MEETING MINUTES
OF THE
PLAN COMMISSION
FEBRUARY 7, 2018 – 7:00 P.M.
LINCOLNWOOD VILLAGE HALL
COUNCIL CHAMBERS
6900 NORTH LINCOLN AVENUE
LINCOLNWOOD, ILLINOIS 60712

MEMBERS PRESENT:
Chairman Mark Yohanna
Sue Auerbach
Adi Kohn
Anthony Pauletto
Don Sampen

MEMBERS ABSENT:
Steven Jakubowski
Henry Novoselsky

STAFF PRESENT:
Steve McNellis, Community Development Director
Doug Hammel, Community Development Manager
Kathryn Kasprzyk, Community Development Coordinator

I. Call to Order
Chairman Yohanna noted a quorum of four members and called the meeting to order at 7:05 p.m.

II. Pledge of Allegiance

III. Approval of Minutes
Motion to recommend approval of the January 3, 2018 Plan Commission Minutes was made by Commissioner Auerbach and seconded by Commissioner Kohn.

Aye: Auerbach, Kohn, Pauletto, Sampen, and Yohanna
Nay: None
Motion Approved: 5-0

IV. Case #PC-01-18: 7080 North McCormick Boulevard – Waiver of Preliminary Plat Requirement
Chairman Yohanna announced Case #PC-01-18 for consideration of a request by Grossprops Associates (Grossinger) to eliminate the Preliminary Plat requirement for a Major Subdivision, as authorized by Section 16-4-3 of the Village Code.
Development Director McNellis reviewed discussion topics from the January 3, 2018 Plan Commission meeting. Staff recommended approval of the Final Plat of Subdivision, as presented.

Karl Camillucci, of Taft Stettinius & Hollister LLP, representative for the Grossinger Auto Group, restated their request is for the purpose of complying with manufacturer requirements that cars of one manufacturer be on a lot separate from another manufacturer.

Chairman Yohanna asked if there was anyone from the audience who would like to address the Plan Commission on this matter. Let the record state that no one came forward.

**Motion to recommend approval** of a Final Plat of Subdivision for the property at 6530 North Lincoln Avenue, per the requirements of Section 16-4-5 of the Village Code, was made by Commissioner Pauletto and seconded by Commissioner Auerbach. This Case will be heard at the February 20, 2018 meeting of the Village Board.

*Aye: Pauletto, Auerbach, Kohn, Sampen, and Yohanna*

*Nay: None*

*Motion Approved: 5-0*


Chairman Yohanna announced the continuation of Case #PC-10-17 to modify the permissibility and requirements for Natural Screening on residential properties and adjacent Natural Screening defined as a Special Fence due to its location on public rights-of-way and utility easements.

Development Director McNellis summarized the results of the last discussion regarding proposed text amendments to Section 3.13, which took place on November 1, 2017. At that meeting, the Plan Commission generally wished to ensure proper setbacks from infrastructure in the right-of-way, exclude any natural screening within 10' of a home from the requirements of these regulations, allow Front Yard screening over 30" only when a lot was across a street from a lot that was not single-family residentially zoned, and limitations on natural screening in Corner Lot Side Yards so that 8' tall screening was only permitted as an extension of a rear yard (where all screening was located behind the rear plane of a home). In addition, there was a desire to clean up all Code inconsistencies.

Development Director McNellis also brought to the Plan Commission’s attention that in order to ensure that current permissibilities for natural screening were maintained, and that the amendments were generally to increase those permissibilities, where appropriate, it is important some points be clarified. Specifically, Director McNellis noted that the existing Corner Lot Side Yard permitted natural screening, with no height limitation, if the front door of the home did not face that yard. In addition, he noted that where the front door does face the Corner Lot Side Yard, natural screening is permitted up to 4' in height, but that the entire Corner Lot Side Yard would have that maximum height imposed, even in the area to the rear of the house (along that corner lot side yard). He stated that the previous discussions and decisions may be reducing that permissibility, and should be revisited tonight.
Regarding tonight’s discussion, Chairman Yohanna read into the record a February 6, 2018 letter from Commissioner Jakubowski, provided in the packet, as per his request, regarding the height of Natural Screening.

