

**VILLAGE OF LAKE BLUFF
JOINT PLAN COMMISSION & ZONING BOARD OF APPEALS
MEETING**

**Wednesday, November 16, 2016
Village Hall Board Room
40 East Center Avenue
7:00 P.M.**

A G E N D A

- 1. Call to Order and Roll Call**
- 2. Non-Agenda Items and Visitors (Public Comment Time)**
The Joint Plan Commission & Zoning Board of Appeals Chair and Board Members allocate fifteen (15) minutes during this item for those individuals who would like the opportunity to address the Board on any matter not listed on the agenda. Each person addressing the Joint Plan Commission & Zoning Board of Appeals is asked to limit their comments to a maximum of three (3) minutes.
- 3. Consideration of the October 19, 2016 PCZBA Regular Meeting Minutes**
- 4. A Discussion Concerning a Text Amendment to the Zoning Code Regulations Regarding the Inclusion of Attics in Floor Area Ratio Computations**
- 5. A Discussion Concerning Updates to the Lake Bluff Comprehensive Plan and Planning Elements**
- 6. Staff Report**
- 7. Commissioner's Report - Regular PCZBA Meeting Scheduled for December 21, 2016**
- 8. Adjournment**

The Village of Lake Bluff is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact R. Drew Irvin, Village Administrator, at (847) 234-0774 or TDD number (847) 234-2153 promptly to allow the Village of Lake Bluff to make reasonable accommodations.

**VILLAGE OF LAKE BLUFF
JOINT PLAN COMMISSION & ZONING BOARD OF APPEALS
REGULAR MEETING**

OCTOBER 19, 2016

DRAFT MINUTES

1. Call to Order & Roll Call

Chair Kraus called to order the regular meeting of the Joint Plan Commission and Zoning Board of Appeals (PCZBA) of the Village of Lake Bluff on Wednesday, October 19, 2016, at 7:00 p.m. in the Village Hall Board Room (40 E. Center Avenue).

The following members were present:

Members: David Burns
Mary Collins
Elliot Miller
Steven Kraus, Chair

Absent: Sam Badger
Leslie Bishop
Gary Peters

Also Present: Benjamin Schuster, Village Attorney
Brandon Stanick, Assistant to the Village Administrator (A to VA)

2. Non-Agenda Items and Visitors

Chair Kraus stated the PCZBA allocates 15 minutes for those individuals who would like the opportunity to address the PCZBA on any matter not listed on the agenda.

There were no requests to address the PCZBA.

3. Approval of the September 21, 2016 PCZBA Regular Meeting Minutes

Member Miller moved to approve the September 21, 2016 PCZBA Regular Meeting Minutes as presented. Member Burns seconded the motion. The motion passed on a voice vote with Member Collins abstaining.

4. Public Hearing to Consider: (i) a Special Use Permit to Allow the Operation of a Physical Fitness Facility (SIC 7991) at 37 Sherwood Terrace, Units #132-133; and (ii) Any Other Zoning Relief as Required for Hunter Fitness and Nutrition, Inc. to Operate the Physical Fitness Facility

Chair Kraus introduced the agenda item and then requested an update from Staff.

A to VA Stanick reported on September 20, 2016 the Village received a zoning application from Hunter Fitness and Nutrition, Inc. (Petitioner) seeking a Special Use Permit (SUP) to allow the operation of a physical fitness facility at 37 Sherwood Terrace, Units #132-133. The Petitioner will operate a physical fitness facility in a multi-tenant building mainly comprised of office and service uses. According to the Petitioner, the physical fitness services are provided in groups of 8 to 16 people. Also, in addition to small group training the Petitioner will provide personal

training, specialty training (yoga, sports massage, etc.), and special classes (boot camps, seniors, etc.). The Petitioner states as part of the submittal that 1,160 sq. ft. of space will be used for office and 2,620 sq. ft. for the gym.

A to VA Stanick reported the proposed hours of operation are Monday through Friday (5:00 a.m. to 8:00 p.m.), Saturday (8:00 a.m. to 12:00 p.m.) and closed on Sunday (depends on future demand). Due to the nature of the business Staff anticipates regular deliveries to the building will be minimal, if any. He reported required parking in the L-1 Zoning District for production, assembly and office uses is 1 space per 600 sq. ft. of floor area. The building is 35,458 sq. ft. in size and requires 59 spaces; there are currently 71 total spaces.

A to VA Stanick reported there will be minimal impact to public utilities as adequate water and sewer services are currently available. Sanitation service will be provided by the property owner's contractor. Village Staff does not anticipate any irregular police and/or fire service impacts. The PCZBA may recall its consideration of SUPs earlier this year for two separate fitness facilities: Vlad's Gym, Inc. (personal training) and Lyft Health & Fitness (CrossFit and weight training).

Chair Kraus administered the oath to those in attendance and opened the public hearing.

Mr. Chris Hunter introduced himself and his business partner, Aneta Chmur, then provided background information regarding the request.

In response to a comment from Member Collins regarding parking, Mr. Hunter stated there will be adequate parking available during the early morning hours and he does not anticipate high traffic volume when the gym is open in the afternoon. A discussion ensued regarding the proposed hours of operation.

