

**MEETING MINUTES OF THE  
PLAN COMMISSION**

**January 9, 2013**

**7:00 P.M.**

**LINCOLNWOOD VILLAGE HALL  
COUNCIL CHAMBERS  
6900 NORTH LINCOLN**

**MEMBERS PRESENT:**

Chairman Paul Eisterhold  
Don Sampen  
Patricia Goldfein  
George Touras  
Don Sampen

**MEMBERS ABSENT:**

Steve Jakubowski  
Mark Yohanna  
Sue Auerbach

**STAFF PRESENT:**

Community Development Manager Aaron N. Cook, AICP  
Community Development Coordinator Lauren Wolf  
Community Development Intern Andrea Litzhoff

**VILLAGE COUNSEL**

None.

**I. CALL TO ORDER**

Chairman Eisterhold noted a quorum of five members present and called the meeting to order at 7:10 p.m.

**II. APPROVAL OF MINUTES**

Motion to approve the December 5, 2012 Plan Commission minutes was made by Commissioner Touras and Seconded by Commissioner Goldfein. Motion approved 4-0.

Development Manager Cook welcomed the Commissioners to the 2013 New Year. Next month will have even more Zoning Code clean-up with Text Amendments. A legal notice went out for a Text Amendment to review Shooting Ranges in the B-2 District. This will be re-published and will be heard at the February 6, 2013 Plan Commission Meeting.

**III. PUBLIC HEARING: Commercial Masonry Requirements – Zoning Code Text Amendment** *(Continued from December 5, 2012, November 7, 2012, September 5, 2012 & August 1, 2012)*

**Request: Text Amendment to Modify the Commercial Design Standards Relative to Masonry Requirements and to Consider Definition of “Masonry”**

Chairman Eisterhold started the public hearing by opening all agenda items to discuss at Commission leisure.

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Development Manager Cook stated that the last meeting the Commission discussed and arrived at general consensus for some of the Commercial masonry requirements. Commissioner Auerbach wrote an email stating she did not want to allow CMU in the allowed materials and it should be banned. She went by the buildings at the town center outlots and they were brick, not CMU. Commissioners Goldfein and Sampen agreed.

Development Manager went over the permitted high quality materials to include:

- \*Split Face Brick Greater than .5 inches in thickness
- \*Natural Stone
- \*Pre-Cast Decorative Stone
- \*Decorative Concrete Block

Chairman Eisterhold noted that in the text of what was given suggests “a building facing a public street and shall be compatible with the character and scale of the surrounding area”. This is too loosely written. Development Manager Cook stated that anytime there is an effort to bring in loose language a scale or a relationship from one property to a surrounding area can potentially create conflicts. It is there for a new development to not be out of place and scale. In the scenario the existing building could establish the scale of the area and this requirement is meaning build to that.

Chairman Eisterhold questioned what if the adjacent buildings are brick fronts, does that mean the building next door should have a brick front. Development Manager stated in absolute terms, not sure this standard would apply.

Commissioner Touras noted that it is narrowed and defined. Development Manager Cook stated that is for new developments.

Commissioner Goldfein stated that this standard helps because it gives the Village something to fall back on if a new development were to be submitted and doesn't fit into the existing aesthetic. The material is a component of the design standard.

Chairman Eisterhold questioned if there should be a minimum height for the windows. Commissioner Sampen agreed. Development Manager Cook explained if the top of the windows are at six feet, and we require the high quality material to extend from the ground level minimally to the top of the windows, they are not going to be able to meet the 75% standard. The 75% is the standard and you must meet that. The emphasis must be minimally from ground level to the top of the first story windows. Commissioner Sampen explained that it should be written, “In addition, to the required high quality materials shall at a minimum extend from a ground level to the top of the first floor windows with minor accents allowed”.

Chairman Eisterhold would like Staff to make a final draft and look over at the next meeting. Chairman asked if anyone in the audience wanted to speak. There was none. Commissioner Sampen made a motion to continue to February 6, 2013 meeting. Seconded by Commissioner Touras. Motion carried 4-0.