Chairman Yohanna suggested that the Plan Commission consider, and vote upon, each part of the proposed Code Amendment language individually and separately, to which the Commission agreed. The proposed amendments, broken out by topic include:

1. **Natural Screening Exclusions.** Commissioner Sampen recommended to modify the current language relating to exclusions from these requirements and adopt the proposed language. Commissioner Pauletto seconded the recommendation. The proposed language “Landscape vegetation, whether defining a boundary or not, that is located at the base of, or within ten feet of, any façade of a single-family residential building” replaces language that addressed only hedges which were immediately adjacent to a house. The proposed amendment passed unanimously (5-0).

2. **Permitted Location of Natural Screening.** This proposed amendment removed inconsistencies in the Corner Lot Side Yard. Commissioner Sampen recommended to modify the current language and adopt the proposed language. Commissioner Pauletto seconded the recommendation. The proposed language “A fence or natural screen shall be properly located and shall not encroach upon the property of another, nor on alleyways . . .” passed unanimously (5-0).

3. **Corner Lot Side Yard Permissibility and Height.** Commissioner Sampen recommended to modify the current language and adopt the proposed language that continues to allow Natural Screening be permitted up to eight feet in height if the front door is not on that side of the house, and a limitation on Natural Screening of four feet in height only for those instances where the door is on that side of the house, and only in the area immediately adjacent to the house. Commissioner Kohn seconded the recommendation. The proposed language was to be further revised by staff to make clear the distinction in heights, based upon the existence of a door facing the Corner Lot Side Yard. The proposed revised language, based upon the Plan Commission direction was passed unanimously (5-0).

4. **Natural Screening Height in Front Yards.** The Plan Commission considered Commissioner Jakubowski’s proposal, also recommended by staff, to permit taller natural screening in Front Yards not only when across the street from a more-intense zoning district, but also for all corner lots, in light of their limited space and privacy. Commissioner Sampen recommended to generally continue the thirty-inch maximum height of Natural Screening in a Front Yard, with exceptions of up to six feet in height if across a right-of-way from property zoned other than residential and up to eight feet on a Corner Lot no matter where the front door is located. Commissioner Pauletto seconded the recommendation. The proposed language was to be further revised by staff to make clear the distinction in heights. The proposed revised language, based upon the Plan Commission direction was passed by a 4-1 vote, with Commissioner Kohn objecting to the eight-foot height, and subsequently casting the dissenting vote.

5. **Permissibility of Natural Screening in a Right-of-Way.** This proposed amendment removed inconsistencies in the permissibility of natural screening in the right-of-way to
clarify that there is a Special Fence process to consider such a request. Commissioner Sampen recommended the current Code language be modified. Commissioner Pauletto seconded the recommendation, which passed unanimously (5-0).

6. **Permitted Location of Natural Screening as a Special Fence.** The Plan Commission wanted to insure certain minimum setbacks of natural screening from “infrastructure” in the right-of-way, should a Special Fence be approved. Commissioner Sampen recommended modifying the current language and adopting the proposed language with the stipulation that the homeowner shall maintain such distances at all times. Commissioner Pauletto seconded the recommendation. The proposed language “Natural Screening permitted in a Right-of-Way, per the process and requirements of Sections 3.13(8) and 3.13(25), shall maintain the following minimum setbacks: five feet (5’) from any hydrant, utility pole or similar; three feet (3’) from a sidewalk; and five feet (5’) from the curb line of a street” passed unanimously (5-0).

Director McNellis noted that the proposed language may need to be slightly revised during the Village Attorney’s preparation of Ordinance language, but that the intent and spirit of each recommendation would be maintained, to which there was no objection. Chairman Yohanna asked if there was anyone from the audience who would like to address the Plan Commission on this matter. Let the record state that no one came forward.

Chairman Yohanna announced a schedule change, stating that the Workshop discussion for a Text Amendment to modify the permissibility of changeable sign frames in the P, Public Open Space District will be heard before the discussion of a Zoning Code Text Amendment for building coverage related to the construction of two-car garages.

**VII. Workshop: Potential Zoning Text Amendments to Modify the Permissibility of Changeable Sign Frames in the P, Public Open Space District**

Chairman Yohanna announced the possibility of a Workshop to discuss potential Text Amendments to Zoning Code Article XI: Signs, Section 11.04 Permitted Signs on Premises to modify the permissibility of freestanding changeable sign frames in the P, Public Open Space District.