Member Burns expressed his concern regarding noise. Mr. Hunter stated music will be played at a motivational level that will not impact surrounding businesses.

Chair Kraus inquired of the class size. Mr. Hunter stated the matted area will be approximately 16 ft. wide and 60 ft. long and accommodate 25 people if equipment is being used.

Member Burns asked who would be responsible for future parking issues should they arise. A to VA Stanick stated the landlord is responsible for any issues associated with the property.

In response to a comment from Chair Kraus, Mr. Hunter stated the interior wall was removed and both exterior entranceways lead into the main space; however, one of the doors will be locked at all times.

Chair Kraus closed the public hearing.

Member Burns moved to recommend the Village Board approve a special use permit to allow Hunter Fitness and Nutrition, Inc. to operate a physical fitness facility at 37 Sherwood Terrace, Units #132-133. Member Collins seconded the motion. The motion passed on the following roll call vote:

Ayes: (4) Burns, Collins, Miller and Chair Kraus
Nays: (0)
Absent: (3) Badger, Bishop and Peters

5. Pre-Application Meeting to Present a Proposal for the Redevelopment of the Former Arden Shore Child and Family Services Property (500 Arden Shore Road)

Chair Kraus introduced the agenda item and invited the Petitioner to the podium.

A to VA Stanick stated the purpose of the workshop meeting it to provide an opportunity to review this general concept for development with the Petitioner prior to a formal submittal and public hearing. As this is not a public hearing a public notice was not required to be sent to surrounding property owners.

Mr. Laurence Booth (architect and neighboring property owner) introduced himself, as well as Pete Speranza (Owner's Attorney) and Jack Keller (Shore Acres Vice President). Mr. Booth provided background information on the former Arden Shore Child and Family Services Property and presented preliminary plans for a planned residential development (PRD). The plan is to build 12 one-story cottage homes under the current Country Estate (CE) zoning and provide for open space in the middle of the property. The target market price would be \$1.5 million and water and sewer would be provided by well and septic. The area will be accessible via Shore Acres Road. Mr. Booth stated he anticipates receiving feedback from some of the neighbors that have not yet been contacted.

Member Burns asked if this is the right use for the space. Mr. Booth expressed his opinion the proposal is appropriate as there is no demand for large homes in the current housing market and noted the proposed orientation of the 12 lots would not visually impact neighboring properties.

Member Burns expressed his concern regarding the close proximity of the new homes to the existing neighboring homes. Mr. Booth advised they will review the placement of the easterly homes but the plan is to maintain the existing open space.

Member Collins stated smaller homes are needed in Lake Bluff. She commented on the roadway, orientation of the proposed homes, variety and size of the homes. Mr. Booth stated the intent is to provide sufficient screening from the neighboring properties.

Member Miller expressed his preference for lower priced homes on the western end of the property. He expressed concern for the absence of public sewer and water facilities.

Chair Kraus provided background information on the existing utility easement and expressed his concern for public safety issues that could occur without having access to municipal water. He expressed concern regarding maintenance of Arden Shore Road. Mr. Booth stated they would consider combining Arden Shore and Shore Acres Roads.

Chair Kraus inquired of the access area shown on the west side of the property and if the open savannah would be placed in conservancy. Mr. Booth expressed his belief Shore Acres Country Club would not benefit from placing the land in conservancy.

Chair Kraus noted he has no immediate concern with the size of the roadway as long as public safety vehicles can access the property.

In response to a question from Chair Kraus, Mr. Booth expressed his belief a homeowners association would be responsible for maintaining the open space as part of the development.

Mr. Keller stated Shore Acres Country Club would be willing to discuss any future restrictions on the use of the western portion of the property. Mr. Keller stated the proposed cottage homes are not exclusive to Club members. Mr. Keller expressed his understanding they could move forward with the conceptual design.

Chair Kraus stated that the proposed single-family homes in the CE Zoning District is consistent with the Comprehensive Plan and incorporating permanent open space areas is an interesting alternative.

6. A Discussion Concerning Updates to the Lake Bluff Comprehensive Plan and Planning Elements

Chair Kraus introduced the agenda item and led a discussion regarding updates to the Comprehensive Plan focusing on which plan elements will be used in the update. An updated list will be discussed at the next meeting. The PCZBA also reviewed the maps and requested changes to: Map 4, Quadrant Layout; Map 4A, Northwest; Map 4C, Central Business District; Map 4D, North Central; Map 4E, South Central; Map 4F, Commercial Industrial. It was the preference of the PCZBA to: increase the color contrast of the maps; adjust the line weight of the boundaries; overlay the outline of the Downtown Future Lane Use Plan map (updated in 2016) on Map 4C, Central Business District; remove all zoning district boundaries from the planning maps; and consider replacing “Quadrant” on the maps.

7. Staff Report

A to VA Stanick had no report.

8. Commissioner’s Report

Chair Kraus reported the next regular PCZBA meeting is scheduled for November 16, 2016.

9. Adjournment

As there was no further business to come before the PCZBA, Member Collins moved to adjourn the meeting. Member Miller seconded the motion. The meeting adjourned at 9:59 p.m.

