



# Village of Lincolnwood Plan Commission

*Meeting*  
**Wednesday, December 5, 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  
November 7, 2018 Meeting Minutes
4. 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, September 5, 2018, October 4, 2018, and November 7, 2018*)  
  
*Note: The Petitioner has formally withdrawn his request. The matter will no longer be considered by the Plan Commission.*
5. 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, October 4, 2018, and November 7, 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. *Note: Staff has requested that this matter be continued to January 3, 2019.*
6. Next Meeting: **December 20, 2018 (pending confirmation; otherwise, January 3, 2019)**
7. Public Comment
8. Adjournment



**DRAFT MEETING MINUTES  
OF THE  
PLAN COMMISSION  
NOVEMBER 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  
Steven Jakubowski (arrived after approval of minutes)  
Adi Kohn  
Henry Novoselsky  
Anthony Pauletto  
Don Sampen

**MEMBERS ABSENT:**

**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 six members and called the meeting to order at 7:00 p.m.

**II. Pledge of Allegiance**

**III. Approval of Minutes**

**Motion to recommend approval** of the October 4, 2018 Plan Commission Minutes was made by Commissioner Pauletto and seconded by Commissioner Sampen.

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

**Nay: None**

**Motion Approved: 6-0**

Chairman Yohanna announced a change in the order to hear Case #PC-14-18: Zoning Code Text Amendment for the Permissibility of Seasonal Ice Rinks first as there is a member of the audience wishing to address the Plan Commission.

**VI. Case #PC-14-18: Zoning Code Text Amendment – Permissibility of Seasonal Ice Rinks**

Chairman Yohanna announced Case #PC-14-18 for consideration of a Village Board Referral of a Zoning Code Text Amendment related to the permissibility and definition of ice rinks, either seasonal or permanent, as an accessory use.

Development Manager Hammel provided background on what precipitated the proposed text amendment. Accessory structures are permitted in Rear Yards only and must be set back from all lot lines at least ten feet, or the minimum required setback, whichever is greater. Photographs of two non-compliant ice rinks erected last winter were shown for review.

“Ice Rinks” are not explicitly restricted per Table 3.10.01 of the Zoning Code. Staff interprets ice rinks qualifying as “other courts”. If the Plan Commission concurs, staff recommends explicitly including “ice rinks” in the list of types of athletic amenities.

The proposed recommended definition would read “a level of ice that is kept frozen for people to skate on” or other specific characteristics, including permitted or overall height, lighting, installation dates, and maximum permitted area. Staff recommends incorporating physical and functional/operational regulations into the proposed text amendment for a maximum permitted area of 500-square feet.

Staff recommends amending Table 3.10.01 *Permitted Obstruction in Yards* to clarify “ice rinks” as permitted in the Rear Yard only; amend Section 2.02 *Definitions*, to include a general definition for an “ice rink”; and amend section 2.02 *Definitions* or Section 4.09 *Additional Use Standards* to include regulations regarding the physical and functional/operational characteristics of permitted ice rinks.

Chairman Yohanna swore in Mr. Troy Navarrete, 7396 West Crawford Avenue. Mr. Navarrete erected a 15-foot-by-30-foot ice rink last winter for personal skating in the Corner Side Yard unaware of any restrictions.

There was much discussion regarding placement of seasonal accessory structures, i.e., ice rinks, in the Side Yard versus the Rear Yard, including whether or not fencing or screening would be required due to aesthetics or safety issues.

Commissioner Novoselsky agreed the language should be amended to include ice rinks so there can be no interpretation. In response to comments regarding possible flooding, Mr. Navarrete said the ice is slowly melted to avoid flooding. Mr. Navarrete stated there have been no complaints. Commissioner Pauletto saw no reason to deny the installation of ice rinks.

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** to amend Table 3.10.01 *Permitted Obstruction in Yards* to clarify “ice rinks” as a permitted use in Rear and Side Yards and to be set back ten feet from all property lines; amend Section 2.02 *Definitions*, to include a general definition for an “ice rink”;

and amend section 2.02 *Definitions* or Section 4.09 *Additional Use Standards* was made by Commissioner Pauletto and seconded by Commissioner Sampen.

