

**MEETING MINUTES OF THE
PLAN COMMISSION**

**May 1, 2013
7:00 P.M.**

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

MEMBERS PRESENT:

Chairman Paul Eisterhold
Patricia Goldfein
Sue Auerbach
Don Sampen

MEMBERS ABSENT:

George Touras
Mark Yohanna
Steve Jakubowski

STAFF PRESENT:

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

VILLAGE COUNSEL

None.

I. CALL TO ORDER

Chairman Eisterhold noted a quorum of four members present and called the meeting to order at 7:10 p.m. Chairman Eisterhold notified public that Commissioners' Touras, Yohanna and Jakubowski would not be in attendance.

II. APPROVAL OF MINUTES

Motion to approve the April 3, 2013 Plan Commission minutes was made by Commissioner Sampen and Seconded by Commissioner Auerbach. Motion approved 3-0 with Chairman Eisterhold's abstention.

Chairman Eisterhold notified the public and Commission that agenda items #7 and #11 regarding Firearms Shooting Ranges and Appeals of Administrative Hearing Officer will take more deliberation and would like the Village Attorney present and will continue these two items to a date certain of July 10, 2013. Motion to continue made by Commissioner Auerbach and Seconded by Commissioner Sampen. 4-0 Approved.

III. Review of Plat of Consolidation: Consideration of Combined Preliminary and Final Plat of Subdivision – 3700 West Pratt Avenue

Request: Request to Review Proposed Plat of Consolidation in Accordance with Final Plat of Subdivision Review Only Rather than Preliminary and Final Plat of Subdivision Reviews

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Chairman Eisterhold noted to the public and petitioners that his daughter used to babysit for the owner of Trim-Tex and purchased girl scout cookies from the family. If anyone had an issue with this please come forward. No one in audience indicated any issue.

Chairman Eisterhold indicated two petitioners are present and swore them in. Mr. Leo Burzik with Trim-Tex and Mr. Marek Krzyzanowski with Double "M" Chamberlin Masse, Engineer for property.

Development Manager Cook indicated that this request is for parcel consolidation and if it could be done in one meeting, rather than two public hearings. Lincolnwood Properties Trust seeks under Section 16-4-3 of the Subdivision Code for the elimination of preliminary review of a Major Subdivision. If the elimination of preliminary review is granted, the Plat of Consolidation will be reviewed at a future regularly scheduled meeting of the Plan Commission in accordance with all notice requirements. There are eleven underlying parcels which the property owner seeks to consolidate into one lot of record. No improvements are proposed with this consolidation request.

Commissioner Auerbach and Goldfein both indicated that this makes sense to approve and to consolidate.

Chairman Eisterhold asked if anyone in the audience wanted to speak on the matter. There was none.

Petitioner Mr. Burzik thanked the Commission for time and consideration on the matter. We are bombarded with a lot of paper work because of all the parcels, but this was an existing problem and want to clean it up.

Commissioner Auerbach made a motion to allow the petitioner to proceed with Final Plat of Consolidation and combine Final Plat of Subdivision. Seconded by Commissioner Goldfein. Motion carried 4-0.

IV. PUBLIC HEARING: Sign Requirements – Zoning Code Text Amendment
(Continued from March 6, 2013, February 6, 2013 & January 9, 2013)
Request: Text Amendment to Review Requirements for A-Frame, Sandwich Board, and Similar Signs

Development Manager Cook stated at the March 6, 2013 meeting the Commission indicated to Staff that they liked the Morton Grove Sign Ordinance, and wanted to mirror that. Staff needs clarification on how to regulate these signs. Staff took photos of signs that are in existence, and explained that none of them would be in compliance with the Morton Grove Ordinance.

Commissioner Auerbach stated that it seems these examples are in line with pedestrians. However, signs should not be in the public right-of-way.

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Commissioner Goldfein indicated that all signs should be professionally done, and six square feet should be a good standard. Lincolnwood does not have enough pedestrian traffic for these signs, most are for vehicle traffic. Mr. Cook agreed, it is appropriate to make a standard.

Commissioner Sampen disagreed. Want to permit these signs on private property and at the discretion of the property owner. Do not see an issue with also having these signs on public property, and allowed at any time.

Commissioner Goldfein stated that if allowed in public right-of-way would cause too much clutter, and could be a safety concern. Commissioner Auerbach agreed, having these signs on private property only, would do a world of good.

Roll call was taken for signage allowed on Public Property. 4-0 Aye. Strictly on Private Property Only.