Respectfully submitted,

Brandon Stanick
Assistant to the Village Administrator

VILLAGE OF LAKE BLUFF

Memorandum

TO: Chair Kraus and Members of the Joint Plan Commission & Zoning Board of Appeals

FROM: Brandon Stanick, Asst. to the Village Administrator

DATE: November 11, 2016

SUBJECT: **Agenda Item #4** - Attic Space in Floor Area Ratio Computations

In 2015, following the demolition petitions for two significant homes in the Village, the Village President and Village Board expressed a desire to evaluate the following:

1. if the Village's historic preservation regulations are truly achieving the purpose of promoting historic and architectural preservation in the Village;
2. if the Village's bulk and massing regulations are effectively managing the massing of new single-family homes;
3. if the Village's subdivision regulations are protecting the character of Lake Bluff; and
4. if there is a desire to implement architectural review requirements for new single-family homes.

These "4 Points" were referred to the Historic Preservation Commission (HPC), the Joint Plan Commission and Zoning Board of Appeals (PCZBA), and the Architectural Board of Review (ABR) for further study and review. The following were determined "priority issues" by the PCZBA to further study:

- Consider counting all attic space as floor area (regardless of access); and
- Consider amending the Zoning Code to exclude ravine slopes from the lot area calculation and only use the table land to determine lot area.

A draft ordinance is attached to help facilitate a discussion concerning the computation of attic space as floor area. It is important to know a public hearing is NOT scheduled as no formal public hearing notice has been published. It is recommended the PCZBA review and discuss the draft ordinance, and once a consensus has been reached, forward a recommendation to the Village Board for feedback and further direction.

If there are any questions regarding this material, feel free to contact me at 847-283-6889.

Attachments:

- Draft Ordinance Regarding the Inclusion of Attic Space in Floor Area Ratio Computations;
- Community Character Discussion Points; and
- Meeting Minutes from the November 9 and November 23, 2015 COW Meetings.

ORDINANCE NO. 2016-__

**AN ORDINANCE AMENDING SECTION 10-5-6 OF THE LAKE BLUFF ZONING
REGULATIONS REGARDING THE INCLUSION OF ATTICS IN FLOOR AREA RATIO
COMPUTATIONS**

Passed by the Board of Trustees, _____, 2016

Printed and Published, _____, 2016

Printed and Published in Pamphlet Form
by Authority of the
President and Board of Trustees

VILLAGE OF LAKE BLUFF
LAKE COUNTY, ILLINOIS

I hereby certify that this document
was properly published on the date
stated above.

Village Clerk

ORDINANCE NO. 2016-__

AN ORDINANCE AMENDING SECTION 10-6-5 OF THE LAKE BLUFF ZONING REGULATIONS REGARDING THE INCLUSION OF ATTICS IN FLOOR AREA RATIO COMPUTATIONS

WHEREAS, the Village of Lake Bluff is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, Section 10-5-6 of the Village Zoning Regulations prohibits any structure constructed or altered on a residential lot from exceeding the maximum floor area ratio ("**FAR**") for the lot and sets forth how the FAR will be computed (collectively, "**FAR Regulations**"); and

WHEREAS, the Village desires to update and clarify how attics are considered for calculating the maximum FAR for a property ("**Proposed Amendment**"); and

WHEREAS, the Village's Joint Plan Commission and Zoning Board of Appeals ("**PCZBA**"), pursuant to proper notice, conducted a public hearing to consider the Proposed Amendment on _____, 2016, pursuant to Section 10-2-9D2 of the Zoning Regulations; and

WHEREAS, at the close of the public hearing, pursuant to Section 10-2-9D3 of the Zoning Regulations, the PCZBA recommended that the Village Board approve the Proposed Amendment as set forth in this Ordinance; and

WHEREAS, the Board of Trustees has determined that adoption of the Proposed Amendment as set forth in this Ordinance is in the best interests of the Village;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. Recitals.

The foregoing recitals are incorporated herein as findings and determinations of the Board of Trustees.

Section 2. Public Hearing.

A public hearing on the Proposed Amendment was duly advertised on or before _____, 2016, in the *News-Sun*. The public hearing was commenced by the PCZBA on _____, 2016. On _____, 2016, the PCZBA recommended that the Board of Trustees adopt the Proposed Amendment.

Section 3. Amendment to Section 10-5-6 of the Zoning Regulations.

Pursuant to Section 10-2-9 of the Zoning Regulations, the text of Section 6, titled, "Floor Area Ratio," of Chapter 5, titled "Residential Districts," of Title 10, titled "Zoning Regulations," of the *Lake Bluff Municipal Code* is hereby amended as follows:

"10-5-6: Floor Area Ratio:

* * *

B. Special Gross Floor Area Calculations And Exceptions: For purposes of determining the maximum gross floor area permitted for a lot, the following special calculations and exceptions shall apply:

* * *

- 7. Attics: Only that portion of an attic floor that: ~~a) has a floor to ceiling height equal to or greater than six feet (6'); and b) is determined by the village building commissioner to have been designed to be readily utilized for, or readily converted to, eating, sleeping, or living areas, shall be included in the gross floor area of the lot. In making such determination, the building commissioner shall consider such factors as, without limitation, the method of access and emergency egress, natural light and ventilation provided for such space, and the size of such space.~~ **For purposes of this Section 10-5-6(B)(7), "attic" is defined as the space between the ceiling joists of the top story and the roof sheathing.**

* * **

Section 3. Effective Date.

