

Design Workbook

The workbook was developed to assist with your redevelopment project and to help you design your home in a manner which takes into account the context which you are building, and adheres to principles which will enhance the overall appearance of your home and the neighborhood. New residential redevelopment should fit into the context in which it is being built. The context includes the **neighborhood**, the **block**, the **adjacent homes**, and the **site**.

Some of the 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.

Upon review of the workbook by Village staff, you may be required to appear before the Appearance Commission. If this is the case, we will notify you as soon as possible, and direct you as to the next steps.

Please answer all of the questions in the workbook to the best of your ability.

INTRODUCTION

The Village of Morton Grove is continually concerned with the appearance of the Village and maintaining a high quality of life for its residents. Through the enactment of the Appearance Code, the Village strives to promote greater interest in the appearance, development, and redevelopment of all properties as they relate to their surroundings and the community. The use of this workbook will give developers, builders, and homeowners planning on improving their property a viable tool to use to create quality design solutions for their proposed projects.

The purpose of this workbook is to assist developers, builders, and homeowners with the permit approval process and:

1. To ensure that the overall quality of new residential redevelopment or expansion projects will complement the existing homes and surrounding neighborhood.
2. To provide guidelines related to the aesthetic quality of residential redevelopment and expansion projects in the Village of Morton Grove.
3. To identify which projects may be recommended for further review by the Appearance Commission.
4. To provide the Zoning Board of Appeals with additional information for applicants who are applying for a zoning variation.

APPLICATION

Address of Project	<input type="text"/>	Project Type	<input type="checkbox"/> Complete new construction
Zoning District	<input type="text"/>		<input type="checkbox"/> Addition of > 50% square footage of home
Subdivision	<input type="text"/>		<input type="checkbox"/> Addition of < 50% square footage of home
Applicant Name	<input type="text"/>	Zoning Variation	<input type="checkbox"/> Requested <input type="checkbox"/> Not Requested
Applicant Address	<input type="text"/>	Variation Request	<input type="text"/>
Applicant Phone	<input type="text"/>		
Applicant Email	<input type="text"/>	Applicant Signature	<input type="text"/>

STAFF USE ONLY

Commission Review ☐ Required ☐ Not Required

Staff Approval

YOUR BLOCK

Please submit photographs of your block (both sides), identifying your property and the adjacent homes, and answer the following questions.

How many floors do most of the houses have on your block? (Check all that apply.)	<input type="checkbox"/> 1 Story <input type="checkbox"/> 2 Story <input type="checkbox"/> 3 Story	<input type="checkbox"/> 1.5 Story <input type="checkbox"/> 2.5 Story <input type="checkbox"/> 3+ Story	What are the colors of the facades of the homes on your block? (Check all that apply.)	<input type="checkbox"/> Beige <input type="checkbox"/> White <input type="checkbox"/> Grey	<input type="checkbox"/> Red <input type="checkbox"/> Brown <input type="checkbox"/> Yellow	<input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Other
What are the facade materials facing the street of the homes on your block? (Check all that apply.)	<input type="checkbox"/> Brick <input type="checkbox"/> Siding <input type="checkbox"/> Drivet	<input type="checkbox"/> Stucco <input type="checkbox"/> Stone <input type="checkbox"/> Wood	Other materials and colors not listed:			
What are the predominant roof types of the homes on your block? (Check all that apply.)	<input type="checkbox"/> Gable <input type="checkbox"/> Saltbox <input type="checkbox"/> Hip	<input type="checkbox"/> Gambrel <input type="checkbox"/> Flat <input type="checkbox"/> Combination	Are the garages on your block attached or detached?	<input type="checkbox"/> Attached <input type="checkbox"/> Detached	<input type="checkbox"/> Both <input type="checkbox"/> Neither	
	Is there an alley?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
What are the architectural styles of the homes on your block? (Check all that apply.)	<input type="checkbox"/> Ranch <input type="checkbox"/> Tudor <input type="checkbox"/> Raised Ranch <input type="checkbox"/> Victorian <input type="checkbox"/> Other: <input type="checkbox"/> Bi-Level <input type="checkbox"/> Georgian <input type="checkbox"/> Tri-Level <input type="checkbox"/> Contemporary <input type="checkbox"/> Bungalow <input type="checkbox"/> Prairie <input type="checkbox"/> Colonial <input type="checkbox"/> Mediterranean					
What are the architectural details of the surrounding homes? (Check all that apply.)	<input type="checkbox"/> Porches <input type="checkbox"/> Columns <input type="checkbox"/> Bay Windows <input type="checkbox"/> Frieze Boards <input type="checkbox"/> Other: <input type="checkbox"/> Shutters <input type="checkbox"/> Decorative Windows <input type="checkbox"/> Arched Windows <input type="checkbox"/> Balusters <input type="checkbox"/> Archways <input type="checkbox"/> Decorative Trim <input type="checkbox"/> Ironwork					
What are the common landscape features of your block? (Check all that apply.)	<input type="checkbox"/> Parkway Trees <input type="checkbox"/> Baskets <input type="checkbox"/> Hedges <input type="checkbox"/> Sculptures <input type="checkbox"/> Other: <input type="checkbox"/> Yard Trees <input type="checkbox"/> Foundation Plantings <input type="checkbox"/> Bushes <input type="checkbox"/> Native Plantings <input type="checkbox"/> Flower Beds <input type="checkbox"/> Yard Furniture <input type="checkbox"/> Rain Gardens					
What is your block like? Are there a lot of additions or new houses? (Check all that apply.)	<input type="checkbox"/> Original Home <input type="checkbox"/> Rear Addition <input type="checkbox"/> New Facade <input type="checkbox"/> Vacant Property <input type="checkbox"/> 2nd Floor Addition <input type="checkbox"/> Side Addition <input type="checkbox"/> New Construction <input type="checkbox"/> Other: <input type="checkbox"/> Front Addition					