Commissioner Auerbach indicated that sandwich board and a-frame signs should be treated the same, and have one set of regulations for both types. Commission was in agreement. The signs should have a maximum of four feet high for overall sign height, from the grade to the top of the sign. The signs should not be greater than six square feet in sign area.

Commissioner Goldfein would like for Staff to measure examples and give specific dimensions to the Commission at next meeting.

Chairman Eisterhold opened the public hearing for comment. Craig Klatzko – Lincolnwood resident and business owner indicated to the Commission that the standard sandwich board size is typically 22 x 28 or 24 x 36, both of which would comply with the new standard.

Chairman Eisterhold also wanted the Sign Ordinance to indicate all signs must be well maintained and cannot be weathered. Commissioner Goldfein added that these signs should be brought in when the business is closed. Commissioner Sampen stated that if this is a public safety issue, the signs should be brought in.

Development Manager Cook explained that Article XI Section 11.06(1) would be eliminated completely from the sign code. Provided clarification in Staff Summary 11.04.(8) on private property. If the Village adopts the Morton Grove example 11.04 and 11.05 increase sign types and exempt signage.

Commissioner Auerbach indicated that one sign per street face would be a sufficient number of signs. Commissioner Goldfein added that white board signs are not allowed, must be printed. Changeable copy boards are also allowed. The Commission can recommend this change for all new signs and recommend to not enforce new regulations to a date certain.

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Chairman Eisterhold asked if there was anyone in the audience who wanted to comment. There was none. Motion to continue to June 5, 2013 made by Commissioner Sampen and Seconded by Commissioner Auerbach. Motion approved 4-0 Aye.

**V. PUBLIC HEARING: Notice Requirements – Zoning Code Text Amendment
(Continued from March 6, 2013, February 6, 2013 & January 9, 2013)
Request: Text Amendment to Review Notice Requirements for Public Hearings**

Development Manager Cook explained to the Commission that Staff had checked with surrounding communities and most are in line with our standard of 250 feet. Staff also consulted with Village Attorney's regarding any legal concerns or liability issues with the existing notification requirements. Village Attorney indicated there will be no liability for the Village from applicants or from neighbors in the event greater notification is required for various zoning application. Staff continues to have concerns with the discretionary nature of the notice requirements and recommends an amendment to either eliminate the discretionary notice or, clarify when additional notice is required.

Commissioner Goldfein stated that Commissioner s Yohanna and Jakubowski did not see an issue with this notice requirement for public hearings.

Chairman Eisterhold asked if there was anyone in the audience who wanted to comment. There was none. Motion to keep the language the way it is in the Ordinance made by Commissioner Sampen and Seconded by Commissioner Goldfein. Vote 2-2 - Commissioners Sampen and Goldfein Yes, Commissioners Auerbach and Eisterhold Nay. Plan Commission rescinded Motion 4-0, and Motion to Continue to June 5, 2013 4-0.

VI. PUBLIC HEARING: Health Club or Private Recreation and Firearms Shooting Ranges – Zoning Code Text Amendment

Request: Text Amendment to Definition Section to consider Modifying and Adding Certain Definitions Including but Limited to Health Club or Private Recreation and Firearms Shooting Ranges as a Special Use in M-B District Subject to Certain Restrictions, and the Addition or Modification of Off-Street Parking Requirements for Firearms Shooting Ranges, Commercial Recreation Facility, or Other Similar Uses (Continued from March 6, 2013 & February 6, 2013)

Chairman Eisterhold asked if there was anyone in the audience who wanted to comment. There was none. Motion to continue to July 10, 2013 made by Commissioner Sampen and Seconded by Commissioner Auerbach. Motion approved 4-0 Aye.

VII. 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 Banquet Facility, Banquet Hall, Façade, Fence or Semi Private Fence, Restaurant and Restaurants, Fast-Food or Carryout (Continued from March 6, 2013 & February 6, 2013)

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Chairman Eisterhold asked if there was anyone in the audience who wanted to comment. There was none. Motion to continue to June 5, 2013 made by Commissioner Sampen and Seconded by Commissioner Auerbach. Motion approved 4-0 Aye.

**VIII. PUBLIC HEARING: Accessory Structures – Zoning Code Text Amendment
Request: Text Amendment to Permitted Obstructions in Required Yards Section to consider Modifying Regulations Including but Not Limited to Open Balconies, Porches, and Open Patios or Terraces (Continued from March 6, 2013 & February 6, 2013)**

Chairman Eisterhold asked if there was anyone in the audience who wanted to comment. There was none. Motion to continue to June 5, 2013 made by Commissioner Sampen and Seconded by Commissioner Auerbach. Motion approved 4-0 Aye.

