Village of Lincolnwood
Plan Commission

Meeting
Wednesday, November 7,
2018 7:00 P.M.

in the
Council Chambers Room
Lincolnwood Village Hall - 6900 North Lincoln Avenue

Agenda

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
   October 4, 2018 Meeting Minutes
4. Case #PC-06-18: Zoning Code Text Amendment – Sign Regulations for Large-Scale
   Developments, Freestanding Sign Location, Portable Sign Requirements, and Temporary Signage
   (Continued from May 2, 2018, June 6, 2018, July 5, 2018, July 10, 2018, July 24, 2018,
   September 5, 2018, and October 4, 2018)
   Request: Consideration of a Village Board Referral of Zoning Code Text Amendments
   proposed to modify the permissibility and requirements for certain signage
   including: 1) Permitting Electronic Message Signs, with specific regulations, for properties
   and/or developments deemed to be “large-scale”; 2) Amending existing regulations related to Temporary
   Signs for Special Events and Grand Openings; 3) Permitting Temporary Sign Coverings/panels on Freestanding
   Signs; 4) Amending required setbacks for Temporary and Permanent Freestanding Signs; and 5) Amending
   existing regulations related to specific design limitations for Portable Signs.

5. Case #PC-09-18: 4656 West Touhy Avenue – Review of a Special Use Related to Parking in
   the Front Yard and Variations Related to Building Setback, On-Site Parking Capacity, Landscaping
   Adjacent to a Residential Property, and Minimum Drive Aisle Width
   (Continued from July 10, 2018, July 24, 2018, and September 5, 2018)
   Request: Consideration of a request by Onsite Healthcare Inc., SC, property owner, to approve a Special
   Use to permit two on-site parking spaces to be located in the Front Yard, and Variations to: 1) allow the
   building to be set back greater than the required 15-foot build-to line along Touhy Avenue in the B-3 Zoning
   District; 2) reduce the number of on-site parking by fourteen spaces; 3) waive the requirement of
   a ten-foot-wide landscape setback along the north lot line abutting a residential zoning district; and 4) allow
   the reduction in the minimum width of a drive aisle from twenty-four feet to twenty-one feet, two inches.
   Note: Staff has requested that this matter be continued to November 7, 2018

6. Case #PC-14-18: Zoning Code Text Amendment – Permissibility of Seasonal Ice Rinks
   Request: Consideration of a Village Board Referral of Zoning Code Text Amendments
   related to the permissibility and definition of ice rinks, either seasonal or permanent, as an accessory use.

7. 2019 Schedule of Plan Commission Meetings
8. Next Meeting: December 5, 2018
9. Public Comment
10. Adjournment

POSTED: November 2, 2018
I. Call to Order

Chairman Yohanna noted a quorum of six 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 September 5, 2018 Plan Commission Minutes was made by Commissioner Novoselsky and seconded by Commissioner Sampen.

Aye: Novoselsky, Sampen, Auerbach, Kohn, Pauletto, and Yohanna
Nay: None
Motion Approved: 6-0
Motion to recommend approval of the September 12, 2018 Plan Commission Minutes was made by Commissioner Kohn and seconded by Commissioner Novoselsky.

Aye:  Kohn, Novoselsky, Auerbach, Pauletto, Sampen, and Yohanna  
Nay:  None  
Motion Approved:  6-0

IV.  4500-4560 West Touhy Avenue and 7350 North Lincoln Avenue – Review of a Special Use for a Planned Unit Development, with Zoning Modifications, and a Resubdivision of Land (Continued from September 5, 2018)

Chairman Yohanna announced the Petitioners will make their presentation first, then public comment will be heard, before Staff’s presentation.

Chairman Yohanna announced Case #PC-10-18 for consideration of a request by Tucker Development Group, Inc., contract purchaser, as authorized by Romspen Club Holdings, Inc., property owner, for Preliminary Approval of a Special Use to establish a Planned Unit Development, with zoning relief, and a Resubdivision of land, in accordance with the Planned Unit Development review procedures in Section 8.05(3) of the Zoning Code.

Chairman Yohanna swore in the witnesses.

Richard Tucker, President of Tucker Development, provided an update on revisions to the proposed access and signalization at Lincoln Avenue, circulation around the green for hotel drop off, and deceleration lanes along Touhy Avenue.

Keith Campbell, Vice President at CallisonRTKL, the project’s architect, summarized the issues raised at the last meeting, and their responses. A key change was to the proposed Village Green and access to Lincoln Avenue from it. The design of the access point has been revised from two separate lanes separated by an island to one curb cut to enter and exit along Lincoln Avenue, as well as a larger and wider green space in the middle, and a bypass lane for hotel guest dropoff. The revised plan increases functionality and usability of the green space, even with the loss of 25 parking spaces.

The south edge of the building along Touhy Avenue has been moved 11.6 inches north to accommodate the inclusion of the deceleration lanes. Commercial space has been reduced from 86,000-square feet to approximately 80-82,000-square feet. As requested, a sidewalk has been added on either side of the driveway into the structured parking, and there have been changes to simplify access to the loading docks inside the structured parking area.

Nick Patera, landscape architect at Teska Associates, reviewed changes to the landscape plan include making the Village green one grand space to make it as accommodating as possible. The design of the proposed green wall along Lincoln Avenue has been revised to screen the parking lot wall with a combination of street and deciduous trees. Also included is the installation of retractable bollards to allow entry and drop off to remain open during events. Second floor
parking in the structured enclosed parking area has been reduced from 370 spaces to 344 spaces. The height of the hotel has been reduced from eight floors to seven.

Paul Eskenazi, Senior Vice President of Development & Renovations for First Hospitality Group (representing the developer for the proposed dual brand hotel) was introduced. Their proposal is to create a 7-story, 220-room, 150,000-square-foot dual-branded Courtyard by Marriott and Residence Inn by Marriott. The hotel will be appropriate and complementary for this development. The hotel will have 120 Courtyard by Marriott rooms and 100 Residence Inn Extended Stay rooms. The Courtyard by Marriott will feature a 4,500-square-foot full-service restaurant, dual fitness center, indoor pool, landscaped outdoor seating, 1,200-square feet of meeting space, and 2,500-square feet of leased retail space. The Residence Inn Extended Stay hotel will feature a dedicated complimentary breakfast area. Examples of other dual brand hotels were shown for review.

Chairman Yohanna requested comment from the public.

Neil Siegel, 4545 West Touhy Avenue, questioned the parking study statistics, potential loss of parking, and the impact on surrounding properties.

Rick Katz, 4545 West Touhy Avenue, inquired about the inclusion of rooftop screening (green roofs).

