

APPROVED

**VILLAGE OF DOWNERS GROVE
ARCHITECTURAL DESIGN REVIEW BOARD
MINUTES OF SEPTEMBER 29, 2021, 7:00 P.M.**

Chairwoman Gassen called the September 29, 2021 of the Architectural Design Review Board to order at 7:01 p.m. and requested a roll call:

1. ROLL CALL

PRESENT: Chairman Gassen, Mr. Renner, Ms. Chalberg, Mr. Lerner, Mr. Reimer

ABSENT: Mr. Styczynski

STAFF: Jason Zawila, Planning Manager, Flora Ramirez, Senior Planner. Gabriella Baldassari, Development Planer

VISITORS: None

2. APPROVAL OF APRIL 21, 2021 MEETING MINUTES

Motion by Mr. Renner, second by Ms. Chalberg to approve the minutes of the April 21, 2021 meeting. Roll call:

AYE: Chalberg, Reimer, Lerner, Renner, Gassen

NAY: None

Motion passed.

3. PUBLIC HEARING - None

4. OLD BUSINESS - None

5. NEW BUSINESS - Name Change and Overview of Downtown Design Review Process

Jason Zawila, Planning Manager, provided an overview of the recently approved changes to the Downtown Design Guidelines and an update to the development review process for certain projects.

It was noted that in 2015, the Village undertook a significant effort to examine the Village's historic preservation program and recommend improvements to the program. The Architectural Design Review Board (ADRB) and the Ad Hoc Sub-Committee on Historic Preservation developed the Report and Recommendations on Historic Preservation (Report) which identified several desired outcomes and recommendations that have guided changes to the historic preservation ordinance and program. In the 2015 Report, 'Inform and Educate the Public' was one of the desired outcomes.

During the ADRB's July 2020 meeting, the Board recommended changing the name of the Architectural Design Review Board to the Historic Preservation and Design Review Board. The Village Council approved the name change at their September 14, 2021 meeting.

Flora Ramirez then provided an overview of the Downtown Design Guidelines. As part of her presentation, she noted that the guidelines 1) are tailored to the Village's three downtown zoning districts; 2) provide enhanced visualizations and graphics; 3) clarify and expand upon

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key design elements based on previous experiences; and 4) added guidelines for parking lots and utility areas.

An overview of examples and visual representations of the guidelines then followed. The guidelines will be used to determine design review compliance of eligible projects that the HPDRB will consider as part of the updated process.

Manager Zawila then continued the presentation on the development review process providing for the types of improvements that will require a Certificate of Design Appropriateness (CODA) from the HPDRB in the DB (Downtown Business), Downtown Core (DC) and Downtown Transition (DT) zoning districts. The CODA application will necessitate a public hearing with the HPDRB. It was stated that a CODA is not required for any improvements made to a Detached House or Two-Unit House used for residential purposes; or a development that requires consideration by the Village Council (i.e. PUD or Special Use), as design is considered by the Village Council as part of their approval process.

Questions followed including: how the design review will occur with cases that are considered by the Plan Commission; will the document be available online and clarification on the standard that needs to be met to seek approval of a CODA.

Manager Zawila thanked everyone for their efforts on the project in the last year.

6. PUBLIC COMMENT

7. ADJOURNMENT

Chairman Gassen called for a motion to adjourn.

**Ms. Chalberg moved, seconded by Mr. Reimer to adjourn the meeting at 7:47 p.m.
Motion carried unanimously.**

/s/ _____ Village Staff
(As transcribed by MP-3 audio)