



MEETING AGENDA

**SPECIAL MEETING OF THE
HISTORIC PRESERVATION COMMISSION
Tuesday, October 29, 2019
6:30 P.M.
MEMORIAL HALL – MEMORIAL BUILDING
(Tentative & Subject to Change)**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION**
 - a) Historic Preservation Commission Regulations Review – Certificate of Appropriateness – Downtown Historic District
- 4. PUBLIC COMMENT**
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

The Village of Hinsdale is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend any meetings and who require certain accommodations in order to allow them to observe and/or participate in these meetings, or who have questions regarding accessibility of the meetings or the facilities, are requested to contact Darrell Langlois, ADA Coordinator at 630.789-7014 or **by TDD at 789-7022** promptly to allow the Village of Hinsdale to make reasonable accommodations for those persons. website: www.villageofhinsdale.org

MEMORANDUM

DATE: October 24, 2019

TO: Historic Preservation Commission

FROM: Michael D'Onofrio, Consultant

RE: Certificate of Appropriateness, Downtown Historic District

Following is an outline of discussion items to be discussed at the October 29th Historic Preservation Commission concerning the Certificate of Appropriateness process for properties located in the Downtown Historic District.

I. BACKGROUND

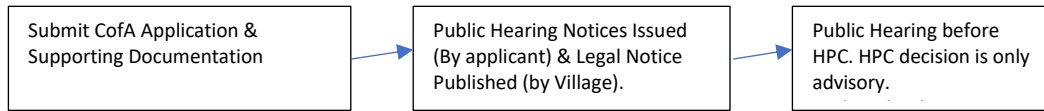
- Currently the Historic Preservation Commission (HPC) does not review Certificates of Appropriateness (CofA) for properties in the Downtown Historic District.
- The HPC role with respect to the Downtown Historic District is to review sign permit applications.
- Review of exterior alterations to properties in the Downtown Historic District has been done by the Plan Commission under the Exterior Appearance (EA) Review process. The Plan Commission also reviews the same sign permit applications that the HPC reviews.

II. CURRENT REGULATIONS

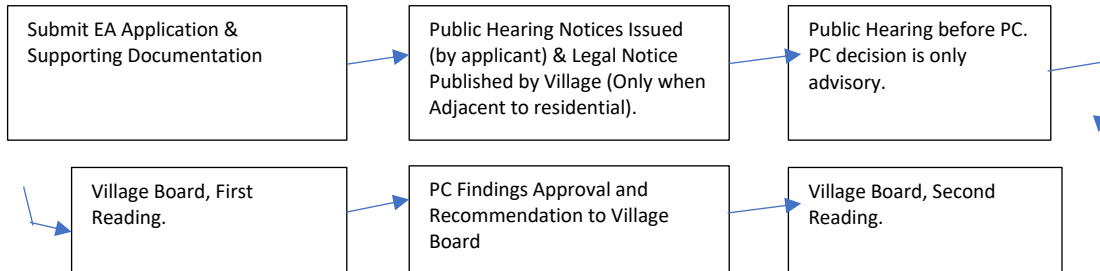
- Certificates of Appropriateness are regulated pursuant to Section 14-5 of the Village Code (Attachment A).
 - Properties subject to review – individual landmarks and those located in Historic Districts.
 - General & Design Standards – in order to be considered for a CofA a number of standards outlined in Section 14-5-2 of the Village Code, must be met (Attachment A).
 - Application – formal application for a CofA must be made by anyone proposing an alteration, demolition, new building, or sign to a property in an Historic District (Attachment B).
 - Application review.
 - Decision on application (advisory, not binding).
- Exterior Appearance (EA) Review is regulated pursuant to Section 11-606 of the Village Code (Attachment C).
 - Properties in the Downtown Historic District where the exterior is proposed to be altered are subject to an EA Review.
 - Criteria Standard – detailed in the EA Review Criteria Application (Attachment C).
 - Application – formal application for an EA must be made by owner of property making building permit applications (Attachment D).
 - Application review.
 - Decision on application (advisory to the village board).

III. CURRENT PROCESSES

CofA Review Process by HPC



EA Review Process by PC



IV. ADDITIONAL DATA

- Reviews of CofA (by the Plan Commission only) – In 2017, six (6) applications reviewed; in 2018, nine (9) applications.
- In 2018, the HPC considered 13 Sign Applications in the Downtown Historic District.