Lynn Means, traffic consultant from Gewalt Hamilton & Associates, responded to Mr. Siegel by stating the parking study incorporates overall Village Code requirements, and is calculated based on the Institute of Transportation Engineers parking generation manual, and then these rates were adjusted based on time of day factors using the Urban Land Institute’s shared parking manuals. Changes from the previous study were due to the reduction of the building’s footprint from 86,000-square feet to 82,000-square feet. Not included in the study was the utilization of valet parking. Ms. Means stated the Village’s parking requirements are more stringent than other comparable Villages. Commissioner Sampen asked for clarification of their traffic configuration recommendations, which was provided.

Commissioner Auerbach had concerns about the view to a portion of the interior of the parking garage from across the street. Mr. Patera stated the rendering does not adequately show the proposed landscaping of vertical evergreens, which will screen this area.

Commissioner Novoselsky expressed his concern about the size and illumination of the District 1860 sign and inquired about the use of a different font. With regards to the unified sign plan, Mr. Tucker stated they will be asking for signage relief from the Zoning Code, but not at this time.

Hart Passman reviewed the standards for Preliminary and Final PUD approval.

Sue Simler, President of Hampton Place Condominiums, stated the view of the parking lot is a non-issue and would like to see this proposal get approved.
Development Director McNellis presented staff’s Recommendations for Preliminary Approval of a Special Use for a Planned Unit Development, with Zoning Modifications, a Variation from Chapter 6, Public Parks & Ways, and a Subdivision Code Variation, with the following conditions:

- Provide unique or “special plantings” on either side of the Village Green entry from Lincoln Avenue;
- Consider a different font for the District 1860 branded signage;
- Provide bollards for the protection of guests in the Village Green itself, as well as collapsible bollards in the roadway at the north and south end of the Village Green;
- Approval is subject to review and approval by IDOT of the conceptual off-site traffic signalization, roadway, and site access improvements;
- Waiver of the requirement that Covenants be submitted at this time;
- Review and approval of the submitted Fiscal Impact Studies and Property Covenants at the time of the Final PUD approval; and
- Screening of parking garage openings.

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 Preliminary PUD to include the following staff Recommendations: 1) Provide unique or “special plantings” on either side of the Village Green entry from Lincoln Avenue; 2) Provide bollards for the protection of guests in the Village Green itself, as well as collapsible bollards in the roadway at the north and south end of the Village Green; 3) Approval is subject to review and approval by IDOT of the conceptual off-site traffic signalization, roadway, and site access improvements; 4) Waiver of the requirement that Covenants be submitted at this time; 5) Review and approval of the submitted Fiscal Impact Studies and Property Covenants at the time of the Final PUD approval; and 6) Signs shown in preliminary plans are approved in concept, with specific sign sizes and locations to be determined as part of a Unified Business Center plan, to be approved at a later date, was made by Commissioner Pauletto and seconded by Commissioner Novoselsky.

Aye: Pauletto, Novoselsky, Auerbach, Kohn, Sampen, and Yohanna
Nay: None
Motion Approved 6-0

V. **Case #PC-06-18: Zoning Code Text Amendment – Sign Regulations for Large-Scale Developments, Freestanding Sign Location, Portable Sign Requirements, and Temporary Signage**

Chairman Yohanna announced Case #PC-04-18 for consideration of a Village Board Referral of Zoning Code Text Amendments to consider modifying the permissibility and requirements for certain signage including: 1) permitting Electronic Message Signs, with specific regulations, for properties and/or developments deemed to be “large-scale”; 2) amending existing regulations related to Temporary Signs for Special Events and Grand Openings; 3) permitting Temporary Sign Coverings/Panels on Freestanding Signs; 4) amending required setbacks for Temporary and
Permanent Freestanding Signs; and 5) amending existing regulations related to specific design limitations for Portable Signs.

**Motion to recommend continuation** to the November 7, 2018 meeting of the Plan Commission was made by Commissioner Sampen and seconded by Commissioner Novoselsky.

Aye: Sampen, Novoselsky, Auerbach, Kohn, Pauletto, and Yohanna
Nay: None
Motion Approved: 6-0

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**VI. Case #PC-09-18: 4656 West Touhy Avenue – Review of a Special Use**
**Related to Parking in the Front Yard and Variations Related to Building Setback, On-Site Parking Capacity, Landscaping Adjacent to a Residential Property, and Minimum Drive Aisle Width**

Chairman Yohanna announced Case #PC-09-18 for consideration of a request by Onsite Healthcare Inc., SC, property owner, to approve a Special Use to permit two on-site parking spaces to be located in the Front Yard, and Variations to: 1) allow the building to be set back greater than the required 15-foot build-to line along Touhy Avenue in the B-3 Zoning District; 2) reduce the number of on-site parking by fourteen spaces; 3) waive the requirement of a ten-foot-wide landscape setback along the north lot line abutting a residential zoning district; and 4) allow the reduction in the minimum width of a drive aisle from twenty-four feet to twenty-one feet, two inches.

**Motion to recommend continuation** to the November 7, 2018 meeting of the Plan Commission was made by Commissioner Sampen and seconded by Commissioner Novoselsky.

Aye: Sampen, Novoselsky, Auerbach, Kohn, Pauletto, and Yohanna
Nay: None
Motion Approved: 6-0

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**VI. Next Meeting**

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

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**VII. Public Comment**

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.

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**VIII. Adjournment**

**Motion to recommend adjournment** was made by Commissioner Novoselsky and seconded by Commissioner Pauletto. Meeting adjourned at 8:55 p.m.

Aye: Novoselsky, Pauletto, Auerbach, Kohn, Sampen, and Yohanna
Nay: None
Motion Approved: 6-0

Respectfully submitted,

Kathryn Kasprzyk
Community Development Coordinator
MEMORANDUM

TO: Chairman Yohanna  
Member of the Plan Commission

FROM: Doug Hammel, AICP  
Development Manager

DATE: November 7, 2018

SUBJECT: Case #PC-09-18: 4656 West Touhy Avenue – Review of a Special Use  
Related to Parking in the Front Yard and Variations Related to Building  
Setback, On-Site Parking Capacity, Landscaping Adjacent to a  
Residential Property, and Minimum Drive Aisle Width

Consideration of a request by Onsite Healthcare Inc., SC, property owner, to  
approve a Special Use to permit two on-site parking spaces to be located in the  
Front Yard, and Variations to: 1) allow the building to be set back greater than  
the required 15-foot build-to line along Touhy Avenue in the B-3 Zoning District;  
2) reduce the number of on-site parking by fourteen spaces; 3) waive the  
requirement of a ten-foot-wide landscape setback along the north lot line abutting  
a residential zoning district; and 4) allow the reduction in the minimum width of a  
drive aisle from twenty-four feet to twenty-one feet, two inches.

At its July 10, 2018 Special Meeting, the Plan Commission deliberated regarding the subject case  
and encouraged the Petitioner to explore the viability of alternatives and provide additional  
information for consideration. The Petitioner agreed to do so and, since then, has continued to  
assess alternative design proposals. The Plan Commission has continued this case during several  
of its recent meetings – most recently on October 4, 2018 – to allow the Petitioner to prepare  
revised plans. Based on the fact that the Petitioner requires additional time to prepare such plans,  
staff recommends that this case be continued to the December 5, 2018 regular meeting of the  
Plan Commission.

