



**MEETING MINUTES
OF THE
February 23, 2023
ZONING BOARD OF APPEALS

LINCOLNWOOD VILLAGE HALL
Gerald C. Turry Village Board Room**

Zoning Board of Appeals Members Present: Chairman Bruce Heller, Rizwan Hussain, Aida Cantic, Anna Velasquez, and Martin Youkhanna

Absent: Syed Mudassir

Staff Present: Doug Hammel, Planning and Economic Development Manager, Scott Mangum, Community Development Director, Village Board Trustee Chris Martel

I. Call to Order/Roll Call

Chairman Heller noted a quorum of five members and called the meeting to order at 7:01 p.m.

II. Pledge of Allegiance

III. Approval of November 16, 2022, ZBA Meeting Minutes

Chairman Heller asked if any Commissioners had any comments regarding the December 21, 2022, meeting minutes. No comments were made, or revisions were proposed.

Motion: Commissioner Cantic made a motion to approve the minutes, and that motion was seconded by Commissioner Youkhanna.

Aye: Hussain, Velasquez, Youkhanna, Cantic, and Heller

Nay: None

Abstain: None

Motion Approved: 5-0

IV. Case #ZB-11-22: 6540 North Lincoln Avenue – Approval of Variations Related to the Number of Permitted Signs and Permitted Sign Area

Request: Consideration of a request by Shaun Ensign/Legacy Sign Group, Petitioner, on behalf of CMK Lincolnwood LLC, Property Owner, to approve 1) a Variation from Section 11.04(2)i to allow additional two additional wall signs for a tenant that does not have its own external entrance,

and Section 11.04(2)iii to allow each of those wall signs to exceed the permitted maximum wall sign area, on the east and south facades of the office building at 6540 North Lincoln Avenue.

Planning and Economic Development Manager Doug Hammel reviewed what was previously discussed at the December 21, 2023, ZBA meeting. Since that meeting the petitioner submitted a revised Lincoln Avenue façade sign concept to reflect the ZBA's recommended approval, however, at the Village Board meeting on January 17, 2023, the Board remanded the item back to the ZBA so the full sign program could be considered. As a result, the petitioner further revised the concept to not include a sign on the Hamlin Avenue façade. Even though the sign on Hamlin was removed from the request due to the item being remanded back to the ZBA, staff was advised that the ZBA's previous recommendation needed to be affirmed prior to the Village Board taking final action.

Mr. Hammel went over the revised plans which included the sign being located in the second architectural bay and being reduced in size from the original request. This reduction in size removed the previous need for a Variation related to sign area. The only item for consideration is a variation for Section 11.04(2) of the Village Code which sets a maximum of one wall sign per street frontage and prohibits wall signs for individual tenants that do not have a dedicated exterior entrance.

There was some discussion about the feasibility of adding an additional entrance for the petitioner.

Chairman Heller asked that if a variation was granted would it be transferrable to a new tenant if the petitioner moved, or would a new tenant need to apply for their own variation. Mr. Hammel stated that he would need to verify the status, but that if this variation was recommended for approval he would have that information available for the Village Board when this was up for consideration there. Mr. Hammel also suggested that the ZBA could make a provision about whether or not to make a recommended variation transferrable a part of any motion.

Motion: Commissioner Youkhanna made a motion to affirm the ZBA's recommendation based on the revised plans submitted
Motion was seconded by Commission Hussain

Aye: Youkhanna, Velasquez, Cantic, Hussain, and Heller

Nay: None

Abstain: None

Motion Approved: 5-0

This item will go to the Village Board on March 7, 2023

V. Case #ZB-01-23: 7356 North Cicero Avenue – Zoning Variations Related to Off-street Parking Capacity, Parking Lot Landscaping and a Required Transition Yard

Planning and Economic Development Manager Doug Hammel presented the request. The petitioner is looking to improve parking lot access and circulation. They are looking to add a second 12' wide drive aisle as the current aisle only allows for one way traffic. They are also looking to add an ADA compliant parking space to the lot, as well as a refuse area. The proposed changes would reduce the

available parking spaces from 10 spaces to 6 spaces. There are minimum parking requirements for a building of this size and the other proposed changes would trigger various landscaping and transition yard requirements, so the petitioner is looking for relief from these regulations due to the configuration of the property and potential safety benefits of the proposed changes.