V. ISSUES TO CONSIDER

- Role of HPC in considering CofA in Downtown district via via Plan Commission.
- Reviews to be mandatory or advisory.
- Fee structure.
- Potential modifications to the CofA application.
- Impacts and/or unintended consequences of changes made to the current CofA process.

VI. OTHER ITEMS

Attachments

- A – Certificate of Appropriateness, Section 14-5 of Village Code
- B – Application for Certificate of Appropriateness
- C – Exterior Appearance Review, Section 11-606 of Village Code
- D – Exterior Appearance Review Application

Chapter 5

CERTIFICATE OF APPROPRIATENESS

14-5-1: REQUIRED:

- A. Landmarks: No alteration shall be allowed to, and no permits shall be issued for, the alteration, demolition, signage, or any other physical modifications of the exterior architectural appearance of a designated landmark without the prior issuance of a certificate of appropriateness in accordance with the procedures and criteria specified in this chapter.
- B. Historic District: No alteration shall be allowed to, and no permits shall be issued for, the alteration, demolition, signage, or any other physical modifications of the exterior architectural appearance of any structure, building, site, or area located in a designated historic district without the rendering of a final decision by the commission on an application for a certificate of appropriateness. The final decision of the commission shall be advisory only.
- C. Exemption: Certificates of appropriateness shall not be required in connection with permits necessary for compliance with a lawful order of a village, including, without limitation, any permit necessary to correct what is determined by the issuing officer to be an immediate health or safety problem; provided that such order expressly exempts the alteration, demolition, signage, or other physical modifications from certificate of appropriateness procedures; and provided further that such order may be subject to appropriate conditions to advance the purpose and goals of this title. (Ord. O2000-7, 4-18-2000, eff. 5-1-2000)

14-5-2: CRITERIA:

All applications for a certificate of appropriateness shall conform to the applicable standards in this section.

A. General Standards:

- 1. Alterations that do not affect any essential architectural or historic features of a structure or building as viewed from a public or private street ordinarily should be permitted.
- 2. The distinguishing original qualities or character of a structure, building, or site and its environment should not be destroyed. No alteration or demolition of any historic

material or distinctive architectural feature should be permitted except when necessary to assure an economically viable use of a site.

3. All structures, buildings, sites, and areas should be recognized as products of their own time. Alterations that have no historical basis and that seek to create an earlier appearance than the true age of the property are discouraged.
4. Changes that may have taken place in the course of time are evidence of the history and development of a structure, building, or site and its environment. These changes may have acquired significance in their own right, and this significance should be recognized and respected when dealing with a specific architectural period.
5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a structure, building, site, or area should ordinarily be maintained and preserved.
6. Deteriorated architectural features should be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures and buildings should be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the structures and buildings should be avoided.
8. New structures or buildings, or alterations to sites should not be discouraged when such structures or alterations do not destroy significant historical or architectural features and are compatible with the size, scale, color, material, and character of the site, neighborhood, or environment.
9. Whenever possible, new structures or buildings, or alterations to the existing conditions of sites should be done in such a manner that, if such new structures or alterations were to be removed in the future, the essential form and integrity of the original structure, building, site, or area would be unimpaired.
10. Any permitted alteration or demolition should promote the purposes of this Title and general welfare of the Village and its residents.
11. Demolition should not be permitted if a structure, building, or site is economically viable in its present condition or could be economically viable after completion of appropriate alterations, even if demolition would permit a more profitable use of such site.

B. Design Standards:

1. Height: The height of a landmark after alteration should be compatible with the height of the original landmark. The height of a structure or building and adjacent open spaces after any proposed alteration or construction within an historic district should be

compatible with the style and character of the structure or building and with surrounding structures and buildings in an historic district.