RECOMMENDED MOTION:  
Move to continue, without discussion, Case #PC-09-18, to the December 5, 2018 regular  
meeting of the Plan Commission.
Subject: Consideration of Text Amendments to Modify the Permissibility of Electronic Signs, Certain Temporary Signs, and the Location of Permanent/Temporary Signs on Non-Residential Properties

Requested Action: Text Amendments to Article XI, Signs, of the Village Zoning Code to modify the permissibility of Electronic Signs, certain Temporary Signs, and the location of Permanent/Temporary Signs on Non-Residential Properties.

Petitioner: Village Board

Summary:
At the December 5, 2017 and January 2, 2018 Committee of the Whole meetings, Staff presented the Village Board with a series of proposed Sign Code Amendments for consideration in order to reduce unnecessary restrictions and provide more business-friendly regulations. The goal of these Amendments is to: 1) provide appropriate flexibility for commercial signage, especially for larger properties that require a certain level of visibility; and 2) reasonably expand opportunities for commercial businesses to promote their products and services. The Village Board was in agreement that additional consideration and discussion was warranted and referred this matter to the Plan Commission for a Public Hearing.

The Plan Commission subsequently held a Workshop at the March 7, 2018 meeting. It was the consensus of the Plan Commission that staff should survey surrounding communities, analyze those areas where existing Village requirements could reasonably be amended, and schedule a Public Hearing for consideration of new and amended Code requirements (see attached memo from the June 6, 2018 Plan Commission meeting for a summary of results from the survey of surrounding communities). A Public Hearing was held at the June 6, 2018 meeting. At that time, the Plan Commission determined that it was most appropriate to defer consideration of revisions to permit electronic signs until after a recommendation had been made on the remainder of the proposed Code revisions related to signs. The Plan Commission then requested staff survey local businesses for feedback on the proposed Code revisions and work with the Village Attorney on Code language for further Plan Commission review. This matter has since been continued throughout the Summer and Fall, as the Plan Commission’s time has been spent on the District 1860 proposal.

The specific Amendments for consideration at this time include the following:

1. Temporary Signs for Special Events/Grand Openings
2. Temporary Sign Covers/Panels
3. Sign Location
4. Portable Sign Design

Survey of Local Businesses
Per Plan Commission direction at the June 6, 2018 meeting, staff compiled a list of 22 businesses/property owners, who are representative of different business types in different areas of the Village, all of which could be impacted from the proposed Code amendments. The respondents and responses are summarized in the attached report. In general, the comments were focused on the following:

- Timeframe for Temporary Signs
- Permitted size of Temporary Signs
- Permissibility of Temporary & Portable Signs on multi-tenant properties
- Permitted materials for temporary sign covers/panels
- Lack of permissibility for feather signs

Universally, there was a positive response regarding the proposed reduced setback requirement for monument/ground signs, as well as the proposal to permit temporary sign coverings/panels for sale/lease information and to identify new businesses (on a short-term basis) prior to fabrication of their permanent signage.

Given the comments received, staff recommends the Plan Commission reconsider the following:

- Increase the duration of Temporary Signs (advertising Special Events) from the current 30 to 45 (instead of the 60 days previously discussed at the June 6, 2018 meeting). *This is reflected in the attached proposed Code Language;*
- Tie the size of a Temporary Sign (advertising Special Events) to the size of a property, e.g. properties over one acre in area are permitted a sixteen-square-foot sign, whereas properties under one acre in area are permitted a nine-square-foot sign. *This is not reflected in the attached proposed Code language;* and
- Remove “shrink wrap” as a permitted material for Temporary Sign covers/panels. *This is reflected in the attached proposed Code Language.*

Proposed Code Language
The Village Attorney worked with staff to draft the attached proposed Code revisions incorporating staff recommendations from the June 6, 2018 Plan Commission memo for Plan Commission consideration.

Staff Recommendation
Staff recommends approval of the attached Draft Code language, with direction regarding an appropriate methodology for determining the size of Temporary Signs for advertising special events.

Documents Attached
1. Survey of Local Businesses
2. Proposed Draft Code Language
3. June 6, 2018 Staff Memorandum
Proposed Sign Code Revisions, July 24, 2018
Survey of Selected Businesses

In accordance with direction at the June 6th Plan Commission meeting, staff prepared a list of selected businesses/property owners to whom a survey was sent. This survey provided a detailed explanation of Sign Code revisions that are under consideration by the Plan Commission and sought feedback on these proposals. Staff sent the survey to the following 22 businesses/property owners on major commercial corridors, in different areas of the Village:

| Multi-Tenant Center at 3750-74 Devon Ave. | Stefani Prime Restaurant |
| Tucker Development Group | Loeber Motors |
| Alphameric Accounting (3940 Touhy Ave.) | Lincolnwood Town Center Mall |
| Binny’s | Zeigler Automotive Dealerships |
| Planet Fitness Ctr. (6850 McCormick Ave.) | Airoom & Airoom Plaza |
| Psistaria Restaurant | Fast Signs (3450 Devon Ave.) |
| Studio 41 (4767 Touhy Ave.) | CIBC Bank (4007 Touhy Ave.) |
| AT&T Store (3701 Touhy Ave.) | Lowe’s Home Improvement Store |
| Lou Malnati’s Restaurant | Walgreen’s |
| Shore Gallery (3318 Devon Ave.) | L. Woods Restaurant |
| Mobil Gas Station (6401 Cicero Ave.) | Long John Silvers Restaurant |

Staff received comments from 7 of the 22 businesses/property owners, which are summarized below:

1. From our standpoint, the temporary signs suggested may not be the best idea. We certainly would always be in favor of a “business friendly environment” but unfortunately once you start down this path, you might not like the end result. Our concern is that Lincolnwood should “show off” its quality, this would detract from that image.
   a. Temporary signs should be limited to 30 days maximum, with no minimum.
   b. Temporary signs should be limited to Grand Openings and a one-time per year sale or event.
   c. Temporary signs (free-standing) should not be permitted to be 16 square feet. That is too big.
   d. Temporary signs should not be allowed at multi-tenant properties, except for a Grand Opening.
   e. Temporary sign panels/coverings should not be permitted to be made of shrink-wrap or plastic.
   f. Portable signs should not be allowed at multi-tenant properties.

2. I believe these regulations look very fair and reasonable and are a good show of support for the businesses in your community. I really don’t have anything to add or adjust.