This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of _____, 2016, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED this ____ day of _____, 2016.

Village President

ATTEST:

Village Clerk

FIRST READING: _____

SECOND READING: _____

PASSED: _____

APPROVED: _____

PUBLISHED IN PAMPHLET FORM: _____

COMMUNITY CHARACTER DISCUSSION POINTS

November 9, 2015 Committee-of-the-Whole Meeting
with the
Joint Plan Commission & Zoning Board of Appeals
Historic Preservation Commission
Architectural Board of Review

Definitions for Reference

- **Bulk:** Regulations that establish the maximum size of buildings on a lot and the area in which buildings can be located. Pursuant to the Lake Bluff Zoning Code the following are controls that comprise “bulk”: building coverage, height, building setbacks, daylight plane, floor area and impervious surfaces.
- **Subdivision:** Generally, any movement of a lot line. The Lake Bluff Subdivision Code defines subdivision as any change, division, resubdivision or rearrangement of any piece or parcel of land, block, lot, or any part thereof, into two or more lots or parcels of land for the purpose, whether immediate or future, of transferring ownership or building development; or any change in existing street lines or public easement, or if a new street is involved any division of land.

Joint Plan Commission & Zoning Board of Appeals

PCZBA Priority Issues

1. Consider counting all attic space as floor area (regardless of access).
2. Consider amending Zoning Code to exclude ravine slopes from the lot area calculation and only use the table land to determine lot area.

Subdivisions

3. Consider requiring PCZBA review and recommendation to Village Board of all proposed subdivisions (any action that is moving a property line).
4. Consider requiring an advisory board review site plans and building elevations of a new house at a public hearing prior to the consideration of a subdivision request.
5. In addition to PCZBA review of any proposed subdivision, consider allowing the HPC and ABR (at their discretion) to hold a public hearing on any proposed subdivision to review the proposal from their areas of expertise.
6. Consider creating standards for subdivisions that maintain scale and character of an existing neighborhood.

7. Consider increasing lot area and lot width requirements in the R-4 Zoning District to reduce potential subdivisions.¹

Infill housing

8. Consider requiring advisory board review of all site plans and building elevations of any new residence proposed for a vacant lot.
9. Consider requiring the PCZBA, HPC and ABR (at their discretion) to hold a public hearing on the infill housing request from their areas of expertise and forward a recommendation to the Village Board.

Teardowns and rebuilds not involving a subdivision

10. Prior to issuing a demolition permit for any existing house, consider requiring the site plan and buildings elevations for a new house be reviewed by an advisory board. Property owner must have Village approval to build the new house prior to receiving a demolition permit.
11. Consider allowing the HPC to conduct demolition reviews for the demolition of homes that are less than 50 years in age. Consider allowing the ABR to review at a public hearing the site plan and building elevations of the new house.
12. Consider limiting the size of new houses that are built following a teardown. Consider determining size of new house by: floor area allowed per the Zoning District, no larger than the size of the teardown, 1.xx times the size of the teardown, etc.

New Zoning Classification

13. Consider creating new zoning classification for governmental/institutional uses such as Village Hall, Public Works facility, Park District Rec Center, Schools, Churches, etc. Currently, these types of facilities are located in residential districts which is not reflective of the activities (or intensity) of institutional uses.

Miscellaneous Zoning Regulations

14. Consider encouraging rehabilitation of existing structures through zoning bonuses.
15. Consider developing regulations limiting bulk and encouraging historical/architectural continuity with surrounding properties:
 - a) Floor Area
 - Consider limiting the allowable floor area of homes on “deep” lots based on the amount of street frontage of the lot. Refer to 709 Birch as an example.
 - Given the variety of lot sizes in the R-4 District, and the mix of large and small houses that result, consider reducing the floor area allowed on larger lots.

¹ Added by Staff.

- Reconsider the amount of floor area bonus given for front porches and rear yard garages.
- b) Setbacks - Consider larger side yard setbacks on bigger lots.
- c) Lot coverage - Consider adding restrictions on the percentage of surface land that is covered on small lots.

16. Consider creating a universal parking lot standard(s) to use in all Zoning Districts.

Historic Preservation Commission

17. Consider requiring the following additional information to constitute a full and complete demolition application:

- a) Please explain the reason(s) you are proposing to demolish the structure.
- b) What is the Property Owner's short-term and long-term plans for the property?
- c) Please provide a written description of any historical information with supporting documentation.
- d) Please explain why the structure may not qualify for landmark designation status.
- e) Please identify the approximate costs to rehabilitate the structure compared to the costs to demolish and build new.
- f) Have you considered relocating the structure to an alternate location? If so, please provide details.
- g) Please prepare a written statement describing how best to preserve the Village's historical and architectural character.
- h) Please include the following: plat of survey, elevation pictures of existing house, elevation drawings of proposed house (if available) and aerial map of neighborhood (include surrounding blocks).