2. Relationship Between Mass And Open Space: The relationship between a landmark and adjacent open spaces after its alteration should be compatible with such relationship prior to such alteration. The relationship between a structure or building and adjacent open spaces after alteration within an historic district should be compatible with the relationship between surrounding structures, buildings and adjacent open spaces within such historic district.
3. Relationship Among Height, Width And Scale: The relationship among the height, width, and scale of a landmark after alteration should be compatible with such relationship prior to such alteration. The relationship among height, width, and scale of a structure or building after an alteration within an historic district should be compatible with the relationship among height, width, and scale of surrounding structures and buildings within such historic district.
4. Directional Expression: The directional expressions of a landmark after alteration, whether its vertical or horizontal positioning, should be compatible with the directional expression of the original landmark. The directional expression of a structure or building after alteration within an historic district should be compatible with the directional expression of surrounding structures and buildings within such historic district.
5. Roof Shape: The roof shape of a landmark after alteration should be compatible with the roof shape of the original landmark. The roof shape of a structure, building, or object after alteration within an historic district should be compatible with the roof shape of surrounding structures and buildings within such historic district.
6. Architectural Details, General Designs, Materials, Textures, And Colors: The architectural details, general design, materials, textures, and colors of a landmark after alteration should be compatible with the architectural details, general design, materials, textures, and colors of the original landmark. The architectural details, general design, materials, textures, and colors of a structure or building after alteration within an historic district should be compatible with the architectural details, general design, materials, textures, and colors of surrounding structures and buildings within such historic district.
7. Landscape And Appurtenances: The landscape and appurtenances, including without limitation signs, fences, accessory structures, and pavings, of a landmark after alteration should be compatible with the landscape and appurtenances of the original landmark. The landscape and appurtenances of a structure or building after alteration within an historic district should be compatible with the landscape and appurtenances of surrounding structures and buildings within such historic district.
8. Construction: New construction in an historic district should be compatible with the architectural styles, design standards and streetscapes within such historic districts.

- C. Additional Standards: In addition to the foregoing standards, the commission may consider the secretary of the interior's standards for rehabilitation guidelines for rehabilitating historic buildings (revised 1983), and any amendments thereto, in reviewing any application under this section. (Ord. O2000-7, 4-18-2000, eff. 5-1-2000)

14-5-3: APPLICATION:

- A. Formal Application Requirements: Any person proposing an alteration to, or seeking a building, demolition, sign, or other permit for, any designated landmark, or for any structure, building, site, or area within a designated historic district, shall submit a formal application for a certificate of appropriateness as a precondition to commencing such alteration or obtaining such permit. The formal application for a certificate of appropriateness shall include the following information and specifications:
1. Applicant's name;
 2. Owner's name, if different from applicant;
 3. Street address and legal description of the site;
 4. An overall site plan of the site, including front, side, and rear elevation drawings in the case of alteration or partial demolition;
 5. Brief description of the structures, buildings, and objects on the site and the structures, buildings, and objects on site adjacent to and across from such original site;
 6. Detailed description of the proposed alteration or demolition, together with any architectural drawings, sketches, and photographs indicating how and to what extent such alteration or demolition shall affect a landmark or historic district;
 7. Names and addresses of the owners of property adjacent to and access from the site;
 8. A list and photographs of significant architectural features in relation to the structures, buildings, or objects on the site previously designated by the commission as being worthy of protection and preservation;
 9. Identification of any architect or developer involved in the alteration or demolition; and
 10. Such other relevant information as requested by the village manager or the commission.
- B. Preliminary Application Requirements: Preliminary applications for nomination shall be filed with the village manager, on forms provided by the village manager and shall include such information required by subsection A of this section as are necessary to allow review by the commission. No applicant shall be required to file a preliminary application prior to filing a formal application. (Ord. O2000-7, 4-18-2000, eff. 5-1-2000)

14-5-4: REVIEW OF APPLICATION:

A. Review Of Formal Application:

1. **Public Meeting If No Demolition:** After the filing of a properly completed formal application for a certificate of appropriateness that does not include any request for demolition, the commission shall conduct a public meeting on the application. Notice of the meeting shall be given in accordance with section [14-1-4](#) of this title. The meeting shall be conducted within ninety (90) days after the properly completed formal application has been filed.
2. **Public Hearing If Demolition, Relocation, Or Removal:** After the filing of a properly completed formal application for a certificate of appropriateness that includes a request for demolition, relocation, or removal, the commission shall conduct a public hearing on the application. Notice of the hearing shall be given in accordance with section [14-1-4](#) of this title, and the hearing shall be conducted in accordance with section [14-1-5](#) of this title. The hearing shall be commenced within ninety (90) days after the properly completed formal application has been filed. (Ord. O2002-37, 6-18-2002)

- B. Review Of Preliminary Applications:** Following the proper filing of a complete preliminary application, the village manager shall cause such application to be on the agenda of the next regular commission meeting after the date of its filing. The commission shall, not later than the first regular commission meeting after the preliminary application has been referred to it, commence and conclude its review of the preliminary application.