3. The limitation of the square footage to 16 feet (for free-standing temporary signs) is too restrictive. I would suggest that this is somehow correlated to the size of the building or
tenancy being advertised. If the tenant is a 1500sf user, then a 16sf sign may be appropriate, but is 16sf really appropriate for a 50,000sf or even a 10,000sf retailer? It needs to be related to the size of the tenant or building. A business with a 120ft x 20ft frontage is 2400 sf of building frontage, I think a 20ft x 5 ft temporary sign is very appropriate, and only 100sf, a mere 4% coverage. I applaud the step forward, but think it be scaled towards the size of the business exterior.

a. Businesses should be allowed to install feather flags to advertise. Many other Villages and Towns have these as permissible signage and especially for temp sales, etc. they should be allowed.

4. Thank you for allowing me to provide a little input on this issue and also thank you for taking the time to both identify the current sign regulations and to create a set of updated regulations that will ultimately benefit everyone in the business community within the Village of Lincolnwood. While I do agree that loosening the restrictions on temporary signs is a benefit for the business community, I still agree that some restrictions should continue to be enforced. For instance, I have noticed that many business owners leave their A-Frame signs out on the street permanently, even when the business is closed. I believe that those signs should be brought inside after the business closes to prevent any theft or loss of the sign due to heavy winds. Allowing hand written signage is beneficial to all businesses especially those that have a one or two day sale on a particular item since ordering prints for new signage is not cost effective given the time frame. I would argue that those signs need to be legibly written and large enough in Font Size so that drivers passing by those signs are not slowing down or stopping in front of the sign to read it as that could potentially cause accidents on major roadways within the Village.

a. The temporary sign panel changes all seem to be geared toward helping the business community inform others of business changes or the sale/lease of a property and as such are all positive improvements to the current code.

b. The sign location changes will also greatly benefit business owners that do not have the proper setbacks to allow for any signage to be displayed in front of their business offices. The current setback distance requirements create an unfair disadvantage to those businesses that cannot display temporary signs due to the lack of setback in front of their stores so providing relief to that regulation will even the playing field so that all businesses can be allowed to display temporary signs if they so desire.

5. Thanks for reaching out. The Temporary Signs for Special Events and Sales section states they shall be permitted for a max of 60 days/YR. Is that all Temp Signs, or merely a single temp sign? We have lots of tenants, and I can see potential for several to have signage needs throughout a given year. If 5 folks (or the mall team) need to market various events, each for 2 weeks (14 days) in advance, we would bust the 60 day cap. Is that the intent, or is the clause intending to limit a single temp sign to no more than 60 days per year... regardless of number of separate postings?

6. Thanks for offering the opportunity to provide feedback. Overall, I think the relaxation of sign restrictions is a positive thing, especially in cases where buildings are for sale/lease. The added visibility should help get new occupants in place more quickly which is beneficial for all concerned. Also, relaxing some sign restrictions will help Lincolnwood be on more competitive
footing with neighboring communities like Skokie which has much less restrictive requirements. While Lincolnwood is its own community with unique characteristics, the reality is that businesses here compete with those in different communities and tight restrictions put them at a disadvantage.

a. Temporary signs - The maximum size of 16sf isn't too large so it should result in a visible sign but also not be excessively intrusive. I assume that a "free-standing sign" can be one installed in the ground with ground stakes?

b. Temporary sign panels - Where you discuss permitted materials, do you want to add banner?

c. Sign location - For signs at intersections, a 30" maximum is pretty small. I certainly understand why you'd want to have maximum visibility in intersections where safety is paramount for pedestrians, bicyclists and motorists. I'll be interested in seeing how many people went ahead with a sign this small.

7. No real questions or comments. Everything is clearly explained and we welcome the changes.
Amend Sec. 2.02

2.02 Definitions.

TEMPORARY SIGN: Any sign allowed for a limited period of display that advertises a temporary event, product, or service, and is not intended or designed for permanent display.

Amend Sec. 11.04

11.04 Permitted on premises signs.

Upon issuance of a permit therefor pursuant to Section 11.09 of this article, the following signs shall be permitted in the business and manufacturing non-Residential districts of the Village as accessory structures, subject to all applicable standards and the following additional regulations:

(1) Monument signs.

* * * *

v. Setback. No monument sign shall be located closer than 10 feet one foot to an exterior property line, nor closer than 50 feet to an interior property line. For a monument sign constructed at a unified business center, under multiple ownerships, interior lot lines shall only pertain to the outermost lot line. No monument sign may project into any public right-of-way.

* * * *

xiii. Temporary monument sign covers. Monument signs may be covered with temporary materials, but only upon issuance of separate permits therefor, and in accordance with the following:

1. Temporary covers may display either: (a) only the name and logo of a new occupant of a commercial property; or (b) if no real estate sign has been installed on the property pursuant to Section 11.05(17) of this Code, information identifying that all or a portion of the property is for sale or lease.

2. Temporary covers must be professionally designed, and may be constructed only of vinyl, canvas, or a similar material.

3. Temporary covers installed pursuant to Section 11.04(1)(xiii)(1)(a) of this Code may not be displayed for a period exceeding 120 days. Temporary covers installed pursuant to Section 11.04(1)(xiii)(1)(b) of this Code may be displayed until such time as the property or portion thereof has been sold or leased.
4. Temporary covers must be securely and tightly attached to the existing monument sign, so that they completely cover and conform to the underlying sign shape, all in order to maintain a safe, neat, and orderly condition and appearance.

5. Temporary covers may neither increase the size of the monument sign face to which they are attached, nor cover an area greater than such sign face.

* * *

(8) Special event/grand opening signs. The following temporary, special event signs shall be permitted on private property only for a total of two nonconsecutive events per year, but shall not be erected or maintained for a period exceeding 15 consecutive days per event, and must be removed if wind gusts exceed safety guidelines or design standards for the sign, or the standards for safety tie downs to or by which they are affixed or secured:  
Temporary signs. Temporary signs advertising special events may be installed in accordance with the following:

i. Pennant/streamer signs;

ii. Temporary banner signs; and

iii. Other temporary signs for special events not requiring a special sign permit, and as may be approved by the Zoning Officer.

i. Number.

1. On single-tenant properties, a maximum of one temporary sign may be installed at any time.

2. On multi-tenant properties, a maximum of two temporary signs may be installed at any time.

ii. Sign location and setback.

1. On multi-tenant properties with two temporary signs, the signs must be separated by a distance of at least 50 feet.

2. Temporary signs must comply with the setback regulations applicable to monument signs, as set forth in Section 11.04(1) of this Code; provided, however, that no portion of any temporary sign may be located within a sight triangle.

iii. Sign area. The maximum area of a temporary sign is 16 square feet.

iv. Height. The maximum height of a temporary sign is six feet above finished grade.
v. Sign duration.
   1. No temporary sign may be displayed for a period longer than 20 days, except that temporary signs advertising a grand opening or anniversary date may be displayed for a period of up to 30 days.
   2. No property may display temporary signs for more than 45 days during any calendar year.
   3. No property may display temporary signs for more than nine special events during any calendar year.

vi. Sign type. Temporary signs must be freestanding, except that temporary signs advertising a grand opening may be secured to a building wall.