Mr. Hammel noted that the proposed second parking lane could provide enhanced safety at the Cicero Avenue curb cut. He also noted that the petitioner is agreeable on providing a tree at the east end of the parking aisle. He went on to speak about a letter from the petitioner that described the actual parking demand for the new use at the property and how they believe that 6 spaces would be sufficient to meet their requirements. There is also a slight encroachment onto a neighboring property and staff feel that the ideal scenario would be for no encroachment of any kind onto the neighboring property, but the removal of any current encroachments would require approval from the neighboring property owner.

Mr. Hammel then went over the recommended action for the ZBA which would be to recommend approval of the requested relief related to parking lot screening, parking lot landscape islands, transition yard, and on-site parking capacity with a condition related to the installation of a tree at the east end of the row of parking spaces along the north lot line.

Representatives for the petitioner then addressed the ZBA.

Petitioner: Azita Mojarad

Contractor: Tino Castrejon

Ms. Mojarad addressed the ZBA and spoke about why she purchased this property and how the proposed improvements would allow her to fully utilize the space to its full potential. She spoke about the difficulties that the property currently faces, how she is currently unable to even use the parking lot, and how refuse collection is very difficult.

There was some discussion about refuse collection and how larger vehicles would navigate the space.

Chairman Heller asked if because of the curb cut on Cicero would IDOT need to be involved.

Mr. Castrejon stated that he has been in contact with IDOT and they agree with Mr. Hammel's assessment that the additional curb cut would be beneficial but they are not able to make a final determination until the plans are approved by the Village.

Chairman Heller asked if any other configurations were considered for the lot. He suggested closing off the existing parking lane using that lane to create additional spaces and creating a 24' curb cut to the north of the existing one to replace it. Mr. Castrejon stated that they did explore a number of configurations including the one suggested by Chairman Heller but ultimately this option was the one they felt met what they needed.

Commissioner Hussain asked about safety issues by the pillars holding up the canopy.

Mr. Castrejon stated they have considered options to improve visibility and there is lighting on the underside of the canopy.

There was some discussion about if an ADA compliant space is required and it was confirmed that based on the size of the lot one ADA space would be required.

There was some discussion about the impact of the encroachment on the neighboring property and Mr. Hammel stated that staff would recommend encouraging the petitioner to take corrective action as a part of this proposed improvement but that staff understands that it would require the neighboring property to allow for the corrective action to take place.

Motion: Commissioner Velazquez made a motion to approve based on staff recommendations with the condition that 1) the petitioner install a tree at the east end of the row of parking spaces along the north lot line, and 2) the petitioner seek approval from the neighboring property owner to remove existing encroachments from that property.

Motion was seconded by Commission Hussain.

Aye: Youkhanna, Velasquez, Cantic, Hussain, and Heller

Nay: None

Abstain: None

Motion Approved: 5-0

This item will go to the Village Board on March 7, 2023

VI. ZBA Rules and Procedures

Planning and Economic Development Manager Doug Hammel went over updates since this item was last discussed. He noted the progression made at the Plan Commission and how those approved rules were used as the basis for crafting rules for the ZBA. The purpose of drafting these rules and procedures is to come into compliance with the Village Code and are to provide guidance for various aspects of ZBA functions. Using the Plan Commission rules as a basis for the ZBA rules is to create a consistent approach between the two parties. Mr. Hammel then summarized the included eight articles of the Draft Rules and Procedures document.

The consensus of the ZBA was to review the document and to either raise questions and potentially take action at the next meeting on March 15.

VII. Public Comment

The public was asked if anyone participating in the meeting would like to address the Zoning Board of Appeals. Let the record state that no one came forward.

VIII. Next Meeting

The next meeting of the Zoning Board of Appeals is scheduled for Wednesday, March 15, 2023.

IX. Adjournment

Motion to recommend adjournment was made by Commissioner Hussain and seconded by Commissioner Cantic. The meeting adjourned at 8:17 p.m.

Aye: Youkhanna, Cantic, Velasquez, Hussain, and Heller

Nay: None

Abstain: None

Motion Approved: 5-0

Respectfully submitted,

Marcos Classen
Community Development Coordinator