



VILLAGE OF WILMETTE

1200 Wilmette Avenue
WILMETTE, ILLINOIS 60091-0040

MEETING MINUTES

APPEARANCE REVIEW COMMISSION

MONDAY, JANUARY 4, 2016

7:30 P.M.

SECOND FLOOR TRAINING ROOM

Members Present: Tim Sheridan, Chairman
William Bradford
Dan Collyer
Daniel Elkins
Mason Miller
Craig Phillips
Carrie Woleben-Meade

Members Absent: None

Guests: Gail Ferrari, North Shore Meats, 421 Ridge Road
Ted Eckhardt, 249 E. Prospect Ave, Mount Prospect, IL

Staff Present: Lucas Sivertsen, Business Development Coordinator

I. CALL TO ORDER

Chairman Sheridan called the meeting to order at 7:30 p.m.

II. APPROVAL OF MINUTES; APPEARANCE REVIEW COMMISSION MEETING OF DECEMBER 7, 2015.

Mr. Elkins moved to approve the December 7, 2015 meeting minutes as amended. The motion was seconded by Mr. Bradford. Voting yes: Chairman Sheridan, and Commissioners Bradford, Collyer, Elkins, Miller, Phillips, Woleben-Meade. Voting no: none. **The motion carried.**

III. CONTINUANCES

Ms. Woleben-Meade moved to continue Case 2015-AR-20, 135 Green Bay Road, IL Center for Digestive Health; and Case 2015-AR-45, 930 Greenleaf Avenue, Women's Club, to the February 1, 2016 meeting. The motion was seconded by Mr. Phillips. Voting yes: Chairman Sheridan, and Commissioners Bradford, Collyer, Elkins, Miller, Phillips, Woleben-Meade. Voting no: none. **The motion carried.**

IV. CONSENT AGENDA

Ms. Woleben-Meade requested to remove Case 2016-AR-03, 1146 Central Avenue, Craig Scott Opticians from the consent agenda.

Ms. Woleben-Meade moved to approve an Appearance Review Certificate for Case 2016-AR-02, 432 Poplar Drive, Citadel Care, Ground Sign. The motion was seconded by Mr. Elkins. Voting yes: Chairman Sheridan, and Commissioners Bradford, Collyer, Elkins, Miller, Phillips, Woleben-Meade. Voting no: none. **The motion carried.**

V. CASES

2015-AR-40
North Shore Meats

421 Ridge Road
Appearance Review Commission

Mr. Sivertsen called Case 2015-AR-40, 421 Ridge Road, North Shore Meats, for an Appearance Review Certificate to screen a condensing unit.

Ms. Gail Ferrari stated she had submitted plans for a fence enclosure around the new condensing unit.

Mr. Sheridan said a portion of the fence would extend into the parking lot. He asked if the applicant was ok with that design.

Ms. Ferrari said she didn't have a problem with the design.

Mr. Bradford said there are currently three pipe bollards in front of the condensing unit. He suggested the applicant install additional pipe bollards in front of the fence to protect it from automobiles.

Mr. Sheridan asked if there was any thought of using the bollards for the fence posts.

Ms. Ferrari said the fence company told her it was not possible.

Mr. Phillips moved to approve an Appearance Review Certificate for Case 2015-AR-40 as submitted. The motion was seconded by Mr. Bradford. Voting yes: Chairman Sheridan, and Commissioners Bradford, Collyer, Elkins, Miller, Phillips, Woleben-Meade. Voting no: none. **The motion carried.**

**2016-AR-01
IL Back Institute**

**3201 Old Glenview Road
Appearance Review Certificate**

Mr. Sivertsen called Case 2016-AR-01, 3201 Old Glenview Road, IL Back Institute, requesting an Appearance Review Certificate to install an exterior door on the east elevation.

Mr. Ted Eckhardt stated he was the architect for the project. The landlord has a signed lease for a new tenant who will be taking over a former real estate office. The current code requires a second means of egress from the space, therefore, they are proposing to locate the egress door on the building's east elevation. Another egress door was installed on the south side of the building which very closely resembles the proposed exit door.

Mr. Sheridan asked if they were proposing to change the window tint.

Mr. Eckhardt said they would match the tint of the adjacent window.

Mr. Elkins asked if they would be matching the finish of the existing doors.

Mr. Eckhardt said they would match the existing bronze anodized finish.

Mr. Sheridan felt the proposal met the standards of review.

Ms. Woleben-Meade moved to grant an Appearance Review Certificate for Case 2016-AR-01, as submitted. The motion was seconded by Mr. Elkins. Voting yes: Chairman Sheridan, and Commissioners Bradford, Collyer, Elkins, Miller, Phillips, Woleben-Meade. Voting no: none. **The motion carried.**

**2016-AR-03
Craig Scott Opticians**

**1146 Central Avenue
Appearance Review Certificate**

Mr. Sivertsen called Case 2016-AR-03, 1146 Central Avenue, Craig Scott Opticians requesting an Appearance Review Certificate to install an awing sign and canvas vestibule. The awing material and color sample was shared with commission.

Mr. Elkins asked if the vestibule door was going to swing out or in.

Mr. Sivertsen said the Village would permit the door to swing out.

Mr. Bradford asked if there was a standard duration that a seasonal vestibule would be allowed.

Mr. Sivertsen said not necessarily for vestibules or wind screens, however, outdoor seating on public sidewalks is permitted from April through October.

Ms. Woleben-Meade moved to grant an Appearance Review Certificate for Case 2016-AR-03, 1146 Central Avenue, with the condition that the vestibule would be temporary for up to six months per year. The motion was seconded by Mr. Bradford. Voting yes: Chairman Sheridan, and Commissioners Bradford, Collyer, Elkins, Miller, Phillips, Woleben-Meade. Voting no: none. **The motion carried.**

VI. ADJOURNMENT

At 7:45 p.m., Mr. Bradford moved to adjourn the meeting. The motion was seconded by Mr. Elkins. Voting yes: Chairman Sheridan, and Commissioners Bradford, Collyer, Elkins, Miller, Phillips, Woleben-Meade. Voting no: none. **The motion carried.**