The purpose of such review shall be to broadly acquaint the commission with the applicant's proposal and to provide the applicant with any preliminary views or concerns that members of the commission may have at the time in the process when positions are still flexible and adjustment is still possible and prior to the time when the applicant is required to expend the funds necessary to prepare the complete documentation required for a formal application.

At the meeting at which the preliminary application is considered, any member of the commission may make any comments, suggestions or recommendations regarding the preliminary application deemed necessary or appropriate by that member; provided, however, that no recommendation shall be made, and no final or binding action shall be taken, with respect to any preliminary application by the Commission. Any views expressed in the course of the Commission's review of any preliminary application shall be deemed to be only preliminary and advisory and only the individual views of the member expressing them. Nothing said or done in the course of such review shall be deemed to create, or to prejudice, any rights of the applicant or to obligate the Commission, or any member of it, to approve or deny any formal application following full consideration thereof as required by this Title. Applications by the Village shall not be subject to the provisions of this subsection. (Ord. O2000-7, 4-18-2000, eff. 5-1-2000)

14-5-5: DECISION OF THE COMMISSION:

- A. Approval: If the application is approved without conditions, the Commission shall issue the certificate of appropriateness permitting the Building Commissioner to proceed with other required reviews and approvals. The Commission shall notify the applicants of its decision within thirty (30) days after the close of the public hearing.
- B. Approval With Conditions: If the application is approved with conditions, the Commission shall notify the applicant in writing and shall specify the conditions to be imposed and the reasons therefor in light of the criteria applicable to this Chapter. If the applicant notifies the Commission in writing that the conditions are acceptable, or if the applicant does not appeal the approval with conditions within the prescribed period of time, the Commission shall issue the certificate of appropriateness, subject to the conditions.
- C. Denial: If the application is denied, the Commission shall notify the applicant in writing and shall specify the particulars in which the application is inconsistent with the criteria applicable to this Chapter. If the Commission issues a denial of the certificate of appropriateness, no alteration shall be permitted to proceed, and no permits shall be issued for, the proposed alteration, demolition, signage, or any other physical modifications of, the designated landmark. If the Commission issues a denial of a certificate of appropriateness for a structure, building, site, or area within a designated historic district, such denial is merely advisory and shall not prohibit an applicant from proceeding with the proposed alteration, demolition, signage or any other physical modifications the structure, building, site, or area within the historic district upon receiving all other required approvals and permits therefor.
- D. Validity: A certificate of appropriateness shall be invalid if the plans approved by the Commission are changed, if any conditions of the certificate are not satisfied, or if any building permit issued for the approved work becomes invalid. A certificate of appropriateness shall remain valid for a period of one year.
- E. Appeal: When a certificate of appropriateness for a designated landmark is denied, the applicant may appeal the Commission's decision to the Village Board by filing an appeal in writing to the Village Manager within fifteen (15) days after the applicant is served with notice by personal delivery or certified or registered mail of the Commission's decision. For the purposes of this Section, the date of mailing or delivery shall be the date of service. The Village Board may receive comments on the contents of the record but no new matter may be considered by the Village Board. The Village Board may affirm the decision or recommend changes by a majority vote of the Board after due consideration of the facts contained in the record submitted to the Board by the Commission. The Village Board may overturn the Commission's decision by a majority vote of a quorum of the Village Board. (Ord. O2000-7, 4-18-2000, eff. 5-1-2000)

14-5-6: CERTIFICATE OF ECONOMIC HARDSHIP:

Notwithstanding any of the provisions of the ordinance to the contrary, the Commission may issue a certificate of economic hardship to allow the performance of work for which a certificate of appropriateness has been denied.

