

Winnetka Village Council
VIRTUAL STUDY SESSION

Zoom
January 12, 2021
7:00 PM

AGENDA

In accordance with social distancing requirements and Governor Pritzker’s Executive Orders 2020-43 and 2020-44, and Section 7(e) of the Illinois Open Meetings Act, the Winnetka Village Council meeting on Tuesday, January 12, 2021 will be held virtually. The meeting will be livestreamed via the Zoom platform. At least one representative from the Village will be present at Village Hall in compliance with Section 7(e) of the Illinois Open Meetings Act, and the virtual meeting will be simulcast at Village Hall for members of the public who do not wish to view the virtual meeting from another location. Pursuant to Executive Orders 2020-43 and 2020-44 issued by the Governor, the number of people who may gather at Village Hall for the meeting is limited due to the mandated social distancing guidelines. Accordingly, the opportunity to view the virtual meeting at Village Hall is available on a “first come, first-served” basis.

The public has two options for observing and participating in this virtual Village Council meeting including the ability to provide oral comments during the meeting. To facilitate an efficient meeting, public comments submitted in advance are encouraged.

- 1) Telephone (audio only Call 312-626-6799), when prompted enter the Meeting ID – 92505345212 (Please note there is no additional password or attendee ID required)
- 2) Livestream (both audio and video feed) Download the Zoom meetings app to your smartphone, tablet or computer and then join Meeting ID: 92505345212. Event Password: VC011221

Public comments should be emailed to contactcouncil@winnetka.org. Public comments received by 6:45 p.m. on Tuesday, January 12, 2021 will be read at the appropriate time during the meeting. General comments for matters not on the agenda will be read at the beginning of the meeting under the Public Comment agenda item. Comments specific to a particular agenda item will be read during the discussion of that agenda item. The Village will attempt to have comments received after the meeting has started read at the end of the meeting. Public comment is limited to 200 words or less. Public comments should contain the following information:

- In the subject line – “Village Council Meeting Public Comment”
- Name
- Address (optional)
- Phone (optional)
- Organization or agency representing, if applicable
- General comment or comment on topic of specific agenda item number

All emails received will be acknowledged either during or after the meeting, depending on when they are received. If you do not have access to email, you may leave a message with your public comment at the Village Manager’s office at 847-716-3541 or mail to Village Clerk, Village of Winnetka, 510 Green Bay Road, Winnetka, IL 60093.

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AGENDA

- 1) Call to Order
- 2) Public Comment
- 3) Demolition Delay for Historic Homes & Single Family Residential Design Guidelines.....2
- 4) Adjournment

NOTICE

All agenda materials are available at villageofwinnetka.org (Governance > *Agendas & Minutes*); the Reference Desk at the Winnetka Library; or in the Manager's Office at Village Hall (2nd floor). Webcasts of the meeting may be viewed on the Internet via a link on the Village's web site: <https://www.villageofwinnetka.org/AgendaCenter>.

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the Village ADA Coordinator at 510 Green Bay Road, Winnetka, Illinois 60093, 847-716-3546; T.D.D. 847-501-6041.



Agenda Item Executive Summary

Title: Demolition Delay for Historic Homes & Single Family Residential Design Guidelines

Presenter: David Schoon, Community Development Director

Agenda Date: 01/12/2021

Consent: YES NO

- Ordinance
- Resolution
- Bid Authorization/Award
- Policy Direction
- Informational Only

Item History:

Executive Summary:

On January 12, 2021 the Village Council is scheduled to discuss the following two topics:

- Consider extending the current 60-day delay period for a structure that the Landmark Preservation Commission (LPC) has determined is historical or architecturally significant.
- Consider establishing a design review process for all new single-family homes.

Given recent demolition permit application requests reviewed by the LPC involving potentially historical or architecturally significant homes, as well as a significant increase in demolition permit activity of significant homes in the second half of 2020, Village President Rintz has requested a study session to discuss these two issues.

A staff report regarding these two issues is attached.

Recommendation:

Staff requests policy direction from the Village Council regarding how it would like to further approach studying:

- * The extension of the current 60-day delay period for a structure that the LPC has determined is historical or architecturally significant.
- * The establishment of a design review process for all new single-family homes.

Attachments:

Attachment One - Staff Report

Attachment A: Village Code Chapter 15.64 Landmark Preservation

Attachment B: Village Code Chapter 15.52 Demolition Permits

Attachment C: Winnetka Demolition Permit Flow Chart & Application

Attachment D: 2021 Historic Preservation, Demolition Permit Review, and Single-Family Design Review Comparison with Other Area Communities.

Attachment E: Draft 2010 Winnetka Design Guide Handbook

Attachment F: Lake Forest Single Family Design Guidelines & Ordinance



**MEMORANDUM
VILLAGE OF WINNETKA**

COMMUNITY DEVELOPMENT DEPARTMENT

TO: VILLAGE COUNCIL
FROM: DAVID SCHOON, DIRECTOR
DATE: JANUARY 7, 2020
SUBJECT: DEMOLITION DELAY & SINGLE-FAMILY DESIGN REVIEW DISCUSSION

INTRODUCTION

On January 12, 2021, the Village Council is scheduled to hold a study session to discuss the following two topics:

- Consider extending the current 60-day delay period for a structure that the Landmark Preservation Commission (LPC) has determined is historical or architecturally significant.
- Consider establishing a design review process for all new single-family homes.

Given recent demolition permit application requests reviewed by the LPC involving potentially historical or architecturally significant homes, as well as a significant increase in demolition permit activity of significant homes in the second half of 2020 compared to prior years, Village President Rintz has requested a study session regarding these two issues.

DEMOLITION REVIEW PROCESS TO DETERMINE HISTORIC OR ARCHITECTURAL SIGNIFICANCE OF STRUCTURE

This section of the staff report will provide a summary of the history of the Village’s demolition review process, a summary of the current process, and a summary of examples of how area communities handle the review process associated with the potential demolition of historic or architecturally significant single-family residential homes.

In general, area communities use three major ways to identify or designate historic or architecturally significant properties (“Significant Properties”). They include designating a property as an *individual landmark*, designating multiple properties in an area as a *historic district*, or identifying a property as a Significant Property through a review process, such as demolition review process. The Village currently provides for individual landmark designation, which requires such designation be initiated by or otherwise supported by the property owner, and provides for identification of Significant Properties through the demolition review process.

Use of Landmark / Historic Districts in other communities. Historic or landmark districts have been used by some area comparable communities to focus preservation efforts, and any accompanying requirements, benefits, or incentives, upon targeted areas of a community. Within such districts, individual structures can be further divided into levels or classes, with differing levels of “historic contribution”, ranging from “*significantly contributing*”, to “*contributing*” to “*not contributing*”. Some communities have required a certain level of support by owners within a district (e.g., 60%) prior to its establishment.

Impact of historic or landmark designation. A community which provides for the designation of landmark status would typically require that the property owner go through a design review process (either advisory or binding) prior to making exterior changes to the structure to ensure that the structure retains its historic or architecturally significant features. Communities often refer to that process as needing to secure a Certificate of Appropriateness. Winnetka's Landmark Preservation Ordinance has two types of landmark designations (A copy of the ordinance is in Attachment A). One is a designated landmark, which means the review by the Landmark Preservation Commission (LPC) of any exterior changes to a structure is only advisory. While with a certified landmark designation, the property owner must comply with the recommendations of the LPC. In Winnetka, 30 properties are designated landmarks, while one is a certified landmark.

With only 31 landmarks in the Village, and no preservation districts, the majority of demolitions and alterations reviewed by the Village fall outside the protections afforded by such designation. The Village's current demolition review process is intended to allow for the Landmark Preservation Commission to identify historic or architecturally significant properties, and where so established, to provide for a demolition delay period intended to allow for exploration of alternatives to demolition. In the large majority of Winnetka demolitions, the delay has provided for the preparation of documentation regarding the history and architecture of the home.

History of Winnetka's Demolition Review Process

The following is a brief history of the demolition review process in the Village.

In 1997, the Village adopted Ordinance MC-176-97 creating a Building Review Committee that was charged with reviewing applications for building demolition permits (as well as considering appeals from decisions related to the issuance and administration of building permits).

In 2000, the Village Council adopted Ordinance MC-6-2000 amending the demolition permit process by making the following change:

- Consideration of a demolition permit application no longer required a site restoration plan or a complete building permit application. The Council determined that requiring an applicant to incur the cost of a complete set of plans for a new building in order to demolish an existing building had the unintended consequence of reducing the effectiveness of the advisory demolition review process, which is intended to encourage the preservation of architecturally or historically significant structures by evaluating alternatives to demolition.

In 2001, the Village Council adopted Ordinance MC-7-2001 amending the demolition permit process by making the following changes:

- the demolition procedures were modified to allow for preliminary determinations of historic and architectural significance and to require applicants to study the historic and architectural impact of the proposed demolition of buildings that the Committee determined to potentially be historically or architecturally significant; and
- more time was allowed for the Building Review Committee (BRC) to confer with an applicant who seeks to demolish an architecturally or historically significant building in an effort to find alternatives to demolition; and
- required a written record of all activities, decisions, and orders of the BRC; and

- the size of the BRC was increased and qualifications were established for the Committee's members to assist the Committee in handling the expanded scope of its duties and to assure applicants that the consideration of the historic and architectural impact of building demolition applications will be done in a fair and timely manner.
- eliminated requirement that a structure be at least 50 years old or on an historic register to be reviewed as part of the demolition review process as the significance of a structure relies on a combination of factors, of which age is just one.

In 2009, the Village Council adopted Ordinance MC-5-2009 amending the demolition permit process by making the following changes:

- Eliminated the overlapping functions of the Building Review Committee and the Landmark Preservation Commission in the review of demolition permits by eliminating the Building Review Committee and assigning its demolition permit review responsibilities to the Landmark Preservation Commission. The changes were to:
 - i. increase the potential for meaningful discussion of the relationship between demolition and landmark issues;
 - ii. take greater advantage of the experience and expertise of the Landmark Preservation Commission on preservation matters;
 - iii. streamline the demolition process;
 - iv. provide a greater educational opportunity for demolition permit applicants, who are not currently required to attend the Landmark Preservation Commission meetings where their property is discussed, to learn about their property and possible alternatives to demolition; and
 - v. make more economic use of Village staff and resources by eliminating procedural redundancies.

Current Process

The Village's demolition permit review process is found in Chapter 15.52, Demolition Permits, of the Village Code (See Attachment B). Currently the Village Code requires an applicant to submit a demolition permit for any of the following work:

- The demolition or removal of fifty (50) percent or more of the floor area of any single-family or two-family dwelling.
- The demolition or removal of any interior spaces or exterior walls of any commercial, institutional, multifamily, or mixed-use buildings.
- The demolition or removal of any accessory structure.

The Village's practice has been to require the LPC's review of the of following demolition permit applications for the demolition or removal of fifty (50) percent or more of the floor area of any principal structure.

The major steps of the demolition permit application review process include the following:

1. Applicant submittal of a demolition permit application (See Attachment C)
2. The Landmark Preservation Commission reviews the application materials and a preliminary report on the property, which includes information from the Village's property files and a report from the Winnetka Historical Society as well as public input. Based upon that review the Commission determines:
 - a. To allow the demolition to proceed without delay, or
 - b. That the demolition would affect a building or property that has sufficient architectural or historic merit to warrant conducting a full historic and architectural impact study (HAIS). The Applicant is then required to hire the services of a consultant qualified to render opinions on the architectural style and merit of buildings, the historical significance, or both to prepare the HAIS.

The Commission uses the following standards to determine whether to require an HAIS:

- a. the property or structures have been designated a landmark pursuant to Chapter 15.64 of this Code;
 - b. the property or structures have been included in the most recent Illinois Historic Structure Survey conducted under the auspices of the Illinois Department of Conservation;
 - c. the property or structures have been listed on the National Register of Historic Places or the Illinois Register of Historic places; and
 - d. the property or structures have sufficient architectural or historic merit to warrant a full historic and architectural impact study prior to issuance of a demolition permit.
3. If an HAIS is required, the LPC reviews the HAIS at a subsequent meeting to determine:
 - a. whether the HAIS is complete,
 - b. whether the proposed demolition will have a significant negative architectural or historical impact on either the Village as a whole or on the immediate neighborhood, and
 - c. whether demolition should be delayed for up to 60 days in order to explore alternatives to total demolition; and
 - d. whether a conference with the property owner should be scheduled to further discuss the preservation of the structure. Any delay by the applicant in complying with such request shall be added to the delay period.

The Commission considers a structure to be historically or architecturally significant if it meets one or more of the following standards:

- a. the structure exhibits a high quality of architectural design without regard to the time built or historic associations;
- b. the structure exhibits a high quality of architectural design that is not the result of a change or a series of changes in the original structure;
- c. the structure exemplifies an architectural style, construction technique or building type once common in the Village;

- d. the structure exhibits an unusual, distinctive, or eccentric design or construction technique that contributes to the architectural interest of its environs as an accent or counterpart; or
 - e. that the property has been designated a landmark pursuant to Chapter 15.64 of this Code, has been included in the most recent Illinois Historic Structures Survey conducted under the auspices of the Illinois Department of Conservation, or has been listed on the National Register of Historic Places or the Illinois Register of Historic Places.
4. Should the Commission find a structure to be architecturally or historically significant, the Landmark Preservation Commission may order that the issuance of a demolition permit be delayed for up to 60 days to afford an opportunity find alternatives to demolition. During that time, the Commission may request a conference with the property owner to discuss those alternatives.

From the date of a complete demolition application submittal to when a demolition permit could be issued for a property that the LPC finds to be historically or architecturally significant, is typically 150 days. A detailed description of the timeline for LPC review is included as Table 1 on the next page.

In addition to the Village Code Demolition Permits requirements, Chapter 15.64 Landmark Preservation of the Code includes provisions regarding the review of demolition permits for local landmarks. The Commission's review of a demolition permit for a designated landmark is only advisory, not binding. So, of the 31 landmarks in the community, the review of the demolition permit for 30 of them would only be advisory. For a designated landmark, the delay could be for up to 90-days from the date the Commission reviewed the request. For the one certified landmark (455 Birch Street), the Commission's determination would be binding. However, a property owner could request that the landmark status be rescinded. The changing of the landmark status would require review and recommendation by the Landmark Preservation and approval by the Village Council.

In the last five years, the Village has reviewed between 15 and 30 demolition permit applications each year for a total of 106 demolition permit applications. During this period, the Commission requested an HAI on 21 properties and issued demolition delays for 7 properties as of the date of this memo. Three of these HAI's are yet to be submitted and reviewed by the LPC. For reference, during the peak of the teardowns in the early 2000s, the Village processed between 45 and 60 demolition permit each year.

One additional item to note is that the Village's current demolition permit application fee for a primary structure is \$16,070, and a deposit of \$3,000 is also required to provide the Village with funds to address any additional potential damage that may result from the demolition work.

Landmark Preservation Commission Recommendation. Over the last couple of years, the Landmark Preservation Commission has been studying ways to encourage preservation of historic and architecturally significant homes in the community. One of its recommendations is to **increase the time delay** for the demolition of a home the Commission determines is historic or architecturally significant.

Table 1 – Timeline for Typical Process LPC Review of Demolition Permit

Steps	Typical Timing	Notes
Application Submittal		
<ul style="list-style-type: none"> Materials sent to Winnetka Historical Society for Review 		
<ul style="list-style-type: none"> Notice Sent to Property Owners within 250 ft and to occupants of such properties 	10 days before meeting	Code states no less than 10 nor more than 30 days before LPC meeting.
LPC Preliminary Review of Demolition Permit	30 days	Per Code it could be up to 60 days from filing of complete application.
1. Demolition without Delay	Permit Issued Next Day	Assumes new building permit or site restoration permit also ready for issuance by Village.
2. Historical & Architectural Impact Study (HAIS) Required		
<ul style="list-style-type: none"> Notice Sent to Property Owners within 250 ft and to occupants of such properties 	10 days before meeting	Code states no less than 10 nor more than 30 days before LPC meeting at which HAIS is reviewed.
<ul style="list-style-type: none"> Newspaper Notice Published in Newspaper 	18 days before meeting	Code state no less than 14 nor more than 30 days before LPC meeting at which HAIS is reviewed.
LPC Determination Meeting (Review of HAIS)	60 days	The actual timing depends upon how quickly the applicant can find a consultant to complete the work. The amount of time could be as little as 30 days, if applicant, prior to preliminary review, hired a consultant to prepare HAIS.
1. Demolition without Delay	Permit Issued Next Day	Assumes new building permit or site restoration permit also ready for issuance by Village.
2. Delay Demolition		
Demolition Delay	60 days	Maximum delay for non-landmark property is 60-days, the maximum delay for designated landmark is 90 days.
<ul style="list-style-type: none"> Issuance of Demolition Permit 	The day after the delay expires	Assumes new building permit or site restoration permit also ready for issuance by Village.

Nearby Communities Demolition Review Processes

Attachment D includes a table summarizing the **demolition review**, historic preservation review, and new single-family home design review processes for nearby communities.

Before providing a summary of the demolition review process, it is important to note the purpose of the public demolition review process. The purpose is to review the structure that would be demolished to determine if the building has historical or architectural significance or what one community calls “special importance”. If the building is found to have significance, the process often provides a time-period, often referred to as a delay, to try to save the building from demolition. The demolition process is often part of a municipality’s landmark or historic district processes. Staff would note, that often when other communities talk about the demolition delay period, they may define their delay period from when the demolition permit application is complete, while in Winnetka we often refer to the delay period as measured from when the LPC issue the delay.

Communities that have prepared architectural and historical surveys of portions of the community or all of the community, have better knowledge regarding what buildings have architectural or historical significance. Unfortunately, in Winnetka we have not conducted such surveys of the community. Therefore, our demolition review process requires all properties to go through demolition review process to determine whether the property is architecturally or historically significant.

The following is a summary of our findings regarding the demolition review process in other area communities:

- Demolition Review Only of Landmarks or of Structures within Historic Districts. The Village of Wilmette is an example of this. Only demolitions of local landmarks or of structures within local historic districts are subject to a review process (certificate of appropriateness). Other structures are not required to go through a public review process; however, if Village staff is aware that a structure would be eligible for landmark status, staff will try to persuade the property owner not to demolish the structure. A property owner may request that a local landmark be demolished; however, it was described by Wilmette staff as unlikely to be approved”.
- Demolition Review of Landmarks, Structures within Historic Districts, and Other Designated Properties. An example of this is Lake Bluff. In Lake Bluff, not only do requests to demolish a landmark or a structure within a historic district must go through a demolition review process, but a structure 50 plus years of age must also. For those structures, they are determining if the structure could be designated a local landmark. If it is determined as such, they may start the process to designate it as such. Demolition may not occur until after that process has been completed, which can take almost a year.
- Demolition Review of all Buildings. The Village of Kenilworth has a Demolition Permit review ordinance fairly similar to Winnetka’s in that all demolition review permits must be reviewed by a Building Review Commission to determine if the property has “special importance”. When a demolition permit application is received, the Village hires a historical consultant, at the applicant’s expense, to prepare a historical report on the property, which is then presented to the Building Review Commission. If the Commission determines the building has special importance, the **Board may order a stay of issuance of a demolition permit for a period of up to one year.** One interesting item to note with the Kenilworth process, is that Kenilworth also requires an applicant to submit \$8,000 towards a demolition escrow, that is available should the Building Review Commission wish to hire an architectural consulting firm to assist with its determination regarding the feasibility of preserving a building with special importance. The Kenilworth staff has stated that has rarely been used. The other item to note is that Kenilworth does not have a historic preservation ordinance, so it does not have local landmarks or historic districts.

The Village of Glencoe has a demolition permit application process that includes a waiting period. For those properties that are not landmarks, the waiting days is 60-days from the date a letter is mailed to neighbors informing them of the demolition. For those properties that are honorary landmarks the waiting period is 180 days and requires a non-binding advisory review before the Historic Preservation Commission. Certified landmarks need to go through the binding certificate of appropriateness process. The minimum waiting period for them is 180 days, but through the certificate of appropriateness process, the Commission may issue a one year postponement beyond the date of the public hearing to explore alternatives to demolition.

The City of Lake Forest Code bifurcates the review process for demolition permits based on whether or the not the structure has been previously designated a landmark or place in a historic district. A demolition permit for a landmark structure or a structure within a historic district must be reviewed and approved by the **Historic Preservation Commission** under its Historic Preservation certificate of appropriateness process. The commission has specific standards for the review of a demolition permit, and based upon conversation with planning staff, demolition of such a property is very difficult.

For properties not designated as a landmark or within a historic district, the demolition permit is reviewed by the **Lake Forest Building Review Board**. **The Lake Forest Code states that a permit shall be issued only after two years following an application for demolition reviewed by the Building Review Board unless one of the following exceptions shall cause said permit to be issued earlier:**

1. Fire or structural damage shall render the structure an immediate health or safety hazard.
2. After review by the Building Review Board of a property not designated a local landmark or located within a historic district that a delay would not further the purpose of the demolition section of the code because:
 - The structure itself, or in relation to its environs, has no significant historical, architectural, aesthetic, or cultural value in its present or restored condition;
 - Realistic alternatives (including adaptive uses) are not likely because of the nature or cost of work necessary to preserve such structure or realize any appreciable part of such value;
 - The structure in its present or restored condition is unsuitable for residential, or a residentially compatible use; or
 - The demolition is consistent with, or materially furthers, the criteria and purpose of this section.

In cases where an applicant intends to construct a replacement building not designated a landmark nor located in a historic district, an applicant must follow the two-year waiting period for a demolition permit, unless the Applicant receives Village Council approval of the replacement building (see Single Family Residential Design Review process below).

The City of Highland Park requires all residential buildings located in its single-family residential districts as well as two of its lower density multi-family districts to go through a demolition review process. Within 60 days of receiving a complete demolition permit application, the Highland Park Historic Preservation Commission reviews the demolition permit request to determine whether the structure satisfies any of the Village's landmark designation criteria. The

Commission can issue a demolition delay. **The length of the delay (180 or 365 days from the date the demolition permit application is submitted) is dependent upon how many of the nine landmark designation criteria the building meets:**

- Four or more standards satisfied, the delay is 365 days
- Two or three standards satisfied, the delay is 180 days
- One or no standards satisfied, no delay

The nine landmark designation criteria used to consider designating a property are:

1. It demonstrates character, interest, or value as part of the development, heritage or cultural characteristics of the City, county, state or country;
2. It is the site of a significant local, county, state or national event;
3. It is associated with a person or persons who significantly contributed to the development of the City, county, state or country;
4. It embodies distinguishing characteristics of an architectural and/or landscape style valuable for the study of a specific time period, type, method of construction or use or indigenous materials;
5. It is identifiable as the work of a notable builder, designer, architect, artist, or landscape architect whose individual work has influenced the development of the City, county, state, or country;
6. It embodies, overall, elements of design, detailing, materials, and/or craftsmanship that renders it architecturally, visually, aesthetically, and/or culturally significant and/or innovative;
7. It has a unique location or it possesses or exhibits singular physical and/or aesthetic characteristics that make it an established or familiar visual feature;
8. It is a particularly fine or unique example of a utilitarian structure or group of such structures, including, but not limited to farmhouses, gas stations or other commercial structures, with a high level of integrity and/or architectural, cultural, historical and/or community significance; and/or
9. It possesses or exhibits significant historical and/or archaeological qualities.

Based upon examples from nearby communities, the Council will want to determine if it wishes to extend the delay period for a structure that the Landmark Preservation Commission (LPC) has determined is historical or architecturally significant.

SINGLE-FAMILY RESIDENTIAL DESIGN REVIEW PROCESS

This section of the staff report reviews the Village's current single-family design review requirements, the previous development of a Winnetka Residential Design Handbook, and single-family design review requirements in other communities.

Before we review that information, staff would like to provide some context regarding the number of single-family home permits issued each year. In the last five years, the Village has issued between 12 and 30 single-family home permits each year for a total of 101 single-family home permits. For reference, during the peak of the teardowns in the early 2000s, the Village issued between 41 and 51 single-family home permits each year.

Current Single Family Design Review Requirements in Winnetka

Regarding the review of the design of single-family homes, the Village only current requires the review of alterations, etc. to landmark homes. This review is conducted by the Landmark Preservation

Commission. If the home is a designated landmark, the review is only advisory. That means the property owner is not required to comply with the recommendations of the Commission. If the home is a certified landmark, the owner is required to comply with any Commission recommendations. The design of alterations and additions to existing homes or the construction of new homes in Winnetka does not require review or approval of any governmental body of the Village.

Previous Development of Single-Family Residential Design Handbook

Between 2003 and 2010, the Village had an ad hoc design committee that studied single-family residential design guidelines. President Rintz was a member of the Committee along with five other members when the Committee developed a draft Residential Design Handbook. (A list of the members is on the last page of the handbook.) The Committee's work came to end with the draft handbook, a copy of which can be found in Attachment E.

Development of the handbook was precipitated at least in part by a series of community conversations regarding teardowns and new construction, and the impact of teardowns on surrounding neighborhoods. In short, the handbook was initiated in part out of a recognition that traditional zoning regulations were not an appropriate tool to address more finely-grained details to improve how a new home "fits into" the surrounding neighborhood context.

The purpose of the handbook was "intended to help residents maintain and enhance the unique character and design quality of residential neighborhoods in Winnetka. It was to be "published by the Village of Winnetka in the interest of promoting 'good neighbors' through designs which will be compatible with the community's design traditions." The idea was to make the document available to residents and their design professionals to encourage good residential design in the community. Staff would also promote its availability to applicants to 'encourage good design'.

Though the Village developed a draft residential design handbook, the Village did not previously establish a review process for the design of single-family homes.

Single-Family Design Review Requirements in Nearby Communities

As previously stated, Attachment D includes a table summarizing the demolition review, historic preservation review, and **new single-family home design review processes** for nearby communities.

The following is a summary of our findings regarding the new single-family home design review processes.

- Design Review of New Single-Family Homes within Historic Districts. Highland Park, Lake Forest, and Wilmette are communities that require this. The purpose of this requirement is to ensure that the new home is compatible with the contributing structures within the historic district.
- Design Review of Exterior Alterations to Existing Single Family Homes and Construction of New Single-Family Home Outside of Historic Districts. Lake Bluff and Lake Forest are communities that require this.

The Village of Lake Bluff's review of the design of single-family homes is narrowly focused. The building commissioner can refer to the architectural board of review a building permit application when she/he determines that the proposed construction, alteration, enlargement, or remodeling of the exterior of any new or existing building within any residential district will have a design and appearance that is excessively similar or dissimilar to buildings in the area.

The Lake Bluff Code more specifically defines that standard of review as follows:

Excessive similarity or dissimilarity of design and appearance in relation to any other existing building or structure, or a building or structure for which a permit has been issued, within a distance of three hundred feet (300') of the subject property, or in design and appearance generally prevailing in the area, of the subject property, in respect to one or more of the following features:

- A. *Facade;*
- B. *Size and arrangement of either doors, windows, porticoes, or other openings or breaks in the facade facing the street, including a reverse arrangement thereof;*
- C. *Cubical contents;*
- D. *Gross floor area;*
- E. *Other significant design features, such as, without limitation, roof line, height of building, construction, material, or quality of architectural design; or*
- F. *Location, orientation or elevation of building, parking, storage or refuse areas upon the subject property.*

The architectural board of review has final jurisdiction on determining whether or not to approve the proposed construction. An applicant does have the right to appeal the architectural board of review's decision directly to the Village Board of Trustees. In speaking with Lake Bluff staff, this provision of the Village Code is rarely used. In fact, the staff member said it has not been used for at least the last five years.

The Village of Lake Forest not only requires new homes within a historic district to go through a design review process, but also requires new homes elsewhere in the community to go through a design review process before the Building Review Board. Single-family home construction projects involving new home construction, demolitions, and additions and alterations to existing homes must go through the process. The Lake Forest Building Review Board reviews the proposed changes and makes a recommendation to the City Council. A public hearing notice regarding the Building Review Board's consideration of the application is sent to the owners of property within 1,320 feet of the subject property or within three properties deep, whichever is less.

The City Council makes the final determination regarding whether to approve, approve with conditions, or deny the application. The Architectural and Site Design Review section of the Lake Forest Code includes standards for review as well as reference "The City of Lake Forest Residential Design Guidelines". (A copy of the Design Guidelines as well as the applicable code section can be found in Attachment F.)

One other feature of the Lake Forest process that should be noted, is that the Building Review Board and the Historic Preservation Commission are given the authority to review and make recommendations regarding exceptions to the maximum floor area requirements. Village Council approval is required for such exceptions.

Park Ridge. Though not included in the chart in Attachment D, Park Ridge is another community that requires design review of the construction of new single-family homes as well as alterations, solar PV, and solar thermal systems affecting street elevations of single-family homes (excluding windows, doors, exterior cladding, or roof covering). The Park Ridge

Appearance Commission reviews the proposed changes and makes a determination as to whether or not to issue a Certificate of Approval. The Commission makes its determination based upon compliance with adopted Urban Design Guidelines. The Appearance Code provides no appeal provision. The Park Ridge design review process appears not to include any public notice requirements.

Single-Family Home Design Review Process in Winnetka?

If the Council is interested in considering the establishment of a review process for the design of single-family homes, the Village Council will want to determine how to engage the community with the development of such process and what might that actual design review process would look like.

In terms of engaging the community, the Council will want to determine which advisory bodies that it would like to include. Potential bodies might include the Landmark Preservation Commission, the Plan Commission, or the Design Review Board. Also, the concept could also be addressed through the Comprehensive Plan process.

In terms of developing a single-family home design review process, the Village will need to determine the following:

- What types of single-family home construction projects would require review? New construction, additions, or exterior alterations? Not only the principal structure, but also accessory structures (detached garages, pool houses, etc.)? Only those improvements visible from a public or private street? Should there be a process for staff to grant waivers to certain construction projects having to go through the process?
- What bodies will be involved in the review and approval? Will an advisory body review and approve the design? With appeals going to the Village Council? Or will the advisory body only make a recommendation with the Council making the final determination?
- What will be the design standards that the decision-bodies will use to make their final determinations?
- Are there any zoning variations that may be granted as part of this review process?
- Based upon what the design standards will be, what will applicants be required to submit as part of the application process?
- How will the public be provided an opportunity to participate in the review process? Will there be a public notice requirement (e.g., web posting, mail notice)?
- What type of staff resources is the Village willing to commit to this process?

OTHER TOOLS TO ENCOURAGE HISTORIC PRESERVATION

The following is a list of other tools to encourage historic preservation in the community, many of which the Landmark Preservation Commission has discussed:

- Provide zoning bonus, such as gross floor area bonuses, for landmark properties.
- Work with the Winnetka Historical Society to publish a list of resources including architects, contractors and tradesmen who specialize in renovating vintage homes.
- Accelerate permit process for renovations of historic or architecturally significant homes.
- Discount permit fees for renovation of historic or architecturally significant homes.
- Publish and highlight landmark properties.
- Create a historic preservation plan.

- Educate homeowners and builders regarding the State of Illinois' property tax assessment freeze program.
- Conduct a historical and architectural property survey, so the community has the information to be proactive regarding saving historical properties.

When the Village resumes work on the Comprehensive Plan, the community may wish to discuss which of these tools the Village should explore to encourage historic preservation in the community.

SUMMARY

After the Village Council has conducted this initial study session, the Council may want to determine if it wishes:

1. To continue to consider extending the delay period for a structure that the Landmark Preservation Commission (LPC) has determined is historical or architecturally significant. If so, what should that delay period be? And what additional information is necessary to continue discussing this issue?
2. To consider establishing a design review process for all new single-family homes. If so, does the Council want to study the issue at the Council level, or does it wish to refer the issue to one of its advisory bodies? And what additional information is necessary to continue discussing this issue.
3. Are there any other tools the Council would like to continue to explore to encourage the preservation of historic and architecturally significant homes?

Village Attorney Friedman and I will be present at the January 12 study session to review the information in this report and to answer any questions.

ATTACHMENTS

Attachment A: Village Code Chapter 15.64 Landmark Preservation

Attachment B: Village Code Chapter 15.52 Demolition Permits

Attachment C: Winnetka Demolition Permit Flow Chart & Application

Attachment D: 2021 Historic Preservation, Demolition Permit Review, and Single-Family Design Review Comparison with Other Area Communities.

Attachment E: Draft 2010 Winnetka Design Guide Handbook

Attachment F: Lake Forest Single Family Design Guidelines & Ordinance

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Sections:

- 15.64.010 Definitions.
- 15.64.020 Landmark Preservation Commission.
- 15.64.030 Evaluation of landmarks.
- 15.64.040 Landmark designation.
- 15.64.050 Amendment or rescission of designation.
- 15.64.060 Alteration of designated landmarks.
- 15.64.070 Certification of designated landmarks.
- 15.64.080 Maintenance and public safety exclusion.
- 15.64.090 Enforcement.
- 15.64.100 Interpretation, purpose and conflict.
- 15.64.110 Amendments.

Section 15.64.010 Definitions.

As used in this chapter:

"Alteration" means any act or process that changes the exterior architectural appearance of a building, structure or property including, but not limited to, the erection, construction, reconstruction, addition, repair, rehabilitation, restoration, relocation or demolition of such building, structure or property.

"Building" means any structure, having a permanent roof supported by columns or walls, built for the support, shelter or enclosure of persons, animals or chattels.

"Commission" means the Village of Winnetka Landmark Preservation Commission.

"Designated landmark" means a building, structure, object or site designated by ordinance of the Village Council as being significantly representative or reflective of the historical, cultural or architectural heritage of the United States, state of Illinois, county of Cook or the Village, or significantly representative of an architectural or engineering type inherently valuable for the study of style, period, craftsmanship or method of construction and thus worthy of protection and preservation.

"Director" means the Director of Community Development or the Director's authorized representative.

"Exterior architectural feature" means the architectural character, general composition and general arrangement of the exterior of the building including, but not limited to, the kind, color and texture of the building material and the type, design and character of any windows, doors, light fixtures, signs and appurtenant elements.

"Owner" means the person, corporation or other legal entity to whom the latest general real estate tax bill was sent or which appears on the records of the Cook County recorder of deeds.

"Potential landmark" means a building, structure, object or site identified by the Commission pursuant to its survey and research efforts as potentially being significantly representative or reflective of the historical, cultural or architectural heritage of the United States, state of Illinois, county of Cook or the Village, or potentially significantly representative of an architectural or engineering type inherently valuable for the study of

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style, period, craftsmanship or method of construction and thus potentially worthy of protection and preservation.

"Structure" means anything constructed or erected which, or the use of which, requires permanent or temporary location on or in the ground, or attached to something having permanent or temporary location on or in the ground.

(Ord. MC-192-97 § 8, 1997; prior code § 20.01)

Section 15.64.020 Landmark Preservation Commission.

A. **Creation.** There is created a Landmark Preservation Commission for the Village.

B. **Composition.** The Commission shall consist of seven unpaid members who shall be residents of the Village and appointed by the Village President with the approval of the Village Council.

C. **Qualifications.** Members of the Commission shall be appointed on the basis of expertise, experience or interest in historic preservation, architecture, architectural history, urban planning, building construction, real estate, finance, engineering or neighborhood organization.

D. **Appointment and Terms of Office.** Initially, the Chairperson shall be appointed for a term of five years, the Vice-Chairperson shall be appointed for a term of four years, with the remaining five members being appointed for staggered terms of five, four, three, two and one year, respectively. Thereafter, such members or their successors shall be appointed for a term of five years. All members shall serve until successors are appointed or until removed by the Village President.

E. **Rules and Procedures.** The Commission may develop and adopt rules and procedures necessary to carry out its functions under the provisions of this chapter.

F. **Powers and Duties.** The Commission shall have the following powers and duties:

1. To conduct an ongoing survey of the Village using the criteria identified in Section 15.64.030 of this chapter to identify buildings, structures and properties by address or location that are of historic, cultural or architectural significance, and potential landmarks;

2. Upon receipt of an application for landmark designation from a property owner, to hold public hearings and make findings and recommendations to the Village Council on the application, in accordance with the procedures established in Section 15.64.040 of this chapter;

3. To hold public meetings and review applications for alteration affecting designated landmarks and comment upon such alteration;

4. To compile information concerning potential and designated landmarks;

5. To prepare, keep current, and publish maps and/or registers of potential and designated landmarks;

6. To develop and maintain technical information pertaining to the physical and financial aspects of preservation, renovation, rehabilitation and reuse, and on procedures for inclusion on the National Register of Historic Places and to make such information available to the owners of potential and designated landmarks;

7. To establish an appropriate system of certificates, markers or plaques for designated landmarks;

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8. To inform and education the residents of the Village concerning the historic, cultural or architectural heritage of the Village;

9. To seek grants and donations to achieve the purposes of this chapter and, upon authorization by the Village Council, to seek the certifications or approvals necessary to qualify the Village, the Commission or the owners of designated landmarks, for financial or other assistance; and

10. Upon authorization by the Village Council, undertake any other action or activity necessary or appropriate to the implementation of the powers and duties, or the implementation of the purposes of this chapter.

(Prior code § 20.02)

Section 15.64.030 Evaluation of landmarks.

A. Criteria. The Commission shall consider the criteria provided in this chapter in order to evaluate potential landmarks and upon owner application as provided in Section 15.64.040 of this chapter to recommend a structure, building, object or site to be a designated landmark.

1. General Considerations.

a. The structure, building, object or site has significant character, interest or value as part of the historic, cultural or architectural characteristics of the Village, the state or the United States,

b. The structure, building, object or site is closely identified with a person or persons who significantly contributed to the culture or development of the Village, the state or the United States,

c. The structure, building, object or site is the result of the notable efforts of, or is the only known example of work by, a master builder, designer, architect, architectural firm or artist whose individual accomplishment has influenced the development of the Village, the state or the United States,

d. The unique location or singular physical characteristics of the structure, building, object or site make it an established and important visual feature,

e. The activities associated with the structure, building, object or site make it a current or former focal point of reference in the Village,

f. The structure, building or object is of a type or is associated with a use once common but now rare, or is a particularly fine or unique example of a utilitarian structure and possesses a high level of integrity or architectural significance;

2. Architectural Significance.

a. The structure, building, object or site represents certain distinguishing characteristics of architecture inherently valuable for the study of a time period, type of property, method of construction or use of indigenous materials,

b. The structure, building, object or site embodies elements of design, detail, material or craftsmanship of exceptional quality,

c. The structure, building, object or site exemplifies a particular architectural style in terms of detail, material, and workmanship,

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d. The structure, building, object or site is one of the few remaining examples of a particular architectural style,

e. The structure, building, object or site is, or is part of, a contiguous grouping that has a sense of cohesiveness expressed through a similarity of style characteristics, time period, type of property, method of construction, or use of indigenous materials, and accents the architectural significance of an area;

3. Historical Significance.

a. The structure, building, object or site is an exceptional example or an historic or vernacular style, or is one of the few such remaining properties in the Village,

b. The structure, building, object or site has a strong association with the life or activities of a person, persons, organization or group who significantly contributed to or participated in historic or cultural events,

c. The structure, building, object or site is associated with a notable historic event.

B. System for Evaluation of Landmarks. The Village Council shall by resolution establish a system for the evaluation of landmarks consistent with the criteria set forth in this section.

(Prior code § 20.03)

Section 15.64.040 Landmark designation.

A. Application for Designation. The procedure for designation of a landmark shall be initiated only upon the filing of a written application by the owner(s) of the proposed landmark with the Director. An application for designation of a landmark may be filed only by the owner(s) of the property proposed to be designated. The owner(s) may withdraw an application at any time.

B. Contents of Application. Any owner application for landmark designation shall include at least the following information:

1. The name(s), address(es) and telephone number(s) of the property owner(s) and the written consent of the owner(s) to such designation;

2. The address(es), legal description, real estate index number(s), and most recent plat of survey of the property. If the property has no address, then a description of the general location of the property;

3. A written statement describing the building, structure, object or site and setting forth reasons in support of the proposed designation, such reasons including but not limited to one or more of the criteria listed in Section 15.64.030(A) of this chapter;

4. An evaluation of the building, structure, property, object or site pursuant to Section 15.64.030(B) of this chapter;

5. A written statement describing the buildings, structures or properties adjacent to or across from the subject building, structure, object or site.

C. Schedule and Notification of Public Hearing. Upon receipt by the Director of a completed application for designation the Commission shall promptly schedule a hearing on the application by setting a reasonable time, date and place for such hearing. Written notice of the time, date, place and purpose of the hearing shall be sent by certified mail to the property owner(s) and the owner(s) of properties contiguous to and across from the

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property that is the subject of the application not less than fifteen (15) days prior to the scheduled hearing.

D. Public Hearing. At the hearing, the Commission shall afford all persons and organizations present an opportunity reasonably to present oral or written testimony pertaining to the application. The Commission may adjourn or continue the hearing to another specified time, date and place without further public notice.

E. Commission Consideration, Determination, Recommendation and Report. Following receipt of testimony at the hearing or at its next meeting, the Commission shall make its determination and recommendation to the Village Council that, based upon the evidence received at the public hearing, the subject building, structure, object or site does or does not meet the criteria for designation prescribed in this chapter. The determination and recommendation shall be accompanied by a report which shall contain the rationale for recommending either approval or denial of the application for designation. The report shall include findings as to each of the five elements required by Section 15.64.040(B) of this chapter to be contained in the application. The report may also include an explanation or a significant feature or features of the building, structure, object or site that should be preserved and protected. In addition the report may include any other information or commentary that the Commission may deem pertinent to the determination or recommendation.

F. Village Council Consideration and Designation. The Village Council, upon a recommendation from the Commission pursuant to the application of the owner(s) that a landmark be designated, shall review the report and recommendation of the Commission. The Village Council shall take one of the following actions: (1) designate the landmark by ordinance; (2) refer the report and recommendation back to the Commission with suggestions for revisions and stating its reasons for such action; or (3) deny designation of the landmark.

G. Notice of Designation. Prompt notice of designation shall be sent by certified mail to the owner(s) of the designated landmark. The notice shall advise that alterations to such designated landmark will require comment as prescribed in this chapter.

H. Appeals. Denial of landmark designation by the Village Council shall be subject to reconsideration; provided that, the applicant shall file a written request with the Village President for reconsideration within thirty (30) days following denial and present substantial new evidence or information pertaining to the application. If the Village President determines that substantial new evidence or information has been presented a reconsideration by the Village Council shall be scheduled. If the Village President determines that substantial new evidence or information is lacking, the applicant shall so advised in writing and the denial of designation shall stand. When an application for designation of a landmark has been denied, no further applications involving the property shall be filed for a period of two years.

(Prior code § 20.04)

Section 15.64.050 Amendment or rescission of designation.

The Village Council, upon recommendation of the Commission, may amend or rescind designation of a landmark only under any of the following conditions:

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A. The structure, building, object or site has ceased to meet the criteria for designation because the qualities which caused it to be originally designated have been lost or destroyed;

B. Additional information shows conclusively that the structure, building, object or site does not possess sufficient significance to meet the designation criteria;

C. The original designation was clearly in error; or

D. There was prejudicial procedural error in the designation process.

(Prior code § 20.05)

Section 15.64.060 Alteration of designated landmarks.

A. Review of Alterations. Except as expressly provided in this chapter, no alteration of an exterior feature of a designated landmark may be performed and, if applicable, no building or other permits associated with such alterations may be issued until the Commission has completed its advisory review pursuant to this chapter. Application for advisory review shall be submitted to the Director on forms provided by the Village. If the proposed work requires a zoning variation or the issuance of a building or other permit, a completed application for such variation or permit shall accompany the application for advisory review. Upon the filing of a completed application for advisory review, the Director shall transmit such application to the Commission for its consideration. The Commission shall, as soon as practicable but within twenty (20) days of the date of filing of a complete application, fix a time for consideration of the application and give notice to the applicant; such consideration shall also be scheduled for a date within forty-five (45) days of the date of filing unless such time requirement shall be waived by the applicant. If consideration of an application by the Commission has not been initiated within forty-five (45) days, or having been initiated has not been concluded within forty-five (45) days following the submission by the applicant of additional evidence required by the Commission, the Director shall, if the plans are otherwise in compliance with applicable Village ordinances, issue the appropriate permits and approve the proposed alteration.

B. Consideration of Application; General Standards and Design Guidelines. The Commission shall consider the following general standards and design guidelines in its review of applications for advisory review:

1. General Standards.

a. Conformance with the Village Zoning Ordinance,

b. Reasonable effort shall be made to use the building, structure, object or site for its originally intended purpose or to provide a compatible use which requires minimal alteration, relocation or demolition,

c. The distinguishing original qualities or character of a building, structure, object or site should not be destroyed. The alteration, relocation or demolition of any historic material or distinctive architectural feature should be avoided except when necessary to assure an economically viable use of the property,

d. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object or site should usually be maintained and preserved,

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e. Deteriorated architectural features should whenever possible be repaired rather than replaced. If replacement is necessary, the new material should match as closely as practicable the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features, where possible, 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, structures, objects or sites,

f. The surface cleaning of buildings, structures, objects or sites should be undertaken with the gentlest means possible. Sandblasting and other cleaning methods which will damage the architectural or historic features and building material shall be discouraged,

g. New buildings and structures and the alterations and relocation of existing buildings or structures shall not be discouraged when such work does not destroy significant historical or architectural features and is compatible with the size, scale, color, material and character of the property or neighborhood,

h. Alterations, relocations and demolitions which do not affect any significant exterior architectural or historic features of the building, structure, object or site as viewed from a private street, a courtyard open to the public or a public street, place or way should generally be permitted,

i. Demolition of a designated landmark shall be discouraged if the building, structure or property, as the case may be, is economically viable and can yield reasonable return in its present condition or can be made economically viable and yield reasonable return after completion of appropriate alteration, relocation, renovation or restoration work;

2. Design Guidelines.

a. Height. The height of any proposed alteration should be compatible with the architectural style and character of the designated landmark.

b. Proportions of Windows and Doors. The proportions and relationships between doors and windows should be compatible with the architectural style and character of the designated landmark.

c. Roof Shape. The design of the roof should be compatible with the architectural style and character of the designated landmark.

d. Scale. The scale of the structure should be compatible with the architectural style and character of the designated landmark.

e. Directional Expression. The dominant horizontal or vertical expression of the facades should be compatible with the original architectural style or character of the designated landmark.

f. Architectural Details. Materials, textures, colors and architectural details should be compatible with the original architectural style or character of the designated landmark.

g. Appurtenances. Appurtenances including, but not limited to, signs, fences, accessory buildings or structures, permeable and impermeable surfaces should be compatible with the original architectural style or character of the designated landmark.

h. Other. In addition to the foregoing, the Commission may consider the Secretary of the Interior's Standards for Rehabilitation Guidelines for Rehabilitating Historic Buildings (Revised 1983), and any amendments to such standards.

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C. Commission Determination. The Commission shall make its required comment on the proposed work at the conclusion of its meeting (or adjourned or continued meeting) or within ten (10) days after such meeting (Saturday, Sunday and legal holidays excluded). The Commission shall determine whether the proposed alteration will be appropriate or not appropriate to the preservation of the designated landmark.

D. Findings of Inappropriateness on the Application.

1. If the Commission determines that the proposed alteration is inappropriate, it shall make recommendations to the applicant concerning charges, if any, in the proposed alteration which would cause the Commission to reconsider its determination and shall confer with the applicant and attempt to resolve within thirty-five (35) days the difference(s) between the applicant and the Commission. If, at the completion of that period, the difference(s) between the applicant and the Commission have not been resolved, the Director shall, if the plans are otherwise in compliance with applicable Village ordinances, issue the appropriate permits and approve the proposed alteration.

2. If the Commission determines that the removal or demolition of a principal building or structure is inappropriate, it may request a conference with the applicant and extend the review process for a period not to exceed an additional ninety (90) days. Any delay by the applicant in complying with such a request for conference shall be added to the additional review period. During the extended review process the Commission shall attempt to reach a mutually satisfactory alternative to the proposed removal or demolition with the applicant. If, at the completion of that period, a mutually satisfactory alternative to the proposed removal or demolition has not been reached, the Director shall, if the removal or demolition is otherwise in compliance with applicable Village ordinances, issue the appropriate permits and approve the removal or demolition.

E. Alterations Requiring Action by the Zoning Board of Appeals. The Commission's determination on any alterations which requires a zoning variation or special use permit shall be made within forty-five (45) days of the filing of the application and shall promptly be forwarded to the Zoning Board of Appeals for its consideration in accordance with Section 3.44.010 of this code.

(Prior code § 20.06)

Section 15.64.070 Certification of designated landmarks.