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**IV. PUBLIC HEARING: Off-Street Parking Standards, Requirements and Definitions – Zoning Code Text Amendment**

**Request: Text Amendment to Modify Pertinent Parking Standards, Parking Requirements, and Related Definitions (*Continued from December 5, 2012 and November 7, 2012*)**

Development Manager Cook explained that this matter stemmed from an on-going review of the Village's parking standards. More specifically, restaurant off-street parking. During that discussion, it was discussed that how we determine the number of parking may be different from what other communities do. Staff researched other communities for the purposes of off-street parking. If a restaurant is 1,000 square feet including all gross area, parking can be done with all 1,000 square feet or some may cut out storage, bathrooms, and hallways in definitions of floor area. Need to provide a minimum off-street parking that will serve that business. On average, how many spaces are needed for the number of square feet. Staff found that other communities include less floor area for off-street parking than Lincolnwood does. Staff recommends excluding from floor area definition for off-street parking:

1. Restrooms
2. Storage Areas
3. Hallways
4. Stairways
5. Elevator Shafts
6. Equipment Areas
7. Food Preparation Areas

After Commission discussion they wanted to exclude: restrooms, hallways, stairways, and elevator shafts from Floor Area for the purposes of off-street parking for Restaurants.

Commissioner Touras wanted to see more samples of other communities like Lincolnwood such as Glenview, Park Ridge and Wilmette.

Chairman Eisterhold asked if anyone in the audience would like to speak on this matter. There was none. Commissioner Goldfein made a motion to continue to February 6, 2013 meeting. Seconded by Commissioner Sampen. Motion carries 4-0.

**V. PUBLIC HEARING: Parking Requirements – Zoning Code Text Amendment**  
**Request: Text Amendment to Review Permitted Location for Off-Street Parking and Review of Related Definitions (*Continued from December 5, 2012*)**

Development Manager Cook explained for off-street parking regulations that in yards open air, off-street parking spaces, may be located in any yard except a front yard and a side yard abutting a street, subject however to the provisions within. This is a standard that the vast majority of commercial properties in town have parking between the building and the street they are fronting on. Interestingly enough his was referred to the Commission because of a residential application. A resident sought a variation due to converting an attached garage into living space. The resident desired to keep the

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driveway for the purposes of parking. That driveway no longer led to an approved parking space and that driveway then was converted to a parking space. The code says you cannot have parking in the front yard. The resident sought a variation and the Zoning Board of Appeals recommended denial. The Village Board sought the Plan Commission to seek a review of this code section.

Commissioner Sampen noted that he is not in favor of changing the requirement. Commissioner Goldfein stated there is nothing wrong with the requirement as written.

Chairman Eisterhold asked if anyone in the audience wanted to speak on this matter. There was none. Commissioner Goldfein made a motion of no change to the existing Ordinance. Seconded by Commissioner Touras. Motion carried 4-0 Aye.

**VI. PUBLIC HEARING: Principal Structure Front Yard Setback Requirement – Zoning Code Text Amendment**  
**Request: Text Amendment to Relocate Regulation for Average Front Yard Setback to Section IV of Zoning Ordinance**

Development Manager introduced Community Development Department Intern Andrea Litzhoff. Ms. Litzhoff explained that it makes sense to move Article III Section 3.09.3 to Article IV Sections 4.11 and 4.12. Also, need to change from Residential District to All Districts. It should be in regulating bulk standards and setback requirements for principal structures.

Chairman Eisterhold questioned if anyone in the audience wanted to speak on this matter. There was none. Motion made by Commissioner Goldfein to make suggested change as presented by Staff. Seconded by Commissioner Sampen. Motion carried 4-0. Aye.

**VII. PUBLIC HEARING: Land Use Requirements – Zoning Code Text Amendment**  
**Request: Text Amendment to Correct Footnote References of the Land Use Table**

Development Manager explained a Text Amendment as proposed to correct erroneous additional standard references for Townhouse, Multi-Family Dwelling and Residential Units above first floor commercial. Those section references are incorrect. The Text Amendment is not to change the classification or standards, it is to correct the incorrect references from the non-existent 4.07(2)12 to 4.07(12).

Chairman Eisterhold asked if anyone in the audience wanted to speak on this matter. There was none. Commissioner Sampen made a motion to make the change for the correct section reference. Seconded by Commissioner Goldfein. Motion carried 4-0 Aye.

**VIII. PUBLIC HEARING: Additional Standards for Lincoln Avenue Corridor – Zoning Code Text Amendment**  
**Request: Text Amendment to Correct Section References**

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Ms. Litzhoff explained this Text Amendment is to eliminate unnecessary wording. The Code states that Additional Standards for the Lincoln Avenue Corridor. Properties within the Lincoln Avenue Overlay District are subject to additional standards as stated in Article VIII, Parts B and D of this Zoning Ordinance. There is no part D.