Amend Sec. 11.05

11.05 Exempt signs.

The following signs, while subject to any other Village ordinance which may apply, are exempt from the permit requirements set forth in this article.

(17) Real estate sign: one sign used to offer for sale, lease or rent the land or buildings upon which the sign is located, in compliance with the following:

i. In residential district:
   1. A ground sign shall not exceed six square feet in area per side, five feet in height above finished grade and shall not be closer than five feet one foot to any property line; or
   2. A wall sign shall not exceed six square feet in area and shall not exceed six feet in height from the finished floor elevation of any relevant space.

ii. In business and manufacturing districts:
   1. A ground sign shall not exceed 16 square feet in area per side for a property with 50 feet or less of lot frontage, or 32 square feet in area per side for a property with more than 50 feet of lot frontage. Ground signs shall not exceed six feet in height above finished grade and shall not be closer than 10 feet one foot to any property line.
   2. A wall sign shall not exceed 16 square feet in area for a property with 50 feet or less of lot frontage, or 32 square feet in area per side for a property
with more than 50 feet of lot frontage. Wall signs shall not exceed 20 feet in height above finished grade.

* * *

(20) Noncommercial opinion signs: In addition to all other signs permitted under this article, each privately owned lot may contain one noncommercial opinion sign for each street frontage. Such signs may be placed only upon approval of the property owner, may not exceed six square feet in area or four feet in height, may not be located closer than seven feet to the public right-of-way and must be at least five feet one foot from any property line.

* * *

(24) Portable signs. Portable signs, such as A-frame signs or sandwich boards, are permitted in front of business or commercial establishments on private property only, subject to the following limitations:

* * *

v. Portable signs, or changeable copy board for use in connection with portable signs, must be professionally printed and must not be written by hand, except for chalkboards, dry-erase boards, and other similar sign types:

* * *

Amend Sec. 11.08

11.08 Sign design.

* * *

(7) Shape and silhouette:

i. Freestanding signs. The silhouette and outlined shape of freestanding signs shall be simple and compatible with the building to which it relates. Signs of excessively complicated outline or composed of many different connected shapes are unacceptable. Freestanding signs should have an attractive combination of pole skirts, landscaping, berms and/or similar treatments to provide a visual base for the sign and integrate the sign into the overall architecture, landscaping and topography on the site. Brick, wood, stone walls or properly treated metal will be acceptable materials to be used for pole skirts and must be compatible with the material used in the sign. Freestanding signs may not obstruct or limit the sight distance of motorists within any sight triangle, and may not exceed three feet in height within any sight triangle.

* * *
Subject: Consideration of Text Amendments to Modify the Permissibility of Electronic Signs, Certain Temporary Signs, and the Location of Permanent/Temporary Signs on Non-Residential Properties

Requested Action: Text Amendments to Article XI, Signs, of the Village Zoning Code to modify the permissibility of Electronic Signs, certain Temporary Signs, and the location of Permanent/Temporary Signs on Non-Residential Properties.

Petitioner: Village Board

Summary:
At the December 5, 2017 and January 2, 2018 Committee of the Whole meetings, staff presented the Village Board with a series of proposed Sign Code Amendments for consideration in order to reduce unnecessary restrictions and provide more business-friendly regulations. The goal of these Amendments is to: 1) provide appropriate flexibility for commercial signage, especially for larger properties that require a certain level of visibility; and 2) reasonably expand opportunities for commercial businesses to promote their products and services. The Village Board was in agreement that additional consideration and discussion was warranted and referred this matter to the Plan Commission for a Public Hearing. The Plan Commission subsequently held a Workshop at the March 7, 2018 meeting, at which time the topics to be considered were introduced. It was the consensus of the Plan Commission that staff should survey surrounding communities, analyze those areas where existing Village requirements could reasonable be amended, and schedule a Public Hearing for consideration of new and amended Code requirements.

The specific Amendments for consideration include the following:

1. Electronic Signs for Large-Scale Developments
2. Temporary Signs for Special Events/Grand Openings
3. Temporary Sign Panels
4. Sign Location
5. Portable Sign Design

Staff conducted a survey of our comparison communities in May and have received responses from only four of those eight communities (Des Plaines, Glenview, Skokie, and Wilmette). Given the lower response rate, we have also added Lincolnshire to the list, for a total of five communities. The responses are summarized in the pages ahead, for each of the five proposed amendments.
1. Electronic Signs for Large-Scale Developments

Section 11.06 of the Zoning Code (see Attachment #1) specifically prohibits “electronic message signs” and “animated signs”. Staff understands that these prohibitions were likely enacted specifically with an older style of digital sign (designed with individual light bulbs programmed to form a message) in mind. These signs were prevalent in the 1970s, 1980s, and 1990s throughout the country in the form of time/temperature signs and single-color scrolling message signs. As the Plan Commission is aware, the technology behind electronic message board signs has grown exponentially in the past ten years to the point that many of these signs are of the same quality as the high-definition video boards that can be found at major stadiums. Given the overall aesthetic improvement in these types of signs, and the prevalence of this type of messaging in today’s commercial environment, it is appropriate to consider permitting electronic message boards (aka Electronic Message Centers), under certain conditions.

Survey of Surrounding Communities:
The five comparison communities are mixed on their permissibility of these signs types. Three of the five communities allow such signs in some form, with some limitations on zoning district (all allow commercial, one allows residential), setbacks from residential properties (0 - 250’), illumination levels (5,000 nits during the day and 500-1,000 nits at night), and size (can be no larger than 50% of the total sign area). Wilmette prohibits all such signs and Skokie is updating their Electronic Message Center code requirements to broaden permissibility.

Issues to be Addressed:
Following, is a list of issues that can/should be addressed should the Plan Commission wish to consider permitting Electronic Message Center signs:

- Lot size (All lots? Lots of a minimum acreage?)
- Sign type (Wall Signs? Monument Signs? Both?)
- Sign area and height (Same as a permissible Monument Sign? Larger?)
- Minimum distance from a property line (Same as any other Monument Sign? Increased setback from residential uses?)
- Permit by right or special zoning relief (Special Use) required?
- Moving images (animated) permitted or static images only?
- Illumination levels (measured in nits or footcandles)?
- Hours of operation (24 hours a day? Only during business hours?)
Proposed Code Requirements:
Staff recommends the following Code requirements, designed to limit the permissibility of signs with Electronic Message Centers (EMC) to large properties with multiple tenants, or significant programming and/or informational needs to be disseminated:

- Monument Signs incorporating EMC are considered Special Signs, requiring Special Sign Approval;
- Monument Signs incorporating EMC may be permitted on individual lots, or a unified campus under the same ownership, when said lot/campus has a minimum area of five (5) acres;
- No more than one Monument Sign incorporating an EMC may be permitted per lot, or unified campus under the same ownership;
- Monument Signs incorporating EMC are permitted only on lots in the B1, B2, B3, S and PUD Zoning Districts;
- EMC are permitted only as part of a Monument Sign;
- Monument Signs incorporating EMC are permitted up to a maximum height of 18 feet from grade, and a maximum area of 72-square feet per sign face, where the electronic message board is no greater than 50 percent of the overall area of the Monument Sign face;
- Monument Signs incorporating EMC shall be set back a minimum of 10 feet from an exterior property line and 50 feet from an interior property line;
- Monument Signs incorporating EMC shall be located a minimum of 150 feet from a property line of a lot used for residential purposes;
- Monument Signs incorporating EMC shall be permitted to be illuminated only during those hours in which the business is open and shall not exceed an illumination level of 5,000 nits during daylight hours and 500 nits between dusk and dawn, with the electronic panels equipped with a light sensor to automatically adjust brightness based on ambient light levels; and
- Monument Signs incorporating EMC may present static images only. No flashing, moving pictures, or animation is permitted. A minimum time limit/interval of no less than ten seconds between images or text shall be required.

2. Temporary Signs for Special Events/Grand Openings

Zoning Code Section 11.04(8) (see Attachment #2) provides specific limitations on the number of events and number of days per event in which a “special event” temporary sign is permitted. Currently, that limitation is for two nonconsecutive events, for no more than 15 days per event (for a total of 30 days per year). There are no other limitations on the permissible parameters of these signs, which has led to some confusion, both internally and externally. In addition, the current Code requirements have greatly limited the ability of larger properties to not only provide specialized advertising, but also to advertise more than two events/sales per year.

Survey of Surrounding Communities:
The five comparison communities offer a variety of different regulations for temporary signage. All five permit temporary signage of some sort; however, the time limitation is different in almost every community, ranging from 42 days in Skokie to 56 days in Glenview to 90 days in Lincolnshire and 120 days in Des Plaines and Wilmette. None of the comparison communities limit temporary signage to special events and grand openings, instead permitting any sale, event, or advertising. Most communities limit the number of events to three, four, or five per year.
Permissible sign areas range from 20-square feet to 64-square feet, with every community dictating a different size requirement.

Issues to be Addressed:
Following is a list of issues that can/should be addressed should the Plan Commission wish to consider expanding some permissibility for Temporary Signs, while better defining others:

• Permissible Zoning Districts (Commercial? Industrial? Institutional?)
• Eligible events (Special event? Grand opening? Sale? No limitation?)
• Timeframe (30, 60, 90, or 120 days?)
• Regulate by number of “events” per year or minimum number of days per event?
• Permissible sign area (16 sq. ft.? 20? 32? 64?)
• Permissible Height?
• Sign type (Banners? Free-standing signs? Both?)
• Permissible number of Temporary Signs per property, single-tenant vs. multi-tenant?
• Minimum distance from a property line (Same as any Monument Sign? Smaller setback?)

Proposed Code Requirements:
Staff recommends the following Code requirements, designed to expand the opportunities for temporary signage, while defining the parameters for these sign types to insure they are reasonably-sized:

❖ Temporary signs shall be re-defined as: *A sign advertising a temporary event or product/service that is allowed for a limited period of display and is not intended or designed for permanent display.*
❖ Temporary Signs shall be permitted on all properties other than those zoned Residential;
❖ Temporary Signs shall be permitted for a maximum of sixty (60) days per year, with a minimum of ten (10) days and maximum of twenty (20) days per event;
❖ Temporary Signs advertising a grand opening may be secured to a building wall. All other Temporary Signs must be free-standing;
❖ Temporary Signs advertising a grand opening or anniversary date are permitted for up to thirty (30) days;
❖ Temporary Signs may be a maximum of sixteen (16)-square feet in area, at a height no taller than six feet (6’) from finished grade;
❖ Temporary Signs on single-tenant properties shall be limited to a maximum of one (1) at any one time;
❖ Temporary Signs on multi-tenant properties shall be limited to a maximum of two (2) at any one time and shall be spaced a minimum of fifty feet (50) apart; and
❖ Temporary Signs shall maintain the same setback from a property line as a Monument Sign, and may not be located in the sight triangle

3. Temporary Sign Panels
Temporary Signs that cover existing Monument Sign panels may be appropriate under certain circumstances. Zoning Code Section 11.08(11)(iii) (see Attachment #3) currently does not permit existing monument signs to be covered with a material of a temporary nature. This is regulated primarily through a requirement that signs be designed “for permanence.” In addition, Temporary Sign coverings/panels are not specifically noted in the Sign section of the Village
Code as being permitted, which, by default, prohibits them. Cases in which such signage may be appropriate include: 1) New Tenant Identification; and 2) Properties For Sale/Lease.

New tenant identification may be necessary when a company is rebranded but still working on designing new permanent signs. It also could occur when a new company takes over an old space and either remains open or reopens shortly thereafter. In some cases, there may be lag time between opening/reopening and the new permanent sign being manufactured and installed.

Survey of Surrounding Communities:
The five comparison communities are again inconsistent on the permissibility of these types of signs. Lincolnshire permits a temporary sign for temporary identification (associated with a new tenant), Wilmette permits such signs on a case-by-case basis, Des Plaines permits only “For Sale/Lease” signs, Glenview does not permit such signs at all, and Skokie permits both sign types with certain conditions.

Issues to be Addressed:
Following is a list of issues that can/should be addressed should the Plan Commission wish to consider permitting Temporary Sign panels on permanent Monument Signs:

- Temporary material coverings permitted for Temporary Identification signs? For Sale/Lease signs? Both?
- Professional design requirement?
- Message limitations (Name of Business & logo only? Or permit same information as a permanent Monument Sign?)
- Material limitations (vinyl, canvas, shrink-wrap)?
- Permitted time frame for Temporary Identification signs (60 days? 90? 120?)
- Allow “For Sale/Lease” signs covering a Monument Sign to be displayed until the property is sold/leased?

Proposed Code Requirements:
Staff recommends the following Code requirements, designed to permit temporary sign panels, with certain stipulations:

- Temporary Sign Panels shall be permitted for the purpose of identifying a change in occupancy for a commercial property that results in an immediate need to identify the new occupant;
- Temporary Sign Panels shall be permitted to advertise a property “For Sale or Lease”, but shall only be permitted in lieu of any other Code-permitted Real Estate signs;
Temporary Sign Panels shall be professionally designed;
Temporary Sign Panels identifying a change in occupancy shall be permitted to display only the name of the business and company logo, and are permitted for no more than 120 days;
Temporary Sign Panels advertising a property “For Sale or Lease” shall be permitted until such time as the property is sold/leased;
Temporary Sign Panels shall not increase the size of the Monument Sign face they are covering, nor shall they cover an area greater than the existing sign face;
Temporary Sign Panels shall be securely and tightly attached to the existing permanent identification Monument Sign, so that they completely cover and conform to the underlying sign shape, to maintain a safe, neat, and orderly condition and appearance; and
Temporary Sign Panels may be constructed only of vinyl, canvas, shrink-wrap, or similar material.

