MEETING MINUTES
OF THE
PLAN COMMISSION
JULY 5, 2017 – 7:00 P.M.
LINCOLNWOOD VILLAGE HALL
COUNCIL CHAMBERS
6900 NORTH LINCOLN AVENUE
LINCOLNWOOD, ILLINOIS 60712

MEMBERS PRESENT:
Acting Chairman Tony Pauletto
Sue Auerbach (arrived at 7:05)
Adi Kohn
Henry Novoselsky
Don Sampen

MEMBERS ABSENT:
Chairman Mark Yohanna
Steven Jakubowski

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

I. Call to Order

Acting Chairman Pauletto noted a quorum of four members and called the meeting to order at 7:03 p.m.

II. Pledge of Allegiance

III. Approval of Minutes

Motion to approve the June 7, 2017 Plan Commission Minutes was made by Commissioner Novoselsky and seconded by Commissioner Sampen.

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

IV. Case #PC-06-17: 6733-6735 North Lincoln Avenue – Special Use and Variations for a Mixed-Use Project in the B-1, Traditional Business District and Mixed-Use Hub Overlay (Continued from June 7, 2017)
Acting Chairman Pauletto announced that since the Petitioner was not able to attend, Case #PC-06-17 was continued, without discussion, to the August 2, 2017 Plan Commission meeting.

**Motion to continue** was made by Commissioner Sampen and seconded by Commissioner Novoselsky.

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

V. **Case #PC-07-17: 7300 North Cicero Avenue – Special Use for a Trade School In the O, Office District (Continued from June 7, 2017)**

Acting Chairman Pauletto announced Case #PC-07-17 for consideration of a Special use to allow for a trade school in the O, Office District at 7300 North Cicero Avenue.

Development Manager Hammel presented an overview of the requested Special Use for a trade school at 7300 North Cicero Avenue in the O, Office District. The trade school was previously located at 7250 North Cicero Avenue. The school has been operating in a limited capacity. In order to operate at full capacity with up to twelve students, a Special Use is required.

The school is in a two-story office building with 18 parking spaces and utilizes additional parking on Cicero Avenue. The Zoning Code requires a total of four parking spaces. The proposed use would have one instructor and up to 12 students at a time. The Petitioner has a lease agreement which designates four parking spaces for his school. This use would create no excessive noise or traffic impact and is within the character and intent of the O, Office District.

Development Manager Hammel stated that staff recommends approval to allow a trade school at 7300 North Cicero Avenue.

Acting Chairman Pauletto swore in the Petitioner, Mr. Homero Bautista. Mr. Bautista stated the school is an environmental training center that offers refresher courses which typically conclude in one day. Hours of operation are typically from 8:00 a.m. to 4:00 p.m. with limited Saturday classes and no Sunday classes. This is a certificate program where the student then is licensed through the State of Illinois’ Department of Public Health as well as in the State of Indiana, for lead, mold, and asbestos removal, etc. Mr. Bautista has fifteen years of experience working at the Environmental Protection Agency in the City of Chicago.

Development Manager Hammel stated staff believes the Special Use standards have been met. Acting Chairman Pauletto read into the record the Special Use standards and the Plan Commission agreed that these standards have been met.

Acting Chairman Pauletto asked if there was anyone in the audience who would like to address the Plan Commission regarding this Public Hearing. Let the record state that no one came forward.
Motion to recommend approval of a Special Use for a trade school in the O, Office District was made by Commissioner Auerbach and seconded by Commissioner Sampen.

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

Case #PC-07-17 will be heard at the July 18, 2017 meeting of the Village Board. Since there was no public objection and a unanimous vote by the Plan Commission, this meeting will permit final Ordinance consideration.

VI. Case #PC-09-17: Zoning Code Map Amendment – West Devon Avenue Manufacturing/Business Retail Overlay Zone

Acting Chairman Pauletto announced Case #PC-09-17 for consideration of a Zoning Code Map Amendment to establish a Retail Overlay Zone over M-B zoned properties between West Devon Avenue, North Lincoln Avenue, and the former Union Pacific property (also known as the Lincolnwood Union Pacific Recreation Path).

Development Director McNellis presented background information on the Retail Overlay Zone. The first Retail Overlay Zone was created along Touhy Avenue in 2013. The Economic Development Commission/Plan Commission recommended fourteen properties to be designated with Retail Overlay designation to allow redevelopment flexibility to the highest and best use. The first commercial redevelopment in this district is the new AT&T building at 3701 West Touhy Avenue.

A Retail Overlay Zone is essentially a Map Amendment in that it designates use permissibilities on certain properties and provides flexibility to remain in the current zoning district with additional permissibilities. The Village Board referred this item to the Plan Commission at their June 6, 2017 meeting. A comparison chart of permissible uses from the current M-B District to the New Retail Overlay District was presented for review. There will be no impact to residential properties in this new Retail Overlay Zone. The boundaries for this Retail Overlay Zone include all arterial street-fronting M-B properties and are adjacent to commercial or light industrial instead of single-family residential to eliminate potential conflicts.

Development Manager McNellis stated the positive and negative impacts of this Retail Overlay Zone. Positive impacts include providing greater flexibility to property owners, additional opportunities for revenue-generating businesses, spur development, fill vacant spaces, and provide a business-friendly accommodation. There are no material negative impacts except for potential property tax concerns.

Development Director McNellis stated that staff recommends approval to allow a Zoning Code Map Amendment to establish a Retail Overlay Zone over M-B properties between West Devon Avenue, North Lincoln Avenue, and the former Union Pacific property.
Commissioner Sampen inquired as to why all M-B properties should not be included in this type of Retail Overlay Zone. Development Director replied that the properties in other M-B districts are too far from arterial roadways to make an impact, and most M-B properties are doing well. The light industrial vacancy rate in Lincolnwood is fairly low. This proposed Retail Overlay Zone would apply to larger commercial redevelopment, such as a grocery store or other larger uses.

