

**MINUTES OF A SPECIAL MEETING OF THE ARCHITECTURAL REVIEW
COMMISSION ON THURSDAY, MAY 3, 2007 AT 7:30 P.M. AT THE VILLAGE HALL,
419 RICHMOND ROAD.**

Chairman Jackie Bossu called the meeting to order at 7:34 PM. The following were in attendance:

Present:	Jackie Bossu	Chairman
	Robert Smietana	Member
	Mary K. Hartigan	Member
	Gunta Cepuritis	Member
Absent:	Craig Miller	Member
Other Village Officials Present:	Susan Criezis	Community Development Director
Others Present:	Kristin Casas	234 Warwick Road
	Tom Snellback	Lake Bluff
	Nick Patera	Evanston

Chairman Bossu said the purpose of this meeting is a workshop session to provide a concept review of 624 Green Bay Road. She introduced Tom Snellback, owner of The Last Detail, and Nick Patera from Teska Associates.

Nick Patera presented the proposed plan for 624 Green Bay Road. The applicant expressed his intent to add onto the existing building by enclosing the existing parking area. Mr. Patera said the front skin of the building would be new brick. The applicant's intent is to have the new building match the older building in character. The second building is recessed to give prominence to the original building. There will be an overhead canopy at the new entry. A second overhead door connects to a sheltered covered entry to allow a car to wait to pull inside and not block the sidewalk.

Mr. Patera and Mr. Snellback explained the existing brick would be removed to the concrete block structure and new brick would be put on the outside. The petitioner explained the exterior will be a mixture of stucco and brick.

Mr. Patera and Mr. Snellback said their first intent was to build a courtyard space open with a roof for the display of cars, but during the design phase they could not come up with a solution that worked well. New building space is needed to make the business feasible.

Member Hartigan asked about fuel tanks and soil contamination. Mr. Snellback gave a detailed report on clean up activities, and said the contaminated soil will be completely removed.

Chairman Bossu asked about traffic movement. Mr. Snellback said it will be one way: in from Green Bay and out through the alley. He said customers will come in from the front off of Green Bay Road.

Member Smietana asked about circulation and who would be driving into the gallery space. He asked about the purpose of the existing overhead door. Mr. Patera said it would be secondary use.

Member Smietana said he was concerned about adding a second curb cut, and that is an issue in the Draft Comprehensive Plan.

Member Cepuritis asked why they are keeping the original door, and expressed her opinion it is confusing to have both doors.

Mr. Snellback said he would be willing to consider removal of the existing overhead door and converting the opening to café doors as proposed on the gallery area next to Chase Bank.

Chairman Bossu asked if it was necessary for customers to come in from the front. Mr. Snellback said primary access to their facility at the rear would not work at all for customers to know where to go and for the anticipated vehicle traffic. Mr. Snellback noted the building is not meant for foot traffic, and explained the alley looks like an alley. Mr. Snellback concluded by stating there would be little traffic coming into the building.

Member Hartigan said the permit should include no exiting out onto Green Bay Road.

Member Smietana said the Village hopes to eliminate curb cuts onto Green Bay Road. Another Plan Commission factor is to bring the structure to the street front.

Chairman Bossu agreed with Member Cepuritis that it is confusing to have two overhead doors if only one overhead door is needed. Mr. Patera said they will put some café doors at the existing overhead door opening.

Member Hartigan brought up the issue of sidewalks, water and flooding issues that have occurred in this area.

The Plan Commission discussed the issues of trees in grates along the public sidewalk and the widening of sidewalks.

Member Hartigan asked about the awning color and recommended the staff obtain samples of awning colors from an awning company.

Member Smietana asked about the covered awning area. He wondered if it was really an awning. Mr. Snellback said it would probably be a flat roof with an awning look at the edge.

Member Smietana suggested skylights or a translucent roof to prevent dark space. He asked about the use of the gallery space. Mr. Snellback said visiting artists and receptions will occur in that space. The service area may have sliding glass doors at the opening to seal off the noise.

Member Cepuritis asked about outdoor lighting and signage. Mr. Snellback said a marquis type sign is proposed for the entry.

Member Hartigan brought up the issue of lighting. Commission members pointed out that the recessed area should be approved to have lighting on at night. Member Hartigan agreed low lighting would be acceptable.

Chairman Bossu asked about the entrance. A discussion about the marquis sign at the entrance followed.

Community Development Director Criezis said they need to provide one handicapped parking space in back of the building.

Chairman Bossu asked about lighting and signage. She asked if the new glass was clear and not opaque. Mr. Snellback said yes the proposed glass will be clear.

Member Smietana asked about the mechanical equipment system. He said the applicants should bring information about rooftop units to the next meeting. He wanted to know the heights of the units because they need to be shielded from the parapet. Member Smietana also asked about paving of the driveway at the entry. Mr. Patera said the paving will be decorative paver blocks across the drive and display area.

Member Cepuritis asked about the proportions of the entry with the tower and if the clear story has windows.

The Commission discussed the schedule for its next meeting and agreed it would be held after June 5th as Member Cepuritis will be out of the country until June 5th.

The minutes of the November 1, 2006 meeting were placed before the Commission. Member Cepuritis made a motion to approve the minutes as presented. Member Hartigan seconded the motion which was unanimously approved, and the minutes were unanimously approved 4-0.

The meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Susan Criezis