Chairman Eisterhold asked if there was anyone in the audience who wanted to comment. There was none. Motion to make the necessary correction and eliminate Part D made by Commissioner Touras and seconded by Commissioner Goldfein. Motion approved 4-0 Aye.

**IX. PUBLIC HEARING: Residential Corner Side Yard Setback Requirement – Zoning Code Text Amendment**  
**Request: Text Amendment to Add Corner Side Yard Setback in R4 District**

Development Manager Cook stated currently there is no regulation for requirement for corner side yard setback in R4 district. It is 10 feet in the R1-R3 zoning districts. The prior Zoning Code doesn't have any requirements for corner side yard setback in R4. Staff recommends a 10 foot corner side yard setback consistent with other R1-R3 districts. Staff believes that not including R4 was an omission.

Chairman Eisterhold asked if there was anyone in the audience who wanted to comment. There was none. Motion to amend to add corner side yard setback to 10 feet in the R4 district made by Commissioner Sampen and Seconded by Commissioner Touras. Motion approved 4-0 Aye.

**X. PUBLIC HEARING: Wall Sign Requirements- Zoning Code Text Amendment**  
**Request: Text Amendment to Requirements of Number of Wall Signs**

Development Manager Cook explained Article XI of the Zoning Code regulates signage within the community. The sign regulations were at one time a stand-alone ordinance however, in 2009 the previously separate Sign Ordinance was incorporated into the Zoning Code as Article XI. Section 11.04 regulates permitted on premises signs which includes requirements for maximum number of wall signs. Section 11.04(2)i also contains certain exceptions which allows for additional wall signs. One of the exceptions reads: The Zoning Officer may authorize one wall sign on walls not facing a street, provided the wall is adjacent to nonresidential property and is visible from the street. The exception staff believes is intended to permit signs in the "back of the house" in which is not visible from residential properties that is not visible from the street. Under these conditions, such a sign would not be considered to add to sign clutter as a result allowed. Staff believes that the specific wording should be changed to *not* visible from the street.

Chairman Eisterhold asked if there was anyone in the audience that wanted to comment. There was none. Motion to clarify certain exception to the maximum number of wall signs made by Commissioner Touras and Seconded by Commissioner Sampen. Motion approved 4-0 Aye.

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**XI. PUBLIC HEARING: Sign Requirements – Zoning Code Text Amendment  
Request: Text Amendment to Review Requirements for A-Frame, Sandwich Board,  
and Similar Signs**

Chairman Eisterhold asked Staff to have other Communities regulations submitted relative to these type of sign regulations. Asked if anyone in the audience wanted to speak on this matter. There was none. Commissioner Goldfein motioned to continue to February 6, 2013 and Seconded by Commissioner Sampen. Motion approved 4-0 Aye.

**XII. PUBLIC HEARING: Notice Requirements- Zoning Code Text Amendment  
Request: Text Amendment to Review Notice Requirements for Public Hearings**

Chairman Eisterhold asked Staff to have other Communities regulations submitted relative to public hearing requirements. Asked if anyone in the audience wanted to speak on this matter. There was none. Commissioner Sampen motioned to continue to February 6, 2013 and Seconded by Commissioner Touras. Motion approved 4-0 Aye.

**XIII. PUBLIC HEARING: Definitions – Zoning Code Text Amendment  
Request: Text Amendment to Definition Section to consider Modifying and Adding  
Certain Definitions Including but Not Limited to “Floor Area Gross; Lot Coverage,  
and Development Site”**

Chairman Eisterhold questioned if anyone in the audience wanted to comment on this matter. There was none. Motion to continue to February 6, 2013 made by Commissioner Goldfein and Seconded by Commissioner Touras. Motion approved 4-0 Aye.

**XIV. OTHER BUSINESS:**

Public Hearing Procedures will discuss at a future meeting.  
On January 23, 2013 there will be a workshop to discuss the Purple Hotel Site.

**XV. PUBLIC COMMENT:** None.

**XVI. ADJOURNMENT:**

The next Plan Commission meeting is a scheduled workshop for January 23, 2013 at 7:00 PM. The next Plan Commission public hearing will be held on February 6, 2013. Hearing no further business, Motion to adjourn made by Commissioner Goldfein. Seconded by Commissioner Touras. Motion approved unanimously 4-0. Meeting adjourned at 9:45 PM.

Respectfully submitted,

Lauren Wolf  
Community Development Department Coordinator