A. Certification; Binding Approval. The owner(s) of a designated landmark, the alteration of which is subject to the advisory review of the Commission, may request that any alteration be subject to the binding review of the Commission. Upon approval of such request by the Commission, a declaration, in a form and of substance acceptable to the Commission, shall be recorded by the Director in the office of the Cook County recorder of deeds. Upon recordation, such designated landmark shall become certified and subject to approval of the Commission for any proposed alteration. After a designated landmark has been certified, such certification shall not be withdrawn except for an express determination set forth in a resolution of the Village Council pursuant to the conditions set forth in Section 15.64.050 of this chapter.

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B. Binding Review of Certified Landmarks. The Commission's binding review shall be pursuant to the procedures, standards and considerations prescribed in Section 15.64.060 of this chapter.

C. Certified Buildings and Structures; Application for Certification of Economic Hardship. Upon findings of inappropriateness on the application and within one hundred twenty (120) days from the date of such findings, application for a certificate of economic hardship may be submitted to the Director by the owner of any property that has been certified pursuant to subsection A of this section. As part of the application, the applicant shall submit evidence concerning the following items:

1. An estimate of the cost of the proposed alteration and an estimate of any additional cost that would be incurred to comply with the recommendations of the Commission;
2. A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of the building or structure on the property and its suitability for and the economic feasibility of rehabilitation or reuse;
3. Any decrease in the fair market value of the property or the return to the owner(s) as a result of the findings of inappropriateness; and
4. Any other information considered necessary by the Commission to make a determination as to whether the property does yield or may yield a reasonable return to the owner(s).

D. Review of Application for Certificate of Economic Hardship. Upon the filing of a completed application the Director shall transmit such application and associated materials to the Commission and it shall fix a meeting date and reach a timely decision on the application in accordance with the time periods prescribed in this chapter for consideration of an application for advisory review (including continuation of meetings).

E. Consideration of Application. Upon a determination that the findings of inappropriateness have denied, or will deny the owner(s) reasonable economic use of, or return on, the property, the Commission shall issue a certificate of economic hardship and approve the proposed alteration.

(Prior code § 20.07)

Section 15.64.080 Maintenance and public safety exclusion.

A. Nothing in this chapter shall be construed to prevent the ordinary maintenance of any exterior architectural features of a designated landmark.

B. Nothing in this chapter shall be construed to prevent any measures of alteration necessary to correct or abate the dangerous condition of any designated landmark where such condition has been declared dangerous by the Director and where the proposed measures have been declared necessary to correct such condition by the Director.

(Prior code § 20.08)

Section 15.64.090 Enforcement.

The Director is designated and authorized to enforce the provisions and regulations contained in this chapter.

(Prior code § 20.09)

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Section 15.64.100 Interpretation, purpose and conflict.

In interpreting and applying the provisions of this chapter, such provisions shall be held to be the minimum requirements for the promotion of the public health, safety, comfort, convenience, prosperity and general welfare. It is not intended by this chapter to interfere with or abrogate or annul any ordinance, rule, regulation or permit previously adopted or issued, and not in conflict with any of the provisions of this chapter or which shall be adopted, or issued, pursuant to law relating to the use of buildings, structures or properties, nor is it intended by this chapter to interfere with or abrogate or annul any easements, covenants, or other agreements between parties; provided, however, that where this chapter imposed a greater restriction upon the use of buildings, structures or properties, or the alteration of such buildings, structures or properties, than are imposed or required by such ordinance, rule, regulation or permit, or by easements, covenants or agreements, the provisions and regulations of this chapter shall control.

(Prior code § 20.10)

Section 15.64.110 Amendments.

A. The provisions of this chapter may be amended from time to time by ordinance, but no such amending ordinance shall be enacted without a prior public hearing before the Village Council. The public hearing shall be conducted in accordance with the procedures set forth in this chapter.

B. The Council shall hold the public hearing on any proposed amendment to this chapter after the amending ordinance is introduced.

C. Notice of the time and place of the public hearing shall be given to the general public no more than thirty (30) nor less than fifteen (15) days before the public hearing, by posting a notice at the Village Hall and by publishing a notice at least once in one or more newspapers published in the Village, or, if no newspaper is published in the Village, then in one or more newspapers with a general circulation with the Village.

D. Notice of any proposed amendments shall be given to the owner of record of any property that has been designated a landmark under this chapter. Such notice shall be served upon the owner or owners of the property in person or by certified mail not more than thirty (30) nor less than fifteen (15) days before the public hearing.

(Prior code § 20.11)

**Winnetka Village Code
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- Section 15.52.010 Demolition permit required.
- Section 15.52.020 Permit application.
- Section 15.52.030 Permits from other authorities.
- Section 15.52.040 Preliminary historic and architecture review.
- Section 15.52.050 Historic and architectural impact study.
- Section 15.52.060 Determination of historic/or architectural impact.
- Section 15.52.070 Delay of issuance of permit.
- Section 15.52.080 Issuance of demolition permit.

Section 15.52.010 Demolition permit required.

A demolition permit shall be required before any person proceeds with any of the following work:

- A. The demolition or removal of fifty (50) percent or more of the floor area of any single-family or two-family dwelling.
- B. The demolition or removal of any interior spaces or exterior walls of any commercial, institutional, multifamily or mixed use buildings.
- C. The demolition or removal of any accessory structure.

Section 15.52.020 Permit application.

A. All applications for a demolition permit shall be submitted on forms provided by the Director. No demolition permit application shall be accepted for processing unless it is complete and is accompanied by all applicable fees, deposits and all items required by the following subsection B.

B. Contents of application. The application for building permit shall be signed by the owner and shall include the following:

- 1. A legible property survey, prepared and sealed by a surveyor licensed by the State of Illinois. The survey shall include the legal description of the property and shall accurately depict lot boundaries, lot area and current improvements.
- 2. A tree and utilities plan, drawn to scale, depicting the location, size and species of all existing trees, the location of all proposed protective fencing and the location of all existing underground utilities on the property.
- 3. A proposed demolition and construction schedule.
- 4. A waste reduction and recycling plan, as provided in Section 15.54.080 of this Code.
- 5. A list of the addresses of all properties located within two hundred fifty (250) feet of the subject property.
- 6. Disclosure and proof of ownership, consisting of one of the following, whichever is applicable:
 - a. If the property is owned by one or more individuals, the name and address of each such individual;

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b. If the property is owned by a partnership, the names and addresses of all general partners, the date the partnership was formed, the name of the partnership, the location of the principal office of the partnership, and proof that the partnership is registered in the assumed name registry for Cook County;

c. If the property is owned by a corporation, the names and addresses of the officers and directors of the corporation, the location of the principal office of the corporation, the name and address of the corporation's registered agent, and proof that the corporation is authorized to do business in the State of Illinois; and

d. If the property is owned by a trust, the name and address of the trustee, and the names and addresses of all beneficiaries of the trust.

7. A signed property maintenance acknowledgement.

8. The name and address of the demolition contractor.

9. Such other information and documentation as the Director may determine as reasonably necessary to process the application in accordance with the provisions of this Chapter.

C. Permit Fees. The fees for demolition permits shall be set by resolution of the Village Council.

(MC-5-2010, § 5, Amended 10/19/2010)

Section 15.52.030 Permits from other authorities

Prior to the approval of any demolition permit, the owner shall provide the Director with proof that any permits required for the requested demolition by the county, state, or other regulating authorities have been approved.

Section 15.52.040 Preliminary historic and architectural review.

A. Time and Nature of Preliminary Review. Within sixty (60) days after the filing of a complete demolition application, the Landmark Preservation Commission shall meet to determine whether the building and/or property that is the subject of the permit application is of sufficient historic or architectural merit to warrant conducting an historic and architectural impact study prior to the issuance of the demolition permit.

B. Preliminary Property History Study. Upon receiving a complete demolition application, the Director shall conduct a preliminary property history study, which shall include the following information:

1. information about the original building, including date of construction, name of property, architect and owner;

2. current photographs of the property, including photographs showing each side of the building the applicant seeks to demolish; and;

3. a chronological list of work on the property for which the Village issued a permit, beginning with the original construction.

C. Notice of Preliminary Review. No less than ten (10) nor more than thirty (30) days before the Landmark Preservation Commission meets to conduct a preliminary historic and architectural review, the Director shall issue a notice of preliminary review to the

Winnetka Village Code
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owners of record of all properties located within two hundred fifty (250) feet of the subject property, to the occupants of all such properties, and to the Winnetka Historical Society. The notice shall state the address of the property, the proposed demolition schedule and the date, time and location for the Landmark Preservation Commission's preliminary review meeting. The notice shall also state that the application materials and the preliminary property history study shall be available for review and give the dates, times and location of their availability.

D. Preliminary Landmark Preservation Commission Determination and Findings.

1. Upon completing the preliminary historic and architectural review, the Landmark Preservation Commission shall enter preliminary findings on the issue of whether the demolition permit application affects a building or property that has sufficient architectural or historic merit to warrant conducting a full historic and architectural impact study prior to the issuance of the demolition permits.

2. In making its determination, the Landmark Preservation Commission shall consider the following:

a. the preliminary property history study prepared pursuant to this Section 15.52.040;

b. comments of the Winnetka Historical Society on the application and preliminary study; and

c. any other information, comment or evidence received by the Commission at the preliminary review meeting.

3. If the Landmark Preservation Commission finds that the impact study is warranted, it shall so notify the Director and shall order the applicant to conduct such study.

4. If the Landmark Preservation Commission finds that an historic and architectural impact study is not warranted, it shall notify the Director that it finds no historic or architectural grounds for delaying the demolition.

5. The preliminary determination of the Landmark Preservation Commission shall be supported by findings of fact based on the record. The findings of fact shall include statements as to whether or not the building or property has architectural merit, historical significance, both, or neither.

6. The Landmark Preservation Commission shall require an historic and architectural impact study for any demolition permit application that meets any of the following criteria:

a. the property or structures have been designated a landmark pursuant to Chapter 15.64 of this Code;

b. the property or structures have been included in the most recent Illinois Historic Structure Survey conducted under the auspices of the Illinois Department of Conservation;

c. the property or structures have been listed on the National Register of Historic Places or the Illinois Register of Historic places; and

d. the property or structures have sufficient architectural or historic merit to warrant a full historic and architectural impact study prior to issuance of a demolition permit.

(MC-5-2009, Amended, 05/05/2009)

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Section 15.52.050 Historic and architectural impact study.

A. Persons Responsible for Performing the Study. The historic and architectural impact study shall be submitted by the applicant and shall be prepared at the applicant's expense, by one or more persons who are qualified to render opinions on the architectural style and merit of buildings, the historical significance of buildings, or both. The study shall include the names, addresses, qualifications and experience of all persons who prepared any part of the study.

B. Ownership History of the Property. The historic and architectural impact study shall trace the ownership of the property since its construction and identify any owner who had or has a significant role in the history of the Village, State of Illinois or United States, or who is tied to a significant event in the history of the Village, State of Illinois or United States, shall be so identified.

C. Construction History of the Property. The historic and architectural impact study shall provide a narrative description of all alterations made to the exterior of any building and open space on the property since the date of original construction, including the addition or removal of accessory structures, including the dates of such work and the architect(s) involved.

D. Architectural Significance of the Property. The historic and architectural impact study shall identify the original and all subsequent architects, providing information on the importance and range of influence of each. The impact study shall also evaluate the architectural style, including detailing materials, craftsmanship, methods of construction and rarity, and shall include interior and exterior photographs to illustrate such characteristic.

E. Landmark Status of the Property. The historic and architectural impact study shall state whether the property or structures have been:

1. designated a landmark pursuant to Chapter 15.64 of this Code;
2. included in the most recent Illinois Historic Structures Survey conducted under the auspices of the Illinois Department of Conservation; or
3. listed on the National Register of Historic Places or the Illinois Register of Historic Places.

F. Impact on Immediate Neighborhood. The historic and architectural impact study shall also consider the contribution of the structure to the neighborhood, the existence of a particular grouping of similar styles, periods or types of property relating to the structure, and the resulting impact that the proposed demolition will have on the immediate neighborhood.

G. Filing and Distribution of Study. The applicant shall file fifteen (15) copies of the completed historic and architectural impact study with the Director, who shall distribute a copy to each member of the Landmark Preservation Commission and to the Winnetka Historical Society. A copy of the completed study shall be made available for public review and inspection at the Winnetka Public Library.

(MC-5-2009, Amended, 05/05/2009)

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Section 15.52.060 Determination of historic and/or architectural impact.

A. Time and Nature of Determination. Within sixty (60) days after a historic and architectural impact study is filed with the Director, the Landmark Preservation Commission shall meet to determine whether the historic and architectural impact study is complete and, if so, whether the proposed demolition will result either in the loss of a building or structure that is of historic or architectural significance or in the significant alteration of the architectural character of the immediate neighborhood.

B. Notice of Impact Determination Meeting. No less than ten (10) nor more than thirty (30) days before the Landmark Preservation Commission meets to conduct the historic and architectural impact review, the Director shall issue notice to the same persons and entities to whom notice was issued pursuant to Section 15.52.040(c). Notice of the historic and architectural impact determination meeting shall also be published in a newspaper in general circulation within the Village, no less than fourteen (14) nor more than thirty (30) days before the meeting.

C. Landmark Preservation Commission Determination and Findings.

1. Upon completing the impact determination meeting, the Landmark Preservation Commission shall enter findings on the following issues:

- a. whether the historic and architectural impact study is complete;
- b. whether the proposed demolition will have a significant negative architectural or historical impact on either the Village as a whole or on the immediate neighborhood; and
- c. whether demolition should be delayed in order to explore alternatives to total demolition.

2. In making its determination, the Landmark Preservation Commission shall consider the following:

- a. the historic and architectural impact study prepared pursuant to the foregoing Section 15.52.050;
- b. the preliminary property history study prepared pursuant to Section 15.52.040;
- c. comment of the Winnetka Historical Society on the application and study; and
- d. any other information, comment or evidence received by the Commission at the impact determination meeting or at the preliminary review meeting.

3. The determination of the Landmark Preservation Commission shall be supported by findings of fact based on the entire record.

4. If the Landmark Preservation Commission determines that the historic and architectural impact study filed by the applicant is incomplete or otherwise insufficient to enable the Commission to make a determination as to the impact of the proposed demolition, the Landmark Preservation Commission may direct the applicant to complete, amend or supplement the report and may continue the impact determination meeting pending the applicant's filing of a complete application.

5. If the applicant's resubmission of the study is still found to be incomplete or otherwise insufficient, the Landmark Preservation Commission shall so notify the Director, who shall retain a qualified person to complete the study, at the applicant's expense. The Landmark Preservation Commission shall order the owner to deposit funds with the

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Village in an amount sufficient to cover all costs of completing the study. The study shall be completed within 30 days after the applicant deposits the funds.

6. A building or structure shall be considered to be historically or architecturally significant if the Landmark Preservation Commission determines that it meets one or more of the following standards:

- a. the structure exhibits a high quality of architectural design without regard to the time built or historic associations;
- b. the structure exhibits a high quality of architectural design that is not the result of a change or a series of changes in the original structure;
- c. the structure exemplifies an architectural style, construction technique or building type once common in the Village;
- d. the structure exhibits an unusual, distinctive or eccentric design or construction technique that contributes to the architectural interest of its environs as an accent or counterpart; or
- e. that the property has been designated a landmark pursuant to Chapter 15.64 of this Code, has been included in the most recent Illinois Historic Structures Survey conducted under the auspices of the Illinois Department of Conservation, or has been listed on the National Register of Historic Places or the Illinois Register of Historic Places.

D. The Landmark Preservation Commission's written determination, including its findings of fact, shall be forwarded to the Director.

(MC-5-2009, Amended, 05/05/2009)

Section 15.52.070 Delay of Issuance of Permit.

A. Delay for Preservation of Significant Structure.

1. Upon finding that a building or structure proposed to be demolished meets the standards for significance set forth in Section 15.52.060(C)(5), the Landmark Preservation Commission may order that the issuance of the permit be delayed for up to sixty (60) days to afford an opportunity to find alternatives to demolition.

2. The delay order shall be issued to the owner, with a copy to the Director, and shall identify and evaluate the structure's historical or architectural significance, propose preservation alternatives and relevant planning considerations based on such evaluation, encourage interest in and understanding of preservation in the whole of the Village as it may be applicable to the demolition permit request under review, and encourage and provide means of communication and exchange of views between the applicants and the owners and occupants of properties within two hundred fifty (250) feet of the subject property.

3. The delay order may include a request for a conference with the owner. Any delay by the applicant in complying with such request shall be added to the delay period allowed in this section.

4. The Commission shall determine its recommendations for saving the building and transmit them in writing to the applicant, and attempt to work out a mutually satisfactory solution. A copy of the Commission's recommendations shall be forwarded to the Director and to the Village Council.

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(Prior code § 23.35) (MC-6-2000, Amended, 10/03/2000)

B. Delay for Public Convenience and Safety. The Director of Public Works may order that the issuance of a demolition permit be delayed if the proposed schedule for the demolition will interfere with previously scheduled works in the public rights-of-way in the immediate vicinity of the subject property, or if the Director of Public Works determines that delay is necessary to prevent undue congestion and noise impacts in the neighborhoods when the traffic or noise from the proposed demolition combined with traffic or noise from previously scheduled public works projects in the immediate neighborhood.

C. Emergency Delay. The Village reserves the right to delay the issuance of a demolition permit in the event of an emergency if the Village Manager determines that the demolition work will delay or otherwise interfere with the Village’s response to the emergency.

D. Administrative Delay. The Director may delay the issuance of a demolition permit for up to sixty (60) days if one or more building or demolition permits for primary structures have been approved for properties, for which work is continuing, on either side of the right-of-way block face and/or alley along which the property is located, or if the Director determines that a delay is necessary to prevent undue congestion and noise impacts in the neighborhood.

(Amended MC-10-2002, 11/19/02)

E. Duration of Delay. The delays authorized by subsections B and D of this Section shall begin no earlier than the date of the Landmark Preservation Commission’s final determination of historic and architectural impact. The delays authorized by this section shall be promptly terminated by the person imposing the delay when the conditions giving rise to the delay cease to exist, provided that, in no instance shall a delay authorized by subsection A or D of this section exceed sixty (60) days.

(MC-5-2009, Amended, 05/05/2009)

Section 15.52.080 Issuance of demolition permit.

A. Except as provided in the following subsection (B), a demolition permit shall be approved and issued in the following circumstances:

1. If the Landmark Preservation Commission determines that an historic and architectural impact study is not warranted;
2. If the Landmark Preservation Commission determines, upon the completion of an historic and architectural impact study, that a delay to seek alternatives to demolition is not warranted; and
3. If any delay authorized by subsections (a) or (D) of Section 15.52.070 has expired.

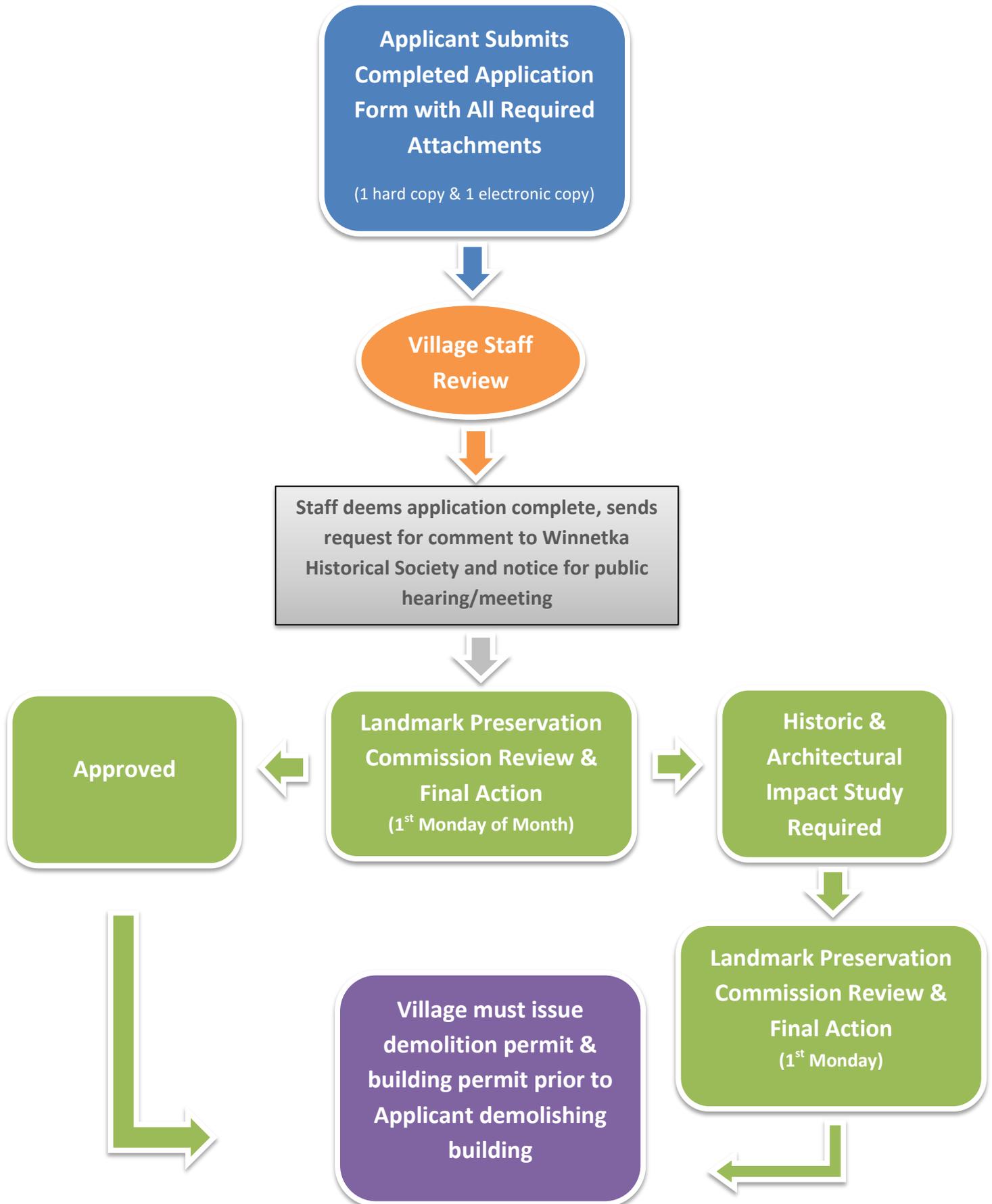
B. No demolition permit shall be issued if any of the following circumstances exists:

1. If a delay imposed by the Director of Public Works pursuant to Section 15.52.070(B) is in effect;
2. If a delay imposed by the Village Manager pursuant to Section 15.52.070(C) is in effect;
3. If a delay authorized by subsection (A) or (D) remains in effect;
4. If a complete application for a building permit has not been submitted; and

Winnetka Village Code
Chapter 15.52 – Demolition Permits

5. If the applicant has failed to file a waste reduction and recycling plan as required by Section 15.54.080 of this Code, or, if a demolition and recycling plan filed by an applicant fails to meet the requirements for approval as provided in Chapter 15.54 of this Code. (MC-5-2010, § 6, Amended 10/19/2010; MC-5-2009, Amended, 05/05/2009; MC-7-2001, Amended, 08-21-2001)

Demolition Permit Review Application Process Flow Chart



DEMO



VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT
DEMOLITION PERMIT APPLICATION

Applications for demolition of a principal structure on any property are subject to review by the Landmark Preservation Commission (LPC) and shall be accompanied by the attached completed application and all required supporting documentation. Incomplete applications will not be processed.

Upon receipt of a complete application, Village staff will consult property files and the Winnetka Historical Society to document the property history. The applicant is encouraged, but is not required, to submit any additional information on the property and alterations thereto.

The application and information gathered by Village staff will be transmitted to the LPC and evaluated at its regular monthly meeting, scheduled for the first Monday of each month at 7:00pm.

An application for demolition of a structure that is found upon initial review by the LPC to have possible architectural or historical significance must be further evaluated by the applicant and their agents in accordance with the Phase II Historical Architectural Impact Study (HAIS). Once the HAIS is submitted by the applicant, the HAIS is transmitted to the LPC for review and to the Historical Society for comment. An HAIS need not be submitted, and will not be accepted, until the LPC makes a determination of necessity during the Phase I review.

Applicants are required to attend the LPC meeting in order to address issues raised by Commissioners. The LPC meets on the first Monday of each month. Please refer to the following schedule of meetings and submittal deadlines:

MEETING DATE	SUBMITTAL DEADLINE
January 4, 2021	December 4, 2020
February 1, 2021	December 31, 2020
March 1, 2021	January 29, 2021
April 5, 2021	March 5, 2021
May 3, 2021	April 2, 2021
June 7, 2021	May 7, 2021
July 19, 2021	June 18, 2021
August 2, 2021	July 2, 2021
September 20, 2021	August 20, 2021
October 4, 2021	September 3, 2021
November 1, 2021	October 1, 2021
December 6, 2021	November 5, 2021

If you have any questions, you may contact Christopher Marx, Associate Planner, at 847.716.3587 or cmarx@winnetka.org.

REQUIRED MATERIALS FOR SUBMISSION

The Applicant must provide 1 hard copy and 1 electronic copy (.pdf), of the following information. (Email electronic copy to cmarx@winnetka.org.)

- Complete application form (attached);
- Application Fee and Deposit
 - Primary Structure \$16,070.00
 - Accessory Structure \$45.00
 - Deposit \$3,000.00
- Proposed demolition and construction schedule;
- Deed proving ownership (if property is owned by a trust or LLC, additional documentation is required);
- Signed Acknowledgment of Property Maintenance Responsibilities. Signed by owner (and applicant if different individual or entity) acknowledging responsibility to maintain property in accordance with Village Code;
- Full-size property/topography/tree survey, (not reduced or enlarged) which is legible and includes the legal description of the property. The survey shall be prepared by an Illinois licensed land surveyor and shall show at a minimum the following information:
 - Dimensions of all lot lines, and a description of all easements upon, or abutting the property;
 - Location of all existing underground utilities;
 - All current improvements on the property;
 - Site topography, with spot elevations and elevation contours at a minimum 1-foot contour interval;
 - Location of all trees with a diameter of 8 inches or greater and 15 inches or greater aggregate total for clump or multi-stem trees, with notations of size and species. Any other concentrated areas of smaller trees or vegetation should also be shown and described.
- Current photographs of all building elevations (required).
- Older photographs of the property, if available.

Important Notes Regarding Issuance of Demolition and Construction Permits

Demolition permits will not be issued and no demolition or construction activity may occur until the following items are completed:

- Building permit or site restoration permit is approved;
- Demolition permit from Cook County;
- Written confirmation from Village Water & Electric Department that water and electric meters have been removed and all electric power terminated;
- Written confirmation from gas company to Community Development Department that gas has been terminated.

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

DEMOLITION APPLICATION

Permit No. _____

Property Information

Site Address: _____

Parcel Identification Number(s) (PIN): _____

Description of all structures to be demolished: _____

Current Property Owner Information

Legal Name: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Phone No. _____

Email: _____

Date owner acquired property: _____

Applicant Information

Legal Name: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Phone No. _____

Email: _____

Applicant's relationship to current property owner: _____

(If contract purchaser, attach copy of executed purchase agreement)

Contractor Information *(If known, otherwise indicate "not known")*

Legal Name: _____

Address: _____

City, State, ZIP: _____

Phone No: _____

Email: _____

Property Maintenance Requirements

During processing of the demolition permit, it is important that the owner and contractor maintain the property in accordance with the Village Property Maintenance Code to avoid generation of nuisances. Accordingly, the following minimum requirements shall be adhered to:

- Grass shall be mowed and maintained at a height not to exceed 8 inches.
- Garbage, yard waste, miscellaneous rubbish, mail, and debris shall be removed from the property and not allowed to accumulate.
- Building(s) shall be secured (doors and windows in working order, closed and locked).
- No demolition or removal of building components may commence until the demolition permit has been issued. Commencement of demolition prior to issuance of permit will result in a Stop Work Order and double permit fees for all subsequent permits
- Approved tree fencing protections must be installed as directed by Village Forester prior to commencement of demolition. Lack of tree fencing will result in Stop Work Order and fines.

_____ (I/We) hereby agree to demolish the above structure or portion thereof, in accordance with the information submitted herewith and in strict compliance with all provisions of the Building Code and other related ordinances and regulations of the Village of Winnetka, and _____ (I/We) hereby consent to inspection of the work during demolition and to the responsibility of maintaining the subject site and adjacent public and private properties in a good, safe and clean condition.

Applicant Signature: _____

Date: _____

Printed Name: _____

Owner Signature: _____

Date: _____

Printed Name: _____

Acknowledgement of Owner and Applicant Property Maintenance Responsibilities

I hereby acknowledge that in submitting the attached application for demolition, the subject property is and will continue to be maintained in accordance to all requirements of the Winnetka Village Code, including but not limited to the following specific standards:

- Grass is, and shall be, mowed and maintained at a height not to exceed 8 inches;
- Garbage, yard waste, miscellaneous rubbish, and debris have been removed from the property and will not be allowed to accumulate;
- Building(s) shall be secured (doors and windows in working order, closed and locked).

Applicant Signature: _____

Date: _____

Printed Name: _____

Owner Signature: _____

Date: _____

Printed Name: _____

**2021 Historic Preservation, Demolition Permit Review, and Single-Family Residential Design Review Comparison
Original Survey July 2008, Update January 2021**

	<i>Evanston</i>	<i>Glencoe</i>	<i>Highland Park</i>	<i>Kenilworth</i>	<i>Hinsdale</i>	<i>Lake Bluff</i>	<i>Lake Forest</i>	<i>Oak Park</i>	<i>Wilmette</i>	<i>Winnetka</i>
Historical or Architectural Survey	Surveys of specific areas	Heritage List (rev. 2006) Hist./Arch Survey ('85) Updated since 2006.	Historical surveys of 7 areas of the community. In the process of updating these surveys. Also surveying an 8 th area.	They have a database of historic properties.	In 1999 a reconnaissance survey of the entire community was completed and since 2001 surveys completed for five specific areas of the community.	Nearly all areas of community except relatively new subdivisions.	Historic Resources Survey for Historic District No full inventory.	Arch/Historical Survey of various areas (both commercial & residential)	List of significant structures. Complete surveys of (3) areas of Village.	None
Historic Preservation Ordinance	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes "Landmark Preservation" terminology differs to reflect focus on individual property designations
Individual Landmark Designation Procedures	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Historic District (HD) Designation Procedures	Yes	Yes	Yes	No	Yes	Considering procedures	Yes	Yes	Yes	No
Designation Nomination (Who may designate?)	Commission Member Plan Commission Member Council Member or Mayor Owner Any resident of City Any non-for-profit with principal place of business in City *Owner must be notified.	Commission Member Owner 50% or more of owners within an area to be nominated. *Certified Landmark – Requires owner's consent. *Honorary Landmarks – Does not require owner's consent but owner must be notified.	Commission Member City Council City Manager Owner Organization or individual w/ an interest in preservation, etc. *Owner must consent.	N/A	Owner of nominated landmark Owners of 25% or more of sites within area to be nominated for HD designation. The Village for area to be nominated a HD designation.	Commission Member Village Board Vleit Center Board Owner *Written documentation that owner was notified or consents to proposed designation required.	Commission Member Council – Simple Majority Owner *Owner must be notified.	Commission Member Any person, group of persons, or association. *An indication of whether or not the owner is in favor of the proposed designation is required.	Commission Member Any Nominator Owner *Owner's consent not required, but highly unlikely without.	Owner only
# of Designated Local Landmarks	800+	10 Certified 81 Honorary	75 Certified	N/A	24 Certified	23 Local 0 Certified	25 Certified	70 Certified	34 Certified	1 Certified 30 Designated
# of Designated Local HD	4	0	3	N/A	0	N/A (considering creating)	5	3	0	N/A
# of National HD	4	0	4	N/A	2	0	0	3 (also Local HD)	2	0
DEMOLITION REVIEW PROCESSES										
Demolition Review - Local Landmark or Structure within Historic District (HD)	Yes See COA row	Yes for Certified Landmarks	Yes See COA row	N/A	Yes See COA row	Yes See COA row	Yes See COA row	Yes See COA row	Yes See COA row	Yes See Certificate of Advisory Review
Demolition Review - Non-Local Landmark or Outside of Local HD	No	Yes See Demolition Notes	Yes See Demolition Notes	Yes See Demolition Notes	No	Yes Non-landmarks, over 50 yrs. old See Demolition Notes	Yes See Demolition Notes	No	No	Yes See Demolition Notes

2021 Historic Preservation, Demolition Permit Review, and Single-Family Residential Design Review Comparison
Original Survey July 2008, Update January 2021

	<i>Evanston</i>	<i>Glencoe</i>	<i>Highland Park</i>	<i>Kenilworth</i>	<i>Hinsdale</i>	<i>Lake Bluff</i>	<i>Lake Forest</i>	<i>Oak Park</i>	<i>Wilmette</i>	<i>Winnetka</i>
Demolition Notes	New constr.- developer/owner must conduct neighborhood meeting to inform neighbors of development. Plans must be available for review. Notice must be distributed to properties on both sides of street on block. Notice & attendance sheet must be provided prior to issuance of building permit. Purpose is to inform residents of changes taking place in their neighborhood. Not an attempt to impede or delay development.	Demolition application may only be completed by owner. The application process requires a waiting period. 60-day waiting period required for non-landmark properties. 180-day waiting period required for honorary & certified landmarks. Delay period starts when notice letter is mailed to neighbors. Given certified landmarks need to go through the COA process, during that process the HPC can issue a 1-year postponement period to explore alternatives to demolition. If plans aren't submitted w/in 6 months of demo application submission the demo application is voided.	All homes in single family residential districts must go through a demolition review process before the HPC. HPC uses criteria for landmark designation to judge significance of building and can delay demolition from 6months to 1 year based on the number of criteria the structure meets. The HPC also reviews the demolition application for a landmark or contributing property within a historic district under the criteria of a certificate of appropriateness. Very hard to meet such standards.	All demolition permits are reviewed by the Building Review Commission. The Village hires a consultant to perform a historical survey for each property, which the applicant pays for through a demolition escrow. The Building Review Board reviews the request to determine if the property is of "special importance". If found to be of special importance the demolition may be delayed for up to one year.	Demolition permits within historic districts or of landmark properties are reviewed by HPC as part of the COA process. Plans for the proposed replacement structure must be submitted at time of demolition permit. HPC can block demolition of landmark. HPC only advisory within HD. No delay	Landmarks - 120 day delay from application submittal, plus potential of 30 additional days. (Considering changing to 120 days, plus potential for additional 65 days) Non-Landmark Homes To determine if potentially a landmark. – Demolition delay 90 days from submittal of application, plus potential of an additional 30 days. (Considering changing to 120 days, plus ability to add 245 days)	All demolition applications are reviewed by the Building Review Bd, unless the building is a landmark or in a HD then the application is reviewed and approved by the HPC. If replacement structure doesn't meet the demo criteria and/or design standards the applicant must wait 2 years for the demo permit to be issued. Regardless, the replacement structure must still be reviewed by the Building Review Board and approved by the City Council. (Most are approved and not subject to the 2-year waiting period.)	Approval unlikely of a demolition of a landmark or property within a HD.	Approval unlikely of a demolition of landmark.	All demolition permits are reviewed by Landmark Preservation Commission to determine if structure is historically or architecturally significant. If such is determined, the demolition of a non-landmark property may be delayed up to 60 days, and demolition of a landmark up to 90 days. As part of the advisory review A designated landmark up to 90 days.
SINGLE FAMILY DESIGN REVIEW										
Single-Family Design Review Process – Local Landmark or Structure w/in Historic District (HD)	Yes See COA row	Yes See COA row	Yes See COA row	N/A	Yes See COA row	Yes See COA row	Yes See COA row	Yes See COA row	Yes See COA row	Yes, Designated Landmark – Advisory Review Certified Landmark – Binding Review
Single Family Design Review – Non-Historic Structure	No	No	No	No	No	Yes	Yes	No	No	No
Notes Single-Family Residential Design Review – Non-Landmark/Non-Historic Districts	N/A	Though they do not require, they do offer voluntary review by Contextual Design Review Commission. No requests recently for such review.	N/A	N/A	N/A	The architectural board of review can review new construction and exterior alterations to determine if design is excessively similar or dissimilar to buildings in the area. This provision of their code is rarely, if ever required.	The Building Review Board reviews the design of all new homes that are not reviewed by the Historic Preservation Commission. The Village Council must approve the final design.	Though they do not require, they do offer a courtesy review.	N/A	N/A

2021 Historic Preservation, Demolition Permit Review, and Single-Family Residential Design Review Comparison
Original Survey July 2008, Update January 2021

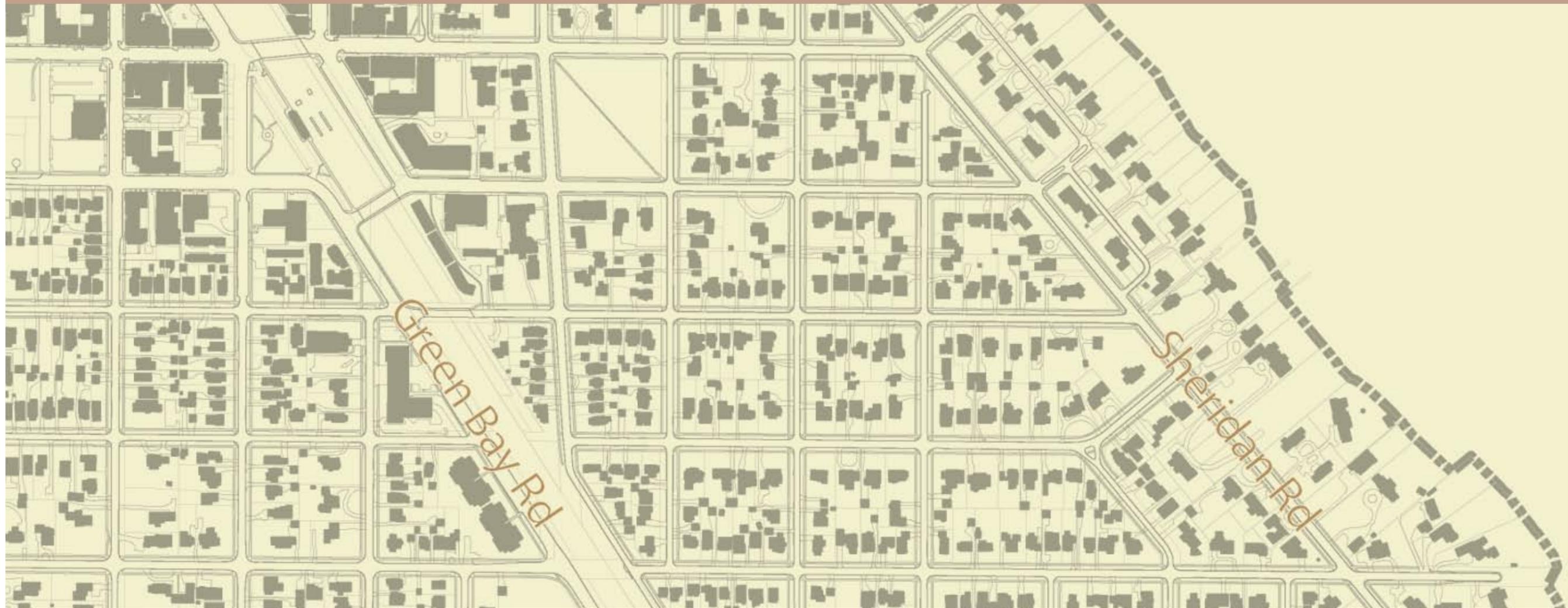
	<i>Evanston</i>	<i>Glencoe</i>	<i>Highland Park</i>	<i>Kenilworth</i>	<i>Hinsdale</i>	<i>Lake Bluff</i>	<i>Lake Forest</i>	<i>Oak Park</i>	<i>Wilmette</i>	<i>Winnetka</i>
ADDITIONAL HISTORIC PRESERVATION DETAILS										
COA - Certificate of Appropriateness	Required for any exterior alteration of landmark or property w/in HD. Demolition requires COA. COA valid for 180 days. Not transferable from applicant to another subsequent owner w/o consent of commission. Appeal denial to subcommittee of City Council	Required for alterations or demolitions of certified landmarks or certified site in HD. COA valid for 1 year. Appeal denial to Village Council.	Required for a landmark or a contributing structure in a <u>local</u> HD, including demolition. Required for a new constr.in HD w/standards specific to new const. Any interested party may appeal the decision to the City Council.	N/A	Required for any exterior alteration of landmark or property w/in HD. Demolition requires COA. They do review changes in National HDs. Appeal denial to Village Board.	Required for any physical alteration or demolition of <u>certified</u> landmark. COA valid for 1 year. Appeal denial to Village Board.	Required for exterior alterations & demolition of any landmark or structure in HD. Any aggrieved person may appeal an approval to the City Council. Any applicant, following denial of a COA may appeal w/an application for certificate of Economic Hardship. COA valid for 1 year	Required for alterations or demolition of landmark and for the demolition of building in HD. Appeal denial to the Village Board or may request a Cert. of Economic Hardship. COA valid for 1 year.	Required for alterations or demolition of a landmark, a contributing structure w/in a HD or a new construction on a vacant lot in HD. They do not review changes within national HD. Appeal negative recommendation w/application of Cert. of Economic Hardship.	Do not have a certificate of appropriateness process. See certificate of advisory review below.
Certificate of Advisory Review	N/A HPC Commission has advisory review of zoning variations, etc. for proposed or locally designated Landmarks or HD's.	Honorary landmarks and buildings in HD's require advisory review of alterations or demolition. HPC has advisory review of zoning variations. Appearance review, etc. that affect Landmark, HD,	N/A	N/A	N/A	Required for any exterior alteration, demolition, of a landmark. Review variation applications, etc., that may affect designated landmarks.	N/A	Certificate required for properties w/in HD's that aren't landmarked. HPC has advisory review of zoning variations, etc. for proposed or designated landmarks and HD's.	N/A	Certified landmarks are subject to the binding review of LPC. Advisory review required for alteration of an exterior feature or demolition of a designated landmark.
Certificate of Economic Hardship	Issued by HPC after determination by the HPC that the denial of a COA has resulted in a denial of all reasonable use of and return from the property. Incentive plan available which may include property tax relief, loans, or grants from City or other public or private sources, acquisition by purchase to allow reasonable use.	No "certificate", however an applicant may seek a COA on the grounds of economic hardship. Applicant shall present sufficient evidence to establish that no economically viable use of a site can be made unless the requested change is permitted.	HPC may issue Cert. to allow the performance for which a COA has been denied. Applicants claiming economic hardship must apply to the State Historic Preservation Agency to determine eligibility for rehab. assistance. Appeal denial to City Council.	N/A	HPC may issue Cert. to allow the performance for which a COA has been denied. Applicants claiming economic hardship must apply to the State Historic Preservation Agency to determine eligibility for rehab. assistance. Appeal denial to Village Board.	HPC may issue Cert. to allow the performance for which a COA has been denied. Applicants claiming economic hardship must apply to the State Historic Preservation Agency to determine eligibility for rehab. assistance. Appeal denial to the Village Board	Issued by HPC after a determination by the HPC that the previous denial of a COA has resulted in a denial of all reasonable use of and return from the property. Incentive plan available which may include property tax relief, loans, or grants from City or other public or private sources, acquisition by purchase to allow reasonable use.	Following denial of a COA by HPC or Village Board on appeal, applicant may apply for Cert. of Economic Hardship. Must be substantial decrease in the fair market value of the property as a result of the denial of the COA. Appeal denial to the Village Board.	Following denial of COA applicant apply for a Cert. of Economic Hardship. HPC shall only recommend Cert. of Econ. Hard. upon determination that the negative recommendation of the COA has resulted in the denial of all reasonable use or return from the property.	Following denial of binding review of Certified Landmark owner may apply for Cert. of Economic Hardship. Upon determination that the findings of inappropriateness have denied, or will deny the owner reasonable economic use of, or return on the property the LPC shall issue a cert. of economic hardship and approve the proposed alteration.
Rescission of Designation	Designation may be amended or rescinded only after 2 years following the designation, upon petition to the HPC. Petitions for amendment or rescission may be submitted by the same persons authorized to submit nominations. City Council shall only rescind a designation upon finding the designated landmark or district no longer meets criteria for designations.	Any Commissioner, owner of a landmark, or 50% or more of owners in a designated area may apply for the rescission. Conditions are required for withdrawal. Some are listed below: Structure or area has ceased to meet criteria for designation. Original designation was clearly in error. Additional info shows structure or area does not possess significant criteria.	Owner may file an application w/HPC to remove the Landmark designation. City Council must approve removal. Very hard to do. Automatic removal if structure is demolished.	N/A	Owner may file an application w/HPC to remove the Landmark designation. Village Council must approve removal.	Any Commissioner or the owner may initiate a procedure to withdraw designation. Conditions are required for withdrawal. Some are listed below: Structure or are has ceased to meet criteria for designation. Original designation was clearly in error. Additional info shows structure or area doesn't possess signific. criteria.	Designation may be amended or rescinded, only after 2 years following the designation, upon petition to the HPC. Petitions for amendment or rescission may be submitted by the same persons authorized to submit nominations. City Council shall only rescind a designation only upon finding the designated landmark or district no longer meets criteria for designation.	Designations may be amended or rescinded.	Code is silent on the rescission process.	Village Council, upon recommendation of LPC, may amend or rescind designation only under certain conditions. (same conditions as Glencoe and Lake Bluff).

2021 Historic Preservation, Demolition Permit Review, and Single-Family Residential Design Review Comparison
Original Survey July 2008, Update January 2021

	<i>Evanston</i>	<i>Glencoe</i>	<i>Highland Park</i>	<i>Kenilworth</i>	<i>Hinsdale</i>	<i>Lake Bluff</i>	<i>Lake Forest</i>	<i>Oak Park</i>	<i>Wilmette</i>	<i>Winnetka</i>
Permit Fee Rebates	No	Rebate of permit fees for existing Landmarks may be granted through an advisory review conference w/the HPC.	No	No	No Currently exploring that concept.	No	No	Owners of historic properties may qualify for fee discounts. Seniors may qualify for 10% discount. Other owners in HD may qualify for a 55 discount if the HPC is consulted prior to applying for the permit and another 5% if HPC advise is followed.	No	No
Design Guidelines (for Landmarks or within HD)	Specific guidelines may be adopted w/ordinance designating the Landmark or HD	Design guidelines are part of the criteria the HPC shall consider in the advisory review and review of application for COA.	An application for COA shall conform to standards which are basically design guidelines.	N/A	Design guidelines are part of the criteria the HPC shall consider in the advisory review and review of application for COA.	In conducting an advisory review or the review of a COA, the HPC shall consider and urge the applicant to incorporate into the proposed work the standards set forth in the design guidelines.	In addition to any specific guidelines that may have been adopted w/the ordinance designating the landmark or HD, the standards for review of an application for a COA are basically design guidelines.	Architecture Review Guidelines are mandatory for landmarks and advisory for buildings in Historic Districts.	N/A	LPC shall consider standards and design guidelines specified in LPC ordinance in its review of applications for advisory review.
Required % of owners consenting to HD	N/A	N/A	HD designation requires approval of majority of owners w/in proposed HD.	N/A	HD designation requires approval of majority of owners w/in proposed HD.	N/A	N/A	N/A	75%	N/A

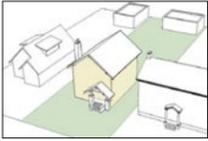
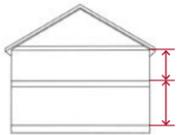
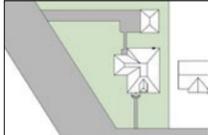
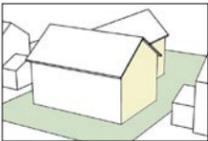
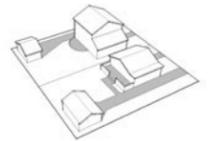
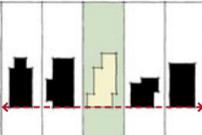
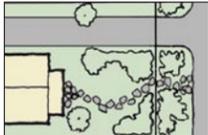


RESIDENTIAL DESIGN HANDBOOK



WINNETKA, ILLINOIS

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INTRODUCTION

Purpose

Winnetka is renowned for its beauty, as a community where homes, shops, streets and landscapes combine in a “beautiful land.” It retains the natural beauty that brought early settlers to the area, while nurturing development of a community that has established a sense of place. Family-oriented neighborhoods with tree-lined streets, gracious yards and well-crafted homes are signature features. Within this setting, new homes and improvements to existing ones are welcomed and, as new construction occurs, it is important that it fit with the Village character.