**Aye: Pauletto and Sampen**

**Nay: Auerbach, Jakubowski, Kohn, Novoselsky, and Yohanna**

**Motion Failed: 2-5**

**Motion to recommend approval** to amend Table 3.10.01 *Permitted Obstruction in Yards* to clarify “ice rinks” as a permitted use in Rear Yards only and to be set back ten feet, or the minimum required setback, whichever is greater, from all property lines; amend Section 2.02 *Definitions*, to include a general definition for an “ice rink”; and amend section 2.02 *Definitions* or Section 4.09 *Additional Use Standards* was made by Commissioner Novoselsky and seconded by Commissioner Auerbach.

**Aye: Novoselsky, Kohn, Pauletto, and Yohanna**

**Nay: Auerbach, Jakubowski, and Sampen**

**Motion Failed: 4-3**

**Motion to recommend approval** to amend Table 3.10.01 *Permitted Obstruction in Yards* to clarify seasonal ice rinks as a permitted use in Rear Yards and screened with deciduous evergreens in Side Yards to exceed the height of the ice rink, and to be set back ten feet, or the minimum required setback, whichever is greater, from all property lines; amend Section 2.02 *Definitions*, to include a general definition for an “ice rink”; and amend section 2.02 *Definitions* or Section 4.09 *Additional Use Standards* was made by Commissioner Jakubowski and seconded by Commissioner Pauletto. Case #PC-14-18 will be heard at the November 20, 2018 meeting of the Village Board.

**Aye: Jakubowski, Pauletto, Auerbach, Kohn, Novoselsky, and Yohanna**

**Nay: Sampen**

**Motion Approved: 6-1**

**IV. 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-06-18 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.

Development Director McNellis reviewed background and business survey results pertaining to the proposed text amendments to modify the permissibility of certain sign types including Temporary Signs for Special Events/Grand Openings, Temporary Sign Panels/Covers, Sign

Location, and Portable Sign Design from Section 11.04 *Permitted on premises signs*. Discussion regarding electronic signs will be discussed at a later date.

Development Director McNellis provided proposed and modified Code language for Section 2.02 *Definitions* and Section 11.04 *Permitted on premises signs* for review. There was much Code language discussion pertaining to the number, location, setback, and duration of Temporary signs. The reasoning behind the text amendment language change is to proactively make the sign code more business friendly.

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 continuation** to the Wednesday, December 5, 2018 meeting of the Plan Commission was made by Commissioner Sampen and seconded by Commissioner Novoselsky.

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

**Nay: None**

**Motion Approved: 7-0**

**V. 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.

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 continuation** to the Wednesday, December 5, 2018 meeting of the Plan Commission was made by Commissioner Sampen and seconded by Commissioner Novoselsky.

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

**Nay: None**

**Motion Approved: 7-0**

**VII. 2019 Schedule of Plan Commission Meetings**

**Motion to recommend approval** of the 2019 Plan Commission meeting schedule was made by Commissioner Sampen and seconded by Commissioner Auerbach.

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

**Nay: None**

**Motion Approved: 7-0**

**VI. Next Meeting**

A next meeting of the Plan Commission is scheduled for Wednesday, December 5, 2018.

**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.

**VIII. Adjournment**

**Motion to recommend adjournment** was made by Commissioner Pauletto and seconded by Commissioner Novoselsky. Meeting adjourned at 8:45 p.m.

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

**Nay: None**

**Motion Approved: 7-0**

Respectfully submitted,

Kathryn Kasprzyk  
Community Development Coordinator



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## MEMORANDUM

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**TO:** Chairman Yohanna  
Members of the Plan Commission

**FROM:** Doug Hammel, AICP  
Development Manager

**DATE:** December 5, 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.

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Staff has been notified by the attorney representing the property owner of 4656 West Touhy Avenue that he is formally withdrawing his request for the Special Use and Zoning approvals enumerated above. Should the property owner wish to reinitiate this request, a new application will be required and a new legal notice will be issued. No further action is required by the Plan Commission at this time.



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## MEMORANDUM

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**TO:** Chairman Yohanna  
Members of the Plan Commission

**FROM:** Doug Hammel, AICP  
Development Manager

**DATE:** December 5, 2018

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

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.

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Due to research being conducted by staff as a result of the previous discussion on November 7, 2018, staff recommends that this case be continued to the January 3, 2019 regular meeting of the Plan Commission.

**RECOMMENDED MOTION:**

Move to continue, without discussion, Case #PC-06-18, to the January 3, 2019 regular meeting of the Plan Commission.