

**MEMORANDUM**  
**Community Development Department**

To: Michael Lynk, Chairman  
Appearance Commission Members

From: Peter Peyer, Community Development Director  
Carrie Haberstich, Planner  
Nathan Kriska, Building and Zoning Supervisor  
Brian Augustine, Zoning Administrator

Date: January 9, 2019

**SUBJECT: APPEARANCE COMMISSION/CASE SUBMITTAL –  
STAFF REPORT**

Staff offers the following comments on the cases scheduled for the January 9<sup>th</sup> Appearance Commission meeting:

*Prior to the issuance of building permits, property owners who have 2 or more Property Identification Numbers (PINs) related to their Appearance Commission case shall submit to the Village of Skokie Community Development Department a Cook County Assessor's Office Petition for Consolidation of Property with associated fees to consolidate PINs into a single tax parcel or provide evidence that the petition was submitted to Cook County. If the PINs are in separate subdivisions, a new subdivision will be required.*

**RESIDENTIAL REQUESTS**

*All residential requests are subject to a final review of a completed Zoning Information Worksheet to ensure compliance with the Zoning Ordinance.*

2019-001A (9536 Keeler) Staff has no objections with the overall design. A technical item to be verified is the HVAC side yard setback. The Plan Commission recommended an update to the Zoning Chapter to modify the setback requirement for air conditioners from 10' to 6'. This item was on the January 7, 2019, Village Board meeting agenda for consideration, with potential ordinance approval on Monday, February 4.

## **INSTITUTIONAL REQUEST**

2018-064A (8750 Keeler) Staff has no objections with the overall design and wall sign; however, staff recommends that the petitioner apply for a free follow-up Preliminary Plan Review through the Building Division to have Village Departments review the project and provide written comments one more time before applying for a Site Plan Approval through the Plan Commission and Village Board. A sign package will return to a future Appearance Commission meeting for review and approval once the petitioner enters into the Site Plan Approval process. Landscaping must provide dense screening along the south property line, and the landscape plan will either return to a future Appearance Commission meeting or be reviewed by Commissioner Klein for approval.

Other technical items include relief from §118-74(b) of the Village Code to allow parking in the front yard (as 40% or more of the lots fronting the west side of Keeler have building setbacks greater than the required front yard for the R1 Single-Family zoning district), and dedication of the eastern 3' of the site to ultimately establish a 66' right-of-way on Keeler.