

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
JANUARY 2, 2018**

Call to Order

President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:33 P.M., Tuesday, January 2, 2018, in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

Roll Call

On roll call by Deputy Village Clerk Ashley Engelmann the following were:

PRESENT: President Bass, Trustees Cope, Ikezoe-Halevi, Sugarman and Hlepas Nickell

ABSENT: Patel and Spino

A quorum was present. Also present Ashley Engelmann, Assistant Village Manager; Steve Elrod, Village Attorney; Heather McFarland, Management Analyst; Charles Meyer, Assistant to the Village Manager; Robert Merkel, Finance Director; Andrew Letson, Public Works Director; Bruce Rottner, Police Chief; Steve McNellis, Community Development Director; Doug Hammel, Development Manager.

Approval of Minutes

Minutes of the November 28, 2017 Committee of the Whole Stormwater Workshop, December 5, 2017 Committee of the Whole and December 19, 2017 Committee of the Whole meetings were distributed in advance of the meeting and were examined.

Trustee Hlepas Nickell moved to approve the November 28, 2017 minutes as presented and to table the December 5, 2017 and December 19, 2017 minutes so that additional information could be added. Trustee Sugarman seconded the motion.

The motion passed with a Voice Vote.

Regular Business

1. Discussion Concerning Proposed Zoning Code Text Amendments

The item was presented by Mr. McNellis using PowerPoint. Mr. McNellis presented the following proposed zoning text amendments for consideration to refer to the Plan Commission for a public hearing:

- Temporary Signs- Special Event/Grand Opening
- Temporary Sign Panels

- Sign Location
- Portable Sign Design

Mr. McNellis began by discussing temporary signs- special event/grand opening. The current Zoning Code states that special event and grand opening signs are temporary signs and are limited to two non-consecutive 15-day events. There are no limitations on sign type, size, number of signs or the location they may be placed.

Mr. McNellis noted that the current Zoning Code for temporary signs is overly-stringent and may discourage a business from seeking a permit. The timeframes that are permitted may not be long enough for a business's needs. Staff feels that a better definition of what is a permissible temporary sign needs to be developed. Staff is recommending that consideration be given to reduce the minimum number of days per event to provide greater flexibility for recurring events.

Staff is recommending the following:

- Increase the permissible number of days to 60 days per calendar year
- Reduce the minimum number of days to 5 days per event which would allow up to 12 events per year
- Place limitations on the size, number of signs and types of temporary signs allowed

Trustee Hlepas Nickell asked if the Economic Development Commission should review this matter.

Mr. McNellis clarified that the Economic Development Commission has reviewed all of the items that are being presented and they are supportive of the recommendations.

Trustee Cope noted that by reducing the minimum days a business could end up installing a temporary sign once per month.

Mr. McNellis noted that the Lincolnwood Town Center is a good example of a business where this would allow for greater flexibility.

Trustee Hlepas Nickell expressed concern that a multi-tenant building could have sign clutter as a result of modifying the Zoning Code and that multi-tenant buildings should be considered when reviewing the Zoning Code.

Trustee Ikezoe-Halevi asked if businesses are provided information regarding sign requirements when they apply for and receive a building permit.

Mr. McNellis noted that they are not currently but it is something that is being worked on.

Trustee Hlepas Nickell also noted that the size of the property should be taken into consideration.

At this time Mayor Bass polled the Board regarding a referral to the Plan Commission. Consensus was to refer the matter to the Plan Commission.

Mr. McNellis began discussing temporary sign panels. The current Zoning Code does not allow free-standing signs to be covered with material of a temporary nature. Free-standing signs cannot display information other than that of the existing tenant/owner.

Mr. McNellis stated that covering or bagging a sign may be appropriate for new tenant identification or properties for sale/lease. There are various benefits of permitting bagging of signs. Bagging of signs would allow tenants to get identification up immediately, remove the stigma of a blank/empty sign cabinet, and reduce sign proliferation with an existing sign serving as the only real estate sign on a property. It would also allow for greater real estate sign visibility which could result in quicker real estate transactions.

Mr. McNellis noted that staff recommends that if bagging of signs is allowed they must provide a tight-fit wrapping that completely covers and conforms to the underlying shape; the new tenant identification should be limited to a specific timeframe (i.e. 90 or 120 days) and allowable materials should be identified.

The following considerations were presented to the Board: Should existing monument/pole signs be permitted to be wrapped for new tenant identification and lease/for sale signs, should there be specific materials that are identified and what is the maximum timeframe they should be allowed.

Trustee Cope noted that he is concerned that the temporary signs would be too close to the street causing line of sight problems for vehicles.

Mr. McNellis responded that the current Zoning Code does address line of sight requirements for permanent locations of signs.

Trustee Hlepas Nickell stated that we may want to look at limiting the amount of information allowed to be placed on a sign.

Trustee Cope stated that there is current legal precedent that limits the ability to control the message on a sign. Attorney Elrod echoed Trustee Cope's statement.

At this time Mayor Bass polled the Board regarding a referral to the Plan Commission for temporary sign panels. Consensus was to refer the matter to the Plan Commission.

Mr. McNellis presented recommendations for sign location. Currently both permanent and temporary signs are required to maintain a setback of 10' from the exterior property line. Variations for permanent signs are commonly requested. Conditions within the Village often lead to inadequate setbacks to accommodate temporary signs.

It was noted that typical small commercial lots provide challenges for sign setbacks. Examples were provided of recent variations that were requested and approved which were the Stefani's Restaurant and the AT&T store at Touhy and Lawndale.

Mr. McNellis stated that staff is recommending reducing the setback for permanent and temporary signs to 1ft. from the property line. This would ensure that the base and foundation remain within private property.

Trustee Cope reiterated his earlier comment that we need to ensure that signs are not placed within the line of sight triangle.

At this time Mayor Bass polled the Board regarding a referral to the Plan Commission for sign location. Consensus was to refer the matter to the Plan Commission.

Mr. McNellis presented options for portable sign design. The current Zoning Code requires that portable signs (i.e. A-frames or sandwich boards) must be professionally printed and not hand-written. The current language within the Zoning Code means that businesses incur a cost to produce these signs. It does not allow for spontaneous advertising decisions such as restaurant specials. It also creates lag time that can affect timely announcements. Staff recommends removing restrictions on portable signs being professionally printed.

Trustee Hlepas Nickell noted that she is concerned about what the content of the message may be if this were allowed but she is interested to hear how the Plan Commission reviews it.

Trustee Sugarman stated that we are a small Village and we should give businesses every opportunity to advertise.

At this time Mayor Bass polled the Board regarding a referral to the Plan Commission for portable sign design. Consensus was to refer the matter to the Plan Commission.

Due to time constraints Regular Business Item #2 will be discussed at the next Committee of the Whole Meeting.

Adjournment

At 7:25 PM Trustee Cope moved to adjourn Committee of the Whole, seconded by Trustee Sugarman. The motion passed with a Voice Vote.

Respectfully Submitted,



Ashley Engelmann

Deputy Village Clerk