- A. State Assistance: Applicants claiming economic hardship shall be required to apply to the State Historic Preservation Agency to determine eligibility for rehabilitation assistance. The eligibility for and availability of financial aid shall be considered by the Commission in making its decision.
- B. Application Requirements: An applicant for a certificate of economic hardship may submit any or all of the following information in order to assist the Commission in making its determination on the application:
1. The amount paid for the property, the date of purchase, and the party from whom purchased (including a description of the relationship, if any, between the owner and the person from whom the property was purchased).
 2. The assessed value of the land and improvements thereon according to the two (2) most recent assessments.
 3. Real estate taxes for the previous two (2) years.
 4. Remaining balance mortgage, if any, and annual debt service, if any, for the previous two (2) years.
 5. All appraisals obtained within the previous two (2) years by the owner or applicant or their lenders in connection with this purchase, financing, or ownership of the property.
 6. Any listing of the property for sale or rent, price asked, and offers received, if any.
 7. Any consideration by the owner as to profitable adaptive uses for the property.
 8. If the property is income-producing, the annual gross income from the property for the previous two (2) years, itemized operating and maintenance expenses for the previous two (2) years, and annual cash flow before and after debt service, if any, during the same period.
 9. Form of ownership or operation of the property, whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture, or other.
 10. Any other information including income tax bracket of the owner, applicant, or principal investors in the property, reasonably necessary for a determination as to whether the property can be reasonably sold or yield a reasonable return to present or future owners.
- C. Study Period: If the Commission finds that without approval of the proposed work, the property cannot obtain a reasonable economic return therefrom, then the application

shall be delayed for a period not to exceed forty five (45) days. During this period of delay, the Commission shall investigate plans and make recommendations to the Village Board to allow for a reasonably beneficial use or a reasonable economic return, or to otherwise preserve the subject property. Such plans and recommendations may include, without limitation, the following: a relaxation of the provisions of this Title, a reduction in real property taxes, financial assistance, building code modifications, and/or changes in zoning regulations.

- D. Decision: If, by the end of this forty five (45) day period, the Commission has found that without approval of the proposed work, the property cannot be put to a reasonable beneficial use, or the owner cannot obtain a reasonable economic return therefrom, then the Commission shall issue a certificate of economic hardship approving the proposed work. If the Commission finds otherwise, it shall deny the application for a certificate of economic hardship.
- E. Appeal: When a certificate of economic hardship is denied, the applicant may appeal the Commission's decision in the same manner provided for certificates of appropriateness, as described in Section [14-5-5](#) of this Chapter. (Ord. O2000-7, 4-18-2000, eff. 5-1-2000)

14-5-7: NATURAL DESTRUCTION OR DEMOLITION:

In the case of partial or complete natural destruction or demolition of a landmark or structure, building, site, or area within an historic district, the owner of record shall be required to obtain a certificate of appropriateness from the Commission prior to reconstruction. Although exact duplication of the previous structure may not be required, the exterior design of the property shall be in harmony with:

- A. The exterior design of the structure prior to damage, and
- B. The character of the historic district, where the structure, building, site or area is within an historic district. (Ord. O2000-7, 4-18-2000, eff. 5-1-2000)

14-5-8: PENALTIES:

Any person who undertakes or causes an alteration, construction, demolition, or removal of any nominated or designated landmark without a certificate of appropriateness shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not less than fifty dollars (\$50.00) nor more than seven hundred fifty dollars (\$750.00). Any person who undertakes or causes an alteration, construction, demolition, or removal of any structure, building, site, or area within a nominated or designated historic district without having obtained a final decision from the Commission on a certificate of appropriateness application shall be guilty of a misdemeanor and upon conviction thereof shall be punished

by a fine of not less than fifty dollars (\$50.00) nor more than seven hundred fifty dollars (\$750.00). Every day such violation shall continue to exist shall constitute a separate violation. In addition to such penalties, the Village may institute any appropriate action or proceeding to enjoin, correct or abate any violation of this Title. (Ord. O2000-7, 4-18-2000, eff. 5-1-2000)

VILLAGE OF HINSDALE
COMMUNITY DEVELOPMENT DEPARTMENT
19 East Chicago Avenue
Hinsdale, Illinois 60521-3489
(630) 789-7000 or (630) 789-7030

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

In order to undertake any exterior alterations, additions, or demolition, owners of Designated Landmarks or buildings in Designated Historic Districts must obtain a Certificate of Appropriateness from the Hinsdale Historic Preservation Commission. This certificate must be obtained prior to issuance of a building permit. Conditions placed on Certificates for properties located within a designated Historic District are non-binding, however, properties designated as a Local Landmark must adhere to the conditions of the Certificate of Appropriateness as it is binding.

INSTRUCTIONS

All applicants must complete all sections of this application form. Incomplete applications will not be processed, and a public hearing will not be scheduled, until the application is complete and complies with all applicable requirements of Title XIV of the Village Code of Hinsdale. If a section of this application form is not applicable, please write "Not Applicable" or "N/A" in the appropriate place.

