

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

To: Michael Lynk, Chairman  
Appearance Commission Members

From: Matt Brandmeyer, Community Development Director  
Nathan Kriska, Development Administrator  
Carrie Haberstich, Planner  
Brian Augustine, Zoning Administrator

Date: March 10, 2021

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

Staff offers the following comments on the cases scheduled for the March 10<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 REQUEST**

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

2021-012A (5128 Farwell) Staff has no objections with the design; however, consideration should be made to providing additional windows on the side elevations.

**COMMERCIAL REQUESTS**

2021-010A (4101 Old Orchard) Staff has no objections with the design. Technical items include a Plan Commission review of several cases related to this proposal at its Thursday, March 18, 2021, meeting.

2021-011A (5435 Touhy) Staff has no objections with the design.

2021-013A (3654 Touhy) Staff has no objections with the overall design, as storefront glass is included in the south/Touhy elevation. Consideration should be given to the addition of more wood accents to complement the tower feature, such as the east elevation facing the main entrance to Touhy Marketplace. Technical items to be addressed include obtaining relief from the Sign Code for to allow signs on the north/west/east elevations, and to allow roof-mounted signage. The mobile order sign must be a maximum of 30” in height and 4 SF in area.