

Commercial Design Workbook

The Village of Morton Grove continuously works to preserve and improve the appearance of the community. Chapter 12-12, "Design Standards," of the Morton Grove Unified Development Code (Title 12) was adopted to enhance the appearance of all properties in the Village as they relate to their surroundings and the community. **Section 12-12-1:C.2 requires the owners of buildings in commercial zoning districts seeking to change their building's exterior color or material to submit a design workbook demonstrating how the exterior modification is compatible with the existing neighborhood. Any project deemed by Village staff not to be compatible must be sent to the Appearance Commission for review.**

The Commercial Design Workbook was developed to help property owners, builders, and developers maintain the exterior of a commercial building in a manner that respects the context in which it is located, including the neighborhood, block, adjacent buildings, and site, and enhances the overall appearance of the property and the commercial corridor. Upon review of the Commercial Design Workbook by Village staff, the applicant may be required to appear before the Appearance Commission to request approval of the proposed exterior plans. In this case, staff will notify the applicant as soon as possible, provide the Appearance Commission Application, and guide the applicant through the process of review.

Please answer all of the questions in the workbook to the best of your ability. Some questions may be more easily answered with the assistance of a design professional, such as an architect, developer, or landscape architect. We encourage you to seek assistance if necessary.

EVALUATION STANDARDS

Pursuant to Section 12-12-1:D.1 of the Unified Development Code, the following standards must be used when evaluating a design submission:

- 1. Property Values:** Where a substantial likelihood exists that a building will depreciate property values of adjacent properties or throughout the community, construction of that building should be barred.
- 2. Inappropriateness:** A building that is obviously incongruous with its surroundings or unsightly and grotesque can be inappropriate in light of the comprehensive plan goal of preserving the character of the municipality.
- 3. Similarity/Dissimilarity:** A builder should avoid excessively similar or excessively dissimilar adjacent buildings.
- 4. Safety:** A building whose design or color might, due to the building's location, be distracting to vehicular traffic may be deemed a safety hazard.

PROJECT SUMMARY

Address of Project		Project Type	☐ Paint color change
Zoning District			☐ Material color change
Business/Org. Name			☐ Other:
Applicant Name		Building Occupancy	☐ Occupied ☐ Unoccupied
Applicant Address		Project Description	
Applicant Phone			
Applicant Email		Applicant Signature	

STAFF USE ONLY

Commission Review	☐ Required ☐ Not Required	Staff Approval	
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YOUR BLOCK

Submit photographs of your block (both sides), identifying your property and the buildings, and answer the following questions.

How many floors do most of the buildings have on your block?
(Check all that apply.)

- | | |
|----------------------------------|------------------------------------|
| ☐ 1 Story | ☐ 1.5 Story |
| ☐ 2 Story | ☐ 2.5 Story |
| ☐ 3 Story | ☐ 3+ Story |

What are the colors of the facades of the buildings on your block?
(Check all that apply.)

- | | | |
|--------------------------------|---------------------------------|--------------------------------|
| ☐ Beige | ☐ Red | ☐ Blue |
| ☐ White | ☐ Brown | ☐ Black |
| ☐ Grey | ☐ Yellow | ☐ Other |

What are the facade materials facing the street of the buildings on your block?
(Check all that apply.)

- | | |
|--------------------------------------|--------------------------------|
| ☐ Brick | ☐ Metal |
| ☐ Siding | ☐ Stone |
| ☐ EIFS/Stucco | ☐ Wood |

Other materials and colors not listed:

What are the types of buildings on your block?
(Check all that apply.)

- | | | | | |
|--|--|---|--|---------------------------------|
| ☐ Storefront | ☐ Institutional | ☐ Single-family | ☐ Recreational | ☐ Other: |
| ☐ Shopping center | ☐ Industrial | ☐ Multi-family | ☐ Historical | |
| ☐ Office/Medical | ☐ Mixed-use | ☐ Drive-through/in | ☐ Contemporary (1990-present) | |

What are the architectural details of the surrounding buildings?
(Check all that apply.)

- | | | | | |
|------------------------------------|--------------------------------------|---|---|---------------------------------|
| ☐ Awnings | ☐ Cornices | ☐ Projections | ☐ Defined entries | ☐ Other: |
| ☐ Overhangs | ☐ Gable Roofs | ☐ Recesses | ☐ Material variation | |
| ☐ Columns | ☐ Lighting | ☐ Pedestrian arcades | ☐ Storefront windows | |

What are the landscape features of your block?
(Check all that apply.)

- | | | | | |
|--|---|---|---|---------------------------------|
| ☐ Street Trees | ☐ Baskets | ☐ Hedges | ☐ Sculptures | ☐ Other: |
| ☐ Private Trees | ☐ Foundation Plantings | ☐ Bushes | ☐ Native Plantings | |
| ☐ Flower Beds | | ☐ Yard Furniture | ☐ Rain Gardens | |

YOUR PROJECT

Submit a photo of your building with proposed color and material changes annotated and answer the following questions.

Proposed facade color(s)

Proposed facade material(s)

Material Manufacturer(s)

Explain how the colors and materials to be used are compatible with the surrounding neighborhood and the building's current and future use(s).

Proposed/existing architectural details

Proposed/existing landscaping

Proposed/existing signage

Explain how the proposed and existing architectural details, landscaping, and signage contribute to an attractive commercial corridor.