This handbook is intended to help residents maintain and enhance the unique character and design quality of residential neighborhoods in Winnetka. It is published by the Village of Winnetka in the interest of promoting “good neighbors” through designs which will be compatible with the community’s design traditions.

Goals

- To preserve the character of Village neighborhoods which initially attracted people to live here.
- To promote new residential development that respects the character of Winnetka and its varying neighborhoods.
- To facilitate a greater understanding of contextual design by owners, designers, residents and others in the development community.
- To provide a practical resource for identifying and maintaining Village neighborhoods’ characteristic design features.
- To encourage innovative and creative design through well-illustrated voluntary design guidelines.
- To be useful and easily understood by both professionals and the general public.

Scope

This handbook is for everyone interested in residential development in Winnetka, including property owners, visitors, architects, planners and developers. For the general reader, it provides an overview of design traditions in Winnetka. For those considering a residential improvement project or who want more details about how to understand neighborhood compatibility, it provides information on contextual design. For developers pursuing a project involving a residential property, the handbook also provides voluntary design guidelines for responding to specific issues in a manner which reflects the quality and character of Winnetka and its residential neighborhoods.



Tudor revival home, circa 1927. A common style during the early development of the Village.



New construction home on a larger lot within the Village, with massing and facade articulation evocative of earlier homes. Quality materials and period detailing will age gracefully.



Traditional clapboard siding and muted earth tones integrate this new home seamlessly with the neighborhood and surrounding landscape. Elements such as expressed beams and exposed rafter tails express a sense of craftsmanship and attention to detail.

Designing in Context

When beginning an improvement project it is important to understand the context in which it will be built. Winnetka neighborhoods developed with individuality, while at the same time maintaining a connection with the neighborhood and the Village as a whole. This produced distinctive, high-quality neighborhoods, with a sense of belonging among each other and the Village as a whole. Future improvements should respect these design traditions.

The features that define the context of a neighborhood vary. Some have rectilinear grid streets, with a consistent rhythm of houses that are uniformly aligned along a block. Others have curvilinear streets, sometimes even without curbs, and homes are placed at different angles with respect to the street. Respecting these character-defining features is an essential part of compatibility in Winnetka.

Contextual design considers a project's setting and responds to it in a manner which respects the design traditions and identity of that area. It focuses on the character of the neighborhood in which the project is located and on basic principles of house design. This handbook outlines a basic approach to contextual design which will help property owners develop designs that will meet their needs and also be compatible with their neighbors.

Being compatible does not mean mimicking the design next door. In fact, another distinctive feature of Winnetka homes is that each is an individual design. The essence of compatibility is not about copying a style, but is instead a more fundamental consideration of the "framework" of a neighborhood. Within that context, using massing and proportion to convey appropriate scale and employing detail and materials to provide a sense of authenticity and high quality are essential. These and other principles are explained throughout this handbook.



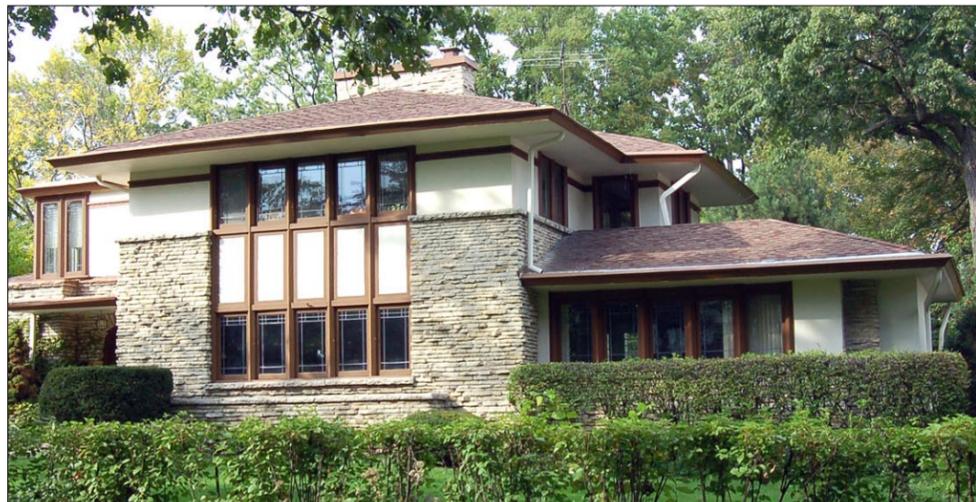
Cedar shingles and siding, wood windows and high quality exterior trim carpentry is sympathetic toward other frame homes in the neighborhood, helping it blend in gracefully. The long slope of the roof line establishes an intimate scale and terminates at an inviting, well detailed front porch, creating a welcoming appearance from the street.

DESIGN A “WINNETKA” HOME

A house should fit with its context. It should not directly copy existing styles, but should reflect traditional building proportions, high quality construction and attention to detail. The following guidelines, therefore, promote development that is compatible with the neighborhood. They do not specify a style or design theme. Creative, contemporary and environmentally-responsive design solutions are encouraged when they are also in keeping with Winnetka’s design traditions.



Follow these arrows in this book for a step-by-step design process.



Extended horizontal lines of a Prairie Style house help it to appear low in scale, which is a design tradition in much of Winnetka, and is a feature of many styles in the Village. These elements can be used successfully in many Winnetka neighborhoods.



A new home appears to be more in scale when variations in massing and materials occur and basic building components, such as windows and doors, appear similar in size to those used traditionally. Applying trim with substantial depth around windows also contributes to a sense of scale. Such improvements enhance the “curb appeal” of a property, which includes how a house relates to its context.



Attention to detail is important. High quality wooden shutters are appropriately sized and include fully operational hardware, providing an additional level of detail and “visual depth”. Divided light windows with appropriately scaled trim boards also break down the overall scale of the facade and give the building a sense of warmth and richness.

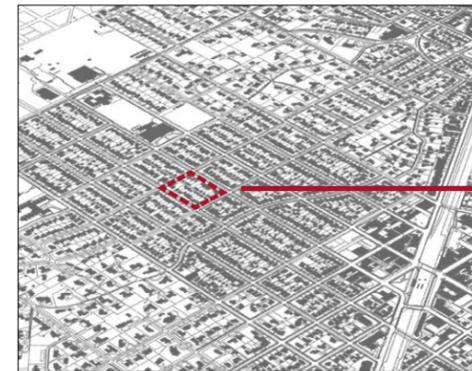
THE BASICS OF DESIGNING A HOME

When designing a home in Winnetka, plan it at four different levels. First, consider the Village as a whole, then the specific neighborhood, and next the features of the building site. Finally address the building design itself.

Follow these basics of home design:

Village-wide

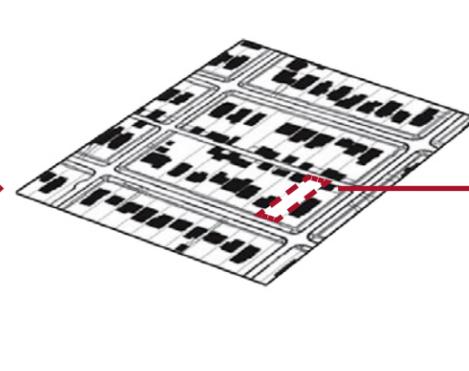
▶ Respect Village-wide Design Traditions.



First, consider the character of Winnetka as a whole. This includes well-proportioned architectural designs, human-scaled buildings, open spaces, pedestrian orientation and a sensitivity to natural features. Uphold these traditions to maintain Winnetka's high level of design quality and sense of community.

Neighborhood

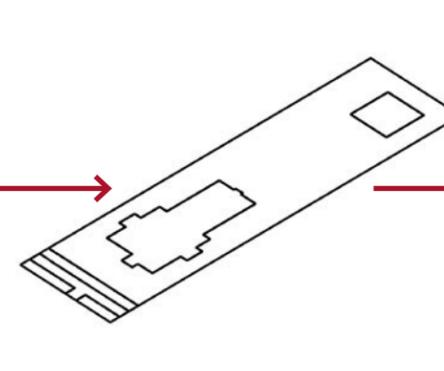
▶ Fit with the Neighborhood.



At the neighborhood level, look for similar development patterns that occur over several blocks. Respect uniform setbacks where they occur, for example. Such neighborhood-wide features are important for compatibility.

Site

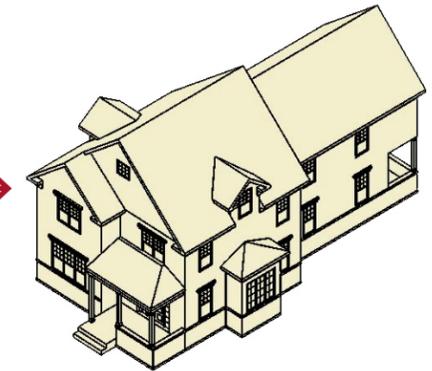
▶ Work with the Site.



Next, assess the features of the site. Identify assets, such as hillsides, ravines and mature trees, and highlight them in the design.

Building

▶ Design a "Winnetka Home."



Finally, design the home to fit the tone of Winnetka. Consider how the building will convey similar attributes as others and appear in scale, while maintaining a sense of individuality.



Designing a "Winnetka Home" means fitting with the neighborhood while also responding to the individual features of the site itself. In this block, house styles vary, but they are of similar scale and maintain a uniform front setback. This adds to a sense of "fitting in."

KEY PRINCIPLES: DESIGNING A “WINNETKA HOME”



Design a new home to reflect the design traditions of Winnetka. The principles illustrated here, and others, are described in the pages that follow.

These key principles apply to all new construction, as well as additions to existing homes in Winnetka. They can be adapted to any style or design approach.

Key Principles Topics	
Designing a “Winnetka Home”	3
Neighborhood Scale	4
Neighborhood Character	5
Proportion to Lot Size	6
Building Setback	7
Design Character	8

Eaves have substantial depth (see page 14).

Window proportions provide a sense of human scale (see page 36).

Details are in keeping with the selected style (see page 35).

One story porch helps reduce scale as seen from the street (see page 29).

Entry is in proportion and relates to the street (see page 28).

Raised first floor is similar to others in the area (see page 23).



Variation in roof ridge helps reduce mass (see page 12.)

Placing some living space in roof form helps reduce building mass (see page 15).

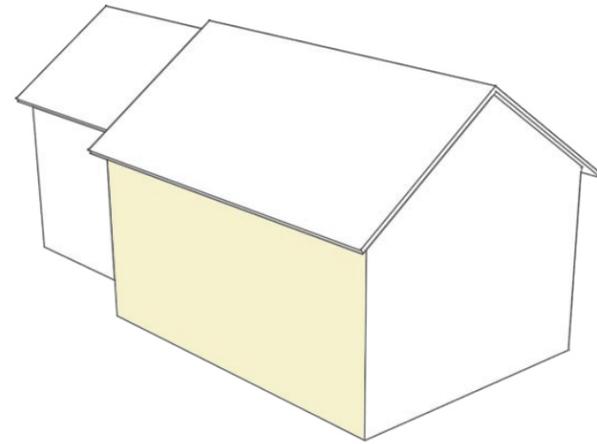
Side wall height is relatively low, to be compatible with neighbors (see page 24).

Variation in wall plane reduces perceived mass (see page 19).

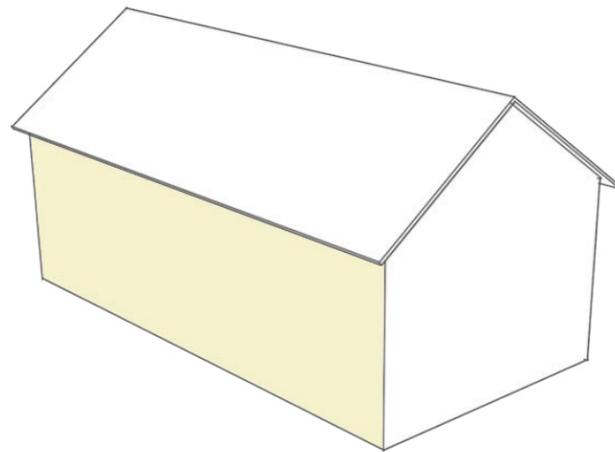
Bay window is in proportion (see page 31).

KEY PRINCIPLES: NEIGHBORHOOD SCALE

✓ Vary massing, using wall offsets and changes in ridge height, to reduce scale and add interest, with a modest impact to building footprint.



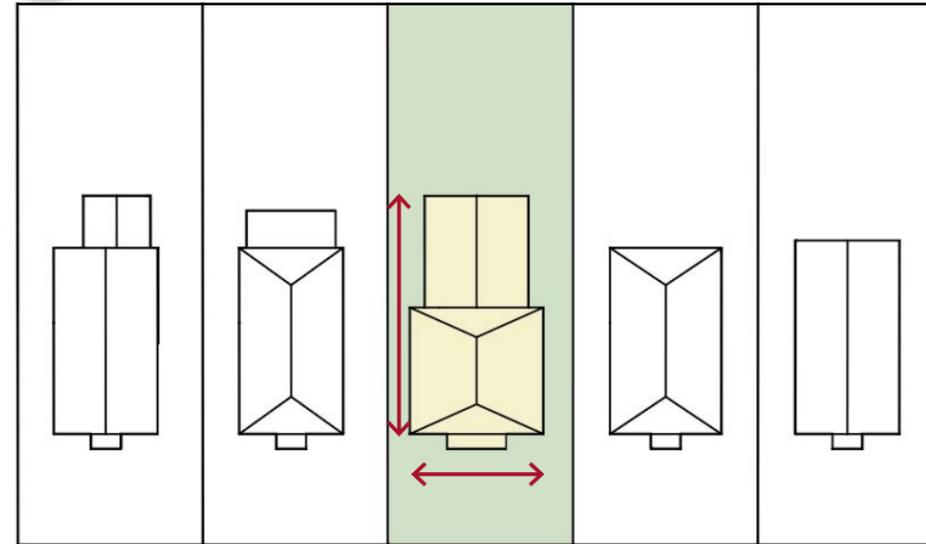
✗ Avoid a large, unarticulated mass, which will appear out of scale.



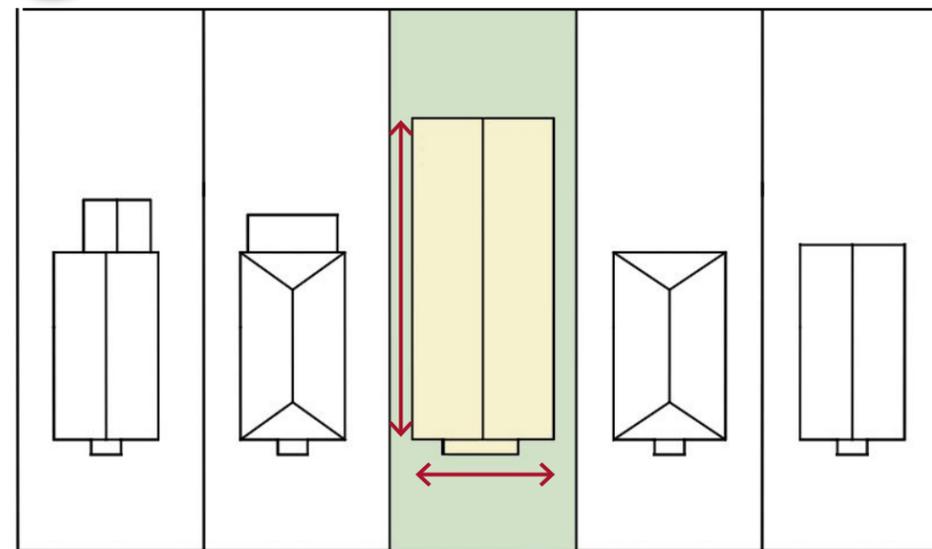
While the principles on the preceding page relate to the design of a house itself, other principles address massing with respect to neighbors.

▶ Design a new home to be in scale with the neighborhood.

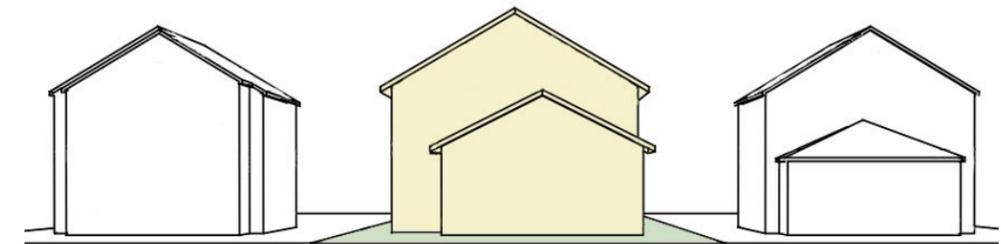
✓ While somewhat larger, this building footprint is in character with its neighbors.



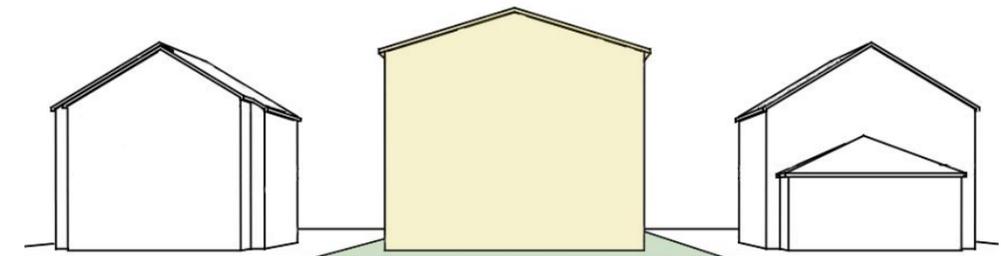
✗ Building footprint substantially exceeds traditional buildings in the area, and has a large, unarticulated roof form.



✓ New home is similar in height to its neighbors.



✗ Height of new home looms over neighbors.



KEY PRINCIPLES: NEIGHBORHOOD CHARACTER

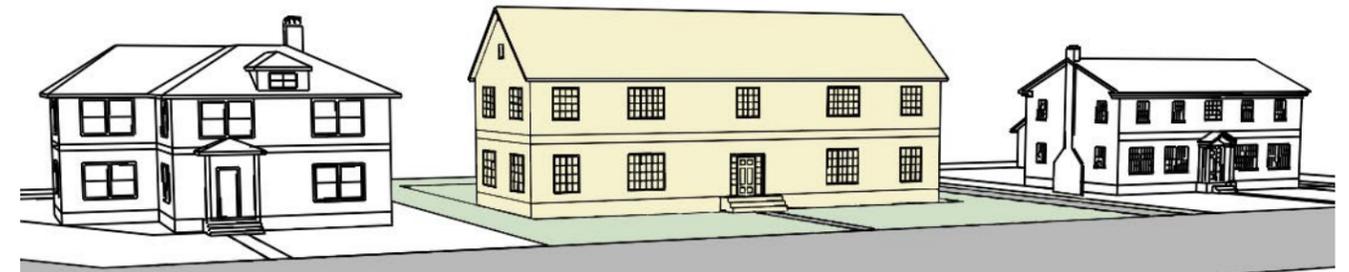
▶ Design a home to be in character with the neighborhood.

✓ Compatible Form.



Preferred: The building mass steps down on both sides, resulting in a front facade which appears closer in scale to neighboring homes.

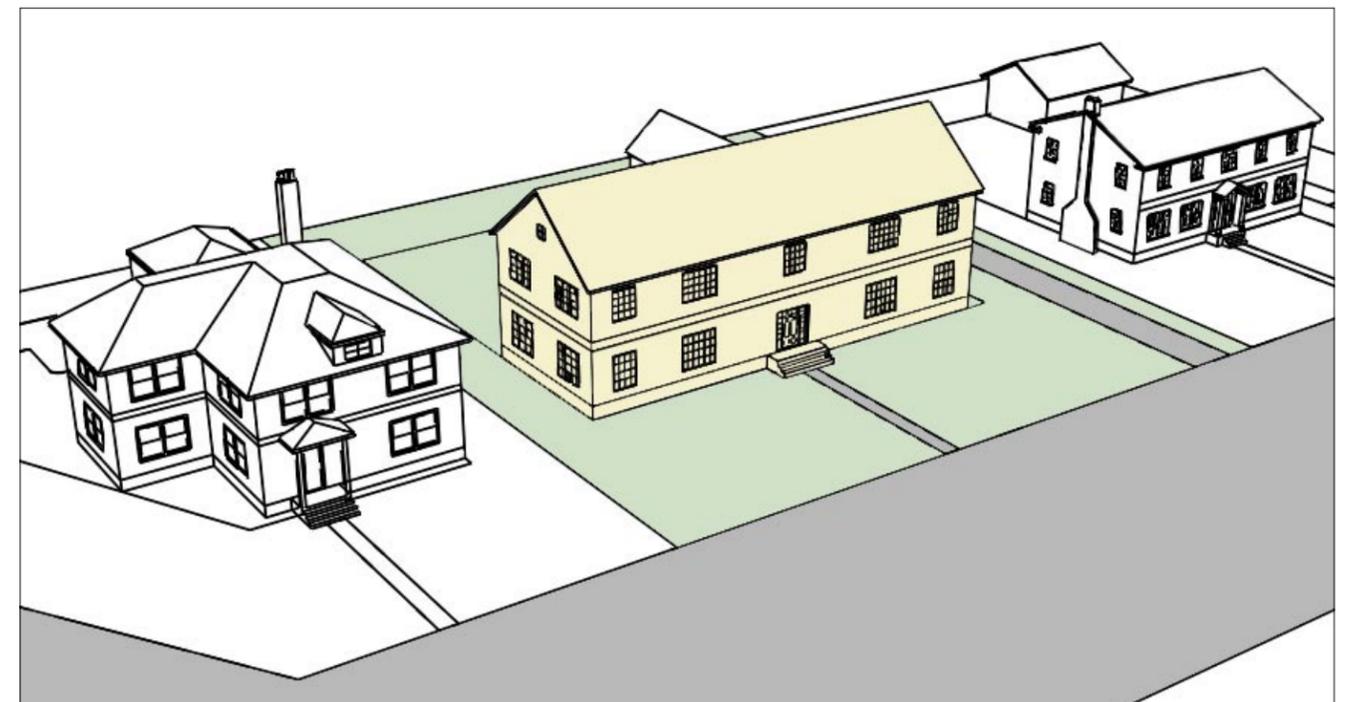
✗ Form Out of Character.



Avoid: This long tall front facade is out of character with the neighborhood.



Preferred: The bulk of the building massing is located at the center of the lot, and extends slightly towards the back, creating a more compatible street facade.



Avoid: The building mass is pushed up and stretched out at the front facade, resulting in an unarticulated form out of character and scale with the neighborhood.

KEY PRINCIPLES: PROPORTION TO LOT SIZE



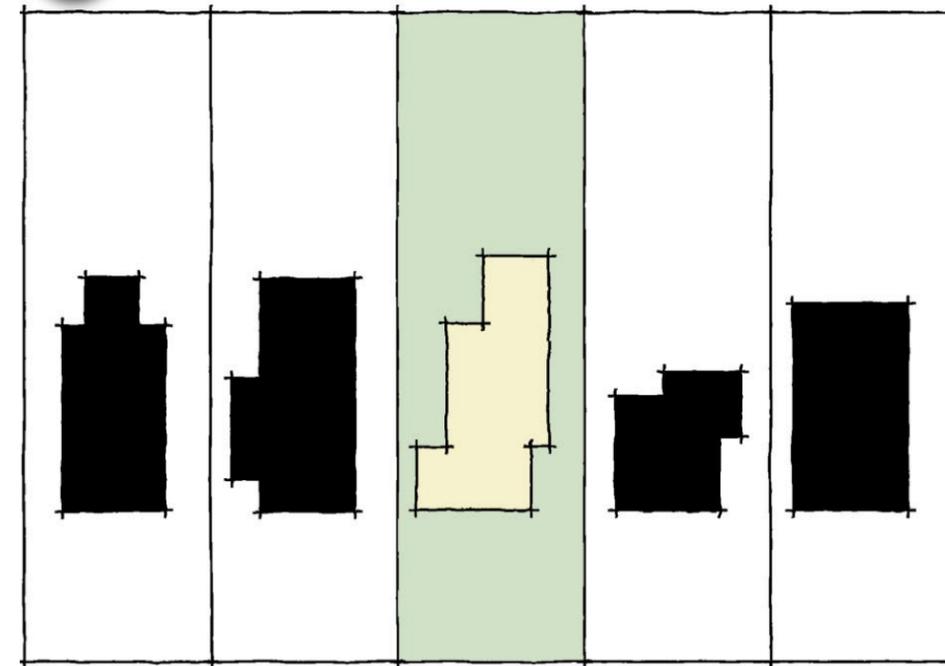
Locate a large house on a large lot. This house appears appropriately sized to its lot area, preserving large areas of green space as well as mature trees.



Building height should also be proportional to lot size, with smaller lots calling for shorter overall building heights. Consult zoning regulations on building height, which require shorter buildings in smaller lot zoning districts.

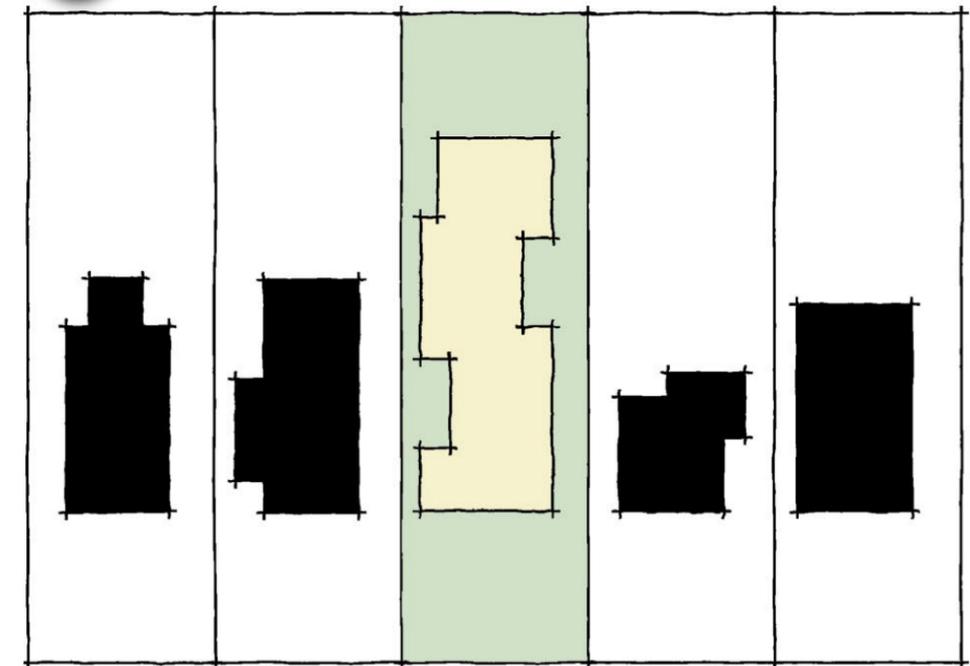
 **Keep the house size in proportion to its lot.**

 Building footprint is proportional to its lot size.



Appropriate: The scale of the building maintains open space on the lot and relates to nearby properties.

 Building footprint is out of scale with its lot.



Avoid: A noticeable increase in lot coverage increases the perceived size of a building.

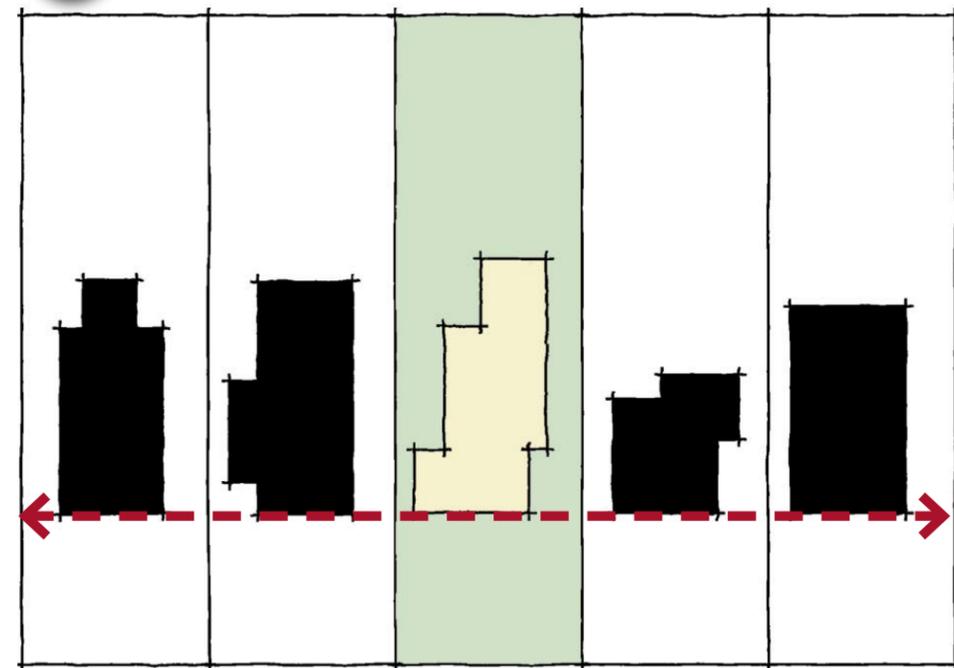
A building's relationship to its lot size influences its perceived scale and affects the sense of open space on a site. Consistency with the neighborhood is most important on small lots. Building footprints, setbacks and orientation should reflect neighborhood traditions. On average lots, a moderate increase from traditional lot coverage may be less apparent than on a small lot. On a large lot, an increase in lot coverage is even less apparent. Consistency with neighborhood context remains important in those settings, but can be achieved within a larger range of variation.

1. **Design a building mass to be in proportion to the lot size.**
 - This is especially important on small lots.
 - Moderate increases may be appropriate in neighborhoods with average lot sizes.
 - Some increase also may be considered in neighborhoods with large lot sizes.

KEY PRINCIPLES: BUILDING SETBACK

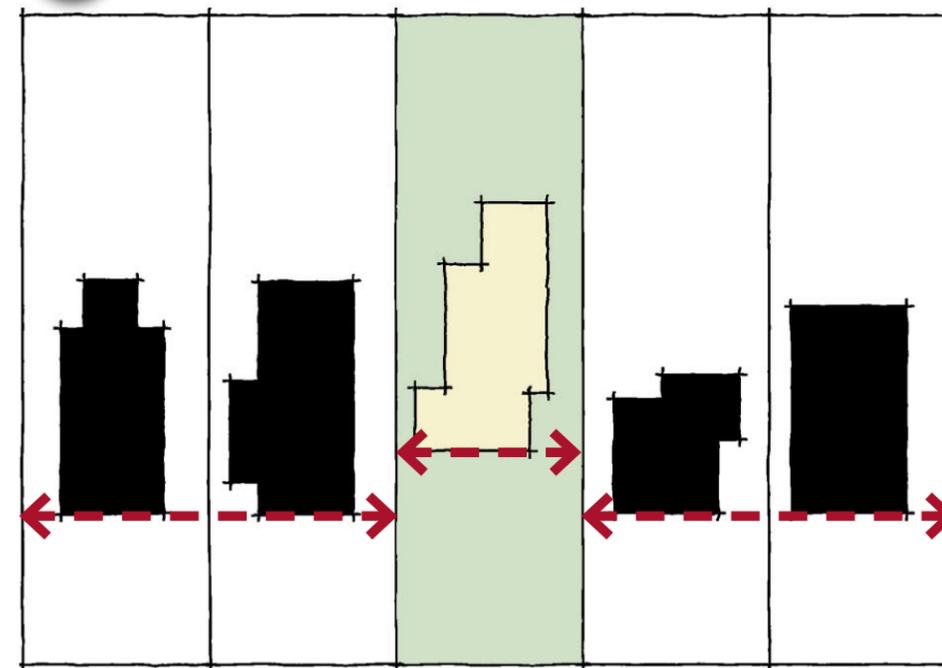
 Consider the established pattern of building front setbacks.

 Neighborhood setback pattern maintained.



Appropriate: Maintain established front yard setback patterns. In this example a uniform setback is maintained.

 Neighborhood setback pattern not maintained.



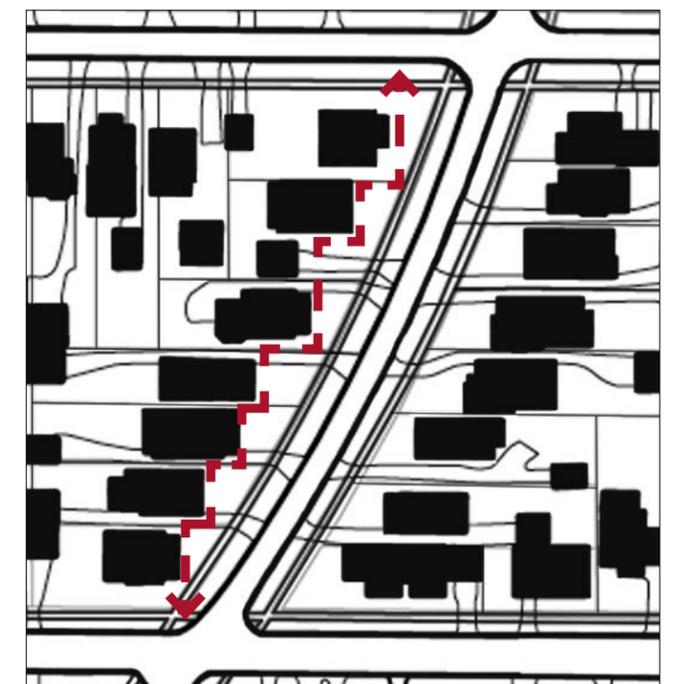
Avoid: A new setback that does not match the block pattern.

Uniform Setback Pattern



Prevailing setback patterns contribute to neighborhood character and impact the experience of pedestrians. This neighborhood has a predominantly uniform setback pattern and is a feature that should be respected when planning a new home in the area.

Staggered Setback Pattern



Staggered setbacks appear to step with the curve of the street. Where this occurs, maintain the pattern.

To determine an appropriate front setback, first consult the Village zoning code. Where it allows for variation, follow existing patterns. Within the Village there are three primary setback patterns:

Uniform Setbacks

In a uniform setback pattern, buildings are located at roughly the same distance from the street along an entire block.

Varied Setbacks

In a varied setback pattern, buildings are located within a range of distances from the street. There is generally a maximum and minimum distance where a few buildings are located, with the majority falling between these points.

Staggered Setbacks

Staggered setback patterns appear primarily where a curvilinear street pattern meets a gridded street pattern. In these areas, the alignment from the gridded street is maintained across the curvilinear street, creating a setback which appears to step with the curve of the street.

2. Maintain established front yard setbacks.

- Alternative setbacks to those established may be appropriate where they are permissible by zoning and where the overall effect to the street edge will not impact neighborhood character.

KEY PRINCIPLES: DESIGN CHARACTER



Continue the traditional high level of design in new homes.



New homes that draw upon traditional styles are encouraged.

▶ The architectural style should fit with Winnetka.



Many styles are appropriate to Winnetka. This new home reflects the Colonial style, which is prominent throughout the Village.



New homes reflecting the level of quality of traditional styles are encouraged.

Many traditional and modern styles can fit in Winnetka. In all cases, new buildings and additions should be compatible with the existing neighborhood. A design that accurately draws upon traditional styles is welcomed, but it is not necessary to imitate existing building designs. Creative new designs can fit well, when they respect key features of the setting.

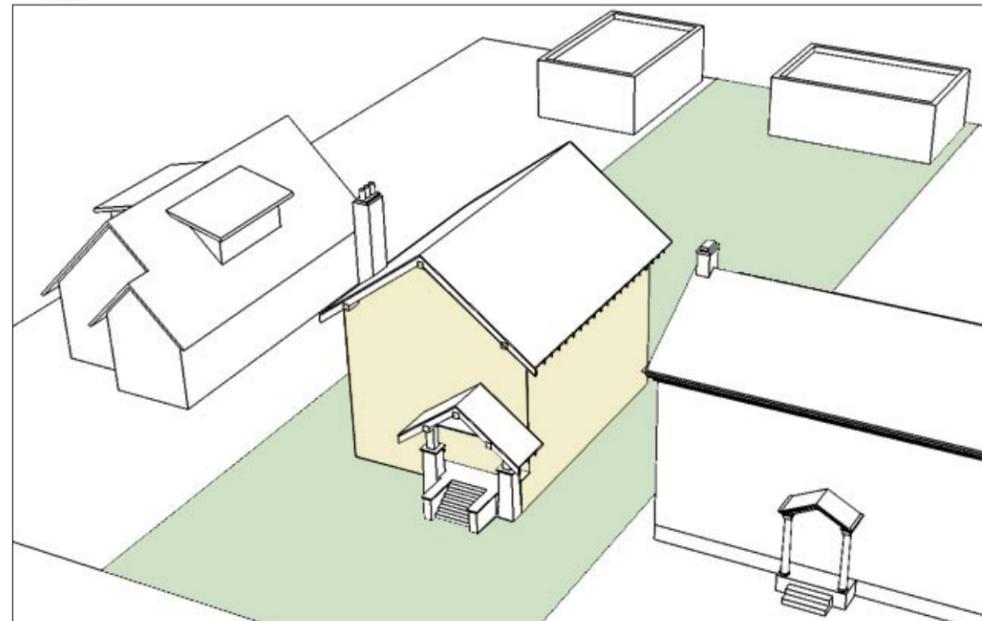
3. Design a new home to fit the character of the neighborhood, while maintaining individuality in design.

- Contemporary and creative design interpretations of traditional building styles are encouraged.
- Winnetka has many examples of traditional styles that are well-designed. New homes that continue this level of quality are encouraged.
- Don't copy another house design in the area.
- See Appendix B, "Proportions of Selected Styles," for more information.

BUILDING FORM: FIT WITH CONTEXT

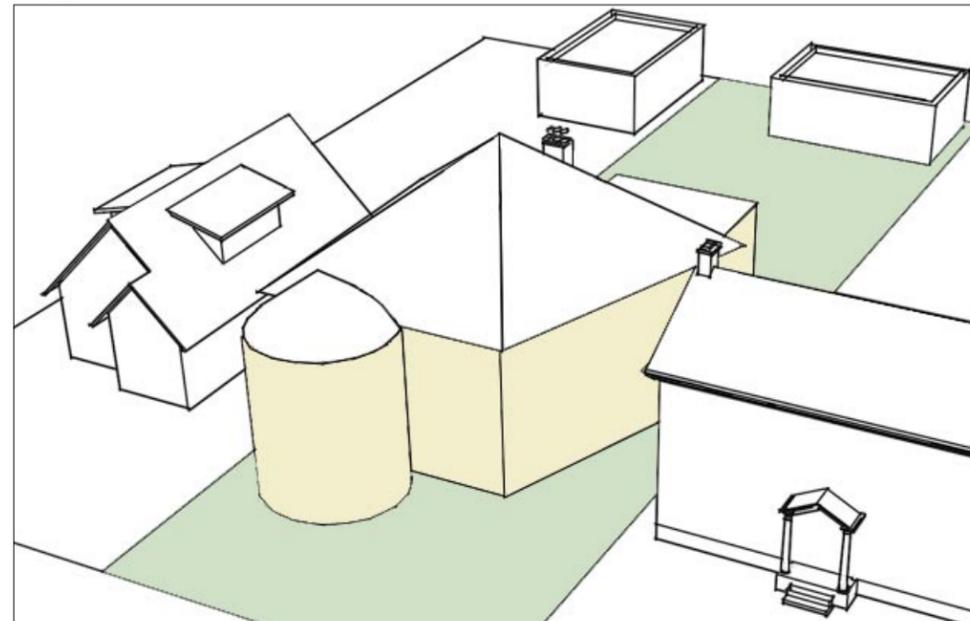
▶ Choose a basic building form that will be appropriate.

✓ Form in Character.



Preferred: Similarity in building form gives a sense of visual continuity.

✗ Form Out of Character.



Avoid: An out of character building form disrupts continuity with the neighborhood.

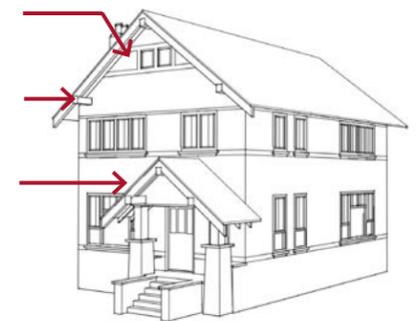
Building Form Topics	
Fit with Context	9
Simplicity	10

Traditional Building Forms

These styles represent compatible building forms. Other styles may also have these features.

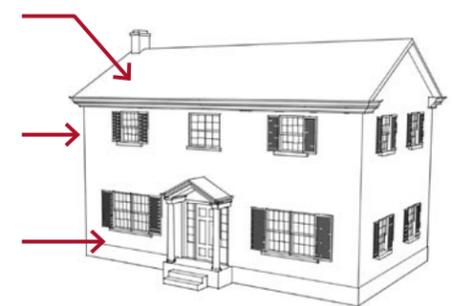
Craftsman

- Broad gables facing the street
- Exposed rafter tails
- Relatively low roof angle



Colonial Revival

- Roof ridge parallel to the street
- Simple rectangular form
- Symmetrical composition



See Appendix B for additional information on selected building forms.

Form Character

Similarity of building forms contributes to visual continuity throughout Village neighborhoods. While architectural styles vary, most homes have similar forms within an individual neighborhood.

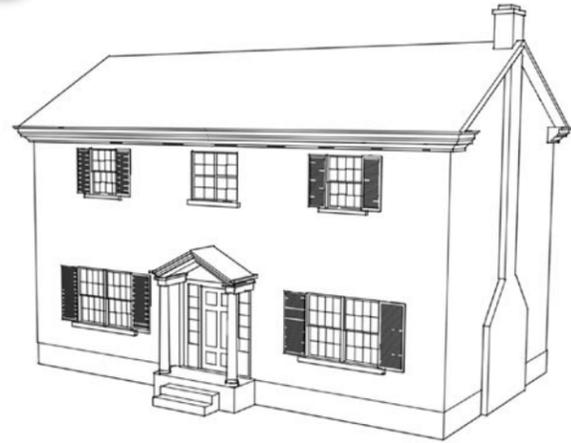
A new building should reflect the forms seen in the neighborhood. While some increases in houses are anticipated, they should not be so large that the visual continuity of the neighborhood is compromised. Any large building forms should be articulated with varied massing to reduce perceived scale and provide visual interest.

Fit with Neighborhood

- Use a building form that is compatible with the neighborhood.
 - A simple rectangular form is preferred.
 - A new form may also be used where it maintains the scale and character of the neighborhood. A new form may fit in when the overall building size is kept small.

BUILDING FORM: SIMPLICITY

✓ Form Consistent



Colonial Revival building form.

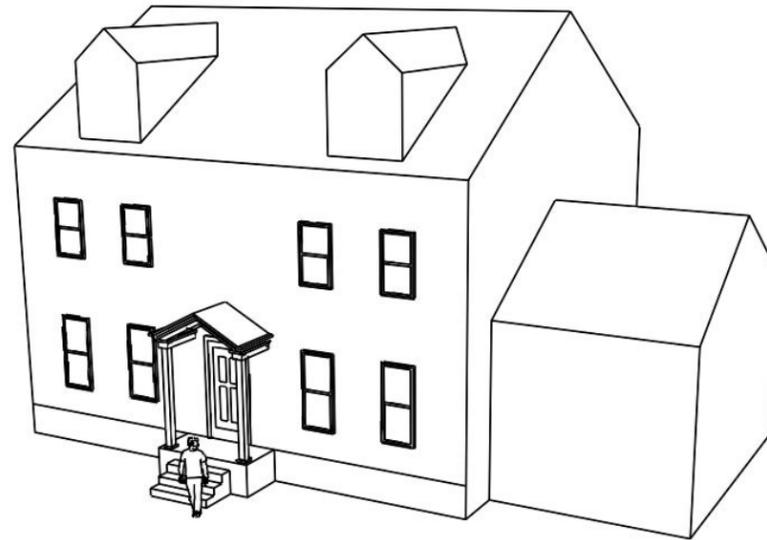
✗ Form Not Consistent



Inappropriate addition of Queen Anne tower to Colonial Revival building.

Appropriate Form

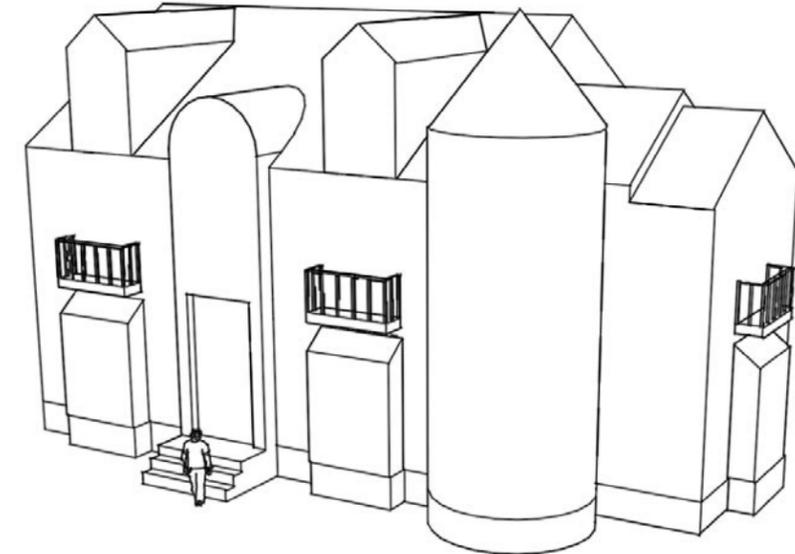
✓ Use a simple building form, with some variation to give a sense of scale.



Preferred: This building form provides articulation, without appearing overly complex.

Too Complex

✗ A building form that is too “busy” and makes a home look larger.



Avoid: An overly complex form increases perceived size.

Simplicity

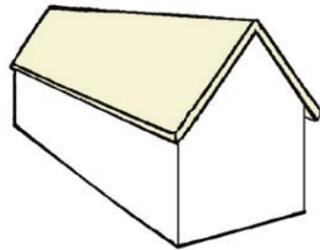
5. **Avoid using an overly complex building form.**
 - A moderate amount of variation in form is appropriate.
 - A very busy form will actually make the house look larger.
 - Also use secondary forms, such as dormers, porches and bay windows, to provide interest, but don't use so many that the design becomes busy.

Consistency

6. **The building form should be consistent with its architectural style and the overall design concept.**
 - Secondary forms, such as subordinate wings or towers, should be in keeping with the style.
 - See also the guidelines for building elements and details that follow.

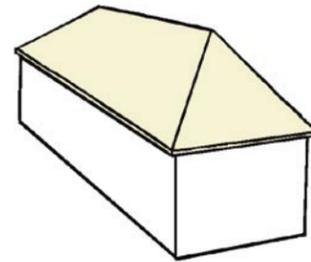
ROOF FORM: STYLES

Roof Forms of Traditional Styles



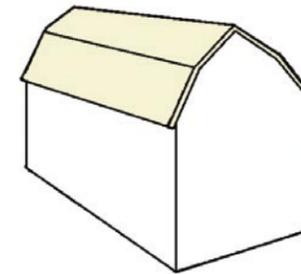
Steep Gable

- Cottage
- Colonial
- Queen Anne
- Tudor



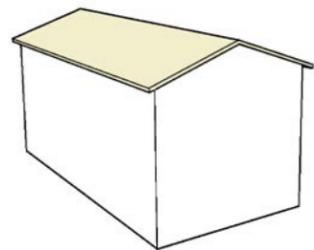
Hip

- Colonial
- Italianate
- Prairie



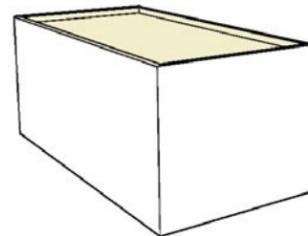
Gambrel

- Dutch Colonial



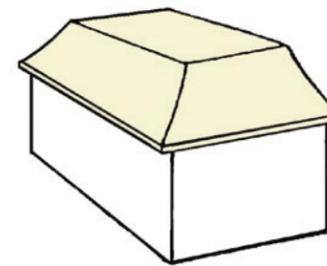
Low Gable

- Craftsman
- Prairie



Flat

- Modern
- Side wings of Colonial



Mansard

- French Provincial

Roof Form Topics

Styles	11
Composition	12
Pitch	13
Eaves	14

Roof Form in Winnetka



Gambrel Roof



Contemporary Flat Roof

Traditional roof designs in Winnetka are relatively simple. Most have one central form, with smaller subordinate roof elements connecting to it. This helps reduce the perceived scale of a home overall and provides visual interest. Basic gable and hip shapes are typical primary roof forms in Winnetka.