The Commission meets the first Wednesday of each month. Submit completed packets to the Staff Secretary/Village Planner per attached submittal deadlines. The twenty (20) packets must be collated and plans folded so that they do not exceed 9" x 12" of each of the following items must be submitted:

◆ Completed application with notarized certification.

◆ Photos and drawings shall include architectural details that have previously been recognized by the Commission as worthy of preservation. Photos may be either color or black & white. They should be no larger than 4" x 6" in size and no smaller than 3" x 5". Polaroid's and slides are not acceptable. Photos should be numbered or labeled and accompanied by a descriptive list.

- 1) All existing exterior elevations of the building under review.
- 2) Adjacent structures – include those structures adjacent and across the street from the building under review – include the building's relationship to these structures.

◆ Accurate/current Plat of Survey. All portions must be legible.

◆ Architectural drawings in 18"x24", clearly depicting the proposed alterations or work in color. Drawings should include the accurate drawings of the proposed site plan, floor plans, and all exterior elevations. Indicate all areas of exterior demolition.

**VILLAGE OF HINSDALE
HISTORIC PRESERVATION COMMISSION APPLICATION
FOR CERTIFICATE OF APPROPRIATENESS**

The undersigned (the "Applicant") hereby makes application pursuant to Title XIV of the Village Code of Hinsdale, as amended, for a Certificate of Appropriateness for the building, structure or site described below. The Applicant certifies to the Village of Hinsdale that the following facts are true and correct:

Address **of** **Property** **under** **review:**
Property Identification Number: _____

I. GENERAL INFORMATION

1. Applicants Name: _____
Address: _____
Telephone Number: _____
2. Owner of Record (if different from applicant): _____
Address: _____
Telephone Number: _____
3. Others involved in project (include, name, address and telephone number):
Architect: _____
Attorney: _____
Builder: _____
Engineer: _____

II. SITE INFORMATION

1. Describe the existing conditions of the property: _____

2. Property Designation:
Listed on the National Register of Historic Places? _____ YES _____ NO
Listed as a Local Designated Landmark? _____ YES _____ NO
Located in a Designated Historic District? _____ YES _____ NO

3. Description of work proposed. *(Please submit a description of the proposed alterations and/or additions. Attach additional sheets, and photographs, as necessary).*

4. Successive Applications. Has all or any part of the property been the subject of another application for a Certificate of Appropriateness under Title XIV of the Village Code of Hinsdale within the last two years?

_____No _____Yes

If yes, state the date of the formal hearing and a statement explaining any relevant evidence supporting, the reasons why the Applicant believes the Village should consider this application at this time, pursuant to Section 14-3-10 of the Village Code. _____

5. TABLE OF COMPLIANCE

Address of subject property: _____

The following table is based on the _____ Zoning District.

You may write "N/A" if the application does NOT affect the building/subject property.	Minimum Code Requirements	Existing Development	Proposed Development
Lot Area (SF)			
Lot Depth			
Lot Width			
Building Height			
Number of Stories			
Front Yard Setback			
Corner Side Yard Setback			
Interior Side Yard Setback			
Rear Yard Setback			
Maximum Floor Area Ratio (F.A.R.)*			
Maximum Total Building Coverage*			
Maximum Total Lot Coverage*			
Parking Requirements			
Parking front yard setback			
Parking corner side yard setback			
Parking interior side yard setback			
Parking rear yard setback			
Loading Requirements			
Accessory Structure Information			

* Must provide actual square footage number and percentage.

Where any lack of compliance is shown, state the reason and explain the Village's authority, if any, to approve the application despite such lack of compliance: _____

CERTIFICATION

The Applicant hereby acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief;
- B. The Applicant will provide the Village with all additional information, as required, prior to the consideration of, or action on, this application;
- C. The Applicant shall make the property that is the subject of this application available for inspection by the Village at reasonable times;
- D. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than ten days following the change, and that failure to do so shall be grounds for denial of the application; and
- E. If the Applicant fails to provide any of the requested information, or any other requested information by the Boards, Commissions, and/or Staff, then the applicant will not be considered.