**IX. PUBLIC HEARING: Compliance Deadlines for Fences – Zoning Code Text Amendment
Request: Text Amendment to Consider Modifying or Eliminating Compliance Deadlines Associated with Fence Violations (Continued from March 6, 2013 & February 6, 2013)**

Development Manager Cook explained that under no other Zoning Code section is there a stipulation as to how Staff should move forward to take corrective or enforcement action to handle a violation. That is handled at an internal Staff protocol. Typically, warnings are given with a time frame for compliance. Fences are the only section where there is specific step by step code required compliance. Staff notes this is an oddity and this is not how violations should be handled. Staff recommends elimination in code form the specific steps in fence violations.

Commissioner Sampen indicated that he would like this section to stay. The notice period and compliance period should be kept as a guideline.

Chairman Eisterhold asked if there was anyone in the audience who wanted to comment. There was none. Motion to continue to eliminate compliance deadlines for fence violations made by Commissioner Auerbach and Seconded by Commissioner Goldfein. Motion 3-1, Commissioner Sampen Nay.

**X. PUBLIC HEARING: Appeals of Administrative Order or Zoning Officer – Zoning Code Text Amendment
Request: Text Amendment to Consider Modification Concerning the Zoning Board of Appeals as the Final Administrative Determination Body for the Village of Lincolnwood (Continued from March 6, 2013 & February 6, 2013)**

Chairman Eisterhold asked if there was anyone in the audience who wanted to comment. There was none. Motion to continue to July 10, 2013 made by Commissioner Auerbach and Seconded by Commissioner Goldfein. Motion approved 4-0 Aye.

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**XI. PUBLIC HEARING: Voting Requirements – Zoning Code Text Amendment
Request: Text Amendment to Consider Modifying or Eliminating Voting Deadlines
for Plan Commission and Zoning Board of Appeals (*Continued from March 6, 2013
& February 6, 2013*)**

Chairman Eisterhold asked if there was anyone in the audience who wanted to comment. There was none. Motion to continue to June 5, 2013 made by Commissioner Auerbach and Seconded by Commissioner Goldfein. Motion approved 4-0 Aye.

**XII. PUBLIC HEARING: Driveway Requirements – Zoning Code Text Amendment
Request: Text Amendment to Consider Residential Driveway Requirements
(*Continued from March 6, 2013 & February 6, 2013*)**

Chairman Eisterhold asked if there was anyone in the audience who wanted to comment. There was none. Motion to continue to June 5, 2013 made by Commissioner Auerbach and Seconded by Commissioner Goldfein. Motion approved 4-0 Aye.

**XIII. PUBLIC HEARING: Final Approval Procedure of Planned Unit Development
– Zoning Code Text Amendment**

**Request: Text Amendment to Consider Requiring Public Hearing for Final
Approval of Planned Unit Development (*Continued from March 6, 2013 & February
6, 2013*)**

Chairman Eisterhold asked if there was anyone in the audience who wanted to comment. There was none. Motion to continue to June 5, 2013 made by Commissioner Auerbach and Seconded by Commissioner Goldfein. Motion approved 4-0 Aye.

**XIV. PUBLIC HEARING: Illumination/Glare Requirements for Signs – Zoning
Code Text Amendment**

**Request: Text Amendment to Organize or Modify References to Glare Reduction
Regulations for Signs (*Continued to March 6, 2013 & February 6, 2013*)**

Chairman Eisterhold asked if there was anyone in the audience who wanted to comment. There was none. Motion to continue to June 5, 2013 made by Commissioner Auerbach and Seconded by Commissioner Goldfein. Motion approved 4-0 Aye.

XV. OTHER BUSINESS:

Commissioner Touras informed Mayor Turry and Chairman Eisterhold that he would be retiring from the Commission. The Commission thanked Commissioner Touras for his service, and sorry to see him leave.

Public Hearing Procedures will discuss at a future meeting.

XVI. PUBLIC COMMENT: None.

XVII. ADJOURNMENT:

The next Plan Commission public hearing will be held on May 22, 2013. Hearing no further business, Motion to adjourn made by Commissioner Auerbach. Seconded by Commissioner Sampen. Motion approved unanimously 4-0. Meeting adjourned at 9:14 PM.

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Respectfully submitted,

Lauren Wolf
Community Development Department Coordinator