Development Manager Hammel presented the request from the Village’s Parks and Recreation Department to get permission for non-illuminated changeable frame signs on park properties. These signs would be installed and maintained by the Village’s Parks and Recreation Department. Sign faces would be used to advertise Parks Department facilities and programs. The design would include a metal frame construction compatible with existing fencing on public parks with a 24” x 24” changeable sign area. The Parks and Recreation Department is agreeable with the proposed sign design and size.

Currently, all freestanding sign types are required to be ten feet from the property line. The Parks and Recreation Department would like to change this standard so the signs can be closer to park fencing and adjacent to sidewalks.
Considerations include if there are any potential impacts on residential properties zoned as P, Public Open Space, and are there locations on a lot relative to surrounding properties that are more or less appropriate for changeable sign frames.

Staff is asking for direction from the Plan Commission. A formal Public Hearing will be held at the March 7, 2018 Plan Commission meeting for a discussion regarding the proposed sign design.

VI. Case #PC-14-17: Public Hearing: Zoning Code Text Amendment for Building Coverage Related to the Construction of a Two-Car Garage (Continued from January 3, 2018 and December 6, 2017)

Chairman Yohanna announced the continuation of Case #PC-14-17 for consideration of a Zoning Code Text Amendment to consider modifying Building Coverage regulations as they relate to the construction of a two-car garage depending on certain property characteristics.

Development Manager Hammel stated this request is in response to a number of requests to build a standard two-car garage which would exceed the current maximum building coverage of 35 percent. The Zoning Board of Appeals and the Village Board requested the Plan Commission consider an appropriate text amendment to be made to allow smaller properties in the Village to be maintained in a more contemporary manner. It was noted there were five Variation requests since 2013; four in the R-3 Residential Zoning District and one in the R-4 Residential Zoning District. The Zoning Board of Appeals stated a two-car garage should be the building standard and notification should not be a requirement.

Staff’s recommendation is to permit a 40 percent maximum building coverage for the construction of two-car garages with a maximum size of 500-square feet in the R-3 and R-4 Residential Zoning Districts, all other buildings cannot exceed 35 percent coverage, and must comply with all other zoning requirements. If these standards cannot be met, the regular Variation process would be required. This proposed standard is to streamline the approval process.

The Village Board expressed concerns regarding local flooding. Staff noted that local flooding should not be increased beyond what would otherwise be allowed on the property and anticipates no negative impacts specifically related to this modified standard.

Development Manager Hammel reviewed the administration of these proposed standards. Instead of the current Variation process, staff would confirm compliance through a zoning review. There would be no public notice required and approval within five to ten business days. The Minor Variation process does include mailed notices to properties within 250 feet. Approval takes approximately 25 business days. Commissioner Pauletto stated removing cars from the street is a good practice and the Village should encourage the building two-car garages. Commissioner Pauletto would like to streamline the process with only a staff review. Commissioner Sampen concurred. There was discussion whether or not mailed notices should be required even if reviewed by staff only.

Chairman Yohanna asked if there was anyone from the audience who would like to address the Plan Commission on this matter. Let the record state that no one came forward.
Motion to recommend approval of the 40 percent maximum building lot coverage in the R-3 and R-4 Residential Zoning Districts for the construction of two-car garages, by staff review only, was made by Commissioner Auerbach and seconded by Commissioner Pauletto.

Aye: Auerbach, Pauletto, Kohn, Sampen, and Yohanna
Nay: None
Motion Approved: 5-0

VIII. Next Meeting

The next meeting of the Plan Commission is scheduled for Wednesday, March 7, 2018.

IX. Public Comment

Development Director McNellis reminded the Commissioners that the Statement of Economic Interest from Cook County will be emailed to them in March. The County can fine the Commissioners individually if not returned. The purpose of this statement form is to confirm that Commissioners are not receiving compensation or are compromised by a relationship to a Petitioner.

Chairman Yohanna asked if there was anyone from the audience who would like to address the Plan Commission. Let the record state that no one came forward.

X. Adjournment

Motion to adjourn was made by Commissioner Pauletto and seconded by Commissioner Sampen. Meeting adjourned at 8:40 p.m.

Aye: Pauletto, Sampen, Auerbach, Kohn, and Yohanna
Nay: None
Motion Approved: 5-0

Respectfully submitted,

Kathryn Kasprzyk
Community Development Coordinator