☐ INDIVIDUAL OWNERS

Signature of Applicant

Signature of Applicant

☐ CORPORATION

Signature of Applicant's President

Signature of Applicant's Secretary

☐ PARTNERSHIP

Signature of Applicant

Signature of Applicant

Signature of Applicant

Signature of Applicant

LAND TRUST

Signature

OTHER

Signature of Authorized Officer

SUBSCRIBED AND SWORN
to before me this _____ day of

_____, _____.

Notary Public

Sec. 11-606:Exterior Appearance Review:

- A. *Authority:* The board of trustees, in accordance with the procedures and standards set out in this section, may grant approval of building permit applications requiring exterior appearance review and approval pursuant to sections [4-111](#), 7-109, 7-209, [7-309](#) and subsections [5-109A](#) and [6-110A](#) of this code.
- B. *Purpose:* The exterior appearance review process is intended to protect, preserve, and enhance the character and architectural heritage and quality of the village, to protect, preserve, and enhance property values, and to promote the health, safety, and welfare of the village and its residents.
- C. *Parties Entitled To Seek Exterior Appearance Review:* Applications for building permits requiring exterior appearance review and approval pursuant to this code may be filed by the owner of, or any person having a contractual interest in, the subject property.
- D. *Procedure:*
1. *Application:* Applications for building permits requiring exterior appearance review and approval pursuant to this code shall be filed in accordance with the requirements of section [11-301](#) of this article.
 2. *Public Meeting Requirements For Exterior Appearance Review Applications:* Applications for exterior appearance review shall be subject to the same public meeting and notice requirements for site plan review applications as set forth in section [11-604](#) of this article.
 3. *Action By Plan Commission:* Within sixty (60) days following the conclusion of the public meeting required in conjunction with site plan review under subsection [11-604E](#) of this article, the plan commission shall transmit to the board of trustees its recommendation, in the form specified in subsection [11-103H](#) of this article, recommending either granting the building permit application, granting the application subject to conditions, or denying the application. The failure of the plan commission to act within sixty (60) days, or such further time to which the applicant may agree, shall be deemed to be a recommendation for approval of the application.
 4. *Action By Board Of Trustees:* Within ninety (90) days following receipt of the recommendation of the plan commission, or its failure to act as above provided, the board of trustees shall approve the building permit application as submitted, or shall make modifications acceptable to the applicant and approve such modified building permit application, or shall disapprove the application. The failure of the board of trustees to act within ninety (90) days, or such further time to which the applicant may agree, shall be deemed to be a decision denying building permit application approval.

- E. *Standards For Building Permits*: In passing upon applications for building permits requiring an exterior appearance review pursuant to this code, the plan commission and the board of trustees shall be guided by the standards established in subsection [11-605E](#) of this article.
- F. *No Superseder*: This section shall not be construed to limit the application or effect of the village's building codes and ordinances or to relieve the applicant from the responsibility of complying with all such codes and ordinances. (1991 Code; Ord. O2009-21, § 3, 4-7-2009)



**COMMUNITY DEVELOPMENT
DEPARTMENT
EXTERIOR APPEARANCE AND
SITE PLAN REVIEW CRITERIA**

Address of proposed request: _____

REVIEW CRITERIA

Section 11-606 of the Hinsdale Zoning Code regulates Exterior appearance review. The exterior appearance review process is intended to protect, preserve, and enhance the character and architectural heritage and quality of the Village, to protect, preserve, and enhance property values, and to promote the health, safety, and welfare of the Village and its residents. Please note that Subsection Standards for building permits refers to Subsection 11-605E Standards and considerations for design permit review.

*****PLEASE NOTE*** If this is a non-residential property within 250 feet of a single-family residential district, additional notification requirements are necessary. Please contact the Village Planner for a description of the additional requirements.**

FEES for Exterior Appearance/Site Plan Review:

Standard Application: \$600.00

Within 250 feet of a Single-Family Residential District: \$800

Below are the criteria that will be used by the Plan Commission, Zoning and Public Safety Committee and Board of Trustees in reviewing Exterior Appearance Review requests. Please respond to each criterion as it relates to the application. Please use an additional sheet of paper to respond to questions if needed.

1. *Open spaces.* The quality of the open space between buildings and in setback spaces between street and facades.
2. *Materials.* The quality of materials and their relationship to those in existing adjacent structures.
3. *General design.* The quality of the design in general and its relationship to the overall character of neighborhood.