18. Consider extending the demolition delay for all structures to 365 days with the option for the Village Board to extend the delay indefinitely.

- Existing regulations -
 - Non-landmark: up to 120 days with option for Village Board to extend to 150 days; and
 - Landmark: mandatory 120 days with option for Village Board to extend to 150 days.

19. Explore requiring a real estate rider to accompany all home sales in Lake Bluff that provides information and assistance to new residents regarding the Village's adopted plans, policies, regulations and processes.

Architectural Board of Review

20. Consider establishing an Architectural Review District that would require new construction to comply with specific building material standards. The ABR would only review projects that vary from the building material standards in this proposed District.

**VILLAGE OF LAKE BLUFF
JOINT SPECIAL MEETING OF THE
COMMITTEE-OF-THE-WHOLE MEETING,
JOINT PLAN COMMISSION & ZONING BOARD OF APPEALS,
ARCHITECTURAL BOARD OF REVIEW, AND
HISTORIC PRESERVATION COMMISSION
NOVEMBER 9, 2015**

APPROVED MINUTES OF MEETING

The Village of Lake Bluff Board of Trustees met as a Committee-of-the-Whole (COW) in the Village Hall Board Room (40 East Center Avenue) on Monday, November 9, 2015 during a special meeting with the Chairs of the Joint Plan Commission & Zoning Board of Appeals (PCZBA), Historic Preservation Commission (HPC) and the Architectural Board of Review (ABR). Village President O'Hara called the meeting to order at 6:00 p.m. and Village Clerk Aaron Towle called the roll and announced the following were present:

Village President: Kathleen O'Hara

Trustees: Barbara Ankenman
Steve Christensen
Mark Dewart
John Josephitis
William Meyer

Absent: Eric Grenier, Village Trustee

Also Present: Aaron Towle, Village Clerk
Robert Hunter, Chair Architectural Board of Review
Janet Nelson, Chair Historic Preservation Commission
Steve Kraus, Chair Joint Plan Commission & Zoning Board of Appeals
Drew Irvin, Village Administrator
Peter Friedman, Village Attorney
Jeff Hansen, Village Engineer
Michael Croak, Building Codes Supervisor
Brandon Stanick, Assistant to the Village Administrator (A to VA)

Non-Agenda Items and Visitors

President O'Hara stated the COW allocates 15 minutes for those individuals who would like the opportunity to address the COW on any matter not listed on the agenda.

There were no requests to address the COW.

Consideration of the Minutes from the October 26, 2015 Committee-of-the-Whole Meeting

Trustee Christensen moved to approve the October 26, 2015 COW Meeting Minutes as presented. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

Special Meeting of the Committee-of-the-Whole, Joint Plan Commission & Zoning Board of Appeals, Architectural Board of Review, and Historic Preservation Commission Regarding the: i)

Construction, Renovation, and Preservation of Residences and ii) Historic Preservation, Bulk Regulations, Subdivision Regulations, and Design Review

Village Administrator Drew Irvin reported following the demolition petitions for the properties located at 400 E. Center Avenue and 925 N. Sheridan Road earlier this year, the President and Village Board expressed a desire to evaluate the following:

- if the Village’s historic preservation regulations are truly achieving the purpose of promoting historic and architectural preservation in the Village;
- if the Village’s bulk and massing regulations are effectively managing the massing of new single-family homes;
- if the Village’s subdivision regulations are protecting the character of Lake Bluff; and
- if there is a desire to implement architectural review requirements for new single-family homes.

Village Administrator Irvin stated these “4 Points” were referred to the HPC, PCZBA and the ABR for further study.

President O’Hara stated she asked for this discussion to take place after having reviewed the matter with the Village Board regarding changes to the character of Lake Bluff. She stated during tonight’s meeting the Chair of each advisory body is here to provide an update concerning the recommendations of their respective boards for the COW to determine the next steps, if any.

PCZBA Chair Kraus reviewed the concepts from the PCZBA and noted the following:

Priority Issues: 1) consider counting all attic space as floor area (regardless of access); and 2) consider amending Zoning Code to exclude ravine slopes from the lot area calculation and only use the table land to determine lot area.

Subdivisions: 3) consider requiring PCZBA review and recommendation to Village Board of all proposed subdivisions (any action that is moving a property line); 4) consider requiring an advisory board review site plans and building elevations of a new house at a public hearing prior to the consideration of a subdivision request; 5) in addition to PCZBA review of any proposed subdivision, consider allowing the HPC and ABR (at their discretion) to hold a public hearing on any proposed subdivision to review the proposal from their areas of expertise; 6) consider creating standards for subdivisions that maintain scale and character of an existing neighborhood; and 7) consider increasing lot area and lot width requirements in the R-4 Zoning District to reduce potential subdivisions.