7. Use a roof form that appears similar to those seen on traditional houses in Winnetka.

- This is particularly important when a new house will be larger than those nearby.



A steeply pitched gable roof is appropriate in this setting, on a larger house setback a considerable distance from the street and its neighbors. Variations in building mass translate into an attractive, sculpted roof form.



In a slightly different neighborhood context, a more simplified roof form, with a lower pitched gable roof is appropriate.

ROOF FORM: COMPOSITION

▶ Consider how the roof form will fit the design.

Simplicity in Form

✓ Simple Stepped Roof Form



Preferred: Eaves should have substantial depth, to convey a sense of scale and add visual interest. See Appendix B for typical dimensions.

✗ Roof Form Too Busy



Avoid: Shallow eave depths which appear out of scale with the building.

Basic gable and hip shapes are typical. Smaller houses often have the simplest forms. The key is to keep the composition simple. When the roof design becomes too complex, it actually exaggerates the perceived scale of the house. A roof design, therefore, should exhibit a simple composition.

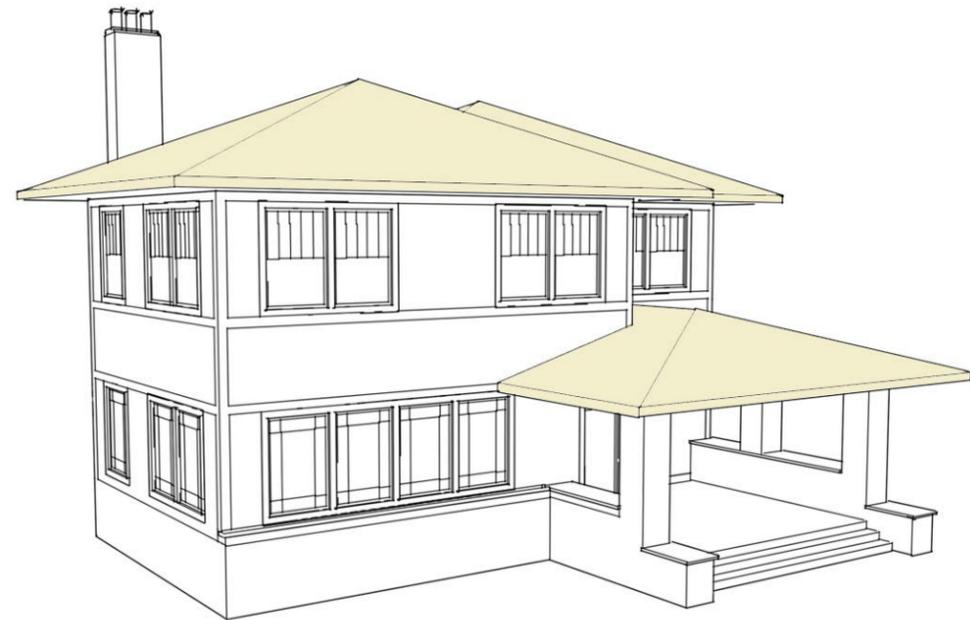
Simplicity

- Use **simple combinations of roof forms.**
 - Some variation in roof form is encouraged to reduce perceived scale, but do so with care.
 - Avoid complex roof forms that call attention to the building mass.
 - Avoid cluttering the building with excessive roof elements.
 - Keep dormers subordinate. Dormers should not overwhelm the character of the building.

ROOF FORM: PITCH

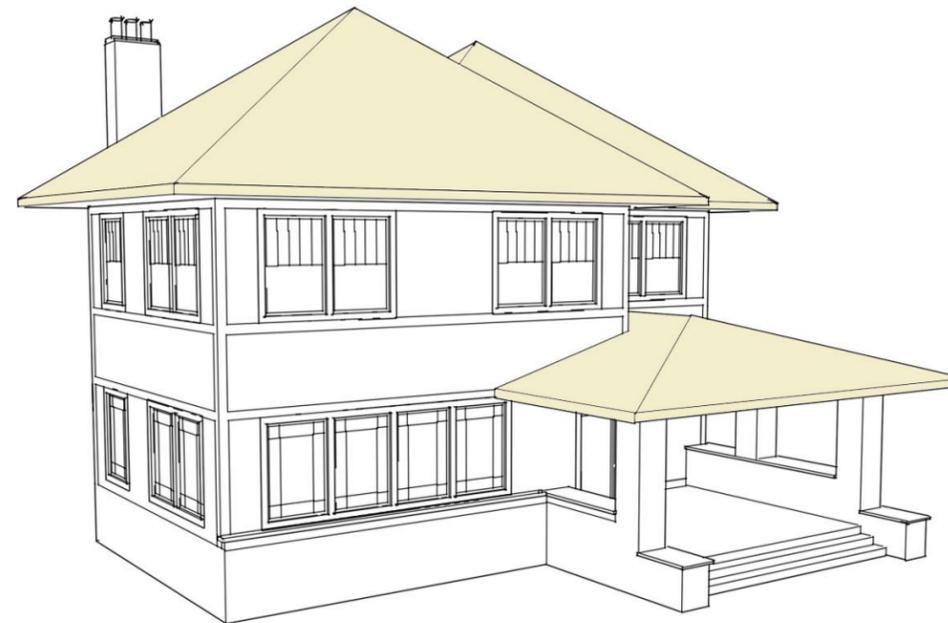
Prairie Roof Form

 Low Hip Roof Fits Home Style



Preferred: Roof form is typical of the Prairie style.

 Roof Pitch Too Steep for this Prairie Style Home



Avoid: Roof form does not fit with style of the home.

Craftsman Roof Form

 Appropriate Roof Slope



 Roof Slope Too Flat for this Craftsman Style Home



The slope (pitch) of a roof should be similar to those used traditionally for each specific house style seen in Winnetka. These traditional roof angles should not be distorted in the interest of gaining floor area or additional ceiling height.

Consistency

9. **Use a roof form that is consistent with the building's style.**

- Avoid mixing roof forms from different styles. For example, the shallow roof pitch of the Prairie style would be out of character on a design that draws upon the vertical proportions of a traditional cottage.

ROOF FORM: EAVES



Generous eaves are appropriate to the building style, and are integrated into the overall design through use of “expressed beams” which serve to support the roof both structurally and visually.

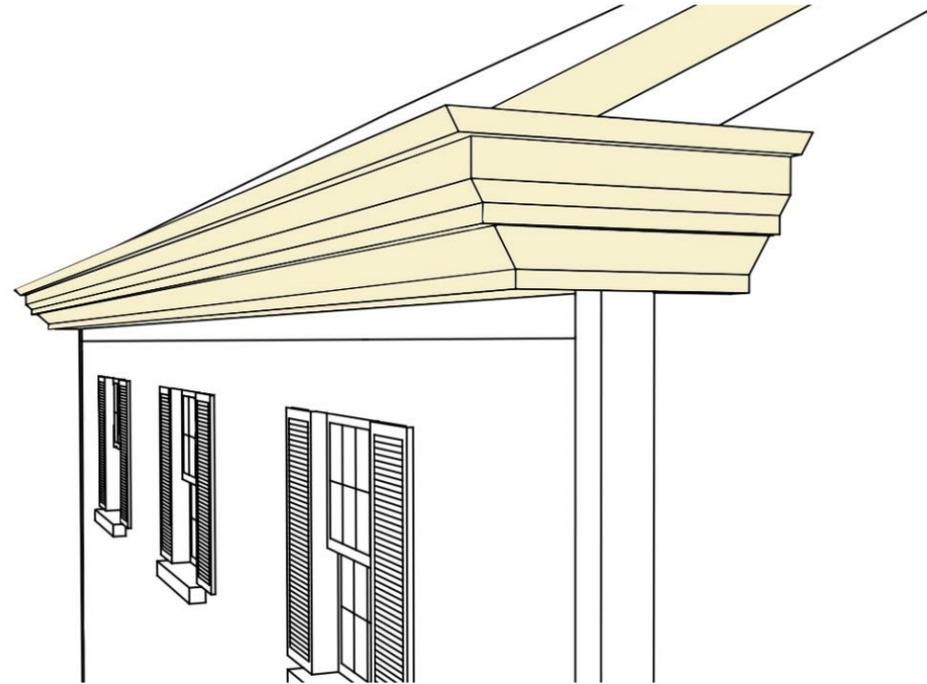


Attention to detail is evident in this eave overhang. Eaves return around the gable end, and the underside includes a built-up molding with dentil bracket details.

Appropriate Eave Overhang



Substantial eave overhang provides a sense of scale.

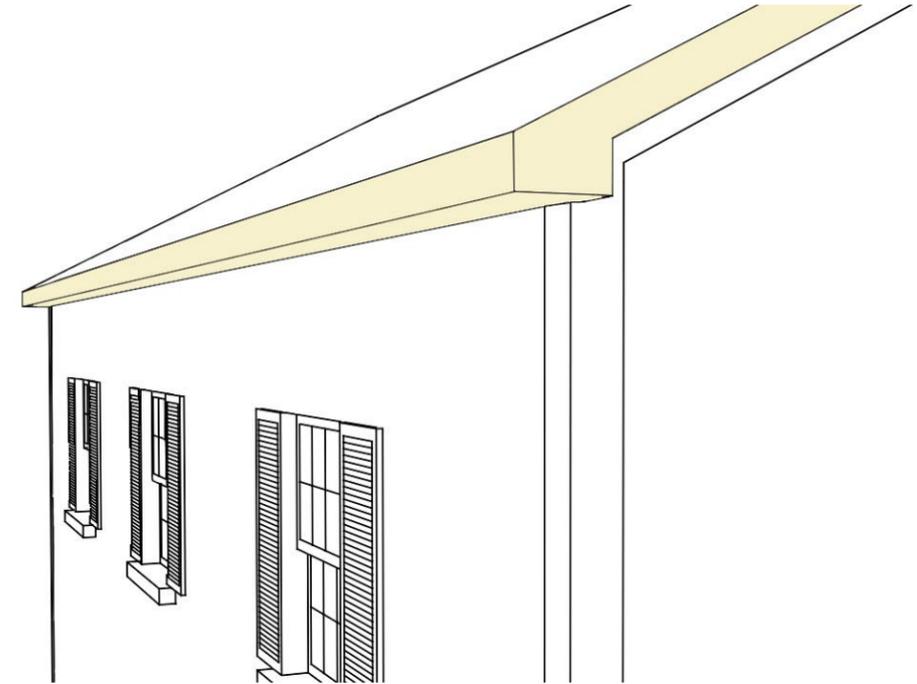


Preferred: Eaves should have substantial depth, to convey a sense of scale and add visual interest. See Appendix B for typical dimensions.

Eave Overhang Too Shallow



Shallow eave overhang appears thin and lacks a sense of scale.



Avoid: Shallow eave depth appears out of scale with the building.

Eaves should have a substantial depth to convey a sense of scale and add visual interest. The specific proportions vary by style. See also Appendix B for descriptions and proportions of typical roof forms that appear on some of the prevalent house styles in Winnetka. In most cases, establishing a strong shadow line with the eave is important.

10. Use eave depths that are consistent with the style.
 - Avoid using shallow depths.
 - See Appendix B for examples of typical proportions.

BUILDING MASSING

▶ Consider how building mass will fit with the neighborhood.

✓ Building mass, divided into modules, fits with neighborhood scale.



Preferred: Building mass is divided into modules, the roof plan is varied, and wall planes change in height and setback from property lines.

✗ Building mass appears out of scale with neighborhood.



Avoid: Building mass is unbroken, appearing greater in scale than others in the neighborhood.

Building Massing Topics

Building Massing	15
Front Walls	16
Front Wall Variation	17
Side Walls	18
Side Wall Variation	19



This home combines horizontal and vertical massing articulations to reduce its perceived scale. Vertically the home steps down to a one story porch, and horizontally the side wall is stepped in away from the side lot line.



The mass of this larger home is broken into several distinct modules, resulting in attractive facade articulation, and allowing for further reduction of the perceived mass through variations in height and roof form.

On many streets, buildings have similar mass; this feature should be maintained. A building should be shaped to appear similar in scale to others in the neighborhood. Articulation of building facades, often using relatively simple forms, is an essential way to reduce the perceived scale of a building. Variation should occur horizontally and vertically.

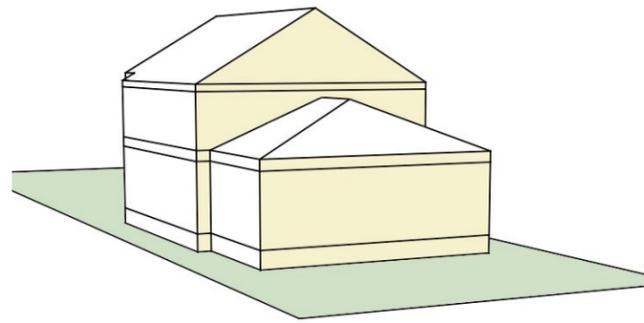
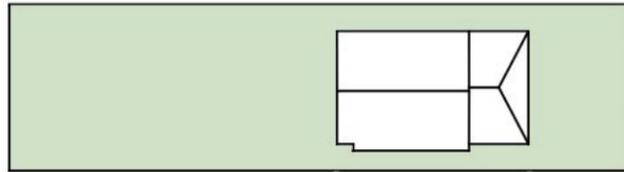
11. Divide a large building mass into simple modules to reduce its perceived size.

- Avoid long, uninterrupted wall planes.
- Provide changes in wall height and setbacks along the sides of a property as well.
- Also vary the roof profile.

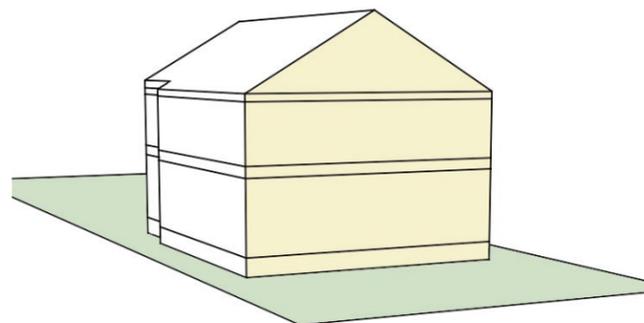
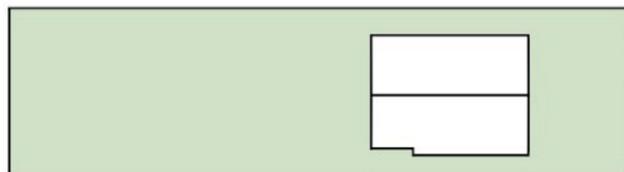
BUILDING MASSING: FRONT WALLS

Front Wall Massing

 One story mass at front wall.

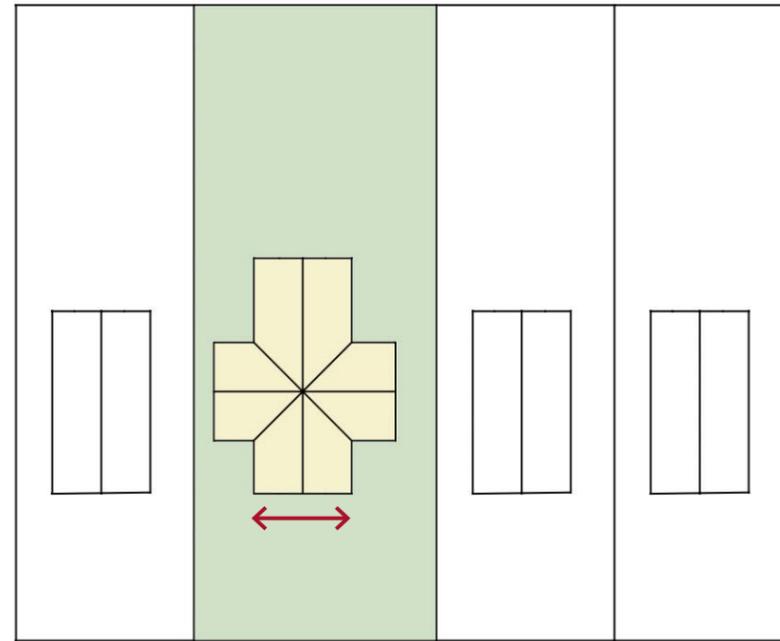


 Front wall unarticulated.



Appropriate Front Wall

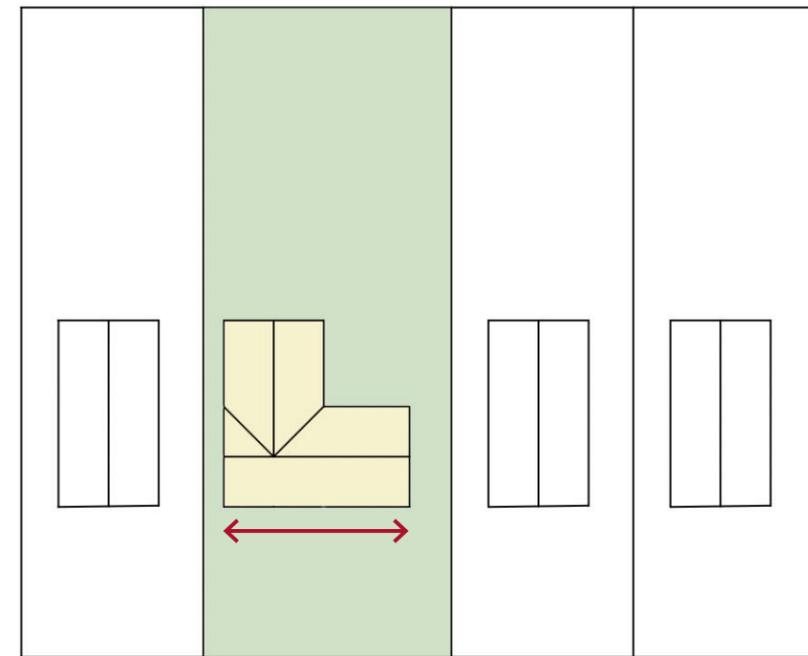
 Front wall is articulated and appears similar in width to those in the context.



Preferred: Front building mass is articulated to appear similar in scale to others in the neighborhood.

Inappropriate Front Wall

 Front wall is larger than those in context.



Avoid: Front building mass appears greater in scale than others in the neighborhood.

In many established neighborhoods in Winnetka the way in which the front of a house is designed significantly affects its perceived mass. Ideally, the overall width of the house will appear to be within the range of other houses seen traditionally in the area.

12. Design the front facade to appear in scale with others in the block.

- Design the front wall to help overall building mass appear to be in scale with the neighborhood.
- Use setbacks in wall planes to reduce mass, or
- Step down the height of some portion of the building front.



A wall offset and lower roof element help to reduce mass.

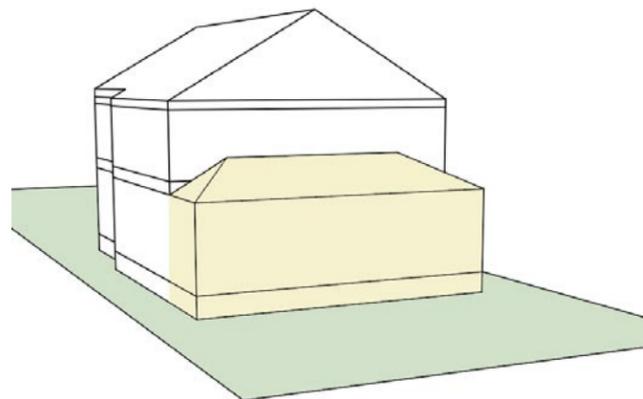
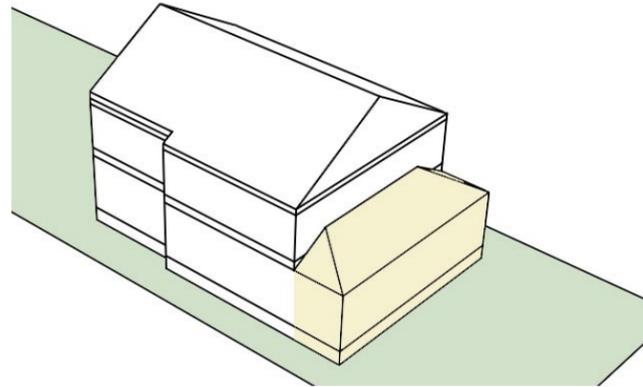


This home combines vertical and horizontal articulations to reduce its perceived scale.

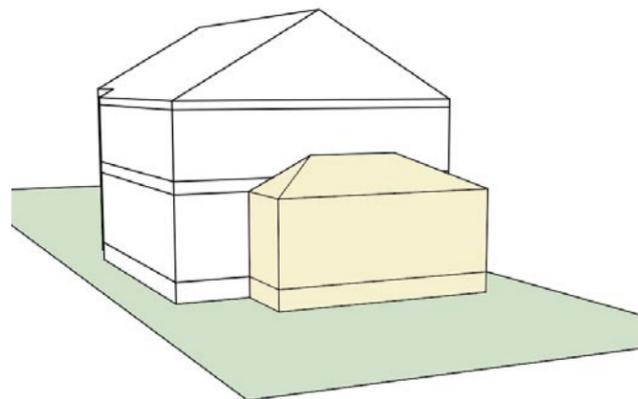
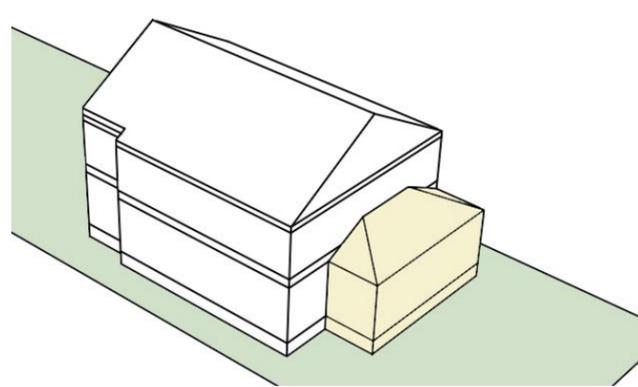
BUILDING MASSING: FRONT WALL VARIATION



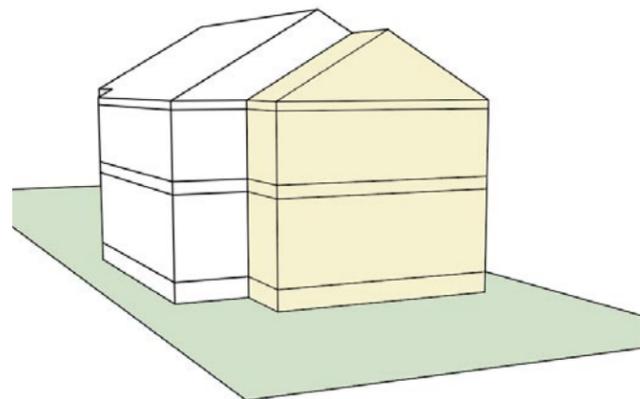
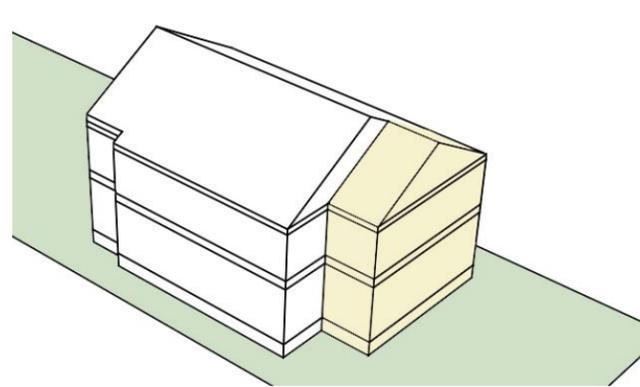
Full width one-story mass at front wall.



Partial width one-story mass at front wall.



Partial width two-story mass at front wall.



This front wall steps back from the street and includes a one story porch, which minimizes the apparent mass.



The width of this two story front wall is relatively narrow. The remainder of the building mass is stepped back. This variation helps to reduce the apparent mass of the house.

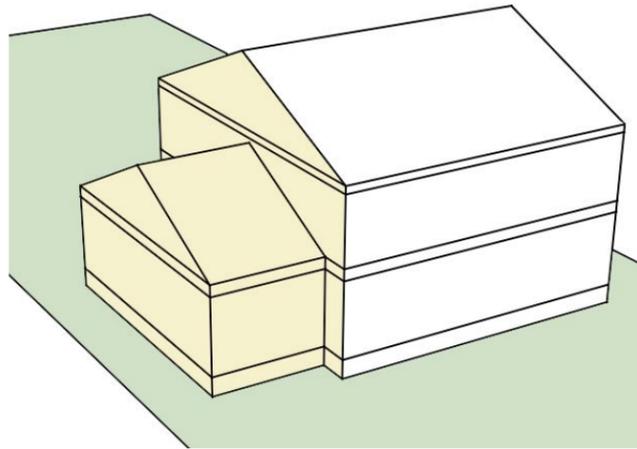
Overall massing should appear in scale with the lot. For larger homes, using variations in wall planes will reduce the apparent size. Creating offsets in walls, and stepping down the height of a building in front are good methods, and they are readily adaptable to many architectural styles. A range of massing options may be considered, depending on the overall style of the house. A Georgian style, for example, works best with symmetrical massing. A Victorian, Queen Anne Style, in contrast, works well with an asymmetrical change in wall offsets.

13. Provide variation in massing of the front facade.

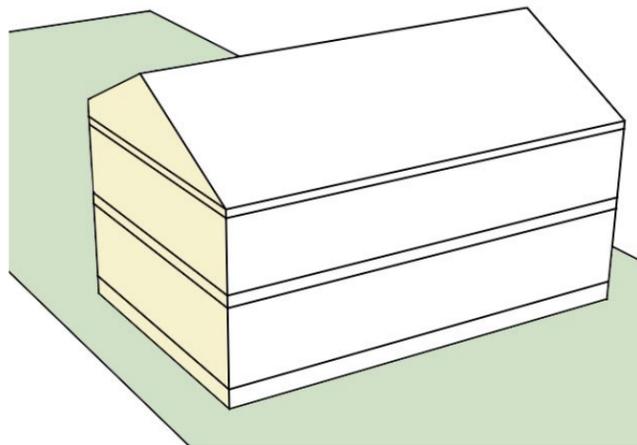
- This provides interest and reduces perceived scale.
- Use a one-story element, or
- Limit the width of a two story wall to only a portion of the facade.

BUILDING MASSING: SIDE WALLS

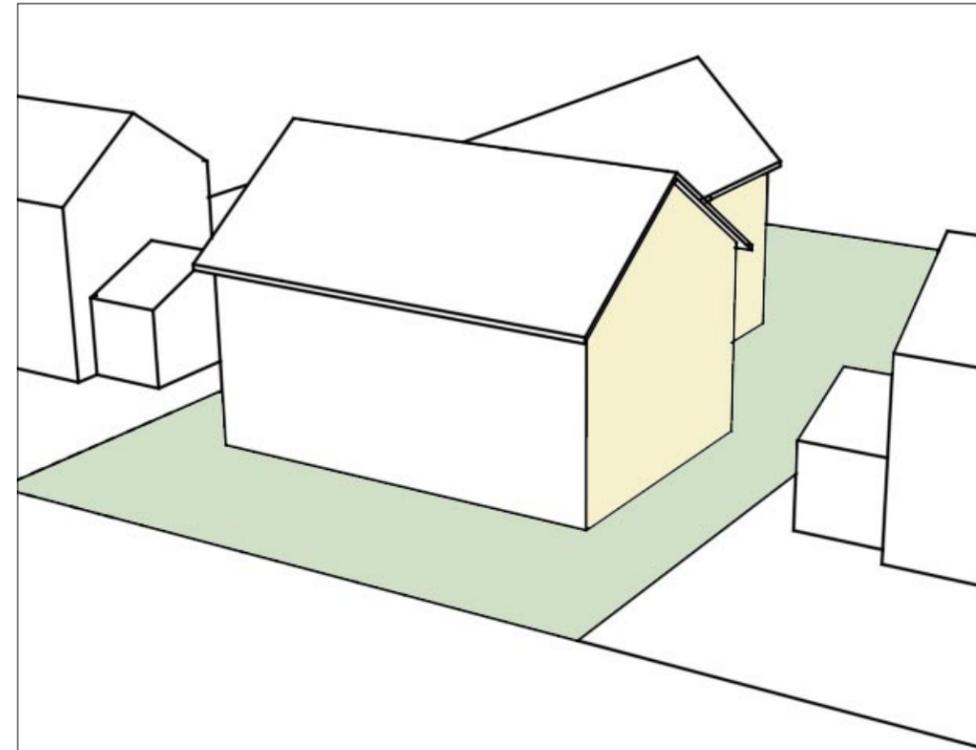
✓ Scale of side wall minimized by wall offset and step down in height.



✗ Side wall appears too massive.

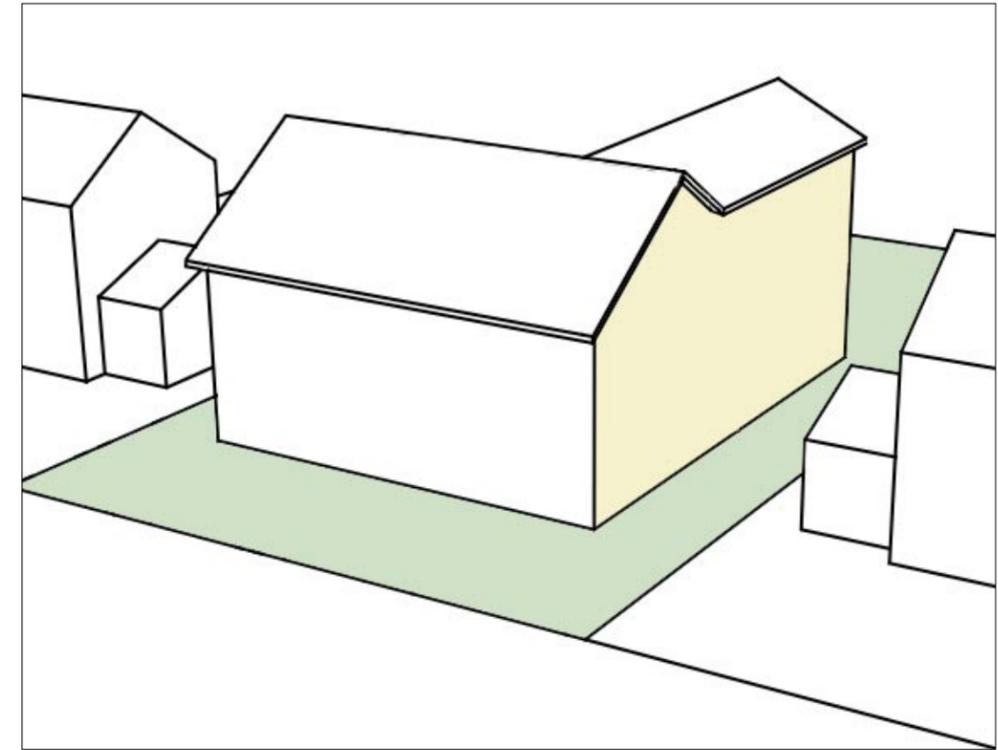


✓ Side wall jogs back from the property line.



Preferred: Side wall jogs next to neighbors, minimizing length and mass of building at the side.

✗ Long and continuous tall side wall.

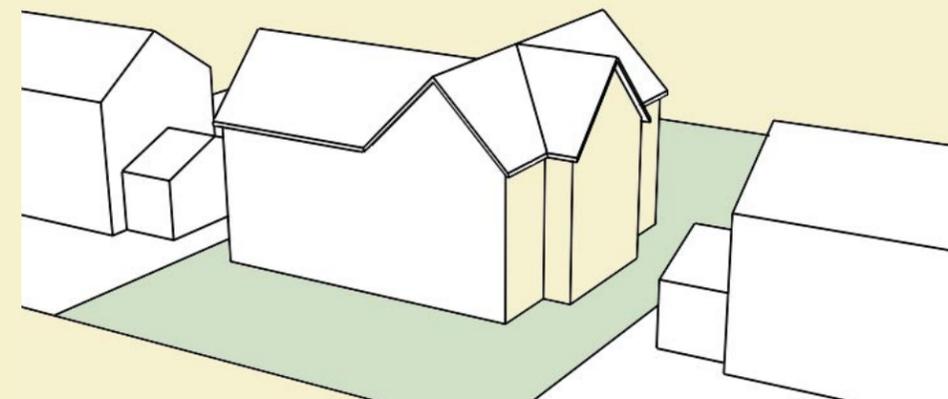


Avoid: Long uninterrupted side wall appears more massive to neighbors, and cuts off views to rear yards.

When a side wall is a single, long, tall, continuous plane, it can appear out of scale with the neighborhood, block views and restrict free passage of light and air between homes. When the side of a home has variations in wall height and setback, the mass appears smaller. Side walls should be varied to reduce these potential impacts. This can even be accomplished on small, narrow lots.

14. Reduce the perceived mass of a side wall to minimize impacts on neighbors.

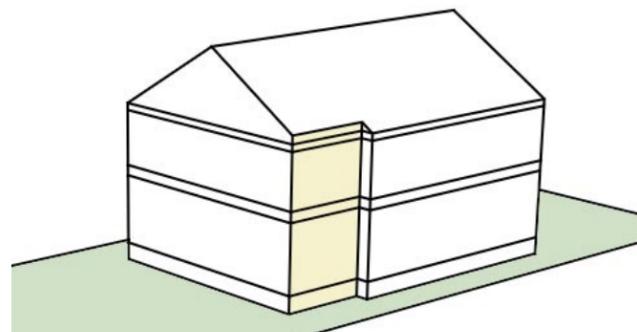
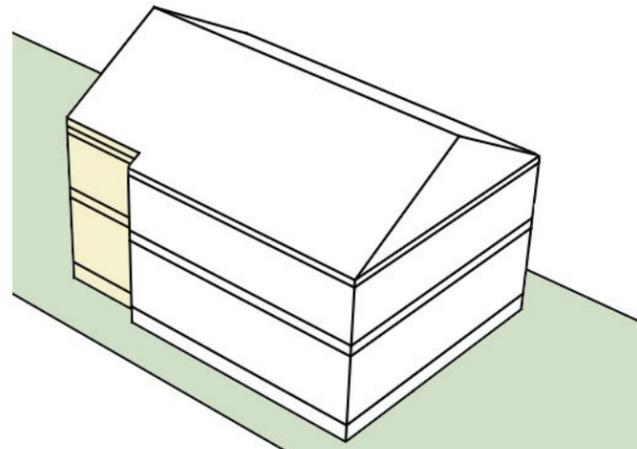
- Vary side wall setbacks.
- Also provide variety in wall height along side property lines.
- Avoid placing a long, tall building wall near a property line.



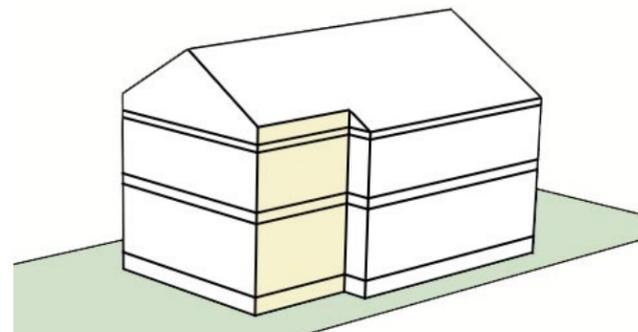
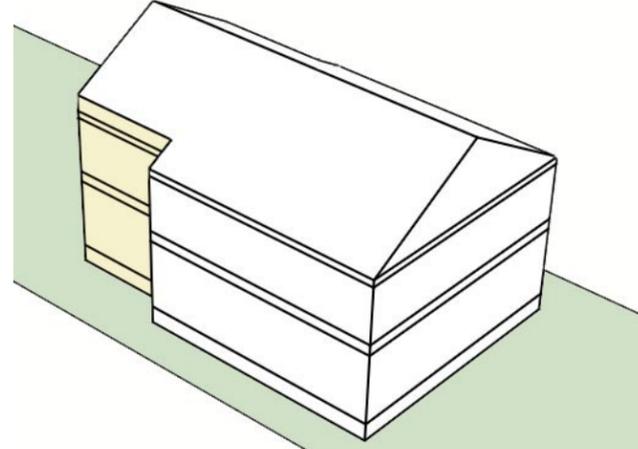
Preferred: Side wall jogs next to neighbors, minimizing massing at the side.

BUILDING MASSING: SIDE WALL VARIATION

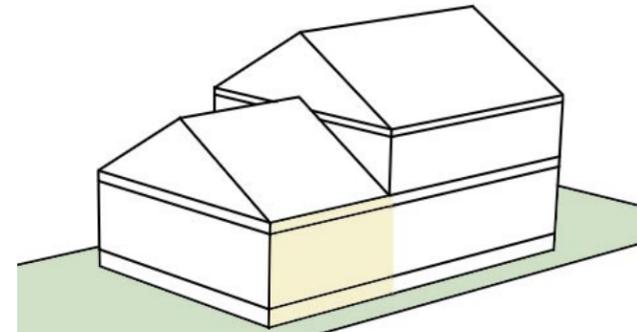
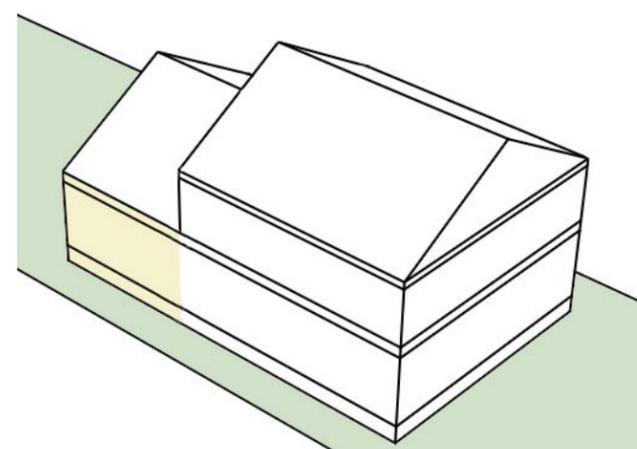
 Insufficient offset



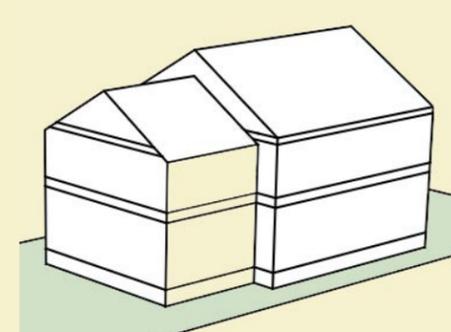
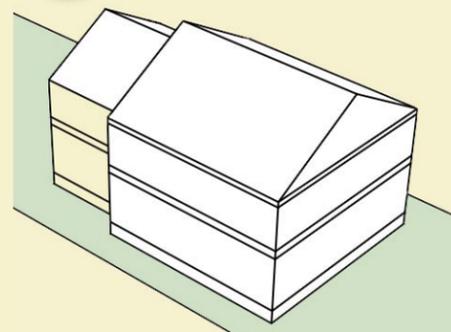
 Noticeable offset



 Vertical offset



 Vertical and horizontal offsets combined



A step down in building height provides variety across the side wall of this house.



Horizontal offsets provide variety across the side wall of this house.

The size of a side wall is a key factor that influences the way in which adjoining neighbors experience the size of a building next door. A tall, two story wall, which extends for a long distance can negatively affect a sense of scale, and will also affect privacy and views to rear yards. The perceived scale will be reduced by creating variations in offsets of wall planes, and in stepping down the height of side walls.

15. Provide variation in side walls.

- Use a substantial horizontal offset,
- Step down building height, or
- Use a combination of vertical and horizontal offsets.

Building Scale Topics

Building Scale	20
Human Scale	21

BUILDING SCALE

▶ Consider how the home design will convey a sense of scale.



This home's entry, materials use and detailing convey a sense of human scale.



Use of traditional materials and detailing, together with variation in roof form, express a comfortable human scale on this larger home.



Corner lots can be a challenge – this new home is located less than 15 feet from the property line, yet provides a rich human scale through appropriate materials and detailing, articulated massing, and a graceful entry porch.



Varied roof forms, substantial detailing and massing variations convey a sense of scale characteristic of many Winnetka neighborhoods.

Maintaining a sense of human scale is a key objective in home design. This does not mean that the building has to be small. A building is perceived as being human scale when one can reasonably interpret the size of a building by comparing its features to comparable elements in one's personal experience. Using a building material of a familiar dimension, such as traditional brick, is an example, as is using windows of familiar dimensions. Other creative techniques for establishing a sense of human scale include articulating a building with moldings or detailing in materials.

Varying the wall planes of a building, both horizontally and vertically is an essential way to reduce the perceived scale. It is important, however, that this be done with restraint so as to not create an overly busy facade.

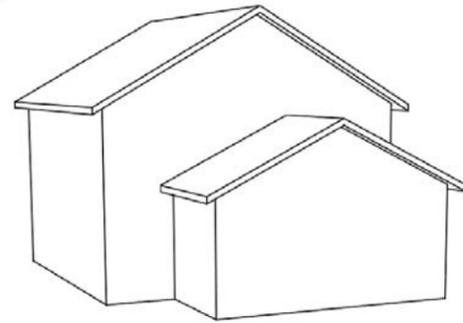
16. Building scale should appear in proportion to neighboring homes and lot size.

- The overall perceived scale of homes should remain consistent across a neighborhood context, while the actual size may vary.

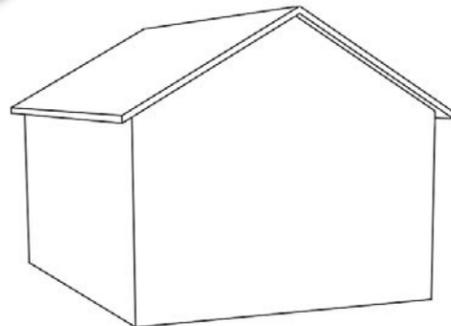
BUILDING SCALE: HUMAN SCALE

Massing

 Articulated building form conveys human scale.



 Unarticulated form lacks human scale.



Details

 Details convey human scale.



 Lack of details fails to convey human scale.



Materials

 Materials convey human scale.



 Materials dimensions create massive appearance.



Architectural details, materials and articulated massing combine to create visual interest and convey a sense of human scale.



The wall planes of this house vary, providing a sense of human scale.

While the overall mass of a building is a key consideration, the manner in which building forms, details and materials combine significantly affects the way in which one interprets the scale of a building. Scale is understood by relating elements to one's own size. In order to do so, we draw upon our experiences with similar elements. When a new window is similar in size to those seen elsewhere in the neighborhood, we are able to interpret the size of a building. Also, when building materials are employed in unit sizes that match those on other homes, one can also gain a sense of scale. For this reason, using brick, stone and siding of traditional dimensions helps to convey a sense of human scale.

17. Establish a sense of human scale in building designs. Use these techniques:

- Vary wall planes in setback and height to break up large facades.
- Use architectural details that create visual interest.
- Use materials which help to convey scale through their proportions, detailing and form.
- Change color and texture to help define human scale.

Building Height Topics

Fit with Neighbors	22
Floor-to-floor Proportions	23
Side Walls	24

See the Village Zoning Code for more information on building height regulations.

BUILDING HEIGHT: FIT WITH NEIGHBORS

▶ Consider how building height will relate to that of neighboring homes.

✓ Building height appears compatible.

✗ Building appears taller than neighboring homes.



Placing a portion of the second story in the roof form limits the overall height of a home.



Preferred: Moderate wall heights and varied front massing contribute to a perceived building height compatible with neighboring properties.



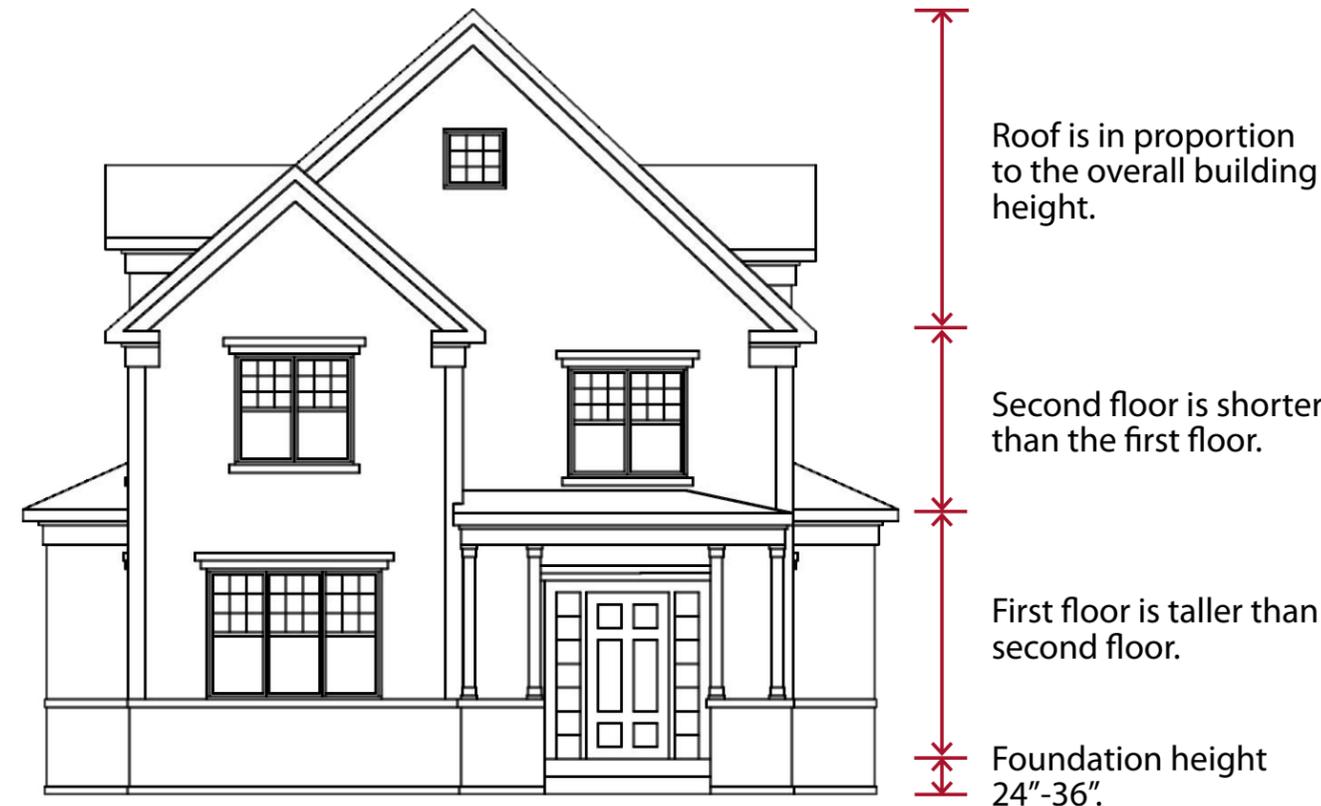
Avoid: Tall walls and lack of variation in building massing contribute to a perceived height which is out of scale with neighboring properties.

The height of a building affects its perceived size, and also influences sunlight and shade and the sense of open space. Minimizing the perceived height of a wall is important, especially when near the side property line. In many areas, building height should appear similar to that established in the neighborhood context. The height of wall plates, as well as the overall height to a roof ridge, should be considered.

- 18. **Design a building to appear similar in height to that established in the neighborhood.**
- 19. **Minimize the perceived height of a building.**
 - The overall perceived height should be moderate.
 - In neighborhoods with compact lot patterns, a building should appear to be no more than two stories in height, as viewed from the public right-of-way. In some neighborhoods two-and-a-half-stories may also be appropriate.

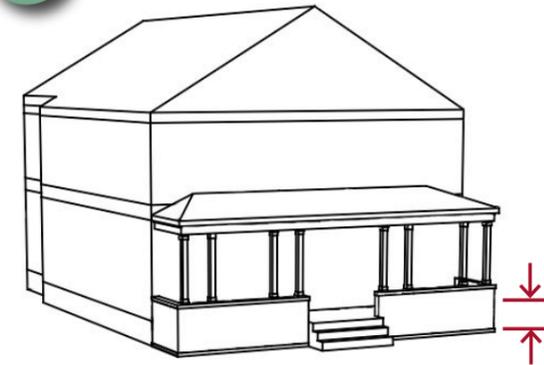
BUILDING HEIGHT: FLOOR-TO-FLOOR PROPORTIONS

 Floor-to-floor height conveys appropriate scale.