4. *General site development.* The quality of the site development in terms of landscaping, recreation, pedestrian access, auto access, parking, servicing of the property, and impact on vehicular traffic patterns and conditions on-site and in the vicinity of the site, and the retention of trees and shrubs to the maximum extent possible.
5. *Height.* The height of the proposed buildings and structures shall be visually compatible with adjacent buildings.
6. *Proportion of front façade.* The relationship of the width to the height of the front elevation shall be visually compatible with buildings, public ways, and places to which it is visually related.
7. *Proportion of openings.* The relationship of the width to the height of windows shall be visually compatible with buildings, public ways, and places to which the building is visually related.
8. *Rhythm of solids to voids in front facades.* The relationship of solids to voids in the front façade of a building shall be visually compatible with buildings, public ways, and places to which it is visually related.
9. *Rhythm of spacing and buildings on streets.* The relationship of a building or structure to the open space between it and adjoining buildings or structures shall be visually compatible with the buildings, public ways, and places to which it is visually related.
10. *Rhythm of entrance porch and other projections.* The relationship of entrances and other projections to sidewalks shall be visually compatible with the buildings, public ways, and places to which it is visually related.
11. *Relationship of materials and texture.* The relationship of the materials and texture of the façade shall be visually compatible with the predominant materials to be used in the buildings and structures to which it is visually related.

12. *Roof shapes.* The roof shape of a building shall be visually compatible with the buildings to which it is visually related.
13. *Walls of continuity.* Building facades and appurtenances such as walls, fences, and landscape masses shall, when it is a characteristic of the area, form cohesive walls of enclosure along a street to ensure visual compatibility with the buildings, public ways, and places to which such elements are visually related.
14. *Scale of building.* The size and mass of buildings and structures in relation to open spaces, windows, door openings, porches, and balconies shall be visually compatible with the buildings, public ways, and places to which they are visually related.
15. *Directional expression of front elevation.* The buildings shall be visually compatible with the buildings, public ways, and places to which it is visually related in its directional character, whether this be vertical character, horizontal character, or nondirectional character.
16. *Special consideration for existing buildings.* For existing buildings, the Plan Commission and the Board of Trustees shall consider the availability of materials, technology, and craftsmanship to duplicate existing styles, patterns, textures, and overall detailing.

REVIEW CRITERIA – Site Plan Review

Below are the criteria that will be used by the Plan Commission and Board of Trustees in determining if the application does not meet the requirements for Site Plan Approval. Briefly describe how this application will not do the below criteria. Please respond to each criterion as it relates to the application. Please use an additional sheet of paper to respond to questions if needed.

Section 11-604 of the Hinsdale Zoning Code regulates Site Plan Review. The site plan review process recognizes that even those uses and developments that have been determined to be generally suitable for location in a particular district are capable of adversely affecting the purposes for which this code was enacted unless careful consideration is given to critical design elements.

1. The site plan fails to adequately meet specified standards required by the Zoning Code with respect to the proposed use or development, including special use standards where applicable.
2. The proposed site plan interferes with easements and rights-of-way.
3. The proposed site plan unreasonably destroys, damages, detrimentally modifies, or interferes with the enjoyment of significant natural, topographical, or physical features of the site.
4. The proposed site plan is unreasonably injurious or detrimental to the use and enjoyment of surrounding property.
5. The proposed site plan creates undue traffic congestion or hazards in the public streets, or the circulation elements of the proposed site plan unreasonably creates hazards to safety on or off site or disjointed, inefficient pedestrian or vehicular circulation paths on or off the site.
6. The screening of the site does not provide adequate shielding from or for nearby uses.
7. The proposed structures or landscaping are unreasonably lacking amenity in relation to, or are incompatible with, nearby structures and uses.
8. In the case of site plans submitted in connection with an application for a special use permit, the proposed site plan makes inadequate provision for the creation or preservation of open space or for its continued maintenance.
9. The proposed site plan creates unreasonable drainage or erosion problems or fails to fully and satisfactorily integrate the site into the overall existing and planned ordinance system serving the community.

10. The proposed site plan places unwarranted or unreasonable burdens on specified utility systems serving the site or area or fails to fully and satisfactorily integrate the site's utilities into the overall existing and planned utility system serving the Village.
11. The proposed site plan does not provide for required public uses designated on the Official Map.
12. The proposed site plan otherwise adversely affects the public health, safety, or general welfare.