YOUR SITE

Front Yard Setback

Side Yard Setbacks

Rear Yard Setback

Floor Area Ratio

Are there any site conditions that affect your project's height, setbacks, garage placement, or landscaping? If yes, please list.

What is the best location for your garage and driveway, taking into account the surrounding homes?

Are there any existing trees? Will any trees be removed? Will any be replaced? If not, please explain why.

How will your new home, expansion or addition incorporate common characteristics of the existing homes on your block and neighborhood? Use the answers to the previous questions and the design guidelines in the following section to accomplish this task. My proposed residential redevelopment will consist of the following:

Number of Stories		Architectural Style	
Facade Materials		Colors	
Roof Type		Architectural Details	
Landscape Features		Garage Type (Attached/Detached)	

DESIGN GUIDELINES

INTRODUCTION

This section of the workbook is a compilation of design principles and ideas that will assist you in improving the overall aesthetic quality of your project. Specific suggestions are provided to assist you in designing your project within the context of its surroundings.

Building Design

To provide proper scale and proportion with existing homes, you may consider the following:

- Combine roof lines with varying height
- Step back a portion of the home to break up the mass of a facade.
- Use materials and windows that are compatible with surrounding homes.
- Porches and horizontal detail can add interest, scale, and provide outdoor living space.
- Dormers, bay windows, shutters, or other exterior design features break up large wall masses and add interest and dimension.

Building Height

If the surrounding homes are shorter than what you are proposing, the following guidelines will help reduce the appearance of height:

- Extra height is avoided by keeping the home level to the ground and not elevating the foundation.
- Sloping roof lines and pitch can minimize impact on adjacent homes and create an impression of greater space between buildings.
- Hipped roofs can diminish the appearance of height.
- Dormers add interest and can break up a large roof surface.
- Incorporating an eave or horizontal trim band can break up the mass.
- Combination roof lines with varying heights and pitches create interest and soften the impact on adjacent homes.
- Consider an appropriate style home for your neighborhood.
- Landscaping can minimize the impact of height and break up mass.

Landscaping

Appropriate landscaping softens the appearance of bulk, unifies the home with the existing neighborhood, and compliments the home. A qualified landscape architect or landscape designer should be consulted for preparation of a landscape plan or appropriate design recommendations. A minimum landscaping plan should consider the following:

- Preserve existing trees where possible. Trees increase property values, reduce heating and cooling costs, and help reduce stormwater runoff.
- Use plantings around the foundation of the residence and at the entryway to highlight the architecture of the home.
- A mid-size tree (15-20 feet at maturity) planted at a corner of a house can help soften the appearance of bulk and bring the mass down to human scale.
- Landscape elements not over three feet in height buffer the impact of pavement on neighboring property.
- Layering your landscape with various height and texture softens the scale of a home.
- Certain species of trees and shrubs are more desirable than others from an appearance and maintenance standpoint. Some species are also more suitable than others for soil type and planting location.