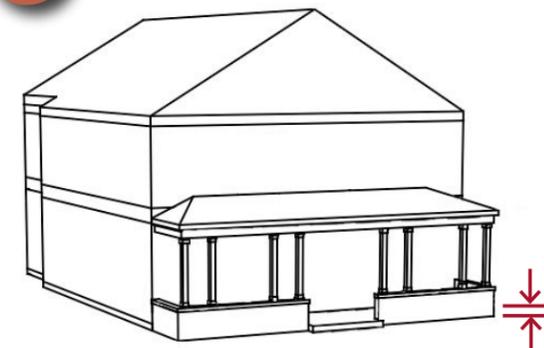


Foundation Height

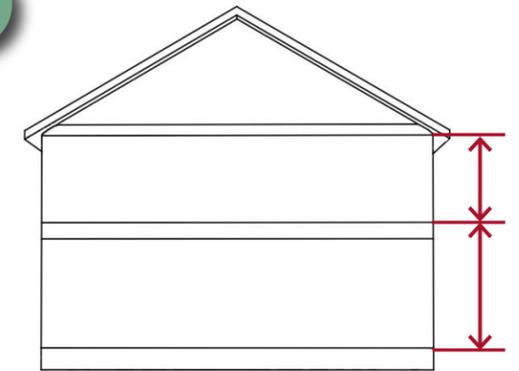
 Foundation height appropriate.



 Foundation height too low.

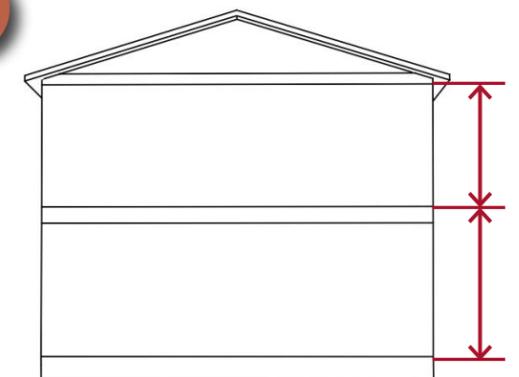






Preferred: Traditional floor heights keep mass in proportion to neighbors.





Avoid: Tall ceiling heights increase building mass.

The overall building height of a new home should appear to be in scale with its neighbors. In addition, floor heights should appear to be similar. This will help new construction to better fit with the context. A key consideration is the height of the first floor from the ground. The building should appear to be raised to fit within the range of first floor heights in the neighborhood. In addition, the first floor height should appear to be in proportion to the upper floor. Generally, the main floor should appear taller than the second level. This will also help to reduce the perceived mass.

20. Design floor-to-floor heights to reduce the perceived mass of a house.

- Avoid very high ceilings.
- Avoid the use of steep roof pitches that span wide distances, as they will increase the bulk of a building.
- Avoid creating a large, unused under-floor area or attic space.
- See Appendix B for more information on proportions of selected traditional Winnetka building styles.

BUILDING HEIGHT: SIDE WALLS



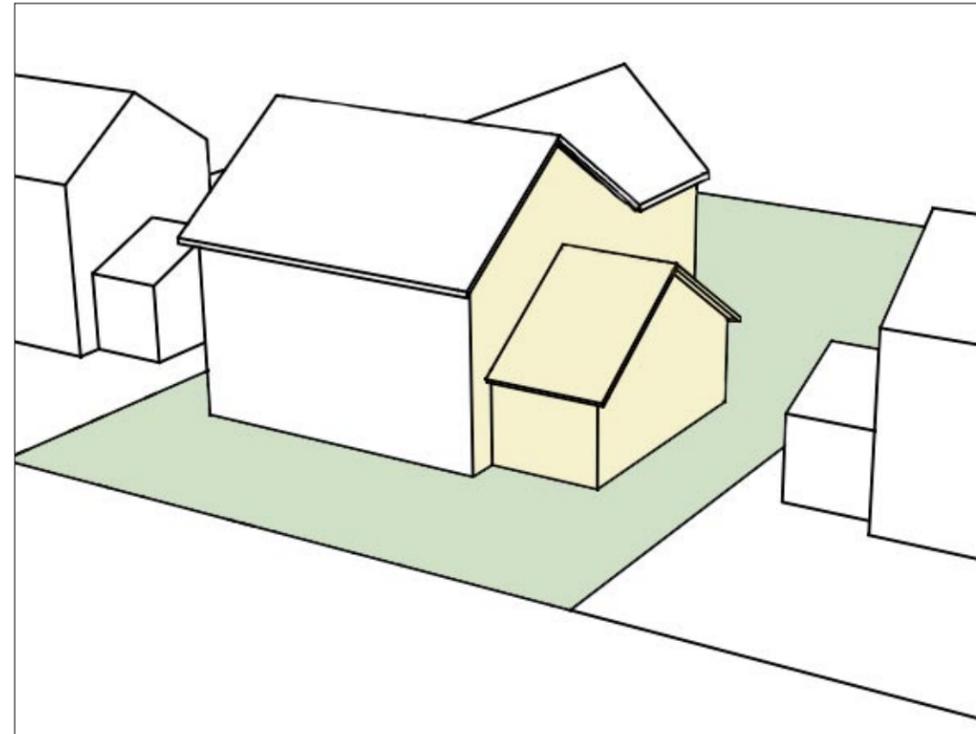
A step down in height of the side wall helps reduce the perceived mass of a home.



This home maintains a full second story along the side (left), but is inset from both the front and side wall of the first floor, and is visually "laid atop" the main roof line. As a result, the second floor appears lower and smaller, contributing to a reduced side wall height, and a sense of scale and detail.



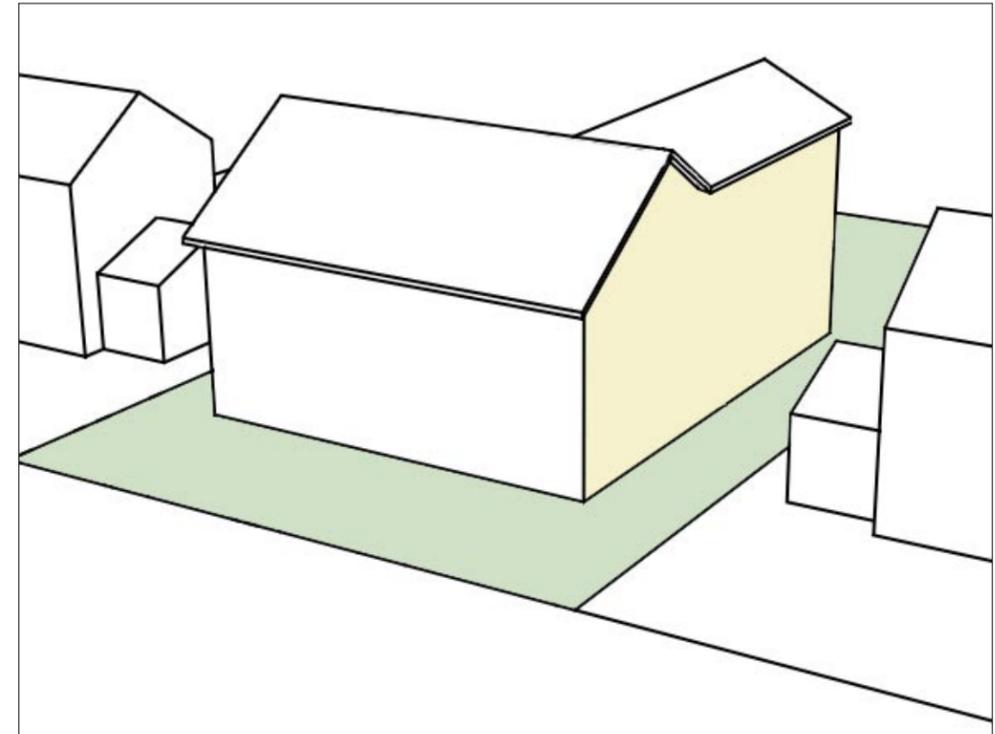
Step down in height and jog in side wall.



Preferred: Side wall is articulated and steps down in height, improving sense of open space for neighbors.



Side wall appears too massive.



Avoid: Long uninterrupted side wall appears massive next to its neighbors.

Minimizing the perceived height of side walls when they are located near side yard setbacks is an important aspect of designing a Winnetka home. That is, large expanses of long, two story walls should be avoided. Providing variation in wall heights and jogging wall planes will help to reduce the apparent size. These variations in wall planes also provide visual interest and views to open space, light and air.

21. Provide variations in wall heights.

- Low plate heights that reduce the height of exterior walls are encouraged.
- Reduce wall height near an abutting property.
- Step down wall height to avoid the appearance of a narrow corridor or tunnel between buildings as seen from the street.

MATERIALS

▶ Use materials to convey building quality and scale.

Materials Topics	
Materials	25
Masonry	27



Shingles are traditionally used as primary and accent materials and are appropriate for new construction.



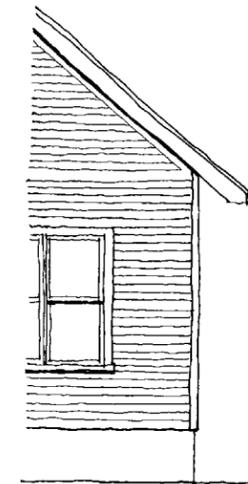
Wood shingles are traditionally used as primary materials for exterior walls and are one of the preferred materials for new construction.



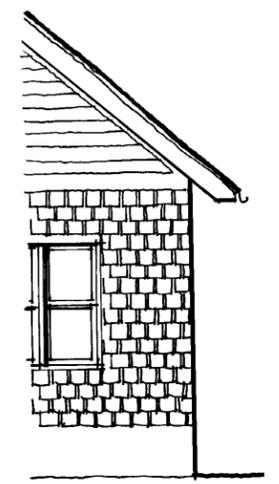
Masonry is a traditional building material preferred for new construction.

Typical Exterior Materials

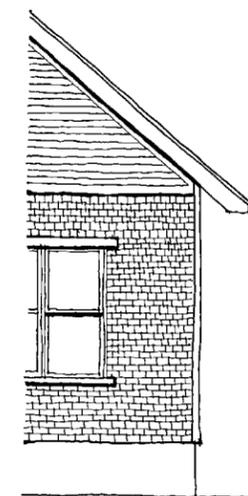
Wood siding



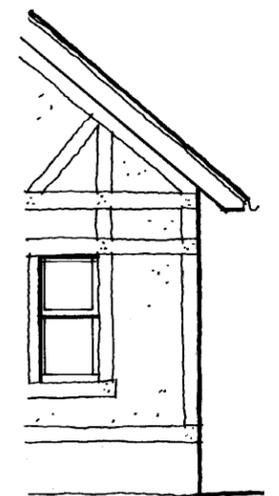
Wood shingles with wood siding above



Brick with wood siding above



Stucco with half-timbering



Exterior materials provide a sense of scale, texture and quality. They should be designed to reinforce building massing, architectural concepts and character. Select materials which are high quality, convey a sense of human scale and provide visual interest. They should also minimize negative environmental impacts.

22. Use materials that appear authentic.

- Masonry, wood clapboard, stained or painted board and batten siding and shingles are examples of preferred materials.
- Using regional materials, such as stone, is encouraged.
- Avoid using synthetic siding that appears fake or is not durable.

Quality in Building Materials

23. Use high quality, durable materials.

- Materials should be proven to be durable in the local or a similar climate.
- Facade material should maintain an intended finish over time, or acquire a patina which is understood to be an outcome of normal interaction with the elements.
- Attach materials in a manner that will remain secure.

MATERIALS

Combining Materials



A change in materials from a brick base to stucco above, combined with the application of half-timber details, conveys a sense of human scale.

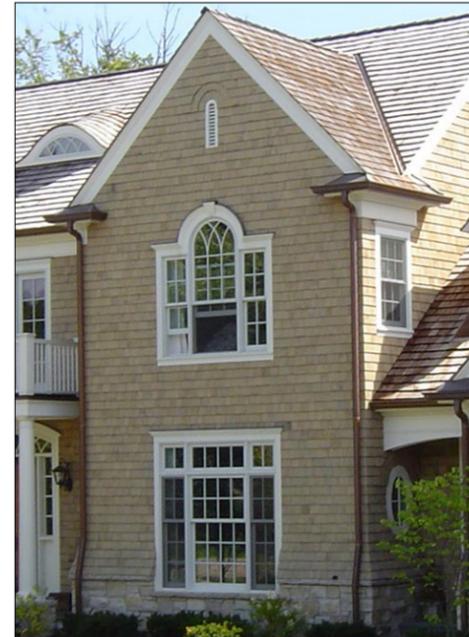


A molding is used to separate the two primary facade materials.

Application



Preferred



This facade uses stone as a base material with lighter wood shingles as the primary material above. This is an authentic application.



Avoid



Four materials are used on this facade: wood siding, shingles, stone and stucco with wood trim. This creates a busy facade, increasing the apparent scale of the building.

Scale in Traditional Materials



Materials applied in units, panels or modules help to convey a sense of scale, and provide a sense of texture through shadow lines which create visual interest.

Application of Materials

24. **Be consistent in the application of a material.**
 - The form, texture and color of materials should reflect the architecture of the building, while respecting the established character of the surrounding context.
 - Materials should be used consistently throughout a building.
 - Creative, contemporary application of materials is encouraged where it respects the neighborhood character.

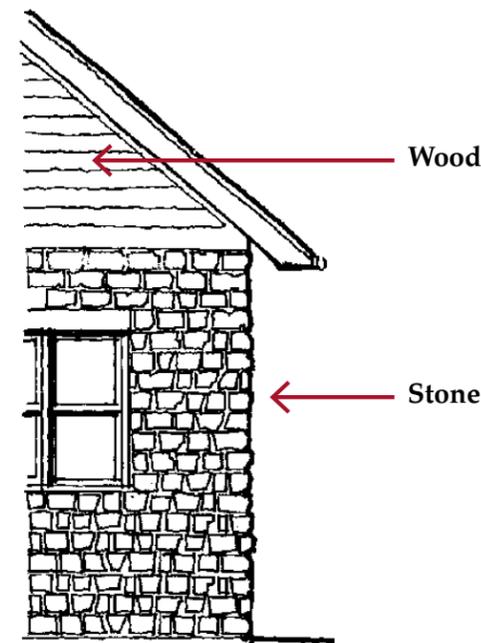
Scale in Building Materials

25. **Use materials to convey a sense of human scale.**
 - Add visual interest through texture, finish and detailing.
 - Materials applied in units, panels or modules help to convey a sense of scale, and provide a sense of texture through shadow lines and other attributes which provide visual interest.
 - Large panelized products and extensive featureless surfaces are inappropriate.

MASONRY

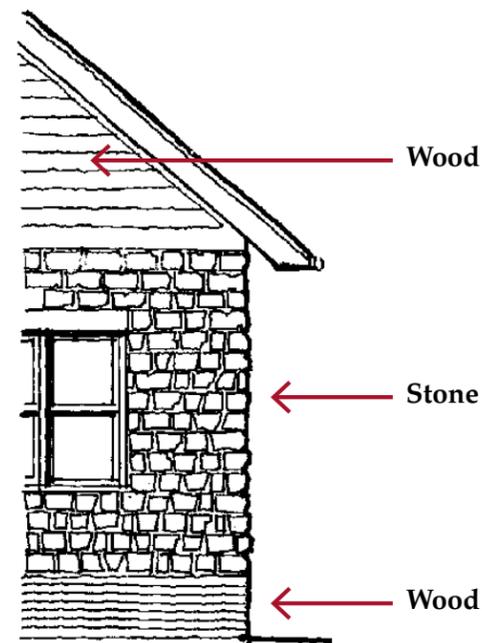
Structural Application

 Masonry appears structural.



Preferred: Masonry should appear structural and authentic. This stone rises up from the foundation.

 Masonry appears ornamental.



Avoid: Stone sits above a lighter material.

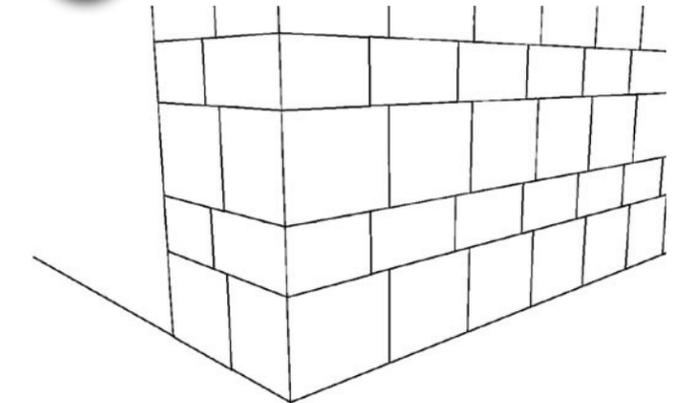
Authenticity



This house uses a single type of masonry, in a simple design which appears authentic in its application.

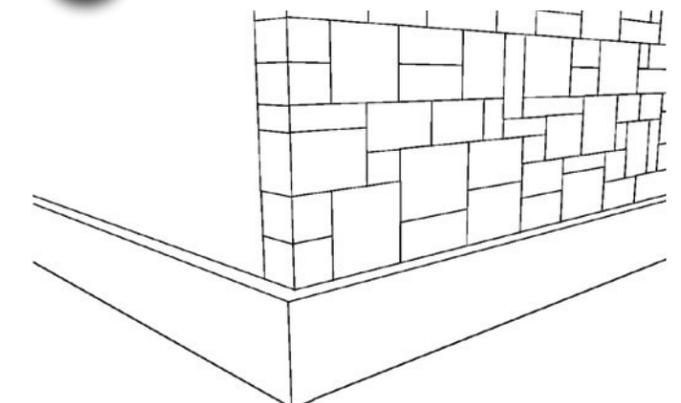
Application

 Stone appears authentic.



Preferred: Stone is authentic block that continues around the corner.

 Stone appears as veneer.



Avoid: Stone appears as a thin veneer at corners.

Traditionally, masonry is combined with other materials. When used in quantity, it is typically at the first floor, with lighter materials such as wood lap siding on upper floors.

26. Masonry should appear structural in its application.

- Stone and brick are supportive materials, and should be oriented and applied to appear structural.
- Avoid random placement of individual or clustered masonry units on facades or elements such as foundations or chimneys.
- Avoid the use of masonry on just one elevation.
- Avoid the application of masonry as ornamentation around only windows or doors.

27. Keep masonry designs simple in character.

- Use a single type of masonry. Avoid combining many different types of masonry. In some cases, two types can combine well. Using stucco above brick in a craftsman style cottage is an example.

28. Use natural masonry.

- Imitation stone is strongly discouraged.

Building Elements Topics

Entries	28
Windows	30
Bays	31
Dormers	32
Towers and Turrets	33
Chimneys	34

BUILDING ELEMENTS: ENTRIES

 **Design an entry in proportion to the building front.**

 Entry in proportion to building front.

 Entry out of scale for building front.

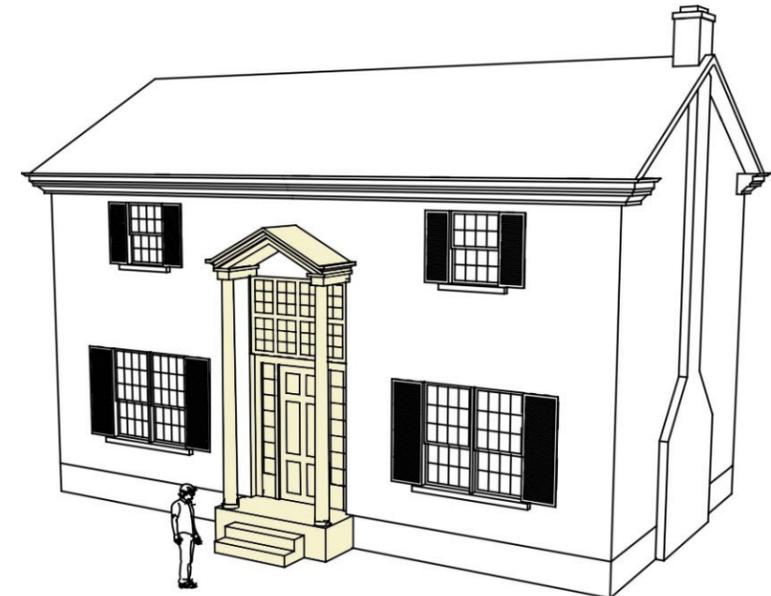
Entries in Winnetka



This entry conveys a sense of human scale through the use of transom windows, lighting features and stairs.



Preferred: Design architectural elements and details to be proportional to the building mass.



Avoid: Oversized features exaggerate building scale.

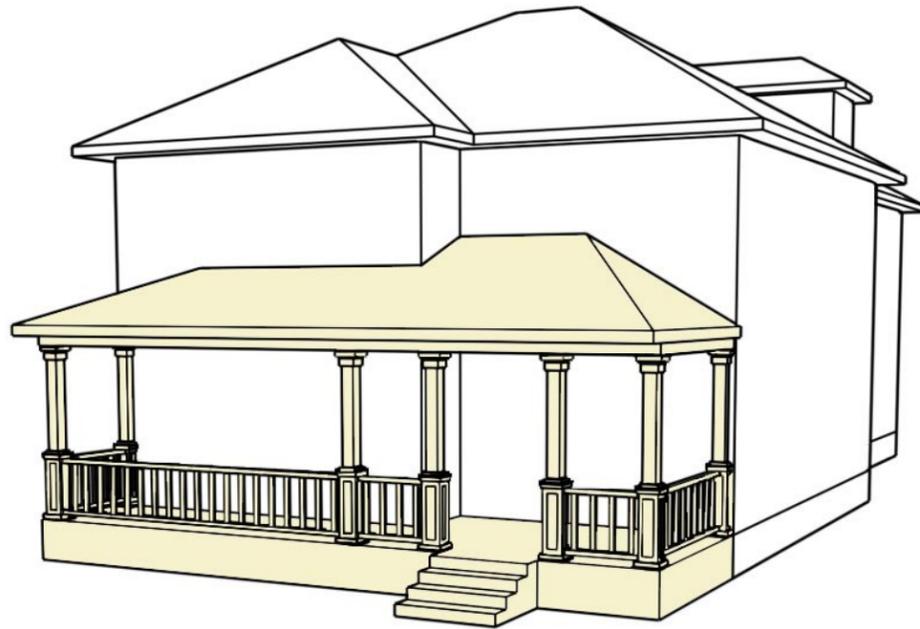
Entries, including doorways and porches, are important character-defining features. When oriented to the street, a front entry helps to establish a connection with the neighborhood and a sense of scale on the building facade. Traditionally, doorways and front porches were dimensioned to be human scale. This tradition should be continued. An entry should also be designed to be in scale with a building. In areas with smaller lots, it is particularly important to convey a scale that is in character with others in the neighborhood.

29. **Design an entry to be proportional to the building's mass and style.**
- Primary entry massing features should not be overly dominant, or continue above the bottom edge of second story windows.
 - Avoid the use of a grand entry or oversized doorway which would convey a scale inappropriate to the building or the neighborhood.

BUILDING ELEMENTS: ENTRIES

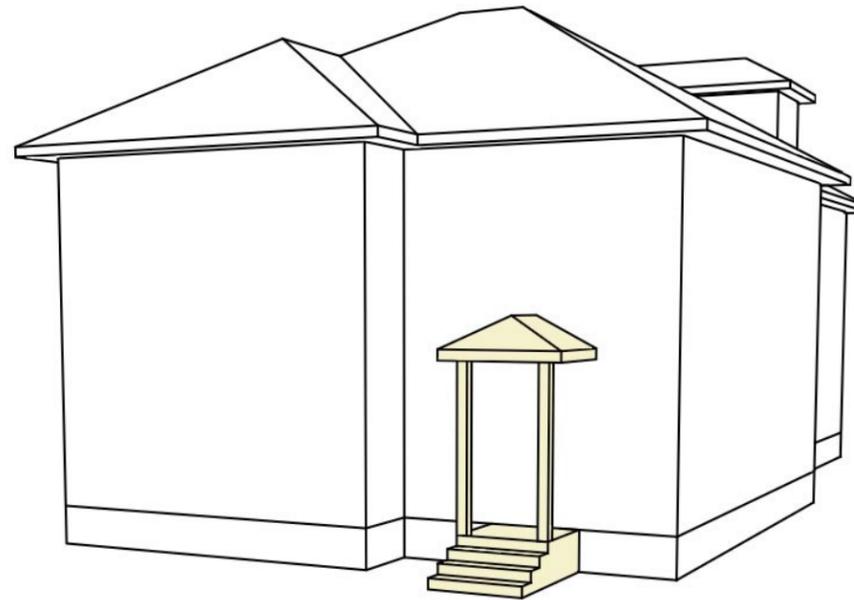
▶ Convey a sense of human scale in the design and proportions of a porch.

✓ Porch conveys a sense of human scale



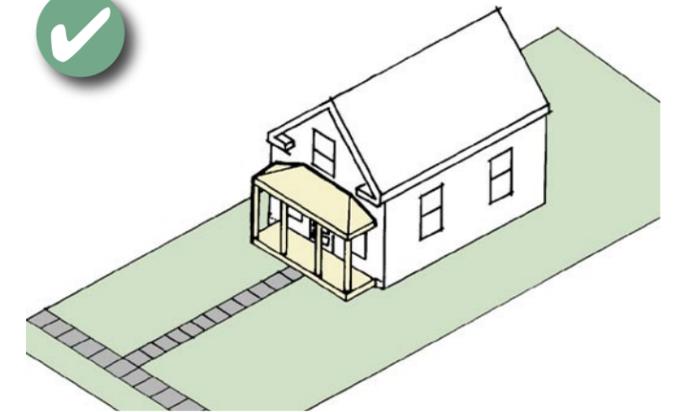
Preferred: Porch conveys a sense of human scale in proportion to the home.

✗ Porch not proportional

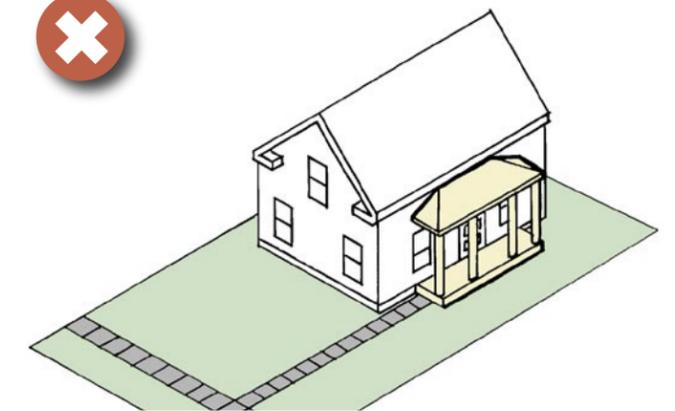


Avoid: Porch not deep enough to be useful.

Entry Orientation



Preferred: Building form and entry oriented to the street helps establish a connection to the neighborhood.



Avoid: An entry not oriented to the street can isolate the house from the street and neighborhood.

30. Clearly define a primary entrance and orient it toward the street.

- Position and frame entrance ways to articulate a facade composition and distinguish an entry from the building facade.

31. Design a porch to convey a sense of human scale

- The depth of a porch should be sufficient to be functional.
- A depth of around 8 to 10 feet is preferred.



Porches are in proportion to building and help convey a sense of human scale.

BUILDING ELEMENTS: WINDOWS

Consistency



Windows consistent with style of home.



Windows not consistent with style of home.



The style, materials and detailing of these windows reflect the prairie style of the house.



Design upper story windows to be smaller in scale than lower story windows.

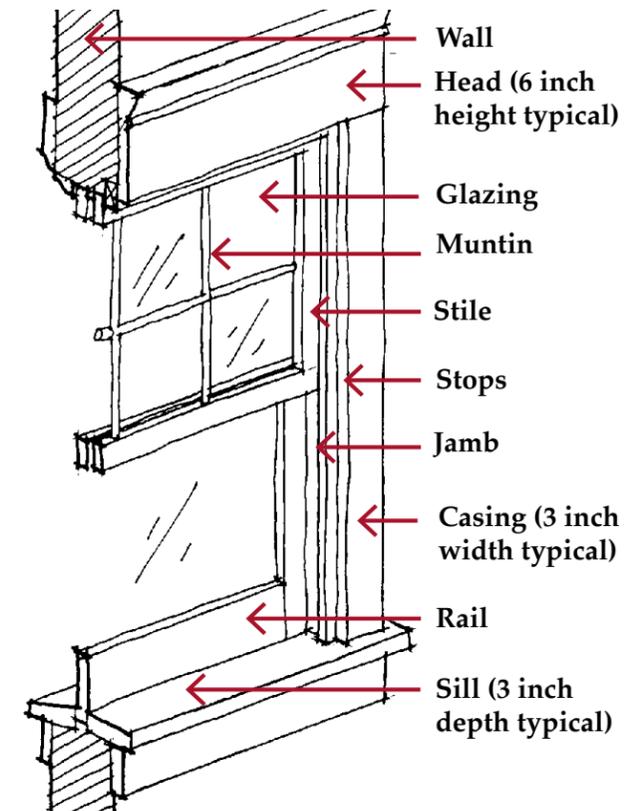


Preferred: Windows are proportional to the style of the home.



Avoid: Percentage of glass out of proportion with style of the home.

Window Component Proportions



Typical double-hung window components. Window components should have substantial depth.

Windows are important character-defining features of buildings. They give a sense of scale to buildings and provide visual interest to the composition of individual facades. Distinct window designs also help to define many building styles.

32. Design windows to reflect a human scale.

- Design upper story windows to be smaller in scale than lower story windows.
- Avoid windows which create excessive voids, such as large, undivided picture windows.
- Use window components, such as trim boards, with substantial width and depth to give a sense of scale.

33. Design a window to be consistent with the architectural style of the building.

- Use a window style that is consistent with that of the building overall.
- Use window materials and details which are consistent with the building style.
- If divided panes are used in a window, they should appear to be authentic: True divided lights are preferred; or use applied dividing strips (muntins) on both the outside and inside of the glass. Avoid using snap-on muntins or those that are inserted between glass layers.

BUILDING ELEMENTS: BAYS

 Consider bay and oriel windows only when appropriate to the building style.

 Bay proportional.



Preferred: Bay window is in scale with the building facade.

 Oversized oriel window.



Avoid: Oversized oriel window on upper floor increases the sense of scale of the building.



This first-floor bay is proportional to the building facade, and does not dominate or overwhelm it.



This two-story bay is subordinate to the building facade.

Bay, oriel and other projecting windows have increasingly been used in the design of new homes. While appropriate in some cases, they are often used inconsistently or are inappropriate to the building style. Excessive use of projecting windows can lead to an overly busy and bulky facade, and should be avoided.

34. Design projecting windows to appear authentic.

- Use of projecting windows should be considered only when the building style would have traditionally included such features, such as on a Craftsman style home.
- Design bays to appear supported, not suspended on the building facade.

35. Limit the use of projecting windows that add to building bulk.

- Generally, only one to two bay or oriel windows should be visible from the street.
- Locate bays where they will break up the line of an otherwise long, unarticulated wall.
- Use of a two-story bay should be considered only where it will be a subordinate element of the building facade. (See example above.)

BUILDING ELEMENTS: DORMERS



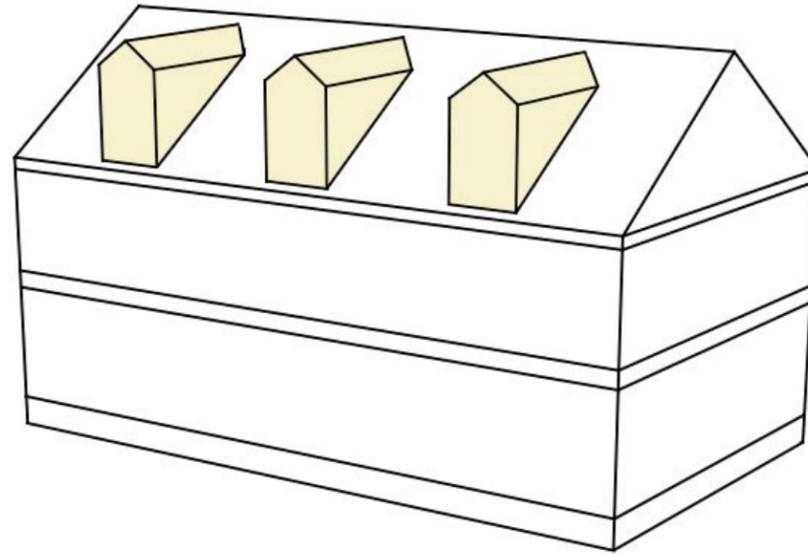
Dormers are proportional to the roof form, and appropriate to the Colonial style of the building.



Shed dormers are appropriate for smaller homes such as "cottage", bungalow, and craftsman styles, and have proportion and scale relationships that differ greatly from more common gable style dormers. Their use should be carefully evaluated.

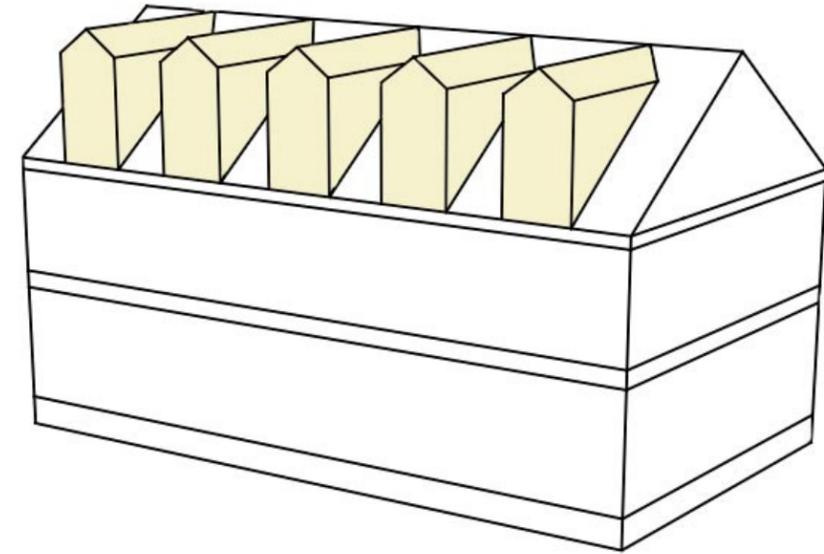
 Keep dormers in proportion to the roof form.

 Dormers proportional to roof form.



Preferred: Use of dormers limited to be proportional to the roof form, creating visual interest and a sense of scale on the building.

 Excessive use of dormers is out of proportion with the roof form.



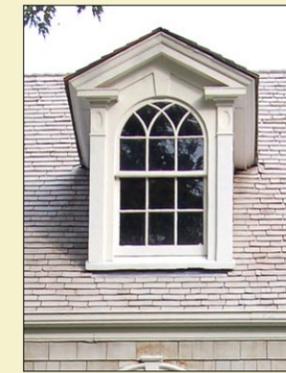
Avoid: Excessive use of dormers creates an overly busy appearance, increasing the sense of scale of the building.

36. Use dormers when appropriate to the building style.

- Dormers should be integral to the character of the building, and not dominant.
- See Appendix B for more information on details of selected Winnetka building styles.

37. Design dormers to be in proportion to the roof form.

- Locate dormers below the roof's ridge line.
- Limit use of dormers to avoid an overly busy roof.



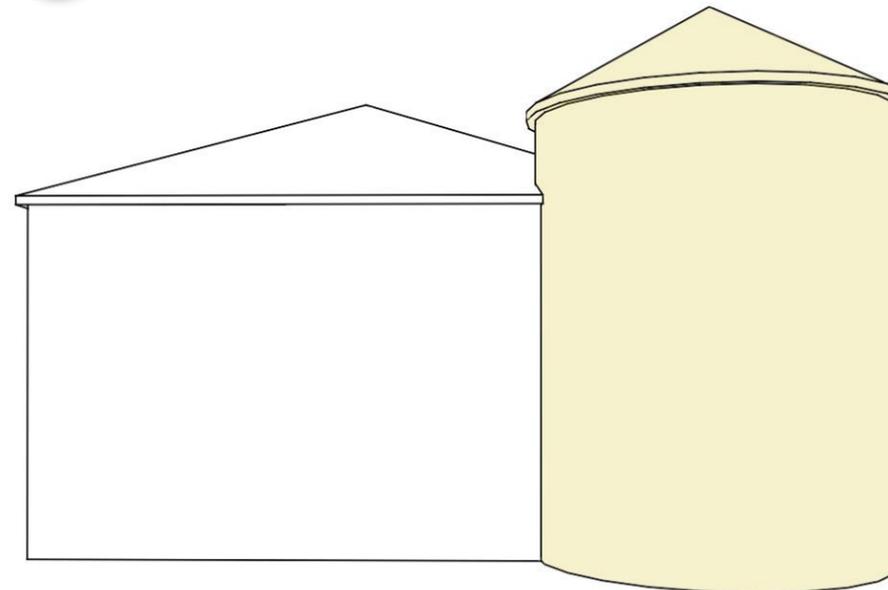
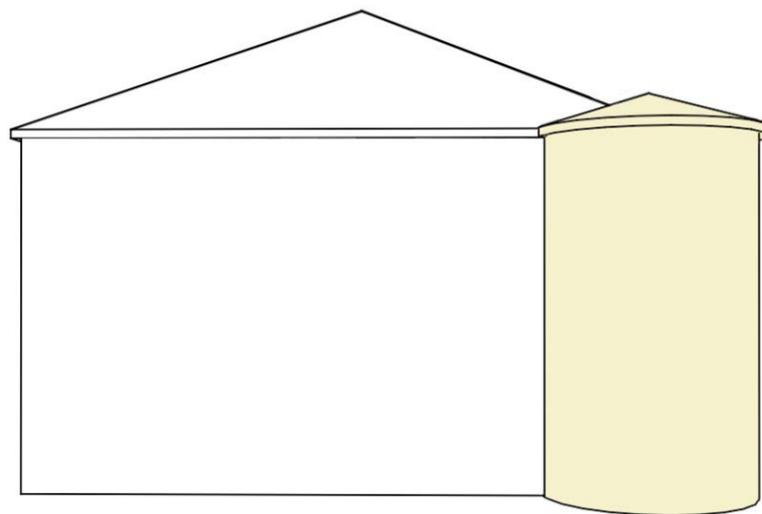
Dormers should be proportional to the roof form, and be located below the ridge line of the roof.

BUILDING ELEMENTS: TOWERS AND TURRETS

▶ Use towers very sparingly. If used, keep tower form secondary in size to the building mass.

✓ Tower in proportion to the home.

✗ Tower not in proportion.



Preferred: Tower is proportional to, and lower in height than, the house.

Avoid: Tower is too large and tall in proportion to the house.



Tower is appropriate to the Queen Anne style of the home. The primary wall materials continue onto the tower, blending it into the overall composition.



The use of this tower of commanding scale and visual dominance is appropriate to the architectural style and location in a large estate neighborhood.

38. Design a tower or turret element to be subordinate to the overall building mass.

- A tower should not protrude above the main house wall plate.

39. Use materials that minimize the sense of scale of the tower or turret.

- Continue the primary wall materials onto the tower, to help it blend with the overall composition.



Tower is proportional and does not rise above the height of the main wall plate.



Tower is proportional to, and appropriate for the style of the home.

BUILDING ELEMENTS: CHIMNEYS



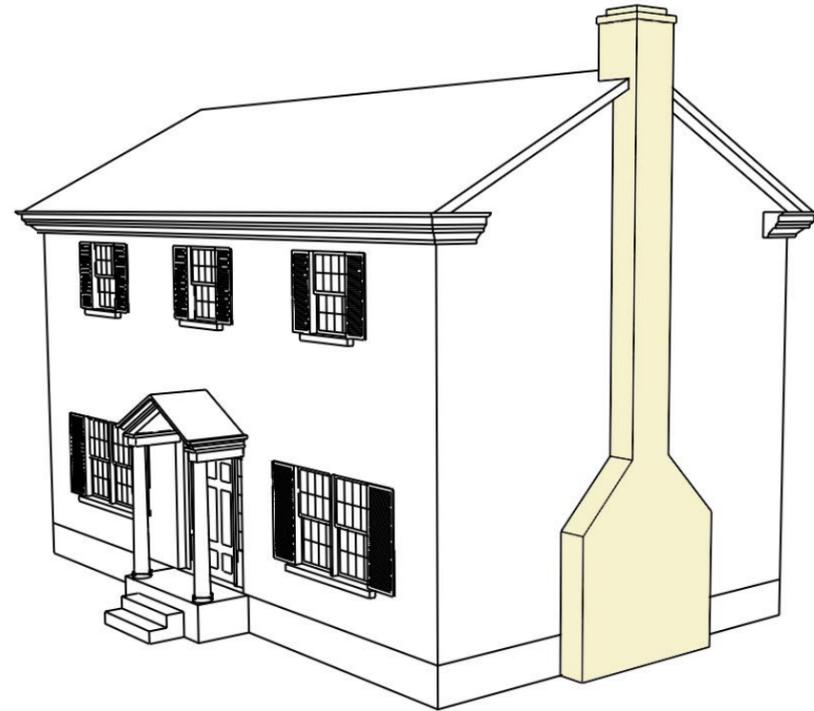
This home integrates the chimney into the overall building design.



Chimney is integrated into the overall building design.



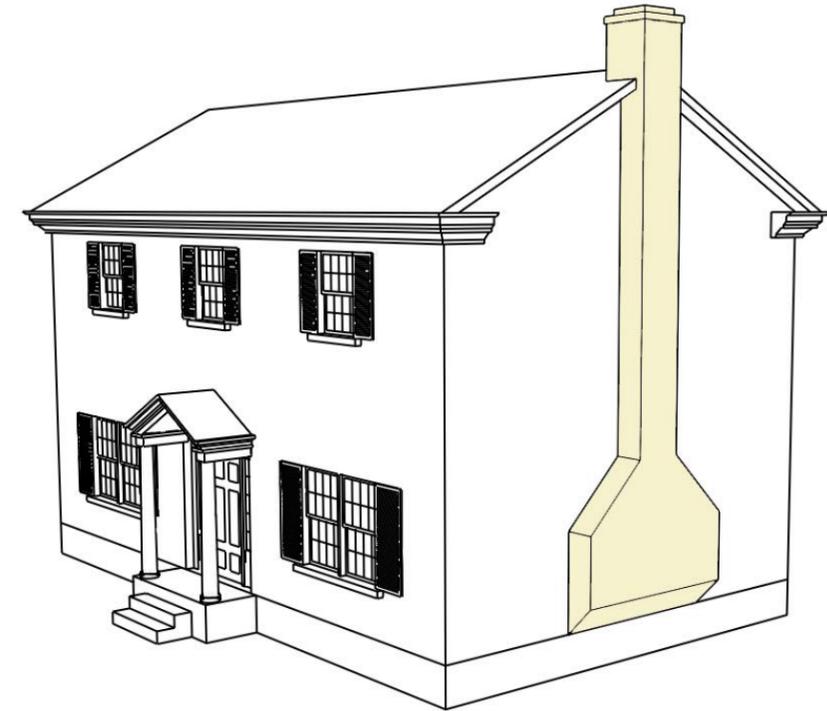
Chimney appears supported.



Preferred: The chimney appears to have a direct means of support, and is integrated into the overall building design.



Chimney does not appear supported.



Avoid: The chimney appears to “float” above the building foundation.

Chimneys are a part of the design traditions of the community and they appear in a variety of styles, shapes and materials. While they are not used as extensively in new buildings as in the past, a chimney can add visual interest to a building and help to reduce the perceived scale of a roof line. When one is included, it is important that the form and materials be integrated into the overall building composition. In general, a building should have no more than two chimneys, especially on a small lot.

40. Integrate a chimney into the overall building design.

- A chimney that is attached to the side of a building should appear to have a direct means of support. Avoid a chimney that appears to “float” above the building foundation.
- Avoid projecting a tall, freestanding chimney at the lower point of a roof. Doing so emphasizes the mass of the chimney.
- Avoid placing a chimney directly opposite a neighboring window without also providing a greater setback to reduce mass and scale impacts.
- Avoid overly narrow chimneys.

ARCHITECTURAL DETAILS



Use details which are visually appealing and consistent with the style of the home.

Visual Interest



Railing patterns and columns create visual interest and give a sense of scale.



Patterned trim creates visual interest on this gable-end facade and is consistent with the style.



Eave details and horizontal molding create a sense of scale and are used consistently throughout.

Architectural Details Topics

Window Trim	36
Facia and Corner Boards	37

Proportion



Cornice and trim details frame a gable end and are proportional to the building's materials and massing.



Rafter tails and purlins in the eaves and the half-timber siding help to establish a sense of proportion and scale across a facade.

Architectural details provide visual interest and enliven a building facade. These features are often characteristic of individual building styles, and should be used in a way which is consistent with the style of the house. Appropriately sized details, such as chimneys, eaves, windows, dormers and entries, also can help visually reduce building scale.

41. Use architectural details to provide visual interest.

- Use architectural details to relieve blank facades.
- However, use detail moderately, to avoid overly busy facades.

42. Design architectural details to appear authentic.

- The type, size and location of such features should be consistent with the overall style of the building.
- Avoid details that appear fake, non-structural or unrelated to the basic style.
- Apply details consistently throughout.

43. Design details to be proportional to the building mass.

- Avoid oversized features which exaggerate the building scale.
- Also avoid details that appear too thin.

ARCHITECTURAL DETAILS: WINDOW TRIM



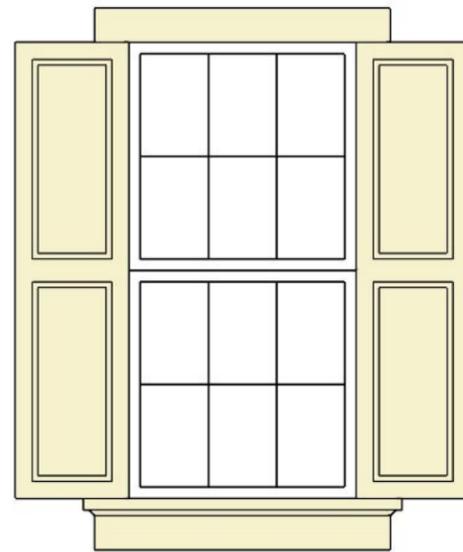
Shutters are proportional to window opening; operable hinges and hardware provide additional dimension of detail and authenticity.



In lieu of shutters, window is detailed with wider flat casing and head molding. Joinery at sill and side casings demonstrates fine craftsmanship and attention to detail.

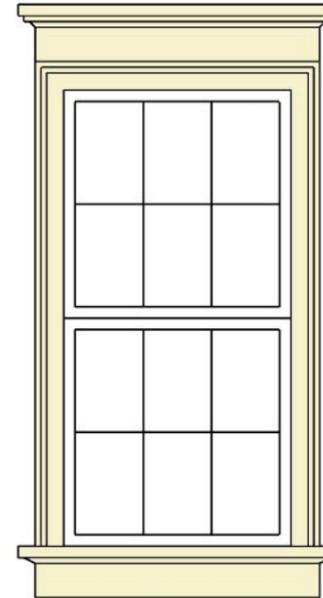
▶ Use details which are proportional.

✓ Shutters and casing are proportional to the window.



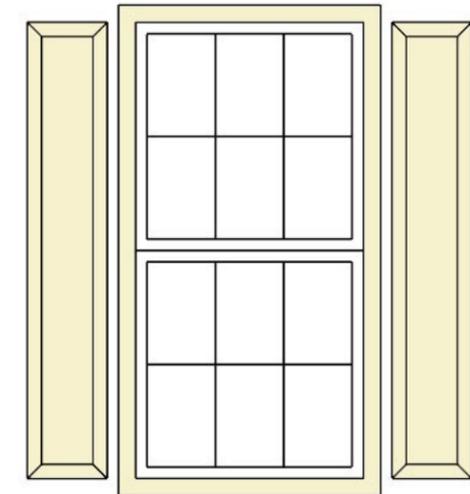
Casing sits on a sill. Shutters fit window and appear authentic.

✓ Casing is proportional.



Decorative casing is in proportion to window and consistent with the style.

✗ Shutters not proportional to the window.



Casing wraps around window without a sill. Shutters don't fit window opening and appear fake.

Window details are essential elements of well-designed homes in Winnetka. Specific details vary with individual architectural styles, but using the correct proportions for trim boards, sills, and other ornamental elements is essential.

44. **When using shutters, design them to appear authentic and in scale with the window.**
- The combined width and the height of the shutters should match the size of the window opening.

