



Department of Public Works  
Village of Glencoe  
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March 7, 2007

Dear Architect, Builder, & Homeowner:

For many years residents have voiced concerns regarding the increased numbers of teardowns in the Village and the appearance of the replacement homes. The Village has responded with numerous amendments to the Zoning Code to further regulate redevelopment in the residential districts. The end result has been a series of zoning regulations that, by nature and necessity, are applied generally to many different settings and circumstances but, in some cases, lack the flexibility needed to stimulate innovative and exceptional design. Additionally, the strict standards required for securing variations from the Zoning Code don't always accommodate the types of modest adjustments needed for better residential design.

A newly created commission is now available in Glencoe – the **Contextual Design Review Commission (CDRC)** – established to promote excellence in single-family residential design that is reflective of the surrounding neighborhood's context. The CDRC was formed to provide a **voluntary** means for single-family residential design review. In exchange for the review, and the applicant's agreement to incorporate recommended design changes, the Commission has the authority to grant a series of adjustments, or incentives, which provide zoning and floor area ratio (FAR) benefits to the applicant. Since the process is purely **voluntary**, applicants may withdraw at any time, however, withdrawal forfeits all adjustments allowable through contextual design review. By agreeing to participate in the design review process, applicants must follow all procedures and submit all necessary plans as outlined in the Residential Design Guidelines document. Answers to some frequently asked questions are provided below:

***Where do I obtain a copy of the Residential Design Guidelines?***

Copies of the guidelines and application may be downloaded from the Village's website at [www.goglencoe.com](http://www.goglencoe.com). Hard copies are also available at the Resident Services Counter at Village Hall – 675 Village Court.

***What types of projects may apply for contextual design review?***

Contextual design review is available on a voluntary basis for new construction of, additions to, or alterations to single family residences only. Multiple family and commercial projects require mandatory design review by the Plan Commission.

***What is the review process?***

The applicant should first schedule a pre-application meeting with staff to describe the project's scope, explain the review process, and determine what materials to submit by the filing deadline. Upon receipt of a complete application, staff will schedule the matter for the first available meeting with the Commission. The applicant is then required to mail courtesy notices, as determined at the pre-application meeting, to

neighboring properties within 250 feet. The night of the meeting it is strongly recommended that the applicant and his/her architect be in attendance to present the application. Upon review, applications may be approved, approved with conditions, or denied. Approved applications may proceed to the building permit review process. If a case is continued, the applicant should return to the Commission with revised plans or materials at a subsequent meeting. After the meeting, a notice will be mailed to the applicant indicating the action of the Commission and stipulating any conditions or special instructions.

***How will the Commission evaluate my project?***

Although the Commission does not proscribe a particular architectural style or period, it does expect excellent residential design that reinforces and relates to the particular identity of its block, street, and neighborhood. A thorough review and understanding of the Residential Design Guidelines will prepare the applicant for the expectations of the Commission.

***When and where does the Commission meet?***

The Commission meets regularly on the second Monday of each month at 7:30 p.m. at the Village Hall – 675 Village Court. A schedule of meeting dates and filing deadlines is below.

CONTEXTUAL DESIGN REVIEW COMMISSION 2007 MEETING SCHEDULE		
MEETING DATE (2007)	FILING DEADLINE	MEETING NOTICE MAILED TO NEIGHBORS
March 12	February 16	March 2
April 9	March 16	March 30
May 14	April 20	May 4
June 11	May 18	June 1
July 9	June 15	June 29
August 13	July 20	August 3
September 10	August 17	August 31
October 8	September 14	September 28
November 12	October 19	November 2
December 10	November 16	November 30
January 14, 2008	December 21	January 4, 2008
February 11, 2008	January 18, 2008	February 1, 2008

Additional information regarding the Commission and its review process may be found in Sections 7-104 and 7-505 of the Zoning Code. Should you have any further questions or comments regarding this letter, the Residential Design Guidelines, or the Zoning Code, please contact me at 847-835-4111 (Ext. 118).

Sincerely,



Nathan J. Parch  
Community Development Analyst

cc: Members of the Contextual Design Review Commission: Walter Eckenhoff, Chairman, Bob Barnes, Paul Krieger, Judy Horwitz, Mark Piltingsrud, Bernie Rosauer, and John Schlossman