable roofs with a minimum pitch of 4 in 12 and be roofed with asphalt shingles or standing seam metal roofing. There shall be no advertising or lettering on the canopy.

F. Mechanical Equipment Screening

Mechanical equipment, HVAC rooftop units, cooling towers, exhaust fans, and air intake ducts shall be screened from view by an architectural screen or parapet. Such screens shall be designed to be compatible and shall be considered as part of the overall design for the building, not an appendage or after thought. Such screens are not necessary if the mechanical equipment itself becomes an integral part of the architectural design.

G. Building Utility Services

1. New power, telephone and cable utility service wiring shall be located underground.
2. Existing power, telephone and cable utility service wiring shall be relocated underground to the maximum extent feasible.
3. Where relocation of existing power, telephone and cable utility service wiring is not feasible due to limitations of the utility company infrastructure, utility service wiring shall be located overhead at the rear of buildings so that they are not visible from the public right-of-way. Provide landscaping, walls and fences to hide utility service wiring to the greatest extent possible.

H. Lighting

1. Front and rear entrance to the building shall be illuminated with electric site lighting fixtures.
2. Exterior spotlighting fixtures may be used to illuminate prominent building details.

3. Electric site lighting fixture illumination intensity shall be dimmed to minimum security levels of one foot-candle after hours of building occupancy.
4. Electric site lighting fixture illumination intensity shall not exceed one foot-candle at property lines at all times.
5. Integrate design of site electric lighting fixtures with building and site design.
6. Provide underground power lines to building and electric site lighting fixtures.
7. The height of electric site lighting fixtures shall be proportional to the building and site. Site lighting fixtures shall not be higher than the highest roof ridge, or twenty feet, whichever is higher.
8. Electric site lighting fixtures shall be shielded to eliminate light pollution. Electric site lighting fixtures to illuminate off-street parking lots and loading berths shall be located, aimed and shielded so as not to reflect direct rays of light onto adjacent streets or properties.

I. Parking and Loading Areas

1. Parking areas shall be located at the rear or side of the lot.
2. Adjacent property owners shall work together cooperatively to share driveways to minimize the number and width of driveways and curb cuts.
3. See Section 6.4: *Landscaping and Buffering* of the Zoning Ordinance for screening of parking lots and loading areas.

6.10.4 Appearance Review

- A. There is hereby created the Village of Oak Park Appearance Review Committee
1. Members shall be as follows:
 - a. Village Manager or his/her designee
 - b. Village Planner or his/her designee
 - c. Director of Building and Property Standards or his/her designee
 - d. Four additional public members should be selected from the following occupations:
 - i. Architects
 - ii. Interior designers
 - iii. Landscape architects
 - iv. Artists
 - v. Developers
 - e. The chair of the committee shall be an architect.
 2. In the event that the project is designated as a 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 the Historic Preservation Commission or Staff Liaison will be invited to be in attendance at all review meetings.

- B. Submittal Requirements: An applicant or prospective applicant for a building permit for a project that is covered by these Guidelines shall submit the following information for review:
1. Plat of Survey.
 2. Zoning analysis.
 3. Stipulation of building use.
 4. Stipulation of number of dwelling units, net and gross square footage of non-residential use, and number of parking spaces.
 5. Site plan.
 6. Stipulation of whether the building is within a Historic District, a Historic Landmark or identified as "Significant" or a "Structure of Merit" in Village of Oak Park architectural surveys.
 7. Photos of existing neighborhood and/or drawings depicting how the proposed design contextually responds to the existing built environment.
 8. Landscape plan identifying the location, caliper and species of trees, shrubs, durable landscape barriers, screen plantings, grass, ground cover, planters and planting areas.
 9. Lighting plan identifying the location, height and type of all exterior building electrical lighting proposed.
 10. Identification of the existing and proposed buildings on the site and adjacent sites, including exterior elevations of all sides.
 11. Samples representing accurate color, texture, pattern, finish and range of variations of all exterior building materials proposed.
- C. Review Process: Either of the following types of appearance review may be selected by an applicant or prospective applicant for a building permit:
1. Category 1: Administrative Review Process: Any applicant may request that the Village Planner or his/her designee complete an administrative review of proposed work for compliance with these Guidelines. This type of review will be completed within ten business days from the date of receipt of all submittals. This review may result in either immediate approval, approval with required modifications or a requirement that the preliminary design be submitted to the Appearance Review Committee for a Full Appearance Review Committee Review. If an applicant does not receive approval of his/her project through the Administrative Review Process, he/she may request a Full Appearance Review Committee Review. If this category of review is not completed within ten business days of submittal, the project design will be adjudged as being approved. Upon approval of a submitted application or approval with modifications, the applicant may proceed with the building permit process.
 2. Category 2: Full Appearance Review Committee Review: Upon receipt of a completed Full Appearance Review application and all submittals listed above, a meeting of the Appearance Review Committee will be scheduled and held within fifteen business days from the date of receipt of all

submittals. At the meeting, the application may be approved, approved with modifications or denied with a written explanation of why the proposed design does not meet the Guidelines. If this category of review is not completed within ten business days of the Appearance Review Committee meeting, the project design will be adjudged as being approved. Upon approval of a submitted application or approval with modifications, the applicant may proceed with the building permit process.

3. Pre-application conference: Any applicant may file a written request for a preliminary conference with the Appearance Review Committee. The conference will be held within fifteen business days of the receipt of the request. At the conference the Committee will review preliminary exterior elevation drawings or photographic examples, landscape plans, and material selections. Committee will give applicant their informal opinion to assist the applicant in the development of a final submittal of an application for either a Category 1 or Category 2 review which would be consistent with the requirements of the Guidelines.
- D. Appeal: The decision of the Appearance Review Committee may be appealed to the Village Board and may be modified, revised or affirmed. Such appeal shall be filed within ten business days of the decision and the Village Board will hear such appeal at its next regularly scheduled meeting.
- E. Neither the Village Planner nor the Appearance Review Committee has the authority or responsibility to design or assist in the design of any building or project submitted for approval, except that they may make suggestions in an effort to make the design consistent with the Guidelines.

6.10.4 Enforcement

- A. The Village Manager will enforce the decision of the appearance review process.
- B. If a constructed project does not comply with the approved design, the Village manager will assess the following penalties:
 - a. Owner will be required to bring the building into compliance.
 - b. Owner will be fined up to \$1,000 per day for every day that the constructed building is out of compliance.

End of Proposed Village Appearance Review Guidelines