Infill housing: 8) consider requiring advisory board review of all site plans and building elevations of any new residence proposed for a vacant lot; and 9) consider requiring the PCZBA, HPC and ABR (at their discretion) to hold a public hearing on the infill housing request from their areas of expertise and forward a recommendation to the Village Board.

Teardowns and rebuilds not involving a subdivision: 10) prior to issuing a demolition permit for any existing house, consider requiring the site plan and buildings elevations for a new house be reviewed by an advisory board. Property owner must have Village approval to build the new house prior to receiving a demolition permit; 11) consider allowing the HPC to conduct demolition reviews for the demolition of homes that are less than 50 years in age. Consider allowing the ABR to review at a public hearing the site plan and building elevations of the new house; and 12) consider limiting the size of new houses that

are built following a teardown. Consider determining size of new house by: floor area allowed per the Zoning District, no larger than the size of the teardown, 1.xx times the size of the teardown, etc.

New Zoning Classification: 13) consider creating new zoning classification for governmental/institutional uses such as Village Hall, Public Works facility, Park District Rec Center, Schools, Churches, etc. Currently, these types of facilities are located in residential districts which is not reflective of the activities (or intensity) of institutional uses.

Miscellaneous Zoning Regulations: 14) consider encouraging rehabilitation of existing structures through zoning bonuses; 15) consider developing regulations limiting bulk and encouraging historical/architectural continuity with surrounding properties:

- a) Floor Area -
 - i. Consider limiting the allowable floor area of homes on “deep” lots based on the amount of street frontage of the lot. Refer to 709 Birch as an example.
 - ii. Given the variety of lot sizes in the R-4 District, and the mix of large and small houses that result, consider reducing the floor area allowed on larger lots.
 - iii. Reconsider the amount of floor area bonus given for front porches and rear yard garages.
- b) Setbacks - Consider larger side yard setbacks on bigger lots.
- c) Lot coverage - Consider adding restrictions on the percentage of surface land that is covered on small lots; and

16) consider creating a universal parking lot standard(s) to use in all Zoning Districts.

HPC Chair Nelson reviewed the concepts from the HPC and noted the following:

Building permit applications for demolition: 17) consider requiring the following additional information to constitute a full and complete demolition application:

- a) Please explain the reason(s) you are proposing to demolish the structure.
- b) What is the Property Owner’s short-term and long-term plans for the property?
- c) Please provide a written description of any historical information with supporting documentation.
- d) Please explain why the structure ay not qualify for landmark designation status.
- e) Please identify the approximate costs to rehabilitate the structure compared to the costs to demolish and build new.
- f) Have you considered relocating the structure to an alternate location? If so, please provide details.
- g) Please prepare a written statement describing how best to preserve the Village’s historical and architectural character.
- h) Please include the following: plat of survey, elevation pictures of existing house, elevation drawings of proposed house (if available) and aerial map of neighborhood (include surrounding blocks).

Demolition Delay: 18) consider extending the demolition delay for all structures to 365 days with the option for the Village Board to extend the delay indefinitely.

Real Estate Rider: 19) explore requiring a real estate rider to accompany all home sales in Lake Bluff that provides information and assistance to new residents regarding the Village’s adopted plans, policies, regulations and processes.

ABR Chair Hunter reviewed the concepts from the ABR and noted the following:

Architectural Review District: 20) consider establishing an Architectural Review District that would require new construction to comply with specific building material standards. The ABR would only review projects that vary from the building material standards in this proposed District.

Trustee Dewart expressed his interest in maintaining a diverse housing stock in the Village with its various neighborhoods to help different demographic groups stay in town.

Trustee Josephitis expressed his concern with how the concepts presented would impact property rights.

A discussion among the Chairs and the Trustees regarding the balance of regulating development and property rights followed.

Trustee Christensen shared a personal experience noting that he and residents along in his street established a restriction preventing any further subdivision of certain properties. He expressed his support for evaluating the subdivision process, and overall, addressing the issues with the size of homes in certain zoning districts. Additionally, Trustee Christensen expressed his preference the Village consider not legislating taste with a design review process but encourage and incent the preferred character.

President O'Hara thanked the Chairs for the work of each board and noted the topic is of interest to community on different levels.

As there was nothing further, Trustee Dewart moved to continue the discussion at a future COW meeting. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

Adjournment

Trustee Ankenman moved to adjourn the meeting. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 6:59 p.m.

Respectfully Submitted,



R. Drew Irvin
Village Administrator

**VILLAGE OF LAKE BLUFF
JOINT SPECIAL MEETING OF THE
COMMITTEE-OF-THE-WHOLE MEETING,
JOINT PLAN COMMISSION & ZONING BOARD OF APPEALS,
ARCHITECTURAL BOARD OF REVIEW, AND
HISTORIC PRESERVATION COMMISSION
NOVEMBER 23, 2015**

APPROVED MINUTES OF MEETING

The Village of Lake Bluff Board of Trustees met as a Committee-of-the-Whole (COW) in the Village Hall Board Room (40 East Center Avenue) on Monday, November 23, 2015 during a special meeting with the Chairs of the Joint Plan Commission & Zoning Board of Appeals (PCZBA), Historic Preservation Commission (HPC) and the Architectural Board of Review (ABR). Village President O'Hara called the meeting to order at 6:00 p.m. and Village Clerk Aaron Towle called the roll and announced the following were present:

Village President: Kathleen O'Hara

Trustees: Barbara Ankenman
Steve Christensen
Mark Dewart
Eric Grenier
William Meyer

Absent: John Josephitis, Village Trustee

Also Present: Aaron Towle, Village Clerk
Robert Hunter, Chair Architectural Board of Review
Janet Nelson, Chair Historic Preservation Commission
Steve Kraus, Chair Joint Plan Commission & Zoning Board of Appeals
Drew Irvin, Village Administrator
Peter Friedman, Village Attorney
Susan Griffin, Finance Director
David Belmonte, Police Chief
Michael Croak, Building Codes Supervisor
Brandon Stanick, Assistant to the Village Administrator (A to VA)
Franco Bottalico, Administrative Intern

Non-Agenda Items and Visitors

President O'Hara stated the COW allocates 15 minutes for those individuals who would like the opportunity to address the COW on any matter not listed on the agenda.

There were no requests to address the COW.

Consideration of the Minutes from the November 9, 2015 Committee-of-the-Whole Meeting

Trustee Meyer moved to approve the November 9, 2015 COW Meeting Minutes as presented. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

Special Meeting of the Committee-of-the-Whole, Joint Plan Commission & Zoning Board of Appeals, Architectural Board of Review, and Historic Preservation Commission Regarding the: i) Construction, Renovation, and Preservation of Residences; and ii) Historic Preservation, Bulk Regulations, Subdivision Regulations, and Design Review

President O'Hara thanked the Advisory Board Chairs for making time to continue this discussion with the Village Board and then introduced the agenda item for discussion.

Trustee Meyer thanked the Chairs and the members of their respective Commissions for their ideas. He expressed his preference that the Village not legislate taste. He noted his preference for the groups to (i) explore institutional zoning regulation and mandatory building materials, (ii) stronger historic preservation regulations, and (iii) revisit the floor area bonus and consider counting attic space as floor area.

PCZBA Chair Kraus stated the idea to explore institutional zoning is to create standards more applicable to public facilities, such as schools and other public buildings as they differ from single family residential zoning. He noted many of the ideas proposed are meant to slow development down and ensure that there are other sets of eyes reviewing development.

Trustee Dewart expressed his understanding that the current residential zoning does not currently reflect the institutional uses in the Village and further expressed his preference to have guidelines for these types of facilities.

Following a discussion, Village President O'Hara noted the consensus from the Board to explore institutional zoning standards.

PCZBA Chair Kraus noted that recent petitions considered by the PCZBA have been very technical. He noted the PCZBA is interested in minimizing bulk by looking at the floor area bonuses for front porches and reviewing changes to calculating attic space as floor area.

Trustee Meyer expressed a preference for impervious surface limitations to be reviewed as well.

PCZBA Chair Kraus stated his group has discussed limiting the size of new construction to the size of house that was demolished to maintain the scale of the neighborhood. A discussion followed.

HPC Chair Nelson noted the HPC is interested in seeing the plans for a new house when reviewing demolitions.

Trustee Grenier shared his thoughts on the changes he experienced in his hometown. He inquired how the Village could legislate against building to the maximum standard.

Trustee Ankenman stated she would not want to create more work and more oversight in the building process.

A discussion followed regarding demolition delays in the Cities of Highland Park and Lake Forest.

Village President O'Hara inquired if the HPC would be interested in identifying the 20 most significant homes in the Village and pursuing landmark designation for each.

PCZBA Chair Kraus inquired of the direction preferred by the Village Board. He expressed his belief creating a process to monitor and control appropriate redevelopment would allow the Village to maintain its character.

A discussion followed regarding the HPC pursuing landmark designation of significant homes and the questions the HPC would like to require as part of the building permit application.

Following a discussion amongst the Trustees, Village President O'Hara shared the Board's consensus for the Advisory Boards to: (i) consider procedures to slow residential development; (ii) generate more specifics related to each recommendation; and (iii) return to the COW as a group for further discussion.

HPC Member Paul Bergmann shared a recent example of a process used to delay demolition of a Frank Lloyd Wright house in Highland Park. He expressed support for the Village developing stronger historic preservation regulations to maintain its community character.

Informational Report Regarding the Property and Public Land Use Advisory Committee of the Lake Bluff Park District

President O'Hara stated there will be a future COW Meeting dedicated to discussing the land use plan from the Lake Bluff Park District, or perhaps at a Board/Staff retreat.

As there was nothing further, Trustee Dewart moved to continue the discussion to a future COW meeting. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

Adjournment

Trustee Meyer moved to adjourn the meeting. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 7:01 p.m.

