

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
MAY 15, 2018**

Call to Order

President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 7:00 P.M., Tuesday, May 15, 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 Village Clerk Beryl Herman the following were:

PRESENT: President Bass, Trustees Spino, Ikezoe-Halevi, Cope, Patel

ABSENT: Trustees Sugarman and Hlepas Nickel

A quorum was present.

Also present: Village Manager Tim Wiberg, Assistant Village Manager Ashley Engelmann, Assistant to the Village Manager, Village Attorney Steven Elrod, Community Development Director Steve McNellis, Public Works Director Andrew Letson

Approval of Minutes

Minutes of the May 1, 2018 Committee of the Whole were distributed in advance of the meeting and were examined.

Trustee Cope moved to approve, Trustee Ikezoe-Halevi seconded the motion.
The motion passed with a Voice Vote.

1. Discussion Concerning the Potential Establishment of Regulations Governing Temporary Tents

This item was presented by Mr. McNellis using PowerPoint.

Photos of different types of tents were displayed.

Some comments were made by Trustees Cope, Ikezoe-Halevi and Patel.

Background

*Temporary tents historically not regulated (no permit required)

*Tents used for commercial uses, on commercial properties, inspected by the Fire Department

*Village's adopted Life Safety Code maintains certain minimum regulations (Flammability standards, setbacks from other tents, provision of fire extinguishers, standards for heaters, maximum coverage of 75%)

*Accessory Structures section of the Zoning Code has some relevance (setbacks similar to built structures, some height limitations)

- *No clear repository of information regarding tent permissibility in the Village ode
- *Are current requirements sufficient? Are those requirements presented in a use-friendly format/location?

Current Requirements

The following questions cannot be answered by existing Codes.

- *For what purposes can a temporary tent be used? Special Event? Performance? Sale of goods/products?
 - *I sale of goods is permitted, should those goods be related to the principal use?
 - *Are setbacks defined in Accessory Structures section of the Code sufficient?
 - *What timeframe constitutes “temporary”?
- Should there be different requirements for single family residential properties versus all others?
- *Is an inspection required?
 - *How is parking in a non-residential site affected?
 - *What are reasonable bulk standards (area and height) for a temporary tent?
 - *Is there an appeals process for tents that do not meet certain basic parameters?
 - *Is signage permitted?
 - *Is lighting permitted?
 - *Should temporary tents be permitted on vacant properties?

Recommendation

Refer to the Plan Commission for Public Hearing an amendment to the Zoning Code to do the following:

- *Develop appropriate regulation or Temporary Tents, and place them in a single clearly-named section of the Zoning Code
- *Require a Permit, with a minimal fee for all temporary tents

Conditions for Consideration

- *Timeframe – no longer than 7 calendar days, up to twice a year
- *Minimum 10’ setback from property line, except setback on a commercial property abutting a residential property must meet setback for a primary structure
- *Tents shall not cover more that 25% of a lot area
- *Tents shall be no taller than 20’
- *Village Safety Code requirements shall be met
- *Tents on commercial properties to be inspected by Fire Department for fire safety
- *Tents to be located so as not to inhibit flow of traffic on-site or block ingress/egress
- *Parking availability cannot be reduced greater than 25% below current conditions unless an alternate parking site an access is approved by the Village
- *Sale of products/goods must relate to the principal business on the property
- *Temporary Tent permits to be approved by Village staff. Applicant must seek special permission from the Village Board in order to vary any conditions.
- *Signage limited to one identification sign, either a banner or ground sign, at a size no greater than 20 square feet in area. Ground signs to have a maximum height of 6’
- *Tents are not permitted on vacant properties.

Mr. McNellis clarified some points and will put together a list of proposals the Village has received.

Tent companies look to see if there is a permit required, if not they just go ahead.

Trustee Patel asked if a developer wished to put a tent on his vacant property, is this possible? Our Zoning Code states that an accessory use cannot be on property with no primary use.

Mr. McNellis will look into primary and accessory uses.

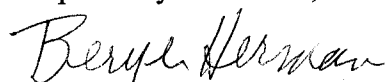
Trustee Spino asked about a Farmer's Market.

After some additional discussion, Mayor Bass recommended that this go to CORB. The Board agreed.

Adjournment

At 7:30 P.M. Trustee Patel moved to adjourn Committee of the Whole, seconded by Trustee Cope.
The motion passed with a Voice Vote.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Beryl Herman".

Beryl Herman
Village Clerk