45. **Use trim boards that are in proportion to the window.**

- Use a board with a substantial depth and width for casings.
- Avoid using casings that are too thin for the window size.

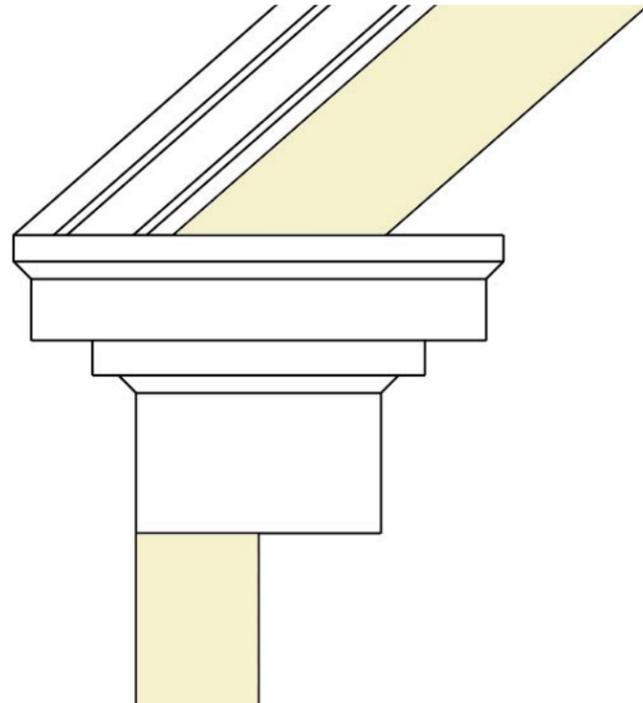
46. **Use a sill to finish a window casing.**

- Upper casing boards should sit on a sill, not wrap around the bottom of the window uninterrupted.

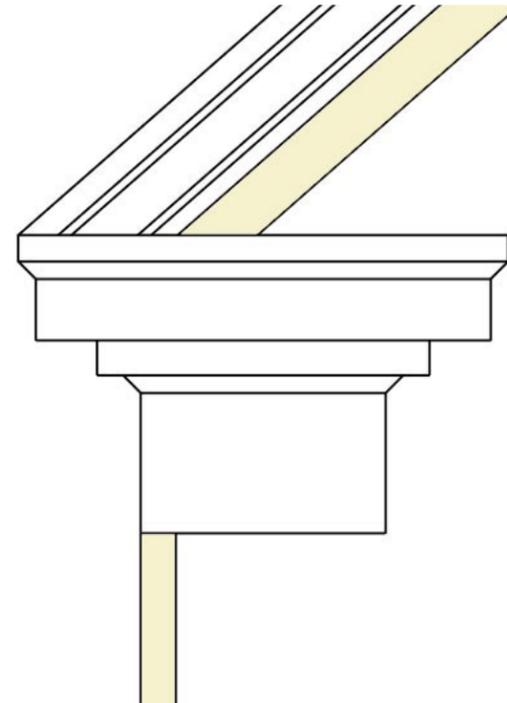
ARCHITECTURAL DETAILS: FACIA AND CORNER BOARDS

 Use details which are proportional.

 Facia and corner board in proportion.



 Facia and corner board too thin.



Fascia board beneath gable “supports” roof visually, and is proportional with rake board.



Fluted corner boards are proportional to horizontal siding and exhibit a high level of detail and fine craftsmanship.

Many styles use a flat trim board to support a decorative cornice. These provide a sense of “finish” to roof designs and are effective when applied to both masonry and wood walls. Correct proportions are essential. In most cases, the height of the fascia board should be equal to the height of the cornice above it.

47. Use fascia boards to support a cornice.
- Keep the dimension in proportion.
 - Avoid fascia boards that are too thin.

48. Use corner boards that are in proportion to the siding material.
- Avoid corner boards that are too thin.

ACCESSORY STRUCTURES



This accessory structure (bottom image) is subordinate to, but similar in character to the primary structure (upper image).



Consider how an accessory structure will relate to the main structure.



Appropriate accessory structure.



Preferred: The accessory structure appears similar in character and subordinate to the primary structure.



Accessory structure too large.



Avoid: The accessory structure appears too large and out of character in comparison to the primary structure.

49. Design an accessory structure to be similar in character to the primary structure.

- Use materials that are similar in texture and finish to those of the main house.
- Use a form which reflects that of the main house.

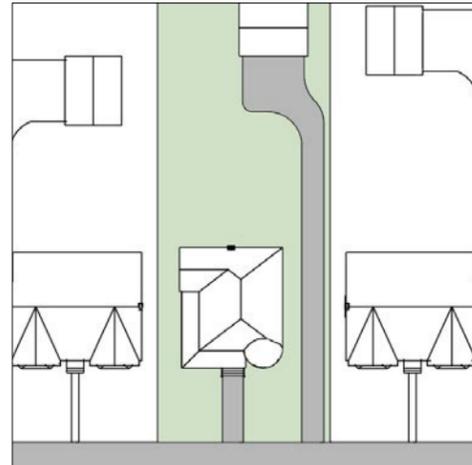
50. Keep an accessory structure subordinate to the main house.

- Keep the design simple, using less ornate details than on the main house.
- The overall mass should appear to be substantially smaller in size than that of the main house.
- Position the secondary structure such that it minimizes impacts on views of neighbors.

GARAGES

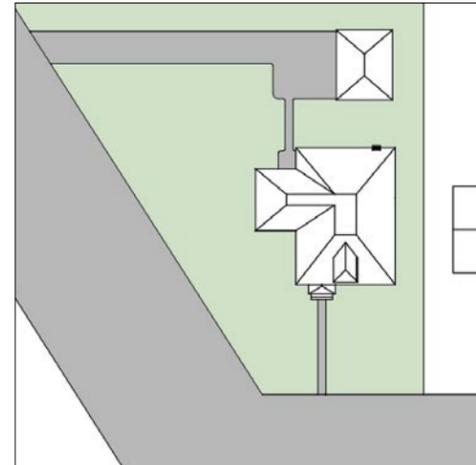
▶ Consider how the garage form and location will fit the house design.

✓ Detached



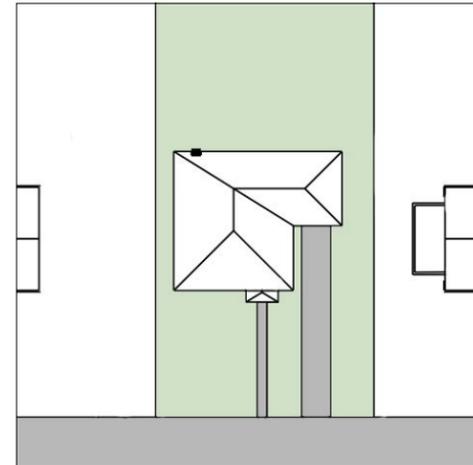
A detached garage reduces the primary building mass, and should be located at the rear of the site. The garage should be designed in a manner that is consistent with the design of the house.

✓ Rear- or Side-Loaded



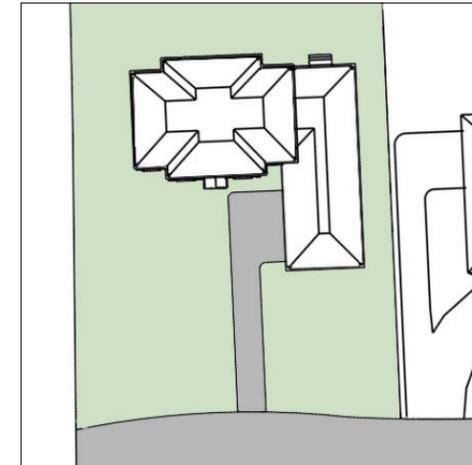
A property with access from an alley or side street can locate the garage at the rear or side of the residence, eliminating garages and driveways from the front of the residence and enhancing the street scene.

✓ Tandem



Parking one car in front of another (in tandem) allows for minimal garage frontage on the primary facade of the residence.

✓ Turn-In



Accessing a garage by turning in rather than pulling straight in reduces the appearance of garage doors along the street. Articulate the street elevation of the garage in a similar manner as the rest of the house.



The design of the home above incorporates a turn in garage which reduces the appearance of garage doors on the street, handsomely integrated into the home's design.



Design garages to provide visual interest, or blend with background materials of the building. These modern overhead doors are side loaded to hide from the street view, but have been designed to appear like traditional hinged carriage doors

The volume of the garage space itself impacts the overall perceived scale of a property. Placement, access, overall design and the treatment of the garage doors are key factors. A garage should be detailed such that it appears as a subordinate element. It should be a visual asset, helping to minimize its effects upon the overall mass of a building, and reducing its prominence as seen from the street. Provide access from an alley where possible.

Also consult the zoning ordinance for limits on front-facing garage doors.

51. Locate a garage to minimize visual impacts upon the overall mass of a property and the streetscape.

- Locate a detached garage to the rear of a home where feasible.
- Orient a garage to face away from the street front.
- Articulate any street facing garage wall with the same attention to details as the main house.

52. Design a garage door to provide visual interest.

- Use materials and details that convey a sense of scale.

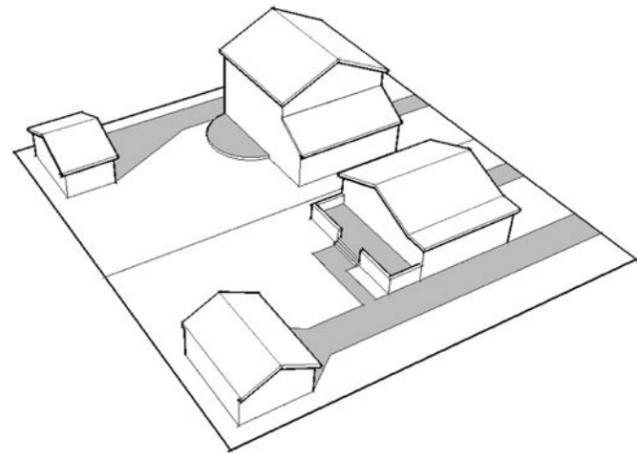
DRIVEWAYS

▶ **Design a driveway to be a visual asset.**

Driveway Character



A gravel driveway permits percolation of water into the soil and reduces storm water runoff.



Hard surfaces include drives, patios and courtyards. Using porous materials in these areas is encouraged.



This driveway uses stone pavers which are visually appealing and help to reduce the extent of surface areas. Landscape features also help to screen the drive from view and integrate it into the site.

Paved Surface Area



These paved driving strips minimize the amount of paved surface area in the driveway.

Driveways and parking areas have direct impacts upon the character of a site and the streetscape. Parking areas and driveways should be designed to be assets to the site, minimize impervious area, and appear as integral elements of the landscape design.

- 53. Minimize the amount of paved surface area in a driveway.**
- Limit the width and length of a drive.
 - Use porous paving materials.
 - Consider using paving strips, stone pavers, decomposed granite, pea gravel, exposed aggregate concrete, gravel, decorative modular pavers or grass and cellular paving systems to minimize impervious surface areas.
 - Avoid using plain asphalt or black top when possible.

LANDSCAPE DESIGN

 Use landscape features to integrate a building with its site.

Integrate Building with Site



Landscape should integrate a building with its site. In this example a deck, vegetative ground-cover and a walking path serve as transitions between the home and its site.

Minimize Building Scale



Use trees and shrubs to reduce the perceived scale of a larger building.

Enhance Street Scene



Use vegetation to screen a driveway and enhance the street scene.



Low, decorative fences can be used effectively as a landscape element and help “frame” the site. Combined with landscaping on both sides, this fence is a welcoming presence on the street.

A successful landscape design integrates a building with its site and neighborhood. It should incorporate existing natural features as assets. Landscaping should convey a sense of human scale, minimize the perceived mass of the home and maximize open space. Pay special attention to the edges of a site and how landscape design in those areas relates to the neighborhood context.

Budgets for successful landscapes vary widely, but even a modest project can enhance the fit of a property with the neighborhood. A landscape plan should be adopted early in the design process to reduce the likelihood of last minutes budgets cuts and reductions in landscape quality.

54. Design a landscape to have the following characteristics:

- Enhance the street scene.
- Provide a sense of progression from the street to the home.
- Integrate a home with its site and its neighborhood setting.
- Incorporate plant materials which complement those established in the natural surroundings.
- Use deciduous and non-deciduous landscaping to provide year-round vegetation.
- Maintain a sense of open space between sites.

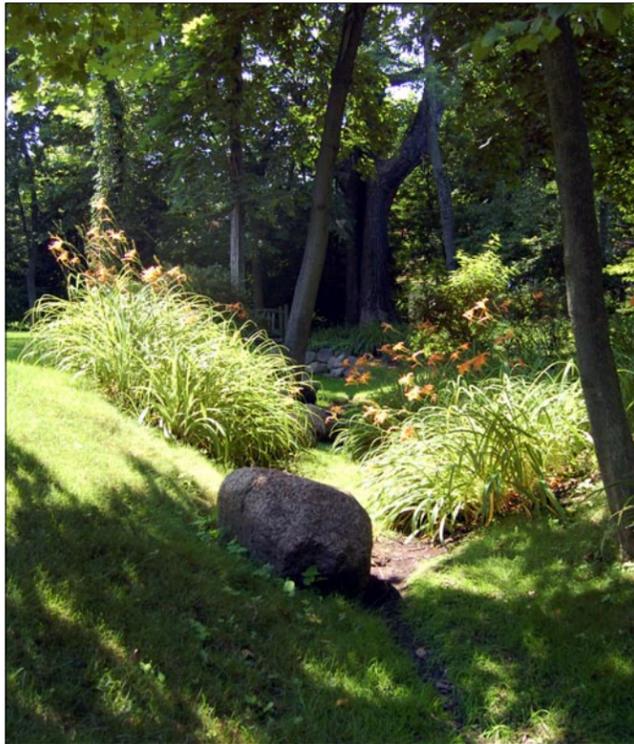
LANDSCAPE DESIGN

Spatial Progression



Provide a sense of progression from the street to the house.

Integrate with Topography



Make the most out of site topography. This “engineered” drainage swale has been landscaped into a unique garden space, hiding its function beautifully.



Bring the landscape architect or designer into the process early, to assist with drainage and tree preservation requirements, and to ensure the landscape design complements the building and site.



Minimize disruption to existing grade to prevent damage to mature trees. A severe grade change on this site was managed in a natural fashion utilizing natural stone outcropping to retain the slope and avoid a more severe retaining wall.

Progression of Outdoor Space

A traditional landscape design has a sequence of spaces that leads from the public realm of the street, transitions into a “semi-public” area in the front yard and then ends with the building entry, leading into the private realm. This progression is a part of the character of Winnetka and appears in many different garden styles and landscaping palettes. It may extend over a large lot front or be quite compact, but nonetheless is a key characteristic that should be continued.

55. Design a front yard to provide a progression of spatial experiences, from the public to the private realm.

- Combine fences, walkways and plant groupings to convey this hierarchy of spaces.
- This should occur even on very compact sites.

APPENDIX A: WINNETKA DESIGN TRADITIONS

Winnetka is known for its high quality neighborhoods and high standard of residential design. Its neighborhoods represent a progression of development, from the late 1830s to the present day, and homes range from large, lake-front properties to modest downtown bungalows. As a result, there is no single design “theme” or architectural style that signifies Winnetka. However, within these varied residential contexts there are several Village-wide design traditions which are apparent in the majority of residential buildings and landscapes.

This appendix summarizes Winnetka’s residential design traditions and also presents corresponding design principles which will help to maintain both Winnetka’s high standard of design quality and the unique character of the Village. These principles apply throughout the community and to all building projects.



Winnetka is known for its high quality neighborhoods and high standard of residential design.



A variety of architectural styles abound, with high quality of design the common thread which gives Winnetka its character and a sense of community.

RESTRAINED CHARACTER

Designs are relatively restrained in character. These may be modest in their massing and use of materials and details, or they may be more grand in detail and design features, but nonetheless are not ostentatious or “over-the-top.”

A1. Designs should convey restraint.

- Use refined details and materials to achieve a subdued overall effect.

CONSISTENCY AND INTEGRITY IN DESIGN

A successful design has a coordinated design concept. Materials, massing and details occur in a consistent manner. This tradition continues with additions and alterations and even in landscapes.

A2. A design should be consistent in its execution.

- This applies to its basic concept, form and details.
- An addition should also be consistent with the existing structure.

INDIVIDUALITY

Each home is unique. Most houses are custom-built. Even where a developer has erected several homes in close proximity, each has an individual design. Repeating the same design, often associated with tract development, is contrary to Winnetka’s design traditions.

A3. Each design should be an individual expression.

- Replicating other designs is discouraged.



This home uses many architectural details while remaining modest in character.



Traditional Winnetka homes use architectural detailing, materials and massing in a consistent manner.



Traditional homes in Winnetka express a sense of individuality in design.

HIGH QUALITY CONSTRUCTION

Winnetka homes are well-crafted and express a sense of high quality in construction. Even modest homes have these attributes. This also is reflected in landscapes.

- A4. Any improvement should be of high quality and convey a sense of durability.**
- High-quality materials and construction methods should be used.

FIT WITH THE SETTING

Winnetka homes fit with the natural setting. Mature vegetation, slopes, as well as lot size and shape are integral parts of the design, rather than obstacles to overcome.

Natural resources, such as wetland areas and mature trees, are kept in the landscape design. Individual sites may differ but each responds to the assets of its setting.

- A5. A design should fit with its setting, incorporating key natural features and landscapes.**
- Native plants and site features should be integral to the property.

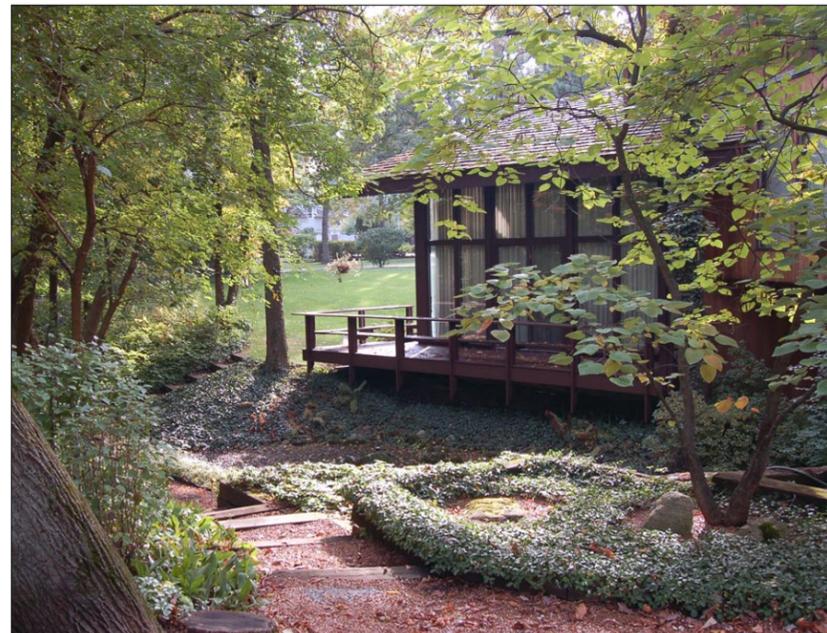
SENSE OF SCALE

Winnetka homes convey a sense of scale. This is conveyed in the overall massing of a structure as well as the way in which windows, doors and details give a sense of the building size. The texture of materials and the manner in which they are assembled do so as well. This helps one comprehend the building size in comparison to a human being.

- A6. A property should convey a sense of human scale.**
- Use varied massing, detailing and landscaping to establish a sense of scale.
 - Also use architectural elements, such as windows and doors, to establish a sense of human scale.



Traditional homes in Winnetka are well-crafted and express a sense of high quality in care and construction.



This home integrates with the topography, mature vegetation, and other natural assets of its site.



Landscape treatments and architectural detailing convey a sense of human scale.

BALANCE OF INDOOR AND OUTDOOR SPACES

A traditional design makes use of outdoor areas as well as indoor spaces. This includes porches, patios and gardens that extend living areas outside. This balance of active spaces may be private, such as a rear-deck, or semi-private, such as a front porch. Traditionally, semi-private outdoor spaces have contributed to the sense of community within the Village.

- A7. A design should balance uses between the indoors and outdoors.**
- These should fit with the setting and be compatible with neighbors.



This home's outdoor spaces include its large front porch and landscaped yard.

FIT WITH THE NEIGHBORHOOD

A Winnetka home fits with its neighbors. Across a neighborhood, homes have a sense of relatedness, which derives from similar ways of placing buildings on their sites, of uniform setbacks, and similarity in massing and form.

- A8. A building should reflect the established relationships of siting and scale in the neighborhood.**
- Considering one's neighbors is also a tradition. This occurs



Across a neighborhood, designs remain unique, but should have a sense of relatedness and similarity.

GIFT TO THE STREET

A Winnetka home "contributes" to the street. In Winnetka a property provides details that are visually attractive and interesting to people on the street. This may occur as a porch that faces the street, the composition of building facade, or a landscape feature. An individual property is a part of the greater neighborhood context, which is enriched by this contribution to the public way.

- A9. Convey a "gift to the street" through design that enriches the public realm and acknowledges that a property is a part of the neighborhood.**
- This includes architectural ornaments and accent plantings.



Landscape treatments including trees and paving enhance the character of a home and the quality of the streetscape.

APPENDIX B: PROPORTIONS OF SELECTED RESIDENTIAL STYLES

Winnetka is known for its high quality residential neighborhoods which have rich architectural histories dating from the late 1800s and extending through many periods and styles. This mix contributes to the Village’s character and its neighborhoods. Each style has distinctive proportions and features that contribute to the sense of “belonging” in the Village. This appendix provides an overview of the principles of proportion seen in selected styles prevalent in Winnetka including;

- Colonial Revival;
- Craftsman (Arts and Crafts);
- Prairie;
- Queen Anne (Victorian); and
- Tudor Revival.

These styles are common in Winnetka, but others also appear throughout the Village. A style may not exactly fit into these categories, but will have some of the features described here. The following pages illustrate traditional building proportions for these styles. While these proportions vary from style to style, they show a consistency of proportions and relation to human scale which are characteristic of all residential styles in Winnetka.

These residential descriptions do not constitute a recommendation to build homes in one style over another, but serve as a reference for identifying key features of various styles in order to respect established design traditions.



This chapter provides an overview of selected styles in Winnetka, and should be reviewed when altering an existing home, or designing a new house based on these styles.

In This Appendix	
Colonial Revival	ii
Craftsman (Arts and Crafts)	iv
Prairie	vi
Queen Anne (Victorian)	viii
Tudor Revival	x

COLONIAL REVIVAL : KEY FEATURES

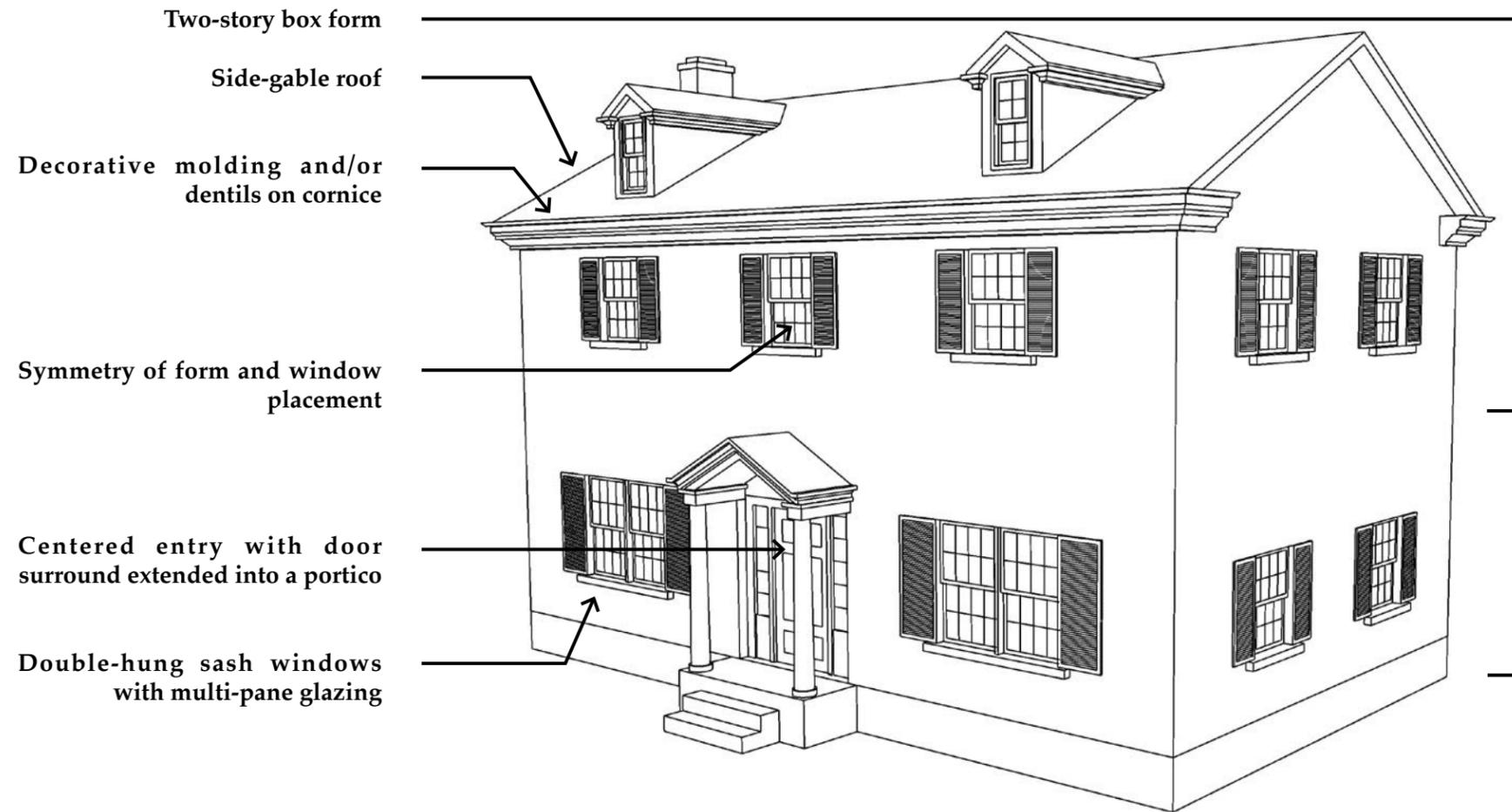
Colonial Revival in Winnetka



- Symmetrical composition
- Hip roof
- Dormers subordinate to overall roof mass
- First floor windows taller than upper windows



- Gable roof with ridge parallel to street
- Brick
- Offset entry aligns with window above
- Classical pediment above door
- Six-over-six windows



The Colonial Revival style dates from the 1880s to the mid 1940s. This spans what is termed to be the Eclectic Period of American residential architectural design. Revival homes reflected several classical precedents, but were primarily true to their colonial inspirations of the Georgian and Adams styles. A Colonial Revival home has a box-like shape, side-gable roof and strict symmetry. Variations of this style often have windows placed in pairs and detailed door surrounds or a front portico. The Colonial Revival style is very common in Winnetka and its influence over current design trends is apparent throughout the Village.



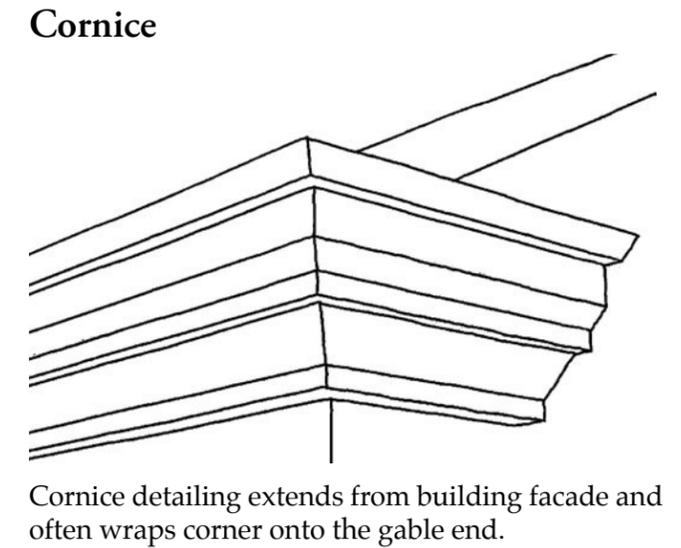
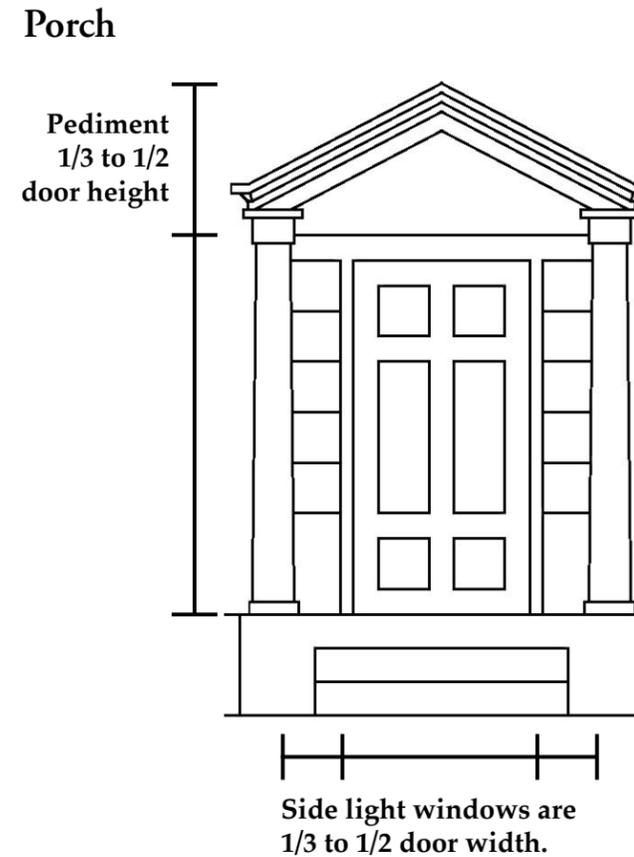
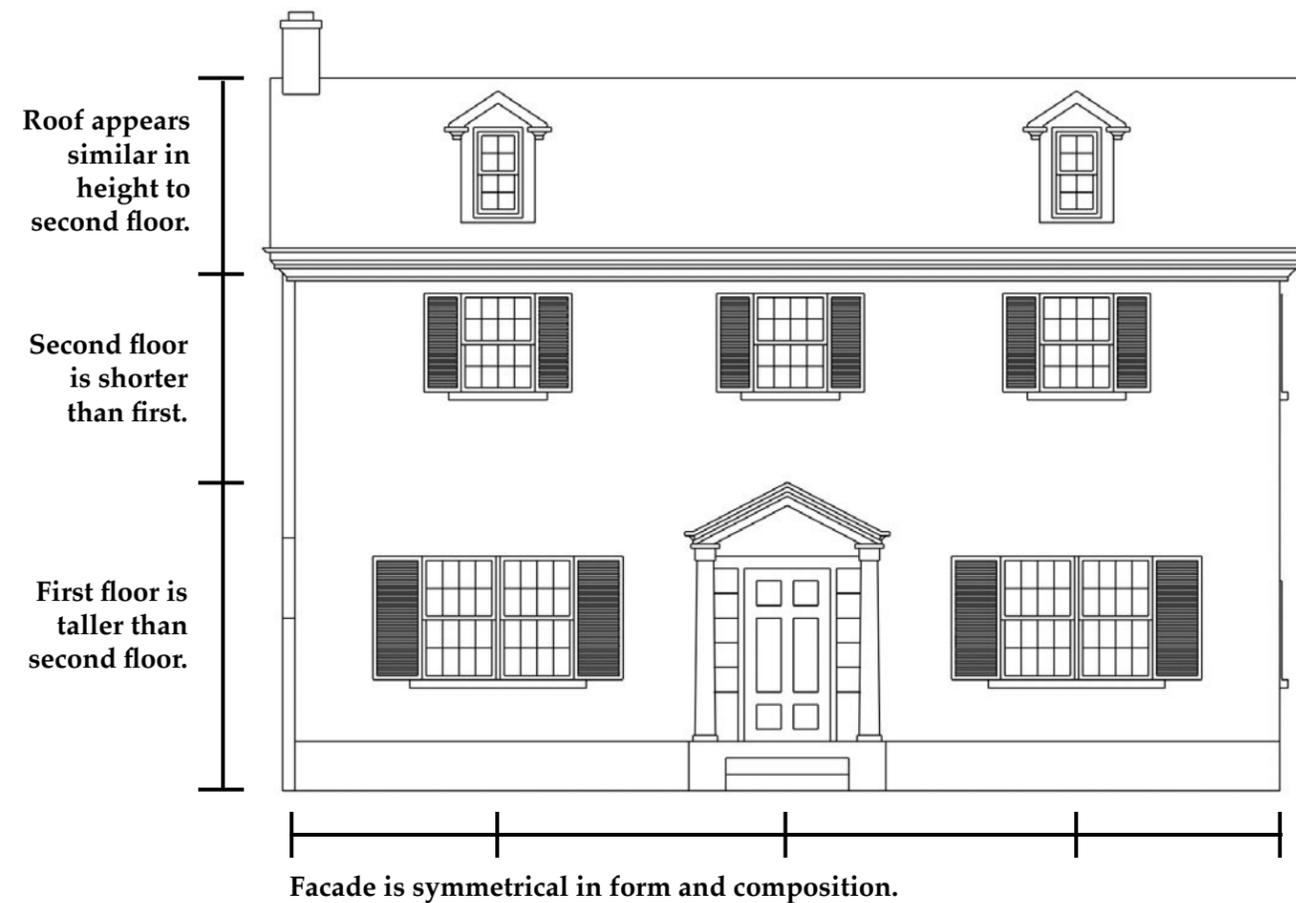
- Symmetrical composition
- Lap siding
- First floor windows taller than upper windows



- Central mass with side wing
- Shingle siding
- Door surround in proportion to wall area

COLONIAL REVIVAL: FORM AND PROPORTIONS

The following proportions analysis represents one example typical of this style; other variations exist.



Building Form & Composition

- Symmetrical primary form, most commonly two stories
- Single-story side wing with flat roof also common
- Side-gabled, gambrel or hipped roof form
- Accentuated front door, often extended into a small porch
- Double-hung sash windows with multi-pane glazing, placed singly or in pairs in symmetrical rows, aligned both horizontally and vertically across all facades
- Dormers, often pedimented
- Brick and stone masonry or shingle and clapboard siding
- Cornice detailing extends from building facade and often wraps the corner onto the gable end

Proportions

- Strict symmetry across the center axis is maintained in window placement and design.
- Center lines of upper and lower windows are aligned.
- Larger variations of this style include window patterns of five- or seven-across.
- First floor heights remain greater than second floor heights in all variations of this style.

CRAFTSMAN (ARTS AND CRAFTS): KEY FEATURES

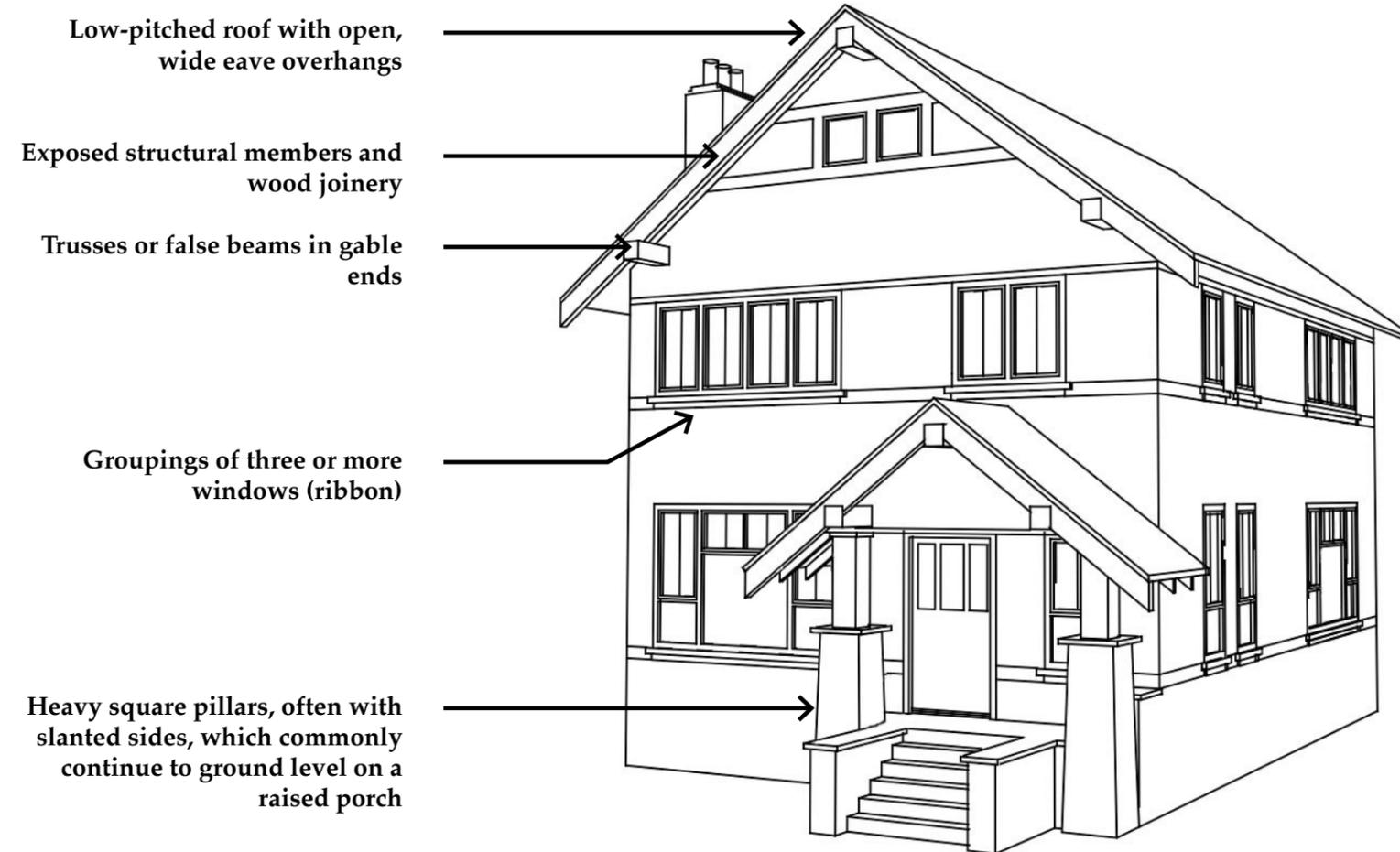
Craftsman in Winnetka



- Asymmetrical composition
- Gable end faces street
- Shallow roof pitch on porch



- Sloped (battered) columns
- Decorative strap work with substantial proportions



The Arts & Crafts movement dates from the 1900s through the 1940s and includes the Craftsman and Prairie styles. The Craftsman style is characterized by low-pitched roofs with exposed rafters, wood construction, the use of art glass in windows and porches with wide tapered columns. Examples are common throughout Winnetka. Many are very consistent in use of Craftsman features, but a few are hybrids that have only a few details associated with this style.



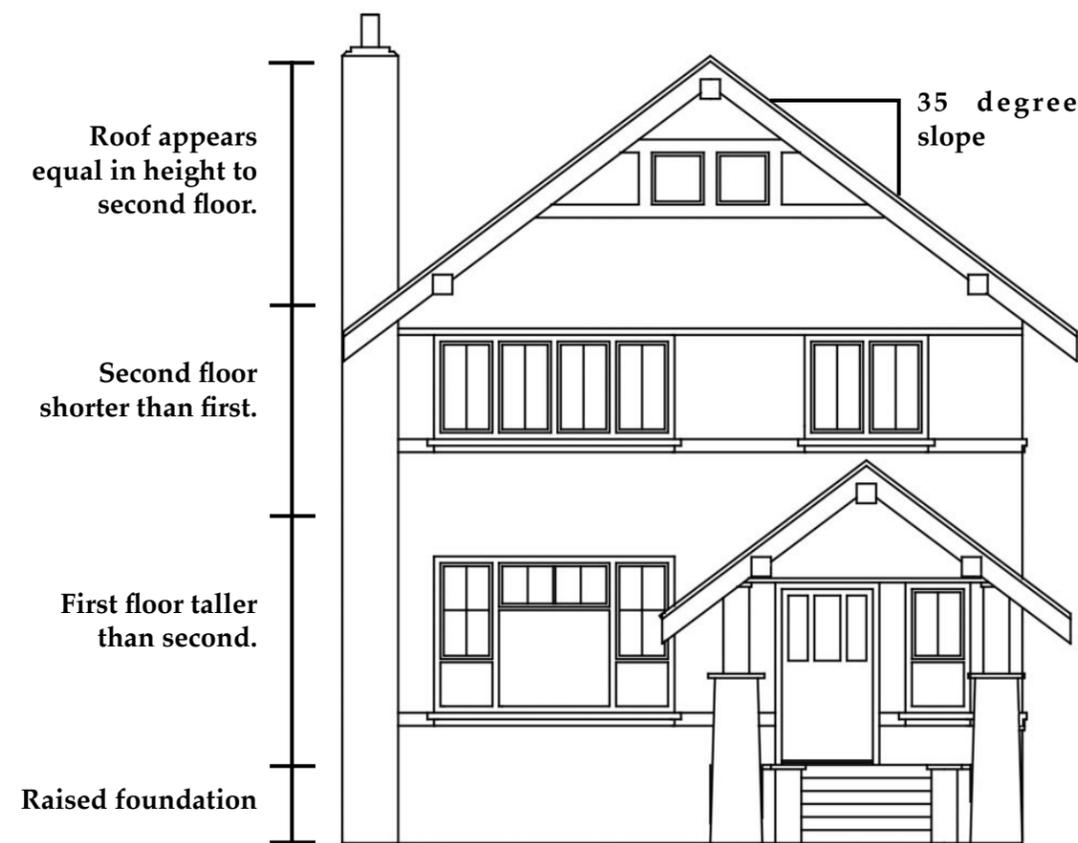
- Cross-gable roof
- Ornamental window pattern as accent



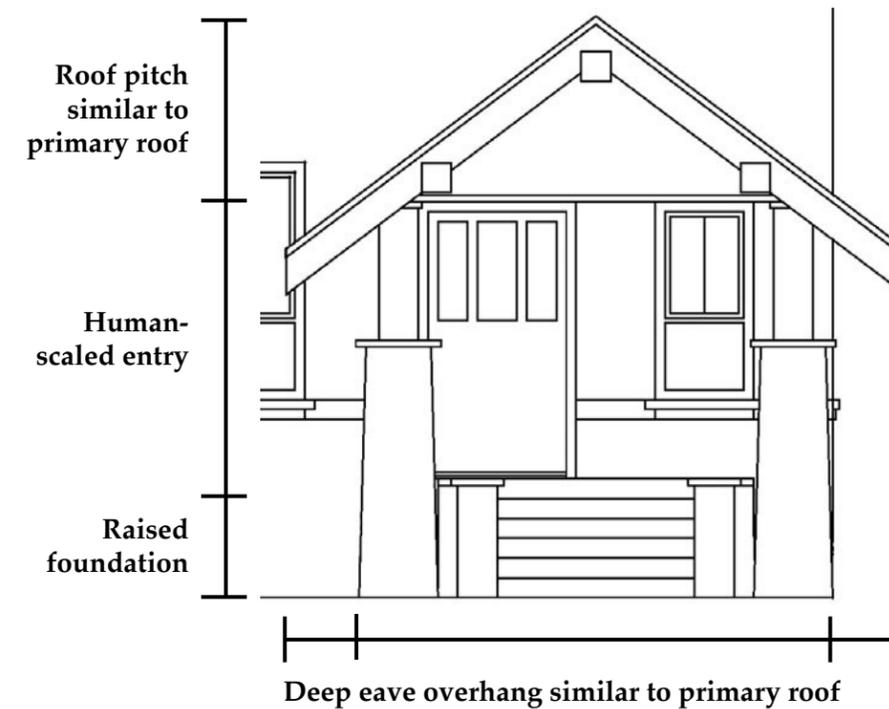
- Cross-gable roof with exposed roof structure
- Horizontal trim

CRAFTSMAN (ARTS AND CRAFTS): FORM AND PROPORTIONS

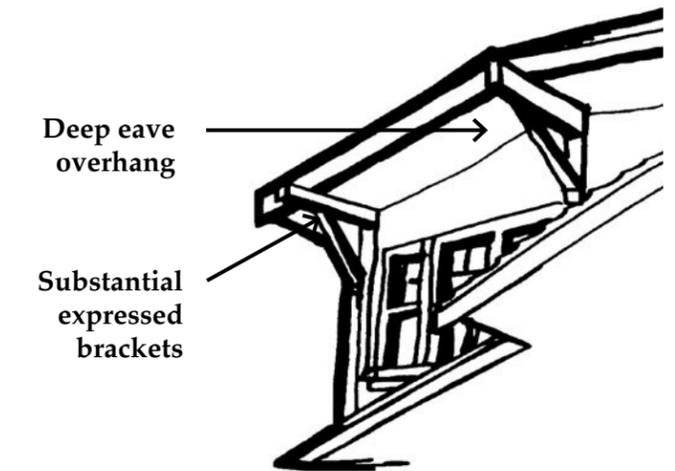
The following proportions analysis represents one example typical of this style; other variations exist.



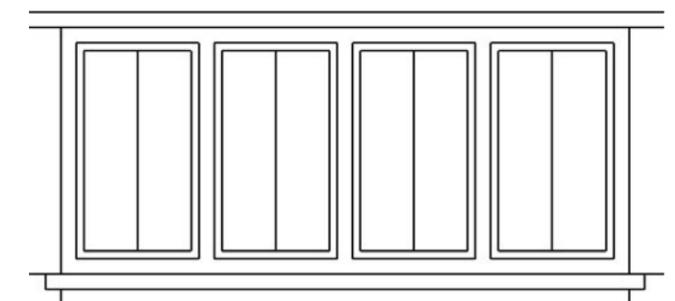
Porch



Eaves



Windows



Casement windows are often placed as ribbons in groupings of three or more.

Building Form & Composition

- Front-gable, cross-gable, side-gable or hipped roof form
- Low-pitched roof with wide, open eave overhang
- Open porches with square posts, often with slanted sides which commonly continue to ground level
- Casement or double-hung windows, located in grouping of three or more (ribbon)
- Wood clapboard and shingle or stucco and strap-work siding
- Exposed structural members and wood joinery, typical in the eaves

Building Proportions

- The slope of the primary roof will typically also be used on the porch.
- Variations with cross-gable forms typically maintain similar roof slope on all roof masses.
- The depth of the eave overhang is typically a minimum of 2 feet.
- Exposed structural members are large enough to be seen at a distance without overpowering other facade features.