Respectfully Submitted,



R. Drew Irvin
Village Administrator

VILLAGE OF LAKE BLUFF

Memorandum

TO: Chair Kraus and Members of the Joint Plan Commission & Zoning Board of Appeals

FROM: Brandon Stanick, Asst. to the Village Administrator

DATE: November 11, 2016

SUBJECT: **Agenda Item #5** - Updates to the Comprehensive Plan and Planning Elements

For the Plan Commission and Zoning Board of Appeals' (PCZBA) continued discussion concerning updates to the Village's Comprehensive Plan, please allow this memorandum to serve as a transmittal of the following documents:

- Outline of planning elements for the PCZBA's review and discussion; and
- Comprehensive Plan maps updated to reflect the PCZBA's comments from its October 19, 2016 meeting.

At its meeting on November 16th meeting the PCZBA will review and discuss the attached materials. If there are any questions regarding this material, feel free to contact me at 847-283-6889.

Outline of Comprehensive Plan – “Elements” (new name TBD).

DTB background comments: I tried to categorize based on community needs, vs functional or logical boundaries based on the how it would be implemented. I’m thinking in more of an outside-in approach, or citizen centric view vs an implementation view. The implementation, or functional piece, of how something is accomplished may cross several categorical boundaries, but my thought is that it may read more easily to a citizen with a higher level set of needs.

Space Anatomy (what, how much, where, how used) *(Comment: full disclosure, I’m not a huge fan of “anatomy”. I tried “catalog” and “inventory” as well, but didn’t like those either. Also, I’d like to re-conceptualize a village not so much as a conglomeration of land, but rather spaces in which we live. Similar to how the facilities planning industry is changing from offices and cubes to work spaces. Nowadays a work space can be so many different things – home office, collaboration room, hoteling space, office suite, etc. Maybe this is a living space...??)*

- Land Use
 - Current Use *(DTB comment, I agree with Mickie in terms of her thoughts on sub-areas. I'd rather see the analysis of use based on supply/demand and the current use's ability to meet our overall goals and how can be supported by a graphical map view. Perhaps a secondary analysis of the dynamics in a given sub area would be also helpful, but comprehending a given need (multi-family housing, for example) across the entire village would be more helpful than applying that analysis on a sub-area by sub-area basis. Maybe I just need to better understand the intent/value of the "sub-area" construct.)*
 - Analysis
 - Mix of land uses
 - Supply/demand, current and forecast
 - Transition areas
 - Alternative Uses
 - Community input
 - Strategic Plans of partners
 - Financial impact/feasibility
 - Annexation Opportunities
 - Maintenance and Development of existing
 - Future Planned Use

Space Character (touch/sense, or "vibe")

- Space Feel
 - Housing
 - Growth management: number, type, scale, location
 - Infill, appropriate density; Mix of lot sizes
 - Diversified housing stock (DTB: covered above in Land Use? Input to land use?)
 - Historic Preservation
 - Streetscape / Landscape

- Trees
 - Landscaping (does this fall into Streetscape?)
 - Natural Spaces
 - Parks
 - Open Space
 - Conservancies
- Experience
 - Community Gatherings / Events
 - Bike Race
 - Block Parties
 - 4th of July
 - Halloween
 - Holiday festival
 - Community Groups
 - Culture
 - Historic Preservation
 - Arts/Music
 - Recreation
 - Public
 - Private

Services (what you get for your money...)

- Solid Waste Management
- Sanitary Sewage System
- Storm Water System
- Snow removal
- Water quality and distribution
- Air (Is this worth even mentioning - policy question, not really a service)
- Governmental Services (includes building and grounds)
- Safety
 - Police
 - Fire Protection
 - Emergency Response/Ambulance
 - Civil Defense
- Recreation

Connectedness and Mobility (get from space to space, in and out of space)

- Analysis of Connectedness - Current State / Gaps

DTB Comment: A couple different constructs to consider... 1) Use case, 2) Transportation mechanism, 3) Public/Private/Infrastructure
- 1) Use Case

- Intra-Village
- Close Proximity (Lake County area)
- Long Distance (out of town, Chicago, Milwaukee, etc.)
- 2) Transportation Mechanism
 - Vehicles
 - Street System
 - Parking
 - Trains
 - Bikes
 - Bike Paths / Trails
 - Bike lanes
 - Bus
 - Pedestrian
 - Sidewalk system
 - Cross walks
 - Water-based methods (boat, paddle board) - *DTB Comment - is this really something we should be considering?*
- 3) Public/Private/Existing Infrastructure
 - Public
 - Quasi Public
 - Existing Infrastructure: Streets/sidewalks/Bike paths

Financial Stability

- Economic Development (*DTB comment: although I included the sections below, I think we should look at this high level first with an overall strategy and develop logical sections based on an opportunity/gap assessment*)
 - Central Business District
 - Commercial District
 - Retail/Commercial opportunities in areas contiguous to the Village
 - Retail/Commercial opportunities in other areas of the village
- Other areas in terms of financial stability within our control??

Other Values

- Environmental Sustainability (*Can reference Trees up above, but are there other areas of sustain abilities that we should address?*)
- Community Outreach and Education
- Senior considerations (*possibly covered above in housing, but worth reiterating in this context?*)
- Pets
- Young adult considerations

Stakeholders and Partners

- Citizen Participation
- Lake Bluff Park District
- Lake Bluff School District
- Lake Forest High School
- Lake Bluff Library
- LBOLA
- JAWA
- State of IL
- Other?