4. Sign Location

The Village currently regulates the location of certain temporary and permanent signage in relation to a property line. Zoning Code Sections 11.04(1)(v) & 11.05(17)(ii)(1) (see Attachment #4) state that both Monument Signs and Exempt Signs (i.e. Real Estate Signs) are required to be set back a minimum of ten feet from the exterior property line. This can be a difficult setback to meet on the small commercial lots typically found throughout the Village. When a building footprint and required parking are designed for a site, there is often very little room remaining to locate a monument sign with a ten-foot setback. Similarly, Real Estate signs cannot meet the ten-foot setback given the close proximity of parking areas to the street. Variations for the location of these types of signs are not uncommon.

![Example of Setback-Challenged Signs](image)

Survey of Surrounding Communities:
Four of the five comparison communities generally require Monument Signs in commercial zoning districts to be setback a minimum of 5’ or less, while one (Lincolnshire) requires a minimum setback of 15’. Unlike the other comparison communities, Lincolnshire tends to have significantly larger commercial lots, where a 15’ setback is much easier to provide.

Issues to be Addressed:
Following, is a list of issues that can/should be addressed should the Plan Commission wish to consider reducing the minimum required sign setback:
• Consistent Sign Setbacks (same setback for all zoning districts or different for commercial versus industrial or other Zoning Districts?)
• Different Permanent Sign setback than Temporary Sign setback?
• Sight Triangle requirements.

Proposed Code Requirements:
Staff recommends the following Code requirements designed to amend sign location requirements:

- No part of any Free-standing Sign, permanent or temporary, shall be located closer than one foot (1’) to any property line; and
- Free-standing signs located in the sight triangle (defined below) must be no taller than 30 inches from grade (the diagram on the right, depicting alleys, will be modified to include driveways).

5. Portable Sign Design

Zoning Code Section 11.05(24) (see Attachment #5) requires that portable signs (including A-frame signs and sandwich boards) be professionally printed and not hand written. However, there are a number of portable sign designs available that consist of dry-erase or chalk boards which permit businesses to write specials messages for the day. This provides the opportunity to immediately advertise a daily special, rather than waiting for a professionally-printed sign to be produced. Restaurants often use these dry-erase or chalk boards to advertise their daily specials, as do certain service industries, such as salons. This can provide businesses greater flexibility without the additional cost of having professionally-printed inserts for an A-frame or sandwich board.
Survey of Surrounding Communities:
Three of the five comparison communities do not permit portable signs. The remaining two (Skokie and Wilmette) permit such signs and also allow hand-written messages, rather than requiring portable signs to be professionally-printed.

Issues to be Addressed:
The primary issue here is whether or not the professional-printing requirement should be maintained or eliminated.

Proposed Code Requirements:
Staff recommends the following Code requirement, designed to relax a limited component of portable signs:

- Portable Signs, or changeable copy board for use in connection with portable signs, may be professionally printed, or written by hand when the sign design (i.e. chalkboard or dry-erase board) permits such media.

Public Notification
Notification of the meeting was previously provided in the Lincolnwood Review, and has since been provided on the Village Website, the Village’s Linked In page, the Lincolnwood Local e-blast and on the Lincolnwood Chamber of Commerce social media platforms.

Staff Recommendation
Given the volume of Code revision details being proposed, and the necessity to cross-reference these revisions with various requirements throughout the Zoning Code, staff is recommending the Plan Commission first provide direction regarding the specific proposals listed in this memo at Wednesday night’s meeting. Staff will then work with the Village Attorney on specific Code language that memorializes the Plan Commission direction, while also ensuring First Amendment rights are not impinged in any way, in light of recent court decisions related to free speech rights as they relate to signage.

Documents Attached
1. Pertinent Village Code Sections
Subject Properties: All Properties

Petitioner: Village Board (referred on September 4, 2018)

Requested Action: Consideration of a Zoning Code Text Amendment related to the Permissibility and Definition of Ice Rinks

Background
Table 3.10.01 of the Zoning Code currently restricts the permissibility of “tennis courts, volleyball, basketball, shuffleboard, and other courts, private” to rear yards and only if “they are not less than 10 feet from any property line or the minimum setback, whichever is more restrictive.” During the winter of 2017-2018, the Community Development Department observed two instances of non-compliant seasonal ice rinks being installed on residential properties. The Department worked with the property owners to have them removed since they were in non-compliant locations on the respective lots; one was located in a corner side yard, and the other was located in a front yard. This enforcement was based on staff’s interpretation that such ice rinks qualify as “other courts.” In one instance, staff had difficulty enforcing the requirements of the Zoning Code since it does not explicitly identify ice rinks as limited to rear yards.

Staff believes it is appropriate to consider a Zoning Code Text Amendment that would clarify the permissibility of ice rinks, and is seeking guidance regarding the following questions:

- **Does the Plan Commission concur with staff that ice rinks qualify as “other courts” as it relates to the intent of current code provisions?** The Zoning Code currently lacks a definition for “court” as it is used in Table 3.10.01. However, if the Plan Commission concurs that ice rinks fall under the intent of this provision, specifically adding “ice rinks” to the provision would reduce the possibility of a different interpretation. If the Plan Commission does not concur, a code amendment may be necessary to address the regulating of ice rinks in a different way.

- **What constitutes an “ice rink”?** The Zoning Code currently does not include a definition for “ice rink.” Establishing a definition will support staff in more effectively enforcing the requirements of the Zoning Code. Staff recommends the consideration of a general definition of “ice rink”. The Cambridge English Dictionary defines an “ice rink” as “a level area of ice, often inside a building, that is kept frozen for people to skate on.” This definition could be modified to remove “often inside a building.” It could also be
modified to include specific characteristics of what would be permitted in Lincolnwood based on the subsequent questions below.

- **What supporting characteristics should be regulated?** In addition to creating an area for skating, it is not uncommon for seasonal rinks to include supporting characteristics, such as boards, lights, nets, etc. Staff recommends establishing regulations for these supporting characteristics, considering the following:
  - The permitted height of structures used to retain water;
  - The overall permitted height of ice rink-related elements;
  - The permissibility of lighting and the impacts on neighboring properties; and
  - Any other characteristics that could potentially impact surrounding properties.

Any standards related to the characteristics described above could be included in the definition of “ice rink”.