Acting Chairman Pauletto asked if there was anyone in the audience who would like to address the Plan Commission regarding this Public Hearing. Let the record state that no one came forward.

**Motion to recommend approval** for consideration of a Zoning Code Map Amendment to establish a Retail Overlay Zone over M-B zoned properties between West Devon Avenue, North Lincoln Avenue, and the former Union Pacific property was made by Commissioner Sampen and seconded by Commissioner Novoselsky.

Case #PC-09-17 will be heard at the July 18, 2017 meeting of the Village Board. Since there was no public objection and a unanimous vote by the Plan Commission, this meeting will permit final Ordinance consideration.

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

**VII. Case #PC-10-17: Zoning Code Text Amendment – Natural Screening on Residential Properties**

Acting Chairman Pauletto announced Case #PC-10-17 for consideration of a Zoning Code Text Amendment 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 began his presentation by announcing that this first meeting on this subject is for staff direction only. The definition and where Natural Screening is currently permitted was presented for review. Natural Screening is defined as “the use of deciduous trees or bushes, evergreen trees or bushes, or other live plantings which are planted or grown in a manner that creates a hedge which acts as a barrier or boundary”. Natural Screening is currently permitted, by right, on single-family residential property in any required Yard with different height permissibility. Natural screening is also currently permitted in public rights-of-way with Special Fence approval.

Currently, Natural Screening is allowed in the Rear and Side Yards for single-family residential properties (Interior and Corner with no front door) with no height restriction. The Corner Side Yard with the front door to the residence is allowed to be no higher than four feet. The Front
Yard has a maximum height of thirty inches. No visual barrier from the street is currently permitted in the front yard. Any deviation from the above would require a Variation request with a Public Hearing before the Zoning Board of Appeals. For clarification, it was noted that on any corner lot, the narrowest side of the property facing the street is considered the Front Yard no matter where the front entrance is located. The opposite side of the property is considered the Rear Yard. The Side Yard adjacent to another residence is considered the Interior Side Yard, and the side facing the street is called the Corner Side Yard. Natural Screening in the Corner Side Yard gives the resident more usable backyard space due to the setback requirements for corner residences.

Natural Screening on public rights-of-way is permitted only as a Special Fence which is defined as "those which have a greater potential than permitted fences to have an adverse impact upon the surrounding neighborhood. These fences may be appropriate in some locations and inappropriate in other locations".

Development Director McNellis presented positive and negative aspects for options for increased permissibility of Natural Screening. The four options presented include the following: 1) Location On-Site/Off-Site; 2) Plant Material Height in Front Yard/Corner Side Yard; 3) Seasonal Opacity; and 4) Maximum Plant Material Height.

Staff recommends the following setback conditions, at a minimum:

1. Maintain a three-foot minimum setback from a sidewalk to ensure that growth of the Natural Screen will not impede on the sidewalk itself;

2. Maintain a five-foot minimum setback from a curb line where there is no sidewalk, to ensure that growth does not impede upon the street or the ability to enter/exit vehicles parked on the street;

3. Maintain the existing line of sight triangle;

4. Maintain a five-foot setback from an above-ground utility, such as a fire hydrant, street light pole, etc. to ensure that growth of the natural screen does not impede the ability to utilize or service those utilities; and

5. Require that any Natural Screening in a Front or Corner Lot Side Yard be permitted only if there is an appropriate visual line of sight to a house number on the outer façade of a home for identification by emergency services from the street right-of-way.

Commissioner Sampen stated that unless it creates line of sight issues, the homeowner should be able to plant a line of trees or bushes that is not displeasing. Acting Chairman Pauletto agreed with Commissioner Sampen. Commissioner Auerbach did not agree with having tall hedges in the Front Yard and maintained that all hedges should have height limitations.

Development Director McNellis asked the Commissioners what information they would like staff to provide for the next meeting. Commissioner Auerbach would like to see examples of front yards that have strong hedges and show what it does to the streetscape as you are driving or
walking as well as from across the street. Other examples should show different height requirements for Corner Side Yards. Commissioner Auerbach believes that hedges should be the same size as allowable fences as far as Corner Side Lots go. Commissioner Novoselsky stated that many corner lots have a relatively smaller yard and shrubbery can maximize the use of the Rear and Corner Side Lot for backyard use. Commissioner Novoselsky is against shrubbery blocking the front of the home. Development Director McNellis asked the Commissioners if they were against allowing shrubbery thirty inches or higher going into the public rights-of-way as a matter of right. The majority of the Commissioners did not have an issue with this request.

Acting Chairman Pauletto asked if anyone in the audience would like to address the Plan Commission regarding this Public Hearing. Let the record state that no one came forward.

**Motion to continue** to the August 2, 2017 meeting of the Plan Commission was made by Commissioner Sampen and seconded by Commission Kohn.

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

**VIII. Other Business**

No other business was discussed. Acting Chairman Pauletto asked if anyone in the audience would like to address the Plan Commission. Let the record state that no one came forward.

**IX. Next Meeting**

The next meeting of the Plan Commission is scheduled for Wednesday, August 2, 2017.

**X. Adjournment**

**Motion to adjourn** was made by Commissioner Novoselsky and seconded by Commissioner Sampen. Meeting adjourned at 8:20 p.m.

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

Respectfully submitted,

Kathryn M. Kasprzyk  
Community Development Coordinator