PRAIRIE: KEY FEATURES

Prairie in Winnetka



- Shallow roof pitch
- Windows align and sit on horizontal molding



- Low-pitched hip roof
- Tall casement windows align and sit on horizontal molding
- Stucco above stone

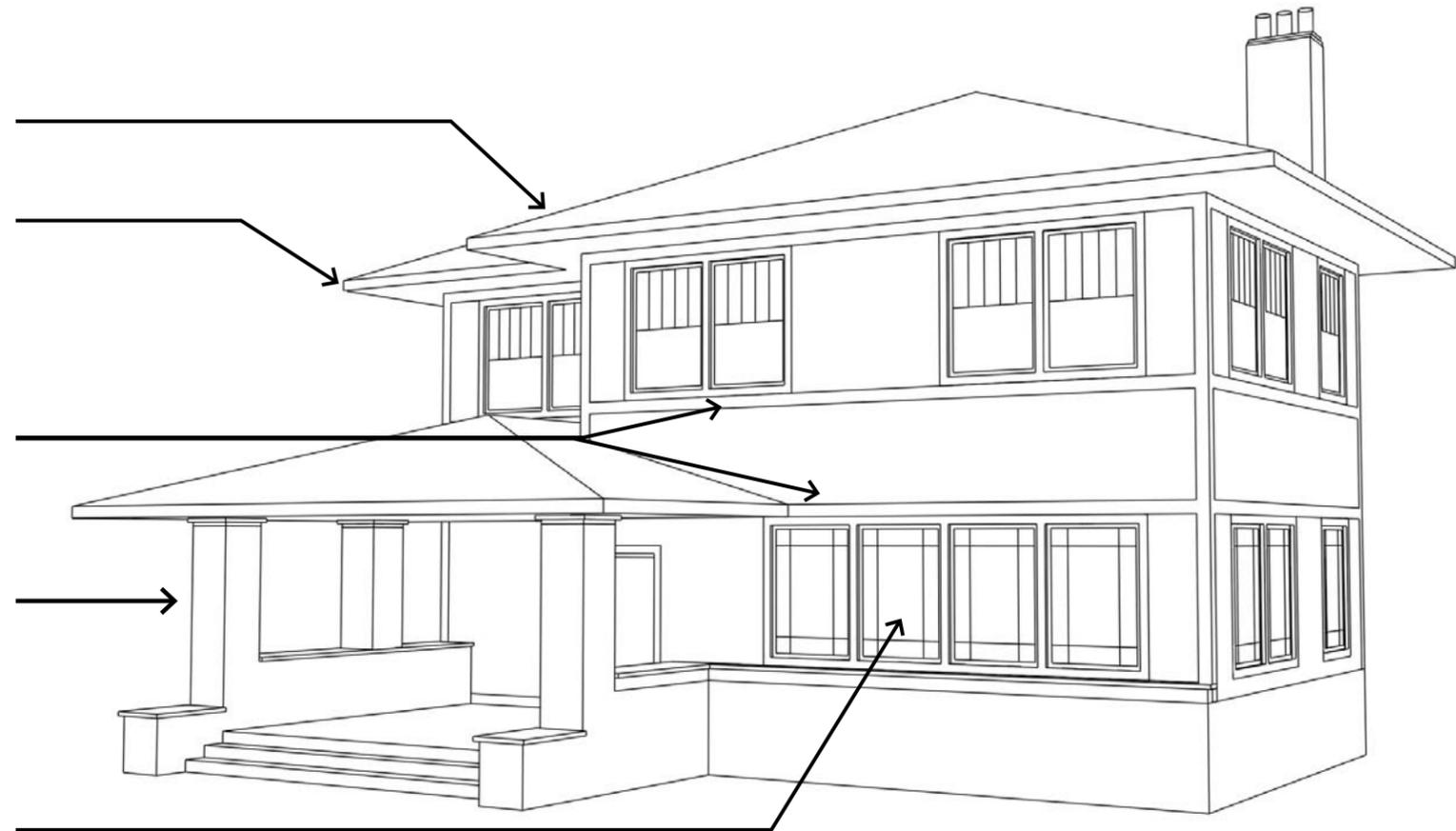
Low-pitched, usually hipped roof

Wide overhanging eaves

Horizontal emphasis in detailing

Two stories with a one-story porch or wing

Tall casement windows with geometric detailing



One of the dominant designs of the Arts & Crafts movement, the Prairie style dates from the 1900s to the 1920s. It is characterized by low-pitched roofs, broad eaves and simple geometric shapes that provide an overall horizontal appearance. Examples of the Prairie style are common throughout Winnetka neighborhoods.



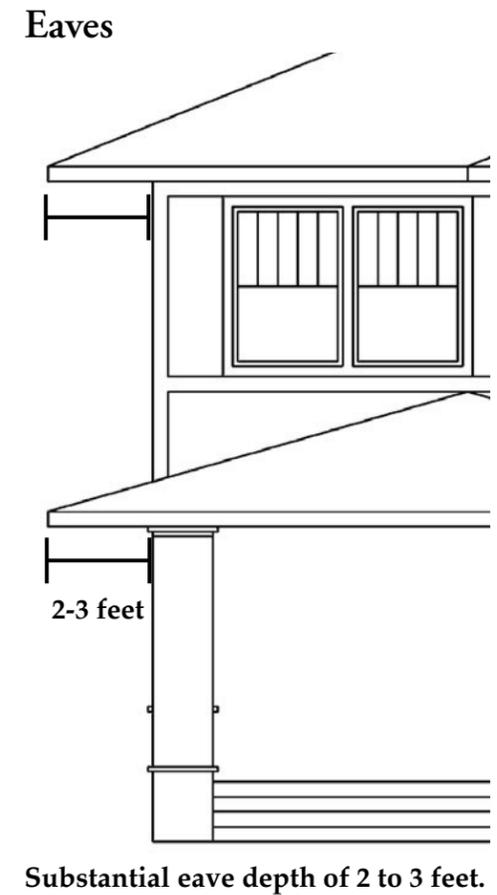
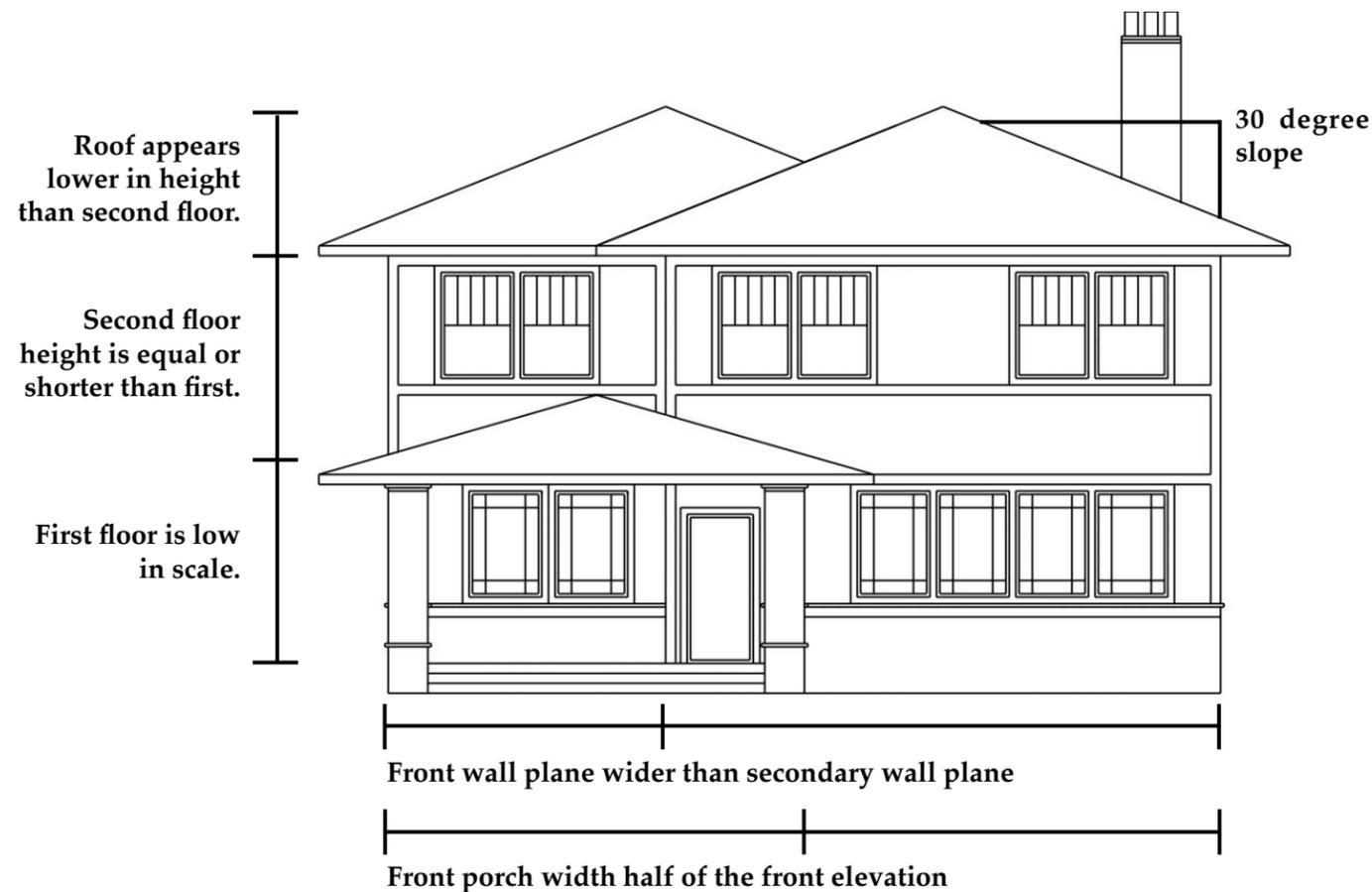
- Deep overhanging eaves
- Horizontal emphasis in details and window placement.



- Asymmetrical composition
- Windows as "cut-outs" in smooth wall plane

PRAIRIE: FORM AND PROPORTIONS

The following proportions analysis represents one example typical of this style; other variations exist.

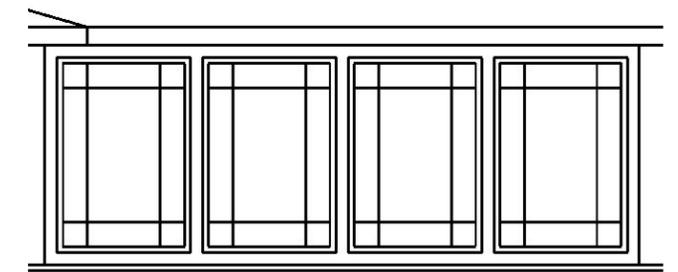


Horizontal Emphasis



Trim, window shapes and low, wide eaves emphasize the horizontal character of the Prairie Style proportions.

Windows



Horizontal bands of casement windows with geometric detailing characterize the Prairie style proportions.

Building Form & Composition

- Two story form with one-story element
- Low-pitched roof, usually hipped
- Wide overhanging eaves
- Large front porches which reflect the roof form, often with wide square supports.
- Casement or double-hung windows placed in horizontal bands, often with geometric detailing. Dormers are also common.
- Masonry or stucco
- Horizontal emphasis in detailing such as a contrasting trim on eaves or walls
- Broad, flat chimneys

Building Proportions

- Variations with one primary mass include similar proportions in relation to porch design and the overall height and horizontal character of the building.
- Roof slopes are consistent on all roof masses and are typically 30 degrees or lower.
- Eave overhangs are consistent over all roof masses.
- Casement windows have a vertical feel, but are arranged in ribbons to emphasize the horizontal.
- Windows are set back, abut or wrap around a building edge.

QUEEN ANNE (VICTORIAN): KEY FEATURES

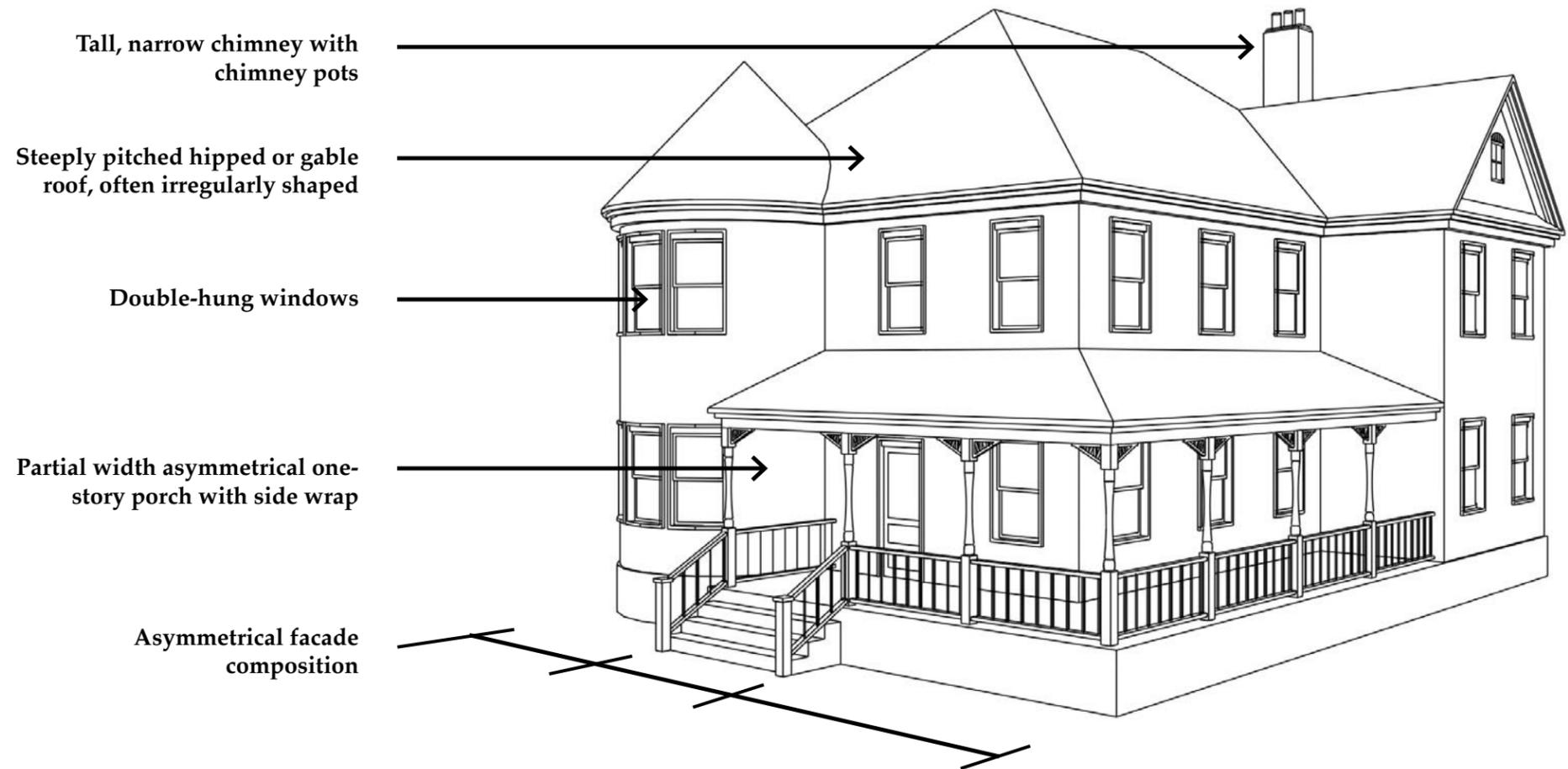
Queen Anne in Winnetka



- Asymmetrical composition
- Primary roof slope facing street
- Tower element intersects primary roof form
- Front porch wraps around front and side facade



- Asymmetrical composition
- Lap siding
- Double-hung windows
- Multiple roof forms
- Tall, narrow chimney with chimney pots



As part of the Victorian period of American residential architecture, homes of the Queen Anne style were built between 1880 and 1910. It introduced open planning and a new way of massing volumes of space. Inherently eclectic, the style is characterized by its asymmetrical composition, steeply pitched roofs, and highly textured or detailed facades. While one of the less common styles in Winnetka, examples of Queen Anne homes can be found throughout the Village.



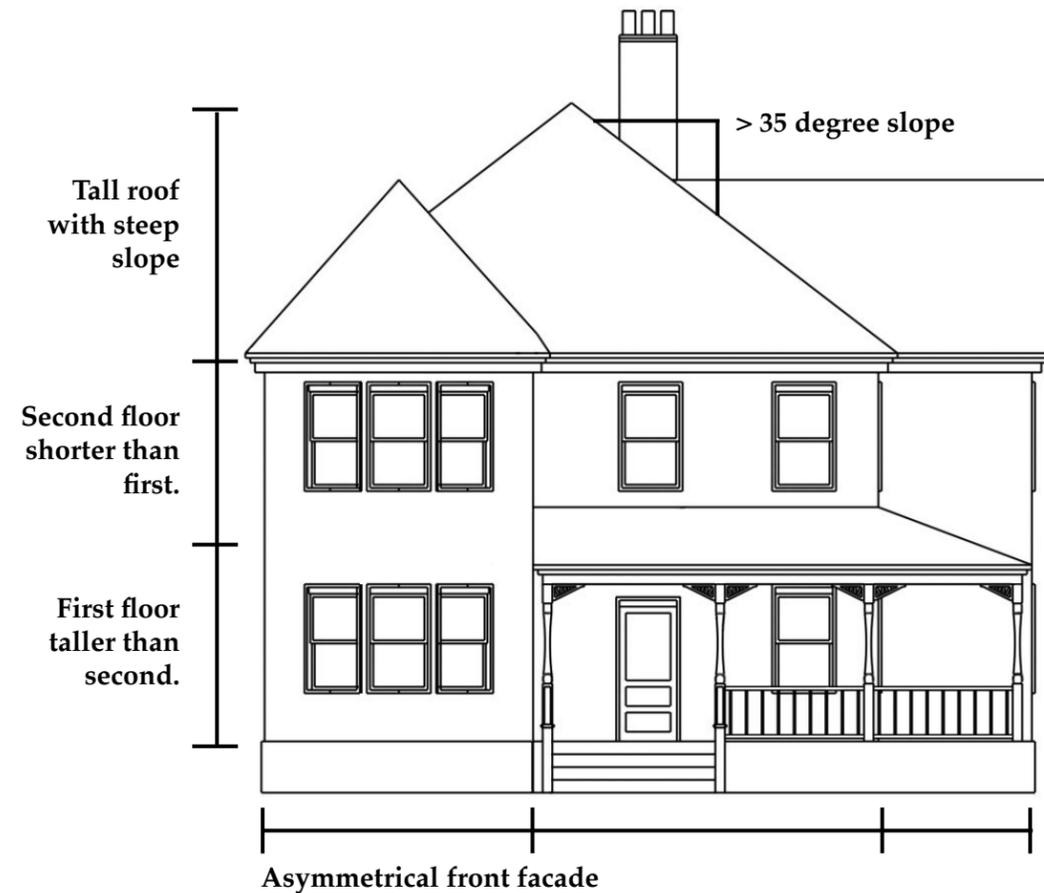
- Asymmetrical composition
- Double-hung windows
- Lap siding



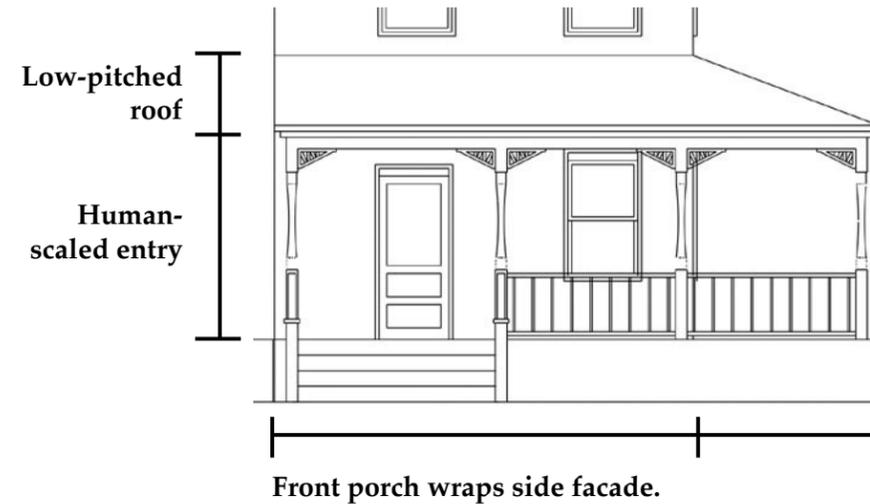
- Asymmetrical composition
- Wrapped front porch
- Double-hung windows

QUEEN ANNE (VICTORIAN): FORM AND PROPORTIONS

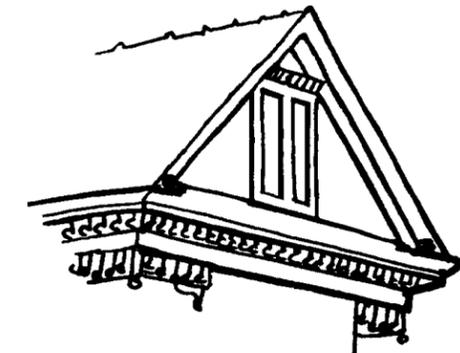
The following proportions analysis represents one example typical of this style; other variations exist.



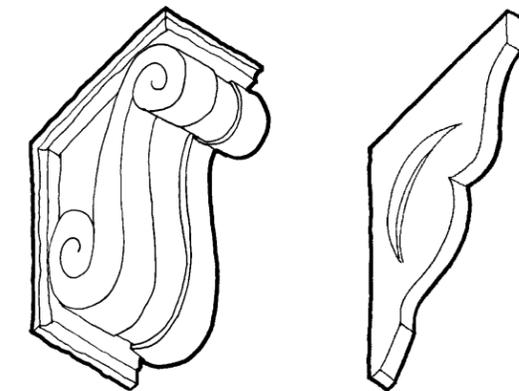
Porch



Architectural Details



Detailed trim work on a cross-gable roof element has substantial depth.



Brackets are details common to the Queen Anne Style.

Building Form & Composition

- Asymmetrical composition with a dominant front-facing roof form
- Steeply-pitched, irregularly-shaped hipped or gable roofs
- Partial or full-width porch, usually one-story and partially wrapped around to side facade(s)
- Cut-away bay windows, towers, turrets, gables and other forms which protrude from the wall and roof planes
- Wood or masonry construction
- Decorative detailing such as spindlework, dentils, brackets and bands of shingles or trim

Building Proportions

- Facades are asymmetrical. Horizontal proportions vary from building to building.
- Roof slopes are moderate to steep and may vary across different roof masses of one building.
- First floor heights are taller than second floor heights.
- Spacing on porch "bays" are typically even, though the entry bay can be slightly wider.
- Upper and lower window panes are equal in size on double hung windows.

TUDOR REVIVAL: KEY FEATURES

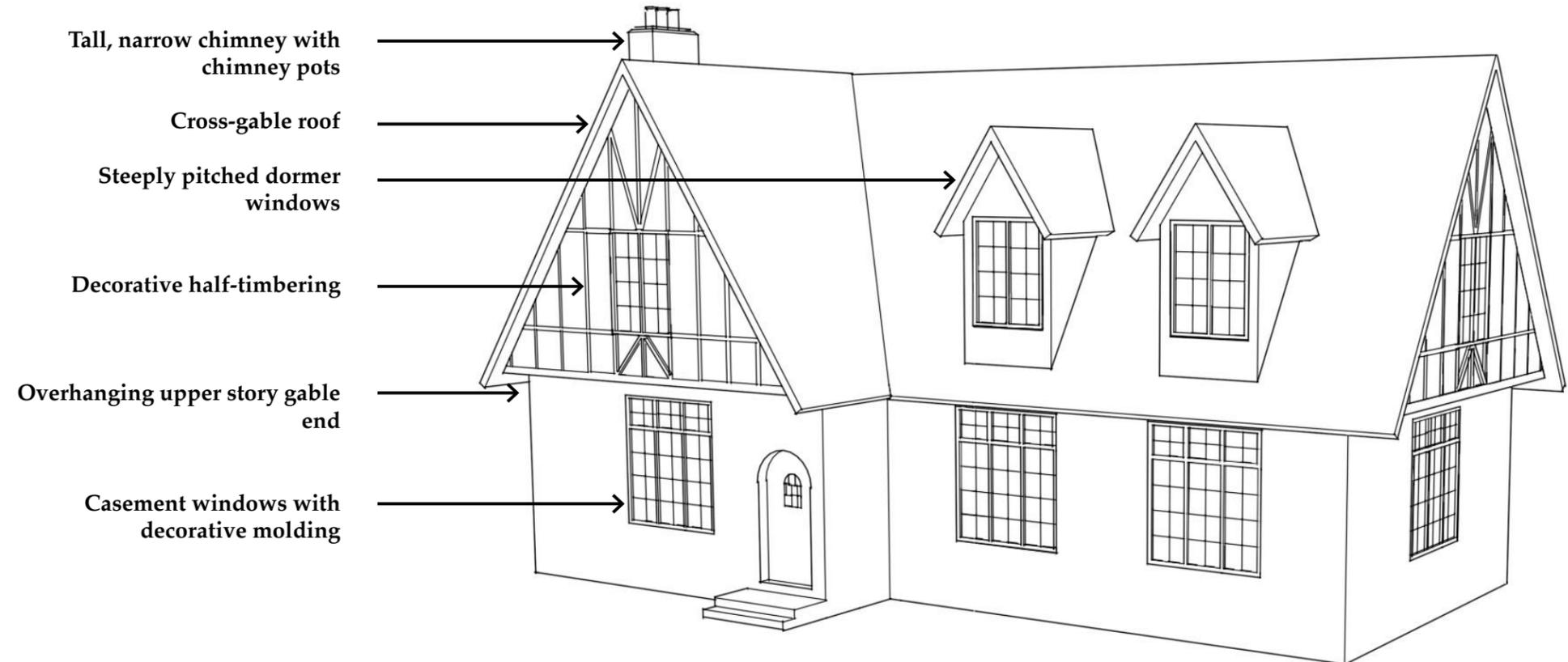
Tudor Revival in Winnetka



- Multiple cross gable roof forms
- Thick half-timber siding
- Use of multiple materials



- Multiple cross gable roof forms
- Steeply pitched dormer windows
- Brick masonry on ground floor, thick half-timber siding over stucco on upper floors



Historically built between 1890 and 1940, the Tudor Revival style dates from the Eclectic Period of American residential architectural styles. The style is inspired by sixteenth-century English architecture, though only loosely as it also draws on Renaissance and early Arts & Crafts styles. Tudor Revival homes are characterized by steeply pitched gable roofs, the use of multiple materials and half-timber facade treatments. Tudor Revival style homes are often seen at both large and small scales. This style is one of the most common architectural styles in Winnetka.



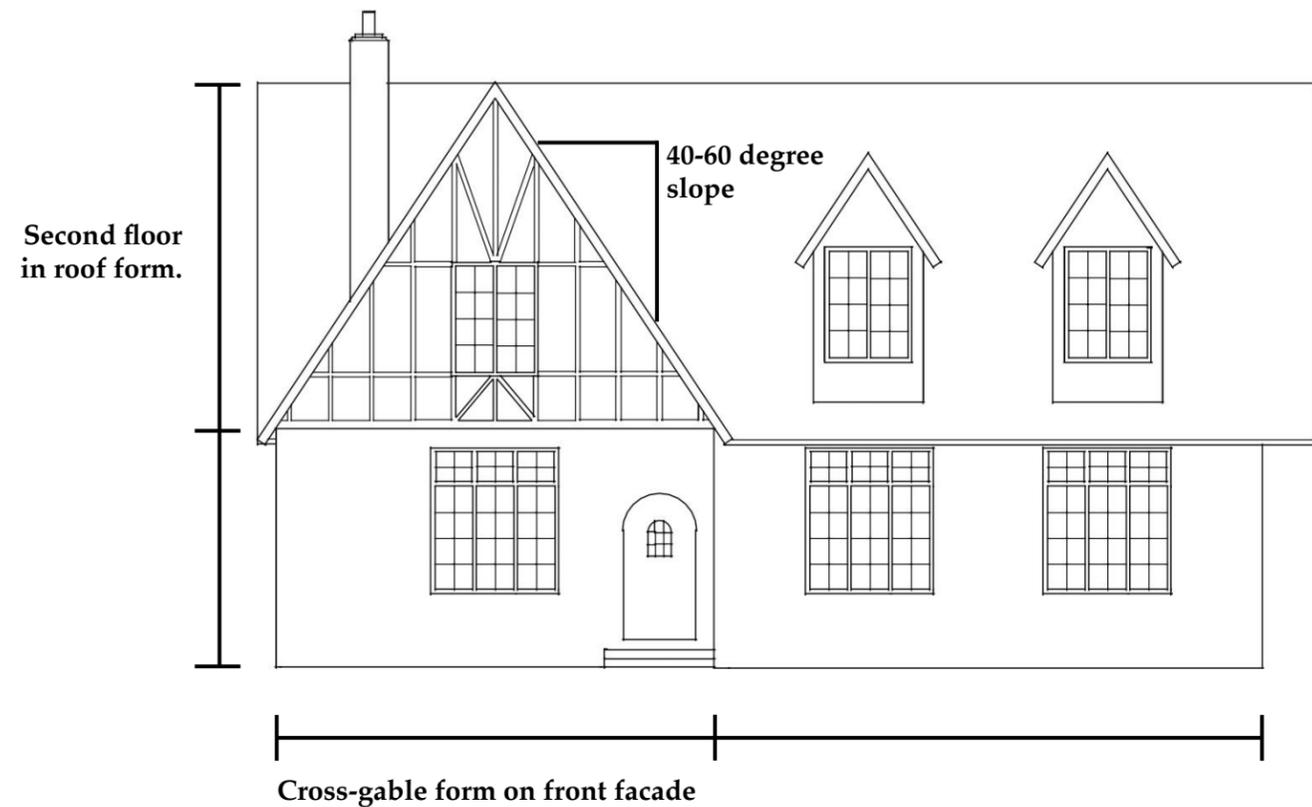
- Steeply pitched cross gable roof
- Use of multiple materials



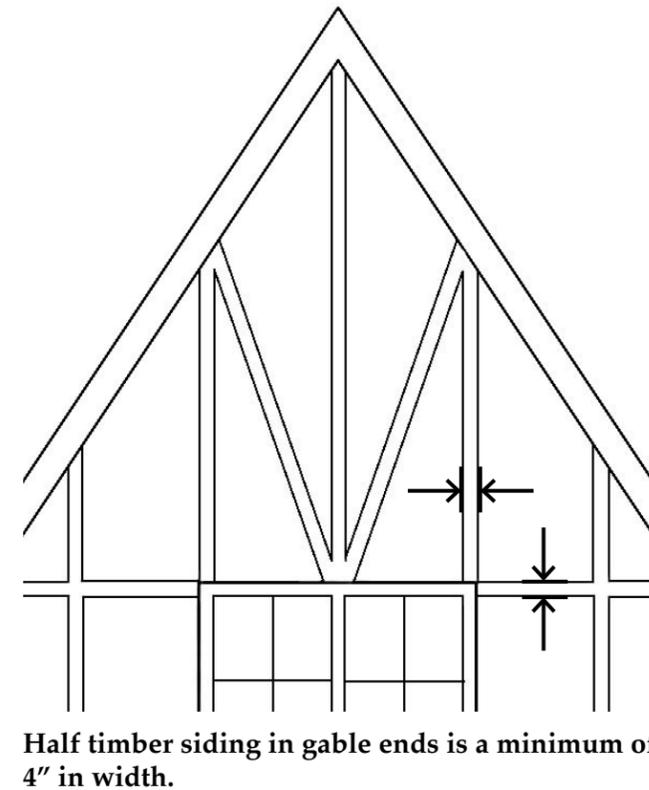
- Multiple cross gable roof forms
- Thick half-timber siding

TUDOR REVIVAL: FORM AND PROPORTIONS

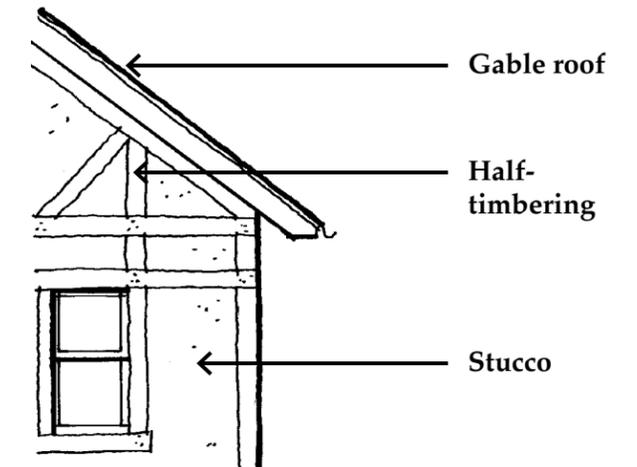
The following proportions analysis represents one example typical of this style; other variations exist.



Details

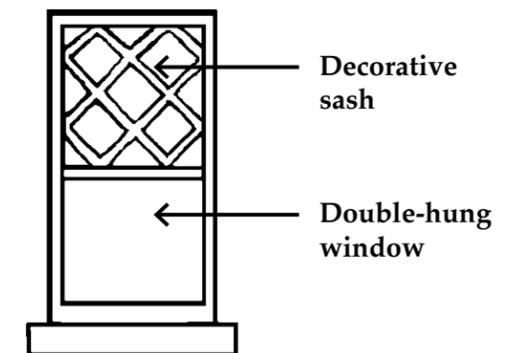


Materials



Stucco and half-timber siding are common characteristics of the Tudor Revival style.

Windows



Double-hung windows with decorative diagonal molding characterize this style.

Building Form & Composition

- Steeply pitched gable or cross-gabled roofs
- Overhanging upper stories or gables
- Simple paneled-doors flush with or recessed from the primary facade, or small front porches
- Groupings of tall, narrow casement or double-hung windows with decorative moldings
- Steeply pitched dormer windows
- One- and two-story bays
- Use of multiple materials including stone or brickwork on the lower floor and stucco, shingles or wooden panelling on upper floors
- Decorative half-timbering, often on gable ends

Building Proportions

- Proportions of front facades can vary.
- When the second story is not located in the roof form, it will typically be slightly lower in height than the first floor, but never taller.
- Front facades may also include multiple cross gable elements.
- Roof slopes will typically be similar across all masses.
- Half-timbering is typically thick, varying between 4 and 8 inches.
- Overhanging upper stories or gables typically do not exceed 2 feet.

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CITY OF LAKE FOREST RESIDENTIAL DESIGN GUIDELINES

Appendix 9-86C of Section 9-86 - Architectural and Site Review of the Lake Forest City Code

*A Resource Guide for
Building in Established Neighborhoods*



INTRODUCTION

The City of Lake Forest is one of the oldest planned communities in the United States. Since its creation by Special Charter of the Illinois Legislature in 1861, Lake Forest has continuously planned its development and growth. Although the City has grown significantly since its creation, the original ambiance characterized by the outstanding architecture of its historic estates, manor homes, public and educational buildings, and commercial areas, has been preserved and continues to positively influence the value of property in the area.

Over time, the City has reviewed and amended its comprehensive plan and ordinances, in each case amendments have represented a continuation of the central philosophy of the City; to maintain its compatible community character, historic structures, and streetscapes.

In order to help maintain the quality of the built environment which has historically characterized Lake Forest, certain requirements must be met when building. These requirements fall into three categories:

- Zoning Code
- Building Code
- Architectural Integrity and Sensitivity to Context

In order to maintain stewardship of its housing stock and its land, the City employs a Community Development staff, including architects, planners, and building inspectors, who enforce the requirements of the Building and Zoning Codes. For variations from these requirements, the City has in place a Construction Codes Commission and a Zoning Board of Appeals (which is a recommending body to the City Council).

Before a building permit is issued, architectural integrity and sensitivity to context must be displayed to City staff and in certain cases, the Building Review Board or Historic Preservation Commission.

Building Review Board

The Building Review Board was created by City ordinance in 1962. Seven members are appointed by the Mayor, subject to approval by the City Council. The Building Review Board is responsible for overseeing new construction and additions to existing buildings. The Board's role is to ensure that the character of the community, the high standards for development, and property values are maintained. The Board works to manage change, particularly change that impacts established neighborhoods, with respect to the following areas:

- Facades, including size and arrangement of windows and doors.
- Building Scale
- Architectural design and appropriateness of material types and colors
- Significant design features such as, but not limited to, roof lines, building height, and massing.
- Location of a building on its site relative to structures on contiguous properties with consideration given to existing and additional landscaping.

Historic Preservation Commission

In 1998, the City Council adopted a Historic Preservation Ordinance, which established the City's first Historic Preservation Commission. The Commission is made up of seven members who are appointed by the Mayor, subject to approval by the City Council. The members are residents of the community who have interest, knowledge and expertise in architecture, historic preservation and the overall character of Lake Forest. The Historic Preservation Commission is responsible for reviewing proposals for new construction and demolitions of existing structures within the City's Historic Districts. The Commission bases its decisions on criteria modeled after the Secretary of Interior's Standards for Historic Properties.

INTRODUCTION

Purpose of the Guidelines

The purpose of these Design Guidelines is to assist in determining whether a new building, or the expansion of an existing one, is visually compatible with the character of its neighborhood. This document is to be used by property owners, architects, designers, developers, and contractors. It is also intended to be used by the Building Review Board and Historic Preservation Commission as a basis for reviewing exterior design features for projects within Lake Forest.

The Guidelines establish minimum criteria for neighborhood compatibility, not the maximum expectations for good design. Meeting the minimum criteria will not alone assure a successful project – that will require a careful execution of a sensitive design and the use of quality materials. A thoughtful application of the guidelines, however, will assist in creating a project that is compatible with neighborhood character.

The Design Guidelines do not prescribe specific architectural styles or images, nor do they encourage direct limitations of the past or radical departures from the existing design context. There are many appropriate design responses to a given situation. These Guidelines are most concerned with whether the design respects the project's context and consciously responds to patterns and rhythms of the streetscape with a design that is compatible and that will contribute to the quality of the neighborhood.

Organization of the Guidelines

The Design Guidelines are divided into three sections:

- Character Analysis
- Goals and Objectives
- Guidelines

Section 1, "Character Analysis," describes the distinguishing physical features of Lake Forest as they are viewed today and summarizes the historical development of the community.

Section 2, "Goals and Objectives," specifies overall goals for community design and objectives for residential development.

The character analysis and goals establish the context for the Guidelines in Section 3. The guidelines describe methods by which residential remodeling can be made compatible with the existing structure and how new dwellings can be designed to fit into the context of the neighborhood.

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Appendix - Lake Forest Architectural Styles Worksheet

SECTION ONE

CHARACTER ANALYSIS

The character of Lake Forest is defined by the visual quality of its neighborhoods. A single building out of context with its surroundings can have a remarkably disruptive effect on the visual character of a place. It effects nearby buildings, the streetscape, and the image of the city as a whole.

Basic Character of Neighborhoods

Lake Forest is a mature community composed of neighborhoods that vary in age and character.

- The primary image and identity comes from its residential areas, with their trees and streets systems, and from its Central Business District, Market Square.
- Most neighborhoods display a consistent character of development through building age, materials, and architectural style.
- Where landscaping is mature, neighborhoods are more attractive and have a stronger image.

There is a broad mix of neighborhoods throughout the City. These neighborhoods vary in age, size of lots, vegetation, size of homes, architectural style, and building materials. Overall the homes within a neighborhood are compatible with one another. Some areas are in threat of demolition and redevelopment. It is these areas that the guidelines are most imperative. New construction within an established neighborhood needs to conform to the existing environment and not significantly alter the character of the neighborhood. A few of the City's various neighborhoods are described below.

Several smaller lot neighborhoods on the east side of the City, such as **Edgewood Road**, **West Park**, and **Washington Circle** neighborhoods are characterized by homes dating to the 1910s and 1920s. Most blocks in these neighborhoods retain their original character of site and setting. Dwellings were built with consistent setbacks from the street, with front yards for landscaping and plantings, and with the house's porch and main entrance oriented towards the street. Most blocks are laid out with similar lot dimensions and distances between houses, creating a consistent rhythm and pattern in the location of dwellings and their intervening spaces. This streetscape character is retained on most blocks and should be preserved and maintained. The homes are consistent in scale, materials, and styles within each neighborhood. Detached garages are located at the rear of the properties with minimal visibility from the street. In recent years these areas have seen some redevelopment with homes enlarged and several demolitions. The replacement homes, for the most part, are consistent with the neighboring properties in size, style, and materials.



Neighborhoods such as **Lake Forest Heights** and **Northmoor** were originally created in the 1920s and developed through the 1960s and 1970s. These neighborhoods have a varied mix of architectural styles and age of homes. The homes range in size from 1 to 2-stories. These areas have mature vegetation screening the homes from the street. These neighborhoods are distinguished from others in that they were developed in a grid with straight streets, unlike the curvilinear streets seen throughout most of the City.

SECTION ONE

CHARACTER ANALYSIS

There are many neighborhoods throughout the City whose roots can be traced back to the subdivision of large estate properties. Particularly after World War II, large tracts of land that were once associated with grand estates or gentleman farms were subdivided, resulting in neighborhoods such as **Estate Lane**, **Foster Place**, **West Onwentsia Road**, **Meadowood/Inverleith area**. Most of these neighborhoods contain a mixture of historic estate homes and newer infill housing. The houses tend to be sited on similar sized lots, with a consistent rhythm along the streetscape. These neighborhoods are generally characterized by one-story and one-and-a-half-story homes. A few examples of two-story homes may also be found in these neighborhoods. Landscapes are mature, causing houses to appear nestled into their sites with minimal visibility from the street. Because of the modest size of the post WWII infill homes in these neighborhoods, they tend to be in jeopardy of demolition.

Villa Turicum was also subdivided from a large estate but later than the others. The homes in this neighborhood were constructed in the 1970s and 1980s on medium sized lots. The homes are consistently set back from the street allowing for large front yards. The neighborhood has mature vegetation which provides screening from the street.

Several neighborhoods developed in the 1950s through 1970s are characterized by split-level homes, Contemporary style, and Ranch style homes. **Whispering Oaks** and the **Westfork/Wilson** neighborhood on the west side are characteristic of this type of development. The 1 to 1½-story homes are screened from the street by mature vegetation in these neighborhoods.



The Ponds

Onwentsia Gardens and **The Ponds** are examples of neighborhoods developed in the 1980s on medium sized lots. These neighborhoods have young vegetation, which doesn't provide screening from the street. These areas are characterized by 1½ to 2-story, masonry homes with elaborate detailing. A two-story entry is common in this neighborhood. Straight driveways lead to attached, side-loading garages.

Slightly later than the previously mentioned neighborhoods, the **Wedgewood** and **Oak Knoll** neighborhoods were developed in the 1980s and 1990s on medium sized lots with mature vegetation. The 1 to 2-story homes are set back on the lot to allow for a large front yard with circular drives. The homes are predominantly masonry with steeply pitched hip roofs. The ornamentation is elaborate with several homes with two-story entries. The homes have attached, side-loading garages.

Evergreen subdivision was developed in the late 1980s and 1990s with large homes on large lots with mature vegetation. The majority of the two-story homes have steeply pitched hip roofs. The homes are elaborately ornamented with two-story entries. The homes are sited to allow for large front yards with circular driveways.

SECTION ONE

CHARACTER ANALYSIS

History and Development of Lake Forest

The City of Lake Forest, incorporated as a City under a charter granted by the Illinois State Legislature in 1861, was primarily founded to support the establishment of church-related educational institutions. Lake Forest's claim to historic distinction however, rests on many factors that are both physical and social. With its unusual location high on the bluffs overlooking an inland sea, and its equally rare early picturesque plan, Lake Forest is a unique place of special historical and physical distinction.



In 1856 the Lake Forest Association, a committee of Presbyterian ministers, traveled north from Chicago on the newly completed Chicago-Northwestern Railroad to choose the site for a new university, now Lake Forest College. Fifty acres were set aside for the university, and until building was finished, classes were held in the Lake Forest Hotel, a white frame building in the middle of Triangle Park, just east of the train stop. This was the first public building in Lake Forest.

The Association hired Almerin Hotchkiss, a young engineer and landscape architect from St. Louis, to design the community east of the railroad tracks based on picturesque and romantic influences. Lake Forest, platted in 1857, was, therefore, one of the earliest picturesque communities in the United States. Hotchkiss respected the topography of the land and nestled the curving road network within the wooded terrain. Hotchkiss's plan created spacious residential lots which provided privacy.

In the early 1860s, with the rise in population to 800 people, the business district was developed along the west side of the tracks. When Lake Forest was incorporated as a city in 1861 its western boundary was extended to Green Bay Road. The property west of Green Bay Road from the northern edge of the City to Westleigh Road on the south remained outside the city limits until 1912. The land on the west side of Green Bay Road was divided into generous parcels that were unconstrained by the steep ravines, winding roads, and smaller lots of eastern Lake Forest.

The increasing level of prosperity at the turn of the 20th century was apparent through the creation of many grand estates within Lake Forest. Efforts to collectively improve the facilities, infrastructure, and appearance of Lake Forest occurred. In 1898 City Hall, containing the fire and police departments, the administration offices, and the public library, was built. In 1902, electrical service was established in the City. During this period, fencing became more common and shrubs were heavily planted along hedgerows to limit the wandering of domestic animals and increase privacy among the residents.

Lake Forest is famous for the many notable persons who chose to make this their permanent or summer residence. By World War I, the list of property owners in Lake Forest read like a *Who's Who* of the rich and famous in Chicago. In addition, Lake Forest is noted for the quality and character of its architecture whether erected for residential, religious, educational, or public purposes.

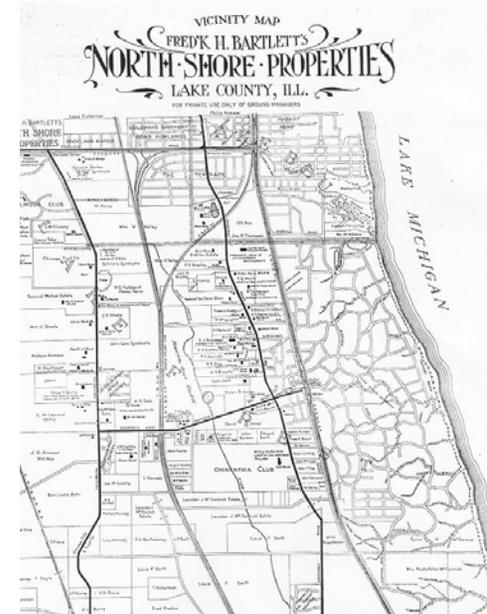


Although the names of some of the earliest architects working for Lake Forest clients are still unknown, it is probable they were among the foremost of their profession practicing in Chicago. One of the earliest architects known to have worked in Lake Forest was Henry Ives Cobb, who built his estate in 1890. Other noted Lake Forest resident architects were Charles Frost and Howard Van Doren Shaw, both of whom also maintained estates. Even such well-known eastern architects as James Gamble Rogers and Charles Platt were called upon to design for Lake Forest clients. In short, the quality of the architecture in Lake Forest was very high, and the quality of its construction equally so.

Many beautiful homes were built in the early 1900s, and as the city grew, so did the need for an improved central business district. Market Square is considered to be the first planned shopping center in the country, and looks essentially the same today as when Howard Van Doren Shaw's design was completed in 1916.

During the summer months, the City's population increased dramatically when families rented cottages and rose to nearly 2,000. Many of the summer homes built around this time were later converted for year-round use. In the 1920s, Lake Forest transformed from a summer resort to a permanent community.

Lake Forest continued to grow, leisurely through the 1930s and 1940s, and more rapidly in the 1970s and 1980s.



SECTION ONE

CHARACTER ANALYSIS

Open space, low density, and careful comprehensive planning continue to be important to the city and its residents. More recent home and commercial development has been on the city's west side.

Since its beginning, Lake Forest has demonstrated a willingness to adopt innovative planning techniques to proactively shape its community. Early settlers in 1857 foresaw the collective, long-term benefits of employing a landscape architect to layout the physical structure of their community in an appealing manner. Hotchkiss's plan for Lake Forest expressed the residents' desire to retain the area's wooded character and respect the natural landforms.

Zoning began as a technique to partition land uses so that incompatible developments did not occur side-by-side. Over time, zoning has served as a flexible technique directed by the collective wisdom of the municipal government. In 1923 Lake Forest was an early adopter of this land use technique. The City's Zoning Ordinances have evolved over time with significant revisions.

Lake Forest, now a 145-year-old community with a population of over 20,000, continues to be a beautiful residential community, blending the best of its past with sound planning for the future.

SECTION TWO

DESIGN GOALS AND OBJECTIVES

The existing buildings combined with the streetscape, open spaces, and other elements that make up Lake Forest, form the overall experience. The individual elements that are a part of this experience must be recognized and preserved in order to protect and continue the existing sense of place and time.

New construction should not be discouraged in Lake Forest as it is important to the continued development of the city and to the financial well being of the area. The intent of the design guidelines is to channel new development so that it complements the qualities that have been identified as significant to Lake Forest's past and future. The intent is to design new buildings and additions that are compatible with the existing architectural qualities of Lake Forest.

Overall Community Design Goal

To create identity and character that maintain and enhance the city's attractiveness, distinguish Lake Forest from its surroundings, and support a sense of community. The architecture of all homes must respect the well-crafted tradition of Lake Forest residences, utilizing durable and proven materials and construction techniques.

Objectives

- Strengthen the positive image of Lake Forest.
- Emphasize natural features (i.e. ravines, prairies, etc.) that accentuate the character of Lake Forest.
- Enhance historic features of architecture and community layout.

SECTION THREE

GUIDELINES

The residential guidelines provide standards to implement the goals and objectives. The guidelines are intended to maintain the character of Lake Forest. It is not the intent of these guidelines to recreate traditional architectural styles that do not allow for contemporary architectural designs or materials, but to provide a framework within which good design can flourish in context and enhance the existing character. In Lake Forest there is a wide time period of construction of existing architectural and historic buildings. All of these contribute to the overall ambiance of the City, resulting in a diverse architectural experience. The intent of the guidelines is to continue the diversity that exists in Lake Forest. Each building is a product of its own time and should be respected for that.