- **What operational or functional characteristics must be considered?** Ice rinks are typically seasonal, being installed in the late fall and removed in the early spring. Staff recommends that the Plan Commission consider the following factors:
  - It may be appropriate to restrict the timeframe during which a seasonal rink can be installed. For example, Fenton, MI, requires that private rinks be installed after November 15 and removed prior to March 15, or as weather permits. This ensures that a seasonal rink will not remain beyond its useful season and result in other potential property maintenance issues.
  - The addition of an ice rink can result in stormwater runoff impacts on the subject property or adjacent properties. The Village currently requires a drainage plan for any improvement approved through a Building Permit over 500 square feet in area. Many lots in Lincolnwood could accommodate an ice rink of this size, and a mid-winter thaw could produce a substantial amount of stormwater runoff. Staff recommends that the maximum size of an ice rink be limited to 500 square feet, so as to be in line with the spirit of other stormwater-related regulations.

**Recommendation**

Staff is seeking direction and formal action from the Plan Commission regarding the considerations described above. If formal action is taken, staff will prepare a proposed Text Amendment to be considered by the Village Board.

**Documents Attached**

1. October 4, 2018 Staff Report to the Village Board Committee of the Whole
2. Relevant Code Sections
TO: Robert Merkel  
Interim Village Manager  

FROM: Doug Hammel, AICP  
Development Manager  

DATE: September 4, 2018  

SUBJECT: Standards Related to the Permissibility of Seasonal Ice Rinks  

BACKGROUND  
During the winter of 2017-2018, the Community Development Department observed two instances of seasonal ice rinks being installed on residential properties. The Department worked with the property owners to have them removed since they were in non-compliant locations on the respective lots. In one instance, staff had difficulty enforcing the requirements of the Zoning Code since it does not explicitly identify ice rinks as limited to rear yards. Table 3.10.01 of the Zoning Code currently states that “tennis courts, volleyball, basketball, shuffleboard, and other courts, private” are permitted only in rear yards and only if “they are not less than 10 feet from any property line or the minimum setback, whichever is more restrictive.” Staff interpreted ice rinks as falling under the purview of this regulation since they can reasonably be considered “other courts”.

RECOMMENDATION  
To better clarify the intent of the Zoning Code, staff requests that the Village Board refer the matter to the Plan Commission for consideration of a Zoning Code text Amendment. The Text Amendment would include the following:  
- A modification to Table 3.10.01. Permitted Obstructions in Yards to explicitly identify ice rinks and permitted only in rear yards; and  
- An amendment to Section 2.02. Definitions to include a definition of “ice rink”.  

Discussion related to this potential Text Amendment could focus on the following questions:  
- Does the Village wish to limit the permissibility of ice rinks to rear yards, similar to how it restricts other types of athletic courts in residential areas?
• Are there certain characteristics of ice rinks that should be prohibited due to their potential impact on surrounding properties (i.e., lighting, walls, etc.)?
• Does the fact that ice rinks tend to be seasonal warrant any special consideration from a zoning standpoint?
• Are there any other potential similar uses of residential properties that should be considered as part of the proposed Text Amendment?

DOCUMENTS ATTACHED
1. Relevant Regulations
2. PowerPoint Presentation
Attachment #1: Relevant Regulations

Table 3.10.01 Permitted Obstructions in Yards

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<tr>
<th>Item</th>
<th>Front</th>
<th>Rear</th>
<th>Side</th>
<th>Corner Side</th>
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<td>Tennis courts, volleyball, basketball, shuffleboard and other courts, private, provided not less than 10 feet from any property line or the minimum setback, whichever is more restrictive</td>
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Table 3.10.01 Permitted Obstructions in Yards

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<td>Tennis courts, volleyball, basketball, shuffleboard and other courts, private, provided not less than 10 feet from any property line or the minimum setback, whichever is more restrictive</td>
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Memorandum

To: Chair and Members
   Plan Commission

From: Doug Hammel, AICP
       Development Manager

Date: November 7, 2018

Subject: 2019 Meeting Schedule and Dates Reserved for Workshops

Once again, it is that time of year to consider next year’s meeting dates!

Attached, for your consideration, is the proposed 2019 schedule of Commission meetings. These Commission meetings are primarily for the Commission to conduct public hearings on petitions made by applicants. This meeting schedule generally follows the Commission’s practice of meeting on the first Wednesday of each month. For 2019, Staff found four instances where a regular meeting date conflicts with another Village event:

- Thursday, January 3: The Village Board will be meeting on Wednesday, January 2 to accommodate the New Year holiday.
- Thursday, April 4: The Village Board will be meeting on Wednesday, April 3 to accommodate local elections on April 2.
- Tuesday, July 2: The Village Board does not have a meeting on Tuesday, July 2. Staff recommends meeting on this date to accommodate travel that may be done by Petitioners or Commissioners on Tuesday, July 3 related to the July 4 holiday.
- Thursday, October 3: The Village Board will be meeting on Wednesday, October 2 to accommodate a religious holiday on October 1.

If Commissioners find there are no conflicts with these proposed dates, Staff recommends the Plan Commission adopt this meeting schedule as presented.

The attached schedule also includes dates to be reserved by the Plan Commission for Workshops, as needed. Workshop dates generally fall on the fourth Wednesday of the month, although none are envisioned in March, November, or December due to Spring Break, Thanksgiving, and Christmas. If Commissioners find there are no conflicts with these proposed dates, Staff recommends the Plan Commission formally reserve these dates, so that the meeting room can be reserved, should they be necessary. The pragmatic difference between adopting a meeting schedule and reserving Workshop dates is that no formal cancellation notice is required for dates that are reserved but not held, whereas for meetings that are scheduled but not held, a cancellation notice is required.

**Recommended Motions**

1) Move and second to **Adopt** the 2018 Plan Commission meeting schedule as proposed.
2) Move and second to **Reserve** proposed dates for possible workshops in calendar year 2018.
Lincolnwood
Plan Commission

2019 Meeting Schedule

Monthly Plan Commission meetings are generally held on the first Wednesday of each month with the fourth Wednesday of each month reserved for Workshops. (Workshop meetings are not scheduled in March, November, or December due to Spring Break, Thanksgiving, and Christmas holidays.) Unless otherwise posted, all Commission meetings begin at 7:00 p.m. and are held in the Council Chambers Room of Village Hall, 6900 North Lincoln Avenue, Lincolnwood, Illinois.

2019 Calendar of Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>2019 Calendar of Workshops</th>
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<td>Wednesday, March 6</td>
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<td>Thursday, April 4*</td>
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<td>Wednesday, December 4</td>
<td>December – None</td>
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* Denotes dates that are proposed for meetings on a date other than the first Wednesday of each month based on the following factors:

- Thursday, January 3: The Village Board will be meeting on Wednesday, January 2 to accommodate the New Year holiday.
- Thursday, April 4: The Village Board will be meeting on Wednesday, April 3 to accommodate local elections on April 2.
- Tuesday, July 2: The Village Board does not have a meeting on Tuesday, July 2. Staff recommends meeting on this date to accommodate travel that may be done by Petitioners or Commissioners on Tuesday, July 3 related to the July 4 holiday.
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