Neighborhood Characteristics

Answering some of the following questions will help find the common characteristics, which most likely define your neighborhood's identity and appeal. For the purposes of defining neighborhood character, the neighborhood is generally defined as:

- The full block on which the property is located including both sides of the street.
- On a corner lot, the block face in both directions shall be considered.
- The adjoining block face to the rear of the property.
- The general character of the larger neighborhood, two blocks in each direction.



- ❖ What is the history of development or the dates/dates of construction? (*subdivision, historic homes, etc.*)
- ❖ What is the general topography of the area? (*flat, sloped, ravines, etc.*)
- ❖ What are the current zoning limitation? (*R-1, R-2, R-3, R-4, R-5, etc.*)
- ❖ Do existing homes follow the current setbacks? (*newer subdivision probably do, older areas may not*)
- ❖ What are the overall lot characteristic? (*square, irregular, narrow, wide, etc.*)
- ❖ What are the existing streetscape characteristics? (*shape of street, sidewalks, driveways, mature tree locations, etc.*)
- ❖ How many floors do most houses have? (*1, 1 ½, 2, more*)
- ❖ What is the predominant façade material facing the street? (*wood siding, brick, stone, stucco, etc.*)
- ❖ What is the predominant roof pitch, type and material? (*shallow, steep, asphalt, wood shingle, etc.*)
- ❖ Is the block your home is located within a fairly typical block to the neighborhood? If not, why?
- ❖ Is there an obvious pattern formed by the heights of existing homes on the block?
- ❖ What are the dominant architectural features? (*front porches, dormers, etc.*)
- ❖ Are other garages in the neighborhood attached? Detached? Two car bays? Three car bays?
- ❖ Are garage door typically oriented toward the street or side loading?
- ❖ How are the adjacent homes situated on their lots? (*close to the street, set back on the lot, etc.*)
- ❖ What type of homes sits on either side of the property? (*ranch, bi-level, cape code, two-story*)
- ❖ What are the building materials used on adjacent homes?

SECTION THREE

GUIDELINES

SITING

The topography and location of the project lot and the position of the building on that site guide the most basic decisions about design. The location, front yard setbacks, rear yard setbacks, and side yard setbacks will be particularly important to the adjacent neighbors and for maintaining or creating rhythm along the streetscape.

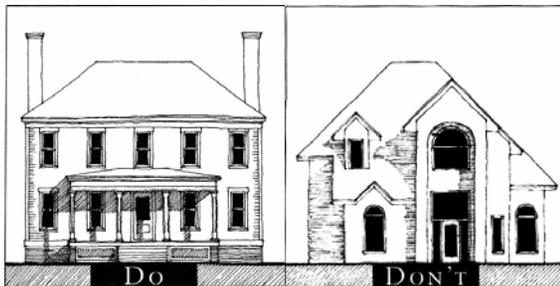


❖ Rhythm of Structures Along the Street

The rhythm of the buildings establishes the overall opening and solid feeling of the neighborhood. Retaining the existing rhythm is imperative in established neighborhoods. Look at the pattern of development that has occurred within the neighborhood surrounding the property.

BUILDING ENVELOPE

The building envelope refers to the exterior elements of a structure. The envelope of the building should be compatible with the buildings to which it will visually relate.



Simplicity of Massing

❖ Simplicity of Massing

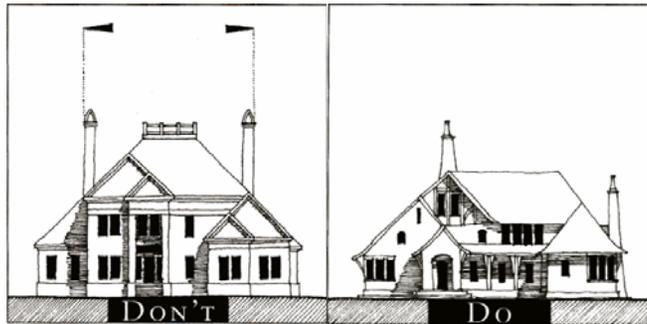
The root of nearly all traditional architectural massing is simplicity. Go back to the buildings that are the foundation of almost any style, and you will find a simple volume, or an assembly of simple volumes. The reason for this is the fact that most traditional architecture is based in necessity and economy. The seed buildings from which most styles grew or developed were usually simple, utilitarian buildings that nonetheless resonated strongly with the culture, the climate, and the available materials of the places where they were built. Such buildings were often built by hand and were usually constructed by their owners and their extended families. This meant that elaborate shapes or extra complications could cost days or additional hard manual labor. These simple, resonant seed buildings were then discovered and appreciated by trained designers who distilled and formalized them into a particular style. The simple massing of the style, however, usually remained in the formalized version. No matter what the style, therefore, traditional architecture is usually characterized by simple masses to which other simple masses are added according to the needs of the building. And in every good example, this translates to building shapes that are rational and sensible.

SECTION THREE GUIDELINES

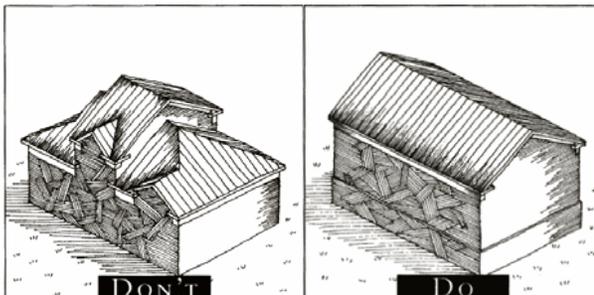
BUILDING ENVELOPE



Hierarchy of Massing



Overlapping Gables



Simple Roof Shapes

❖ Hierarchy of Massing

Almost all traditional architectural languages embody a clear hierarchy of massing when buildings are large enough to be composed of more than a single volume.

The most important or most public functions are typically located in the largest, most prominent part of the building, which is usually called the “main body.” Less prominent or less public functions occur in wings, which are sometimes called “back buildings.” Other utilitarian or totally private functions occur in “outbuildings,” which were once called “dependencies.” The following are general guidelines relating to hierarchy of massing.

- The entire mass of the building should not be clumped under one enormous roof.
- A building's massing should clearly show two things: the location of the main body of the house and the location of the entry for people, which should be more prominent and more noble than the car entry.

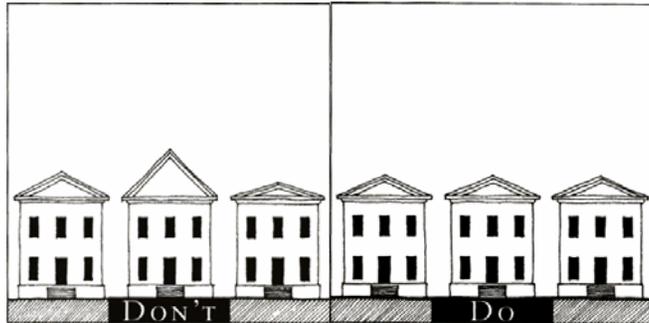
❖ Roof Shape

Roof shapes are important to defining residential architectural styles. Roof forms contribute to the massing, scale, and proportions of all buildings. The intent of the guidelines is to have roofs compatible with the structures to which they visually relate. This is particularly important in small lot neighborhoods where houses are spaced close together. The following are general guidelines relating to roof forms.

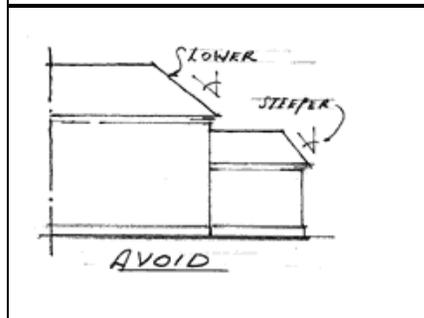
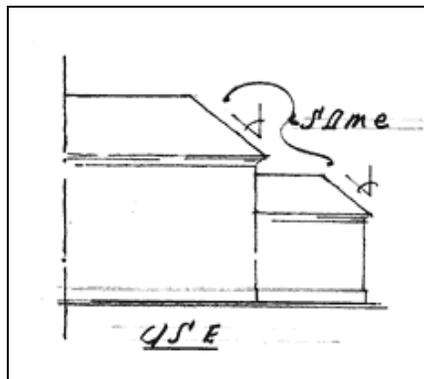
- Overlapping Gables - New construction should contain simple roof forms. Inappropriate use of overlapping gables is one of the great problems of contemporary construction. They should only be used when the smaller gable is part of a balcony, porch, or entrance, or in rare instances when they are appropriate for the style.
- Roof Slopes - Different types of roof have different slopes within the same building. Many traditional buildings incorporate different types of roof within a single composition. For example, a building with the primary mass under a hip may have a central projecting bay with a gable end and a front portico with a pediment. Don't use the same pitch for each roof. Each type has its own characteristics and should have different slopes:

SECTION THREE GUIDELINES

BUILDING ENVELOPE



Neighborhood Consistency



Roof Types

The Hip – The hip roof should have the steepest slope of all of the types. Because of its nature, this type of roof is never seen in true elevation and will always appear lower than it actually is.

The Gable – Unlike a hip roof, the gable is seen in true elevation and its actual height is visible. Set the pitch lower to accommodate for this. For a formal classical pedimented gable, a good pitch would be 26.5°.

The Pediment – The pediment has the lowest slope of the three types. It is a formal motif relating to the Orders of Architecture. The most common pitch is or 22.5° (1/5), but as pediments get wider or narrower the pitch increases or decreases slightly (typically, from 21° to 26.5°).

Similar types of roof have the same slope – By contrast, where you are using similar types of roof – a large hipped roof at the main building, with smaller hipped wings or gable porch on the gable end of a house, for example – the roof pitch should be common throughout. The overall structure will be unified and each part will tie in with the next.

In neighborhoods of closely spaced houses, consistency of roof slopes is important.

- Don't vary roof slopes significantly from those within the same style in the same neighborhood. The primary roof slopes of a particular style should fall within a range of no greater than 15 percent. Ancillary roof slopes should be appropriate to the style of the building, which is in most cases between one-third and one-half of the primary roof slope.

SECTION THREE GUIDELINES

BUILDING ENVELOPE



❖ Scale

The scale of a building is its perceived size relative to the size of its elements and to the size of elements in neighboring buildings. The overall shape and massing of buildings is significant to defining character. In order to retain the character of the community, maintaining a balance between landscaping and building scale in relation to space available is essential.

City ordinances establish basic limitations on the size of a building. However, a building built to the legal limits established for height, building scale, and setbacks may result in a building, which is not compatible with the character of its neighborhood.

- The scale and proportions of new construction should be compatible with adjacent buildings and the surrounding area.
- The appearance of mass can be minimized through the use of design elements, such as porches, porticos, bay windows, dormer windows, and pergolas.



❖ Height

The intent of the guidelines is to have buildings similar in height to provide cohesiveness to the neighborhood. Buildings that are too tall will create a barrier to the rhythm of the massing while buildings that are too short will create a void or space in rhythm.

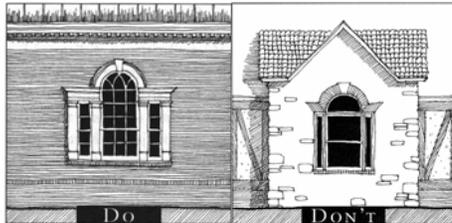
- New construction should conform to the predominant height of roofs of nearby buildings.

SECTION THREE

GUIDELINES

TEXTURE AND DETAILING

Texture refers to the visual surface characteristics and appearance of the building façade. Detailing refers to the manner in which building parts are put together. The texture and detailing of a building façade often have the strongest impacts on how people perceive a new structure and, therefore, on their sense of the character of the neighborhood. The use of materials and the degree of ornamentation give the building its texture.



Number of Materials



❖ Materials

Materials provide the visual diversity and architectural character to the neighborhood. The intent of the guidelines is to provide a continuity of architectural character by using materials that have been used in Lake Forest historically.

- New construction should use materials and textures compatible to those of neighboring buildings and appropriate to the chosen architectural style to reinforce the neighborhood's image.
- *Number of Materials* – No more than two wall materials should be visible on any exterior wall, not counting the foundation wall or piers. Even if the design of the wall is beautifully composed, too many wall materials negatively affect it by the sheer power of distraction. Limiting the number of materials focuses attention on the composition of the design.

❖ Ornamentation

Ornamentation is the refinement of detail and application of decorative elements with the sole purpose of enhancing the building's appearance.

- The richness and level of detail of ornamentation in the surrounding area should be used as a guide, without exactly mimicking the neighboring facades.
- Ornamentation should be used with understanding and restraint, with consideration of the visual character of the neighborhood.

❖ Style

Although the intent of the guidelines is not to dictate an architectural style for a particular site or neighborhood, the consistency of one style used on a building is essential. A summary of predominant styles found in Lake Forest is included in the Appendix.

- Architectural stylistic integrity is encouraged.
- The architectural style of new construction should be consistent throughout all facades of the structure.
- All elements of design, shape, and form should be consistent with the selected architectural style.
- Additions should be of the same architectural style as the existing structure.

SECTION THREE GUIDELINES

TEXTURE AND DETAILING



Use of Shutters

❖ Chimneys

Chimneys often feature decorative brickwork or designs that are part of the dwelling's architectural character. Many exterior wall chimneys are essential features to a dwelling's overall design.

- Chimneys, when visible from the exterior of the building, should be sheathed in Brick, Stone, or Stucco and contain clay, slate, or stone caps.
- Chimneys should be topped with clay tile flues.

❖ Porches

Although front porches are not appropriate for all styles of architecture, they aid in minimizing the appearance of bulk by breaking-up the façade. Porches are often appropriate in the smaller historic neighborhoods. The porches in these neighborhoods help to create a welcoming atmosphere.

- For new construction, front porches should be designed to have a depth that is great enough to make them functional spaces. In most cases, front porches should be at least 7 feet in depth to allow adequate room from furniture.
- Existing front porches should not be enclosed with wood, glass, or other materials, which would alter the porch's open appearance.
- Porches may be screened if the structural framework for the screen panels is minimal and the open appearance of the porch is maintained. Screen panels should be placed behind the original features such as columns or railings.

❖ Shutters

Window shutters were often added to pre-1945 houses to provide interior shading in the summer and to protect windows during storms. With the advent of air conditioning, window shutters are more ornamental in design than practical.

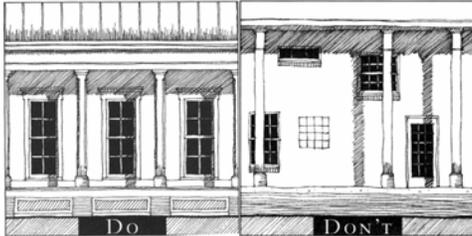
- Shutters should be of louvered or paneled wood construction.
- Shutters should be exactly one-half the width of the sash they are covering. All shutters should be installed to be operable, with hinges and dogs (a device mounted to the wall that may be pivoted to prevent the shutter from moving when in the open position).

SECTION THREE

GUIDELINES

OPENINGS

Typically openings in a building make up the largest and most distinctive elements of a building's facades.



Arrangement of Windows



Proportion of Windows



Entryways



❖ Fenestration

Each individual building contains a rhythm established by the arrangement of windows and doors versus solid wall sections.

Regular Arrangement of Openings - Traditional architecture almost always places openings in a manner that while sometimes not simple regular, is nonetheless extremely rational. Don't place openings randomly. Do place openings according to a rational system. Openings centered between regularly spaced columns are one obvious strategy.

Door and Window Style versus Building Style – The style of the front door should match the style of the building, as should the style of the windows.

Window Material – The preferred material for residential windows is wood sashes and wood frames. As an alternative, vinyl coated wood and aluminum coated wood may be considered.

Window Muntins – Muntins should divide panes into true divided lights. The only acceptable alternative is Simulated Divided Light windows with grills adhered to both sides of the glass and a spacer bar in between the glass.

Window Proportions – Window openings and window panes should be vertically proportioned or square and should be similarly proportioned throughout the entire building.

❖ Entryways

Entryways refer to the pedestrian, as opposed to the vehicular, entries into the building. They comprise doorways, porches and other elements that contribute to the sense of arrival into the building. Throughout the City, entries are generally marked by simple ornamentation. In some areas, developed in the 1980s and 1990s, homes have two-story entries. This type of entry is not encouraged.

- Entries should be ornamented with simple detailing consistent with the building style.

❖ Garages and Garage Doors

The majority of homes in the City have attached, side-loading garages. Several areas of historic homes have detached garages at the rear of the property.

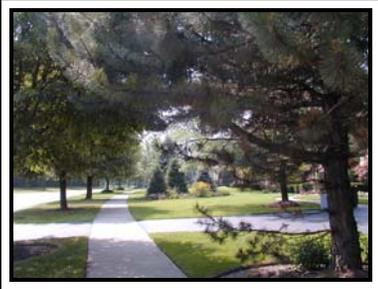
- In historic neighborhoods garages should be detached and located at the rear of the property.
- Three-car garages are not encouraged in small lot historic neighborhoods.
- When possible, attached garages should be side-loading to avoid facing the street.
- It is preferred that garage bays be individual bays with doors no wider than 9 feet. Double wide doors are discouraged

SECTION THREE

GUIDELINES

LANDSCAPING

The preservation of mature trees and native vegetation is necessary and desirable to preserve the character of Lake Forest. The demolition of existing structures and new development and re-development of properties threaten the destruction of mature trees and native vegetation which have special historic, community, and aesthetic significance and value. The City adopted a Tree Preservation and Landscaping Ordinance in 2001 to ensure the protection of the native vegetation.



❖ Original character of the property

New construction should be integrated with the landscape and original distinguishing character of the property and its environment.

- The existing landscape should be properly protected during construction.

❖ Fences

Fences serve as a distinctive feature of the streetscape and individual yards while providing a sense of privacy and enclosure for property owners. Well designed fencing can create a unified look for the property on which it is erected, as well as enhance the neighborhood as a whole. Fences are often character-defining features and should be treated sensitively. It is important that the fence design harmonize with the character of the structure and the surrounding neighborhood.

- A number of different types of materials are appropriate for fences, garden walls, and gates. Fences and gates made of cast iron, wrought iron, or wood pickets are appropriate for front yards; solid, vertical board wood fences with a flat cap, are appropriate for rear or side yards. Woven wire (chain link) and stockade fences (with jagged tops) are discouraged.
- Fences, garden walls, and gates should be appropriate in materials, design, and scale to the period and character of the structure they surround.
- Front yard fences should be designed to allow views of the yard and building, while fences for rear or side yards may be more opaque.
- Gates should be compatible with any existing fencing, walls or landscaping, and should be designed to swing onto the private walkway or driveway, not onto the public sidewalk.



❖ Driveways

Driveways are the introduction to the property. In an effort to preserve the landscape and create properties where the landscape is dominant over the improvements, a minimal use of hardscape is encouraged.

- The impact of driveways on the existing landscape should be considered. In some instances the driveway should be constructed either above grade or of pervious materials to lessen the impact.
- Entry pillars and gates should be consistent with the character of the streetscape.



LAKE FOREST'S ARCHITECTURAL STYLES

There are many residential architectural styles in Lake Forest. Homeowners and developers should recognize these styles and the appropriate means to respond to the style in remodeling or building projects. The approach should include how a design works as a whole within the broader neighborhood context as well as how the components of the building facades relate to one another and to those on adjacent properties.

American Four Square

The American Four Square was one of the most popular home types at the end of the 19th and the beginning of the 20th centuries. Its popularity derived from its highly functional plan and restrained ornamentation, which was the trend after the 1880s. The home is generally two stories high, is set on a raised basement with the first floor approached by steps, has a full-width front porch, and is capped with a pyramidal roof that usually contains at least a front dormer. The interior plan is of four nearly equal sized rooms per floor with a side stairway. The house takes many of its characteristics from the designer homes of the period. The wide eaves, low-sloped roof, porch support piers, and horizontal emphasis are borrowed from the Prairie School style. Its sense of solidity and bulk keeps the house grounded. The American Four Square was most popular in the suburbs as a middle class home. Four Square homes were generally not architect-designed but constructed by contractors or builders in tract style subdivisions.¹

Colonial Revival²

The term "Colonial Revival" refers to the entire rebirth of interest in the early English and Dutch houses of the Atlantic seaboard. The Georgian and Adam styles form the backbone of the Revival, with secondary influences from Post-medieval English or Dutch Colonial prototypes. Details from two or more of these precedents are freely combined in many examples so that pure copies of colonial houses are far less common than are eclectic mixtures.

This was the dominant style for domestic building throughout the country during the first half of the century. About 25 percent of Colonial Revival houses built during this time period were side gabled examples. As in their Georgian and Adam prototypes, the principal areas of elaboration in the Colonial Revival houses are entrances, cornices, and windows. In original Georgian and Adam houses the cornice is an important identifying feature. It is almost always part of a boxed roof-wall junction with little overhang, and is frequently decorated with dentils or modillions. These are also typical of many Colonial Revival examples. As in the originals, most Colonial Revival windows are rectangular in shape with double-hung sashes. In the more accurate copies, each sash has six, eight, nine, or twelve panes. All common wall materials were used, but masonry predominates in high style examples.

During the first decade of the twentieth century, Colonial Revival fashion shifted toward carefully researched copies with more correct proportions and details. This was encouraged by new methods of printing that permitted wide dissemination of photographs in books and periodicals. This led to a wide understanding of the prototypes on which the Revival was based. Colonial Revival houses built in the years between 1915 and 1935 reflect these influences by more closely resembling early prototypes than did those built earlier or later. The economic depression of the 1930s, World War II, and changing postwar fashions led to a simplification of the style in the 1940s and '50s.

¹ Suzanne Germann, National Register Nomination, Gunderson Historic District, Oak Park, IL (2001)

² The definitions of the styles were taken from Virginia and Lee McAlester, *A Field Guide to American Houses* (New York: Alfred A. Knopf, 1997).

LAKE FOREST'S ARCHITECTURAL STYLES

Style features:

Accentuated front door; doors commonly have overhead fanlights or sidelights; double-hung windows, usually with multi-paned glazing in one or both sashes; windows frequently in adjacent pairs.

Contemporary

This style was the favorite for architect-designed houses built during the period from about 1950 to 1970. It occurs in two distinctive subtypes based on roof shapes: flat or gabled. The flat-roofed subtype is a derivative of the earlier International Style and houses of this subtype are sometimes referred to as American International. They resemble the International in having flat roofs and no decorative detailing but lack the stark white stucco wall surfaces, which are usually replaced by various combinations of wood, brick, or stone. Landscaping and integration into the landscape are also stressed.

The gabled subtype is more strongly influenced by the earlier modernism of the Craftsman and Prairie styles. It features overhanging eaves, frequently with exposed roof beams. Heavy piers may support gables. As in the flat-roofed subtypes, various combinations of wood, brick, and stone wall cladding are used and traditional detailing is absent. Both subtypes are most commonly one-story forms although two-story versions are not infrequent.

English Cottage

The English Cottage style imitates the Arts and Crafts English Country houses of the late 19th Century. Thus this 1920s American style is an imitation of a Late-Victorian English design that is an imitation of rural, vernacular cottages mixed with medieval themes.

French Eclectic

The French Eclectic style is based on precedents provided by many centuries of French domestic architecture. This relatively uncommon style is found throughout the country in Eclectic suburbs of the 1920s and 1930s. The style was out of fashion in the 1940s and 1950s, but a neo-eclectic form became popular in the 1960s. The style was originally made popular by the fact that many Americans served in France during WWI and became familiar with French architecture. In the 1920s a number of photographic studies of modest French homes were published giving architects and builders many models to draw from.

Style features:

Tall, steeply pitched hip roof; eaves commonly flared upward at roof-wall junction; brick, stone, or stucco wall cladding, sometimes with decorative half-timbering.

Italianate

The Italianate style dominated houses constructed between 1850 and 1880. It was particularly common in the expanding towns and cities of the Midwest. This style began in England as part of the Picturesque movement, a reaction to the formal classical ideals in art and architecture that had been fashionable for about two hundred years. The movement emphasized rambling, informal Italian farmhouses, with characteristic square towers, as models for Italian-style villa architecture.

The first Italianate houses in the United States were built in the late 1830s; the style was popularized by the influential pattern books of Andrew Jackson Downing published in the 1840s and 1850s. By the 1860s the style had completely overshadowed its earlier companion, the Gothic Revival. Most surviving examples date from the period 1855-80; earlier examples are rare. The decline of the style, along with that of the closely related Second Empire style, began with the financial panic of 1873 and the subsequent depression. When prosperity returned late in the decade, new housing fashions – particularly the Queen Anne style – rose quickly to dominance.

Style features:

Low-pitched roof with overhanging eaves having decorative brackets beneath; tall, narrow windows, commonly arched or curved above; windows frequently with elaborate crowns, usually of inverted U shape.

Italian Renaissance

The Italian Renaissance style, characterized by simple flat facades, rectangular forms, and a low-pitched hipped roof typically covered with ceramic tile, was popular for early 20th century houses throughout the country. The characteristics of this style are borrowed directly from their Italian originals. The Italian Renaissance was primarily for architect-designed landmarks in major metropolitan areas prior to WWI although vernacular interpretations of spread widely with the perfection of masonry veneering techniques; most of these date from

APPENDIX

LAKE FOREST'S ARCHITECTURAL STYLES

the 1920s. This was a less common style than the contemporary Craftsman, Tudor, or Colonial Revival styles. The Italian Renaissance steadily declined in popularity through the 1930s.

Style features:

Low-pitched hip roof; roof typically covered with clay tile; upper story windows smaller and less elaborate than windows below; commonly with arches above doors, first story windows, or porches; entrance area usually accented by small classical columns or pilasters; façade most commonly symmetrical.

Queen Anne

The Queen Anne style was the dominant style of domestic architecture during the period from about 1880 to 1900. The style was named and popularized by a group of 19th century English architects led by Richard Norman Shaw. The style was spread throughout the country by pattern books and the first architectural magazine, "The American Architect and Building News." The expanding railroad network also helped popularize the style by making pre-cut architectural details conveniently available through much of the nation.

Style features:

Steeply pitched roof of irregular shape, usually with a dominant front-facing gable; patterned shingles, cutaway bay windows, and other devices used to avoid a smooth-walled appearance; asymmetrical façade with partial or full-width porch which is usually one story high and extended along one or both side walls.

Ranch

The Ranch style originated in the 1930s, gaining popularity in the 1940s and became the dominant style throughout the country during the 1950s and 1960s. The popularity of the "rambling" ranch home was made possible by the country's increasing dependence on the automobile. As the automobile replaced streetcars as the principal means of transportation in the decades following WWII, compact houses could be replaced by sprawling designs on much larger lots. The maximized width of the façade was further increased by the built-in garages that were an integral part of most Ranch houses.

The American Ranch home grew out of the Modern style, but owes much to the earlier Bungalow, Prairie and Cottage styles. There was a very conscious attempt to emphasize the horizontal and to create an open floor plan. Large ranch homes may sprawl 2000-3000 square feet with rooms and hallways flowing into one another, and sliding glass doors opening the interior of the house into the back patio.

A common renovation mistake occurs when a second story is added without regard to the horizontal philosophy of the ranch design.

Style features:

One-story; asymmetrical; low-pitched roofs; moderate or wide eave overhang; ribbon windows are frequent as are large picture windows;

Tudor

The Tudor style was used for a large proportion of early 20th Century suburban houses throughout the country. It was particularly fashionable during the 1920s and early 1930s when only the Colonial Revival rivaled it in popularity as a vernacular style.

The Tudor Revival, a harkening back to the English past, combined elements of the late Medieval period with Renaissance details. Patterned after buildings popular during the reign of Queen Elizabeth I from 1558 to 1603 and that of her successor King James I from 1603 to 1625.

Style features:

Steeply pitched roofs: steeply pitched gables on the front façade; ornamental half-timbering; tall chimneys with decorative chimney pots; one- and two-story bays; oriels; the walls were generally clad in stucco, stone, or brick.

WORKSHEET

Answering the following questions will help to create a detailed awareness of the neighborhood, streetscape, and site of the proposed project. This approach will give a better understanding of how to address the conditions and challenges of the project.

A. Siting

- What is the history of development or dates of construction? (Eclectic, historic, etc.)
- What is the current zoning district?
- Do the existing homes follow the current zoning setbacks?
- What are the overall lot characteristics? (shape, size, topography)
- Are there any site conditions that affect the project's height, setback lines, garage and driveway location, and/or landscape challenges? (ravines, access easements)
- How can the location, shape, and size of the house, garage, and driveway complement the adjacent homes?

B. Building Envelope

- What is the predominant roof pitch, type, and material?
- Is there an obvious pattern formed by the heights of the neighboring homes?
- What type of roof lines do the neighboring homes have?
- What type of home is neighboring this property? (ranch, two-story)
- *Something about scale*

C. Texture and Detailing

- What is the predominant façade material?
- Describe the dominant architectural features. (front porches, dormers, etc.)
- How can common characteristics of the existing homes be incorporated into this project? (materials, architectural details, roof pitch, landscaping, etc.)

D. Openings

- Are the garages attached? Detached?
- What is the predominant orientation of the fenestration? (vertical, horizontal)

E. Landscaping

- Describe the dominant landscape features.
- List the unique features of the property.
- Are there significant trees or mature vegetation on the property?
- Do the neighboring homes have formal landscaping along the streetscape?
- What types are driveways are dominant in the neighborhood? (circular, straight)
- Are there entry pillars and gates on the neighboring properties?

CITY OF LAKE FOREST
SEC 150.147 ARCHITECTURAL AND SITE DESIGN REVIEW.

§ 150.147 ARCHITECTURAL AND SITE DESIGN REVIEW.

(A) Architectural and site plans. Plans for buildings shall be prepared by or under the direction and supervision of a person registered to practice architecture in the state, under the provisions of the Illinois Architectural Practice Act (or any successor act), and shall bear the stamp of the official seal of such registered architect and certification to the effect that such plans were prepared by the architect, or under the architect's direction and supervision, in conformance with the statutes and ordinances pertaining thereto; with such exceptions as are provided for under § 3 of said Illinois Architectural Practice Act.

(1) Architectural drawings shall be explicit and complete, accurately indicating all distances and dimensions including location of all sewers, water and other services.

(2) All construction shall be in accordance with the plans and specifications reviewed and approved pursuant to this section. If changes are desired, architectural drawings or addenda shall be submitted for review and approval prior to any change being made.

(3) Site plans shall be detailed to show all existing buildings and proposed additions, hardscape areas, existing and proposed utility and service locations and sizes, existing and proposed easements, required setbacks, trees and other key features of the site.

(4) Two surveys by a registered state land surveyor shall be submitted to the Community Development Department. The survey shall indicate all property lines, easements and all building lines of record. The survey shall indicate the legal description of the premises, be drawn on paper not smaller than 14 inches by 18 inches to a scale of not less than 30 feet to the inch. The Director of Community Development may require a title search of any lot or parcel of land proposed as a construction site.

(B) Building Review Board.

(1) Creation; composition; term. There is hereby created the City Building Review Board herein referenced as the Board.

(a) The Mayor, with the advice and consent of the City Council, shall appoint seven residents to serve as Board members with one of the members appointed as Chairperson. Each member may serve a maximum of three consecutive two-year terms or until a successor is appointed, with said terms set to expire on a staggered basis.

(b) Members serve at the discretion of the Mayor.

(c) In the event of any vacancy on the Board, the Mayor, with the consent of the Council, shall appoint a resident to fill the remainder of the term.

(d) Four members of the Board shall constitute a quorum.

(e) The Board shall include persons of diverse background with each member demonstrating various skills, knowledge and expertise in one or more of the areas of architectural design, engineering, construction, landscaping, real estate sales or development or related fields which facilitate the review of matters that come from the Board.

(f) One member of the Board may serve concurrently on the Zoning Board of Appeals with the terms for each body being distinct and separate.

(g) One member of the Board may serve concurrently on the Historic Preservation Commission with the terms for each body being distinct and separate.

CITY OF LAKE FOREST
SEC 150.147 ARCHITECTURAL AND SITE DESIGN REVIEW.

(2) Purpose. The Building Review Board is responsible for evaluating and making recommendations regarding new construction, demolitions, additions and alterations to existing buildings and signage for the purpose of ensuring that the character of the community, the high standards for development, the quality of life and property values are maintained. The Building Review Board provides a forum for public input and deliberation with a focus on architectural design, building massing, landscaping and overall site design in relation to the individual site and the neighborhood as a whole.

(3) Powers and duties. The Board shall discharge the following duties under this chapter:

(a) Consider and make recommendations regarding applications for projects requiring architectural review pursuant to this section except that based on a majority vote of the City Council the required review of, and recommendations relating to, a city owned project may be reassigned to another Board, Commission or ad hoc committee, appointed by the Mayor with the approval of the City Council, if said body has purview over other aspects of said project and if its members are able, in the determination of the Council, to conduct the required architectural review and make associated recommendations. In the case of such reassignment, the selected Board, Commission or ad hoc committee shall receive a staff report and recommendation and conduct the architectural review, and make recommendations to the City Council, based on the standards in this chapter which would otherwise be used for the review of the project by the Building Review Board;

(b) Consider and make recommendations regarding applications for exceptions from the building scale requirements pursuant to § 150.148;

(c) Consider and make recommendations regarding applications for exceptions from the demolition permit regulations pursuant to § 150.148;

(d) Consider and make recommendations regarding appeals from a denial of a demolition permit § 150.148;

(e) Adopt an annual meeting schedule;

(f) Cancel or re-schedule regular meetings or hold special meetings if a reasonable basis for such action exists as determined by the Chairperson or a majority of the Board;

(g) Adopt rules and procedures for public meetings;

(h) The Director of Community Development or a designee shall act as Recording Secretary for the Board;

(i) Advise and make recommendations to other city boards and commissions on matters before those bodies as requested by those boards and commissions;

(j) Consider and make recommendations to the City Council pertaining to amendments to this section and § 150.148 from time to time as may be deemed appropriate;

(k) Undertake such other tasks as the City Council may direct from time to time; and

(l) Develop recommended guidelines if it deems appropriate to further explain how the standards set forth in this section may appropriately be incorporated into a project, which guidelines shall be available from the Community Development Department.

(C) Architectural design review.

CITY OF LAKE FOREST
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(1) Purpose and goals. The city, a special charter and home rule municipality, finds that buildings, landscaping, awnings, signs, fences and other structures, when designed within the context of the established surrounding neighborhood, preserve the distinct and unique architectural and historic character of the city. It is the goal of the regulations in this section that each building in the city complement and improve upon the architectural heritage of the city. Specifically, the purposes of the architectural design review process are:

- (a) To protect, preserve and enhance the natural and architectural environment of the city;
- (b) To protect and enhance property values;
- (c) To preserve the overall historic and architectural character of the community;
- (d) To preserve the character of the neighborhoods which have a recognizable historic or architectural theme;
- (e) To protect the unique aspects that distinguish neighborhoods from each other;
- (f) To maintain the diversity of housing stock traditionally found in the city including diversity in style, size and price point;
- (g) To avoid development that is unsightly, unsuitable or not compatible with the property or surrounding neighborhood; and
- (h) To promote the health, safety and welfare of the city and its residents.

(2) Definitions. For the purpose of this division (C), the following definitions shall apply unless the context clearly indicates or requires a different meaning.

PROJECT. Any activity requiring a building, demolition or similar development permit from the city that affects the exterior appearance of the subject property, including without limitation the erection, remodeling or alteration of a building, landscaping, awning, sign, fence or other structure, but excluding repairs and maintenance activity that does not alter the exterior appearance of a building or structure.

SURROUNDING NEIGHBORHOOD.

- 1. The full block on which the property is located;
- 2. The block face opposite the street frontage on which the property is located; on a corner lot, the block face on both street frontages on which the property is located shall be considered;
- 3. The adjoining block face to the rear of the property; and
- 4. The general character of the larger neighborhood, consisting of two blocks in each direction of the property.

(3) Procedure.

(a) Review by the Director of Community Development.

1. Request for waiver of Building Review Board consideration. An application for waiver of Board review may be submitted for determination and recommendation on whether the standards set forth in division (C)(4) below are satisfied. Such application shall be delivered to the Director of Community Development or the Director's designee. An application for waiver of Board review must include the following:

- a. A completed waiver application form;

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- b. A legal survey of the property showing existing buildings and conditions on the property;
- c. A site plan showing all new construction and any changes proposed for the property including, but not limited to, changes to buildings, landscaping, driveways, utility locations and grading;
- d. Conceptual elevations and information on proposed exterior materials; and
- e. A completed building scale calculation on a calculation sheet provided by the city.

2. Review of application for waiver and recommendation of Director of Community Development on whether Building Review Board consideration should be waived. Within 35 days following receipt of a complete application for waiver, the Director may recommend waiver of the requirement for Building Review Board consideration.

a. If the Director recommends a waiver of Board consideration based on a determination that the project complies with the standards set forth in division (C)(3)(b) below, then such recommendation for waiver shall be forwarded to the members of the Building Review Board for information. Unless a member of the Building Review Board directs that the waiver be disallowed and requests that the matter be referred for a hearing before the Building Review Board pursuant to division (C)(3)(b) below within five business days after the recommendation is forwarded by the Director of Community Development to the Board, the waiver shall be deemed granted by the Board and an application for a building permit may be applied for without further architectural design review; or

b. If the Director does not recommend a waiver of Board consideration based on a determination that the project does not comply with the standards set forth in division (C)(4) below, then the Director shall refer the application to the Building Review Board for a public hearing in accordance with division (C)(3)(b) below. The referral to the Building Review Board shall include a staff report and recommendation on the application as part of the packet provided to the Board. In addition, the Director of Community Development shall deliver a copy of the staff report and recommendation to the applicant and shall notify the applicant in writing of the time and place of the public hearing of the Building Review Board and of the application submittal requirements for Board review in accordance with division (C)(3)(a)1. above.

3. In the event that the Director does not issue a report and recommendation on an application for waiver within such 35-day period, the project shall be deemed eligible for submittal of a complete building permit application (subject to customary building permit review) without further consideration or action by the Building Review Board. For purposes of formulating a recommendation on an application for waiver, unless the Director finds a substantial inconsistency between a project and the standards in division (C)(4) below, the Director will recommend a waiver for any project that either: is not visible from a street; increases the gross floor area of a building by the lesser of 100 square feet or 10%; or is necessitated by requirements of health or safety.

(b) Review by the Building Review Board.

- 1. Application for Building Review Board consideration and action.

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a. A complete application shall include without limitation the following plans and information and shall be submitted in accordance with the schedule adopted on an annual basis by the Building Review Board.

- i. Completed building scale calculation form;
- ii. Impervious surface calculation;
- iii. Application form;
- iv. Description of exterior materials form;
- v. Statement of intent;
- vi. Legal plat of survey;
- vii. Site plan of proposed improvements;
- viii. Grading plan (if any grade change is proposed);
- ix. Site grading cross section (if any grade change is proposed);
- x. Tree survey;
- xi. Dimensioned drawings of all new structures or additions showing exterior materials;
- xii. All elevations; at least one elevation shall be in color;
- xiii. Floor plans;
- xiv. Roof plan;
- xv. Cross sections;
- xvi. Streetscape elevation (required for all new houses and major additions visible from the street);
- xvii. Landscape plan;
- xviii. Photographs of the site and existing buildings;
- xix. All applicable fees; and
- xx. Other materials as required by the Director of Community Development, including, without limitation, a roof line mock-up.

b. In addition to the above materials, the following shall be submitted for all applications for demolition:

- i. A written statement addressing the demolition criteria;
- ii. Structural evaluation from an independent structural engineer;
- iii. Massing model;
- iv. Site plan overlay of existing and proposed structures and hardscape; and
- v. Elevation overlays of existing and proposed elevations.

c. One or more of the required materials may be waived if the Director of Community Development determines that the information is not relevant to the project or to the issues that will be considered by the Board. Detailed information on the required materials shall be provided in the application packet available from time to time through the Community Development Department.

2. Site staked.

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a. Staking. No less than 14 days prior to the Building Review Board meeting at which the application is scheduled to be considered, the foot print of all new residences and all additions shall be staked.

b. Application for Building Review Board consideration and action. Unless an application for waiver is granted or deemed granted by the Building Review Board in accordance with division this (C)(3), a complete Building Review Board application shall be submitted to the Community Development Department. Within five days after receipt of the application, the Director of Community Development shall issue a written notice to the petitioner identifying deficiencies in the completeness or correctness of the application.

c. Public hearing. After receipt of a complete Building Review Board application, a public hearing shall be set within 60 days thereafter, or at the first regularly scheduled Building Review Board that has not been fully subscribed, but in no event later than 120 days after receipt of a completed application. If a hearing is not commenced within the period set forth in the preceding sentence, the application shall be deemed recommended for approval and shall be presented to the City Council pursuant to division (C)(3)(c) below for final determination. At the hearing, the applicant and any owner of property within the surrounding neighborhood shall have the right to submit written and oral testimony.

3. Notice of hearing. Not less than ten days before the date of the public hearing, the Director shall post notice of the time and place of the hearing and mail notice of the hearing to the owners of each property within 1,320 feet of the subject property or within three properties deep, whichever is less. For purposes of this division (C)(3)(b)3., an OWNER of a property shall be either: an occupant; a legal or beneficial owner; or the person to whom the most recent real estate tax bill has been sent. Failure of any owner of a property to receive notice shall not affect the validity of any action taken with respect to a petition.

4. Recommendation by Building Review Board. At the conclusion of the public hearing, the Building Review Board shall vote in public whether to recommend to the City Council approval, disapproval or conditional approval of the application based upon consideration of the standards set forth in division (C)(4) below. The Board may continue consideration of an application if the Board determines that additional information is required. On behalf of the Board, the Director of Community Development shall transmit the written findings and determination of the Board, in the form of a meeting action summary, within ten business days after the conclusion of the hearing to:

- a. The applicant;
- b. Any owner of property in the surrounding neighborhood who delivers a written request for such determination to the Director of Community Development within three days after the close of the public hearing; and
- c. The City Council.

(c) Action by City Council. Following the City Council's receipt of the meeting action summary, the City Council shall by ordinance either approve, approve with conditions or deny the application. Consideration of such ordinance shall be placed on the agenda of the City Council no later than 45 days after the City Council's receipt the meeting action summary. The City Council may in its discretion, seek further review on an application prior to action.

(4) Standards and considerations for architectural and site design review.

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(a) Standards.

1. In evaluating applications for architectural design review, the Director of Community Development, Building Review Board and the City Council, shall consider and evaluate the propriety of issuing a building permit in terms of its effect on the stated purposes and goals of architectural design review. To that end, the Director of Community Development, Building Review Board and the City Council, shall consider the appearance of a project in terms of the quality of its design and the relationship to its surrounding neighborhood. A project should harmonize with and support the city's unique character, with special consideration accorded the preservation and enhancement of landmarks, the preservation and enhancement of natural features (including without limitation existing trees and landscaping), and fostering architectural quality that complements the architectural and historic heritage of the city and the property values within the community. Furthermore, a project must be consistent with all applicable ordinances and regulations of the city, including without limitation the City Zoning Code, Comprehensive Plan and tree preservation regulations, absent a variance granted consistent with applicable code requirements.

2. In addition to the general standards listed above, the Director of Community Development, Building Review Board and the City Council, shall consider, among other factors, the following standards.

a. Site plan.

i. All setbacks shall be met or exceeded and disturbance to the natural landscaping on the site should be minimized. Further, the project should be designed to preserve and enhance natural features on the site, including, without limitation, existing trees, wooded areas and landscaping. In addition, the project should be designed to minimize changes to the natural grade in order to maintain natural drainage patterns.

ii. Access to the site and circulation thereon should be safe and convenient for pedestrians, cyclists and vehicles.

iii. Driveways should be located to maintain adequate space between cuts in the streetscape and to provide space for landscaping and drainage between driveways and neighboring properties.

iv. Driveway and parking areas should be screened to reduce visual intrusions into surrounding properties and to maintain the landscape dominant character of the city. Projects that materially affect the natural features of a neighborhood, or that materially alter the spaces and spatial relationships that characterize a property or surrounding neighborhood should be avoided.

v. Screening, fencing, gates and pillars should be consistent in design and materials with the principal buildings on the subject property and with properties in the surrounding neighborhood.

vi. Compatibility with the surrounding neighborhood should be achieved; however, repetitive duplication of building designs within the surrounding neighborhood should be avoided.

b. Elevations.

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i. The scale and height of the project should be in conformance with the code requirements of the city, and should be visually compatible with the landscaping and topography of the site and with buildings on the site and in the surrounding neighborhood.

ii. The relationship of solids to voids in the front facade of a project should be visually compatible with buildings, public ways and places to which it is visually related in the surrounding neighborhood, and they should add interest to the elevations and relief from building mass.

iii. The visual continuity of roofs and their contributing elements (such as parapet walls, coping and cornices) should be maintained in building development or redevelopment.

iv. To the extent applicable, the project should be consistent throughout with the elements of the chosen architectural style (e.g., Colonial, English Tudor, Contemporary and the like) and such architectural style should be maintained for all elevations of the building or structure. Accessory structures should be architecturally compatible with the principal structure on the lot.

v. The elevations of the project should be proportional to the property on which it is located and to the surrounding neighborhood.

vi. Compatibility with the surrounding neighborhood should be achieved however, repetitive duplication of building designs within the surrounding neighborhood should be avoided.

c. Landscaping.

i. Landscaping plans should be consistent with the natural environment of the site, adjacent properties and the surrounding neighborhood; provided that, when a site is open, suitable landscaping consistent with the wooded nature of the city should be provided.

ii. Existing natural features should be appropriately preserved and integrated into the project. Under appropriate circumstances, a conservation area consisting of landscaping and natural growth, but excluding lawns and any impervious surface between adjacent properties or along the streetscape, would promote this objective.

d. Type, color and texture of materials.

i. Exterior materials should be of the highest quality, appropriate for the intended use, and consistent with the chosen architectural style.

ii. Materials should be selected for both their durability and usefulness, however, imitation and synthetic substitutions should be avoided.

iii. Colors of the materials for the project should be harmonious with compatible accents. Materials, level of detail and ornamentation should be consistent with the particular architectural type that is proposed.

iv. Design, material and color scheme should be compatible with and enhance the character of the property and the surrounding neighborhood. A project that is obviously incongruous with its surroundings or unsightly and grotesque should be avoided.

v. A project's design or color should not be distracting to vehicular traffic so as to cause a safety hazard.

e. Overall site layout.

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i. The building layout should maximize the distance between buildings on the site and buildings on adjacent properties.

ii. The building layout should maintain appropriate distances between buildings on the site itself.

iii. The size, scale and nature of a building or project should be consistent with the existing streetscape and character of the neighborhood and should not be inconsistent with the planned character for the surrounding neighborhood as expressed in the Comprehensive Plan.

iv. The project shall not cause a substantial depreciation in the property values of adjacent buildings, the surrounding neighborhood or the city.

v. The project should not unduly detract from the natural environment of the site, adjacent properties or the surrounding neighborhood.

f. Standards and guidelines. These standards and the specific residential design guidelines described in division (C)(4)(b) below are intended to encourage strong design and to provide direction on how to achieve that goal. These standards are not intended to limit creativity or restrict imagination, innovations or variety in architectural styles, but rather seek to preserve and enhance the city's unique historic and architectural character and surrounding neighborhoods.

(b) Specific residential design guidelines. In addition to the standards set forth above, in reviewing an application for a residential project, the Director of Community Development, Building Review Board and the City Council shall consider whether the project meets the "City of Lake Forest Residential Design Guidelines," which guidelines are set forth and incorporated by reference herein.

(5) Plan modifications. It shall be unlawful to alter or in any way modify plans that have been reviewed and approved by the City Council. If during the course of construction, it is desired to deviate from the application and plans as approved, the owner or contractor must obtain a waiver pursuant to division (C)(3)(a) above or obtain approval from the City Council for such modifications.

(6) Duration of approvals. No approval shall be valid for a period longer than two years from the date of such approval unless within such period a building permit is obtained and all fees are paid. If a building permit is not granted and fees are not paid within such period, the City Council, in its discretion, may extend the duration of any such approval upon request.

(7) Historic preservation jurisdiction. Notwithstanding anything to the contrary in this section, any matters pertaining to changes to a landmark or a district as designated under the city historic preservation regulations shall be subject to the jurisdiction of the City Historic Preservation Commission, and the Building Review Board shall conduct no proceedings relating to such landmark or district.

(Prior Code, § 9-86) (Ord. 94-11B, passed 4-21-1994; Ord. 01-11, passed 4-19-2001; Ord. 03-41, passed 9-8-2003; Ord. 00-12, passed 4-3-2000; Ord. 2006-57, passed 10-19-2006; Ord. 2009-18, passed 4-20-2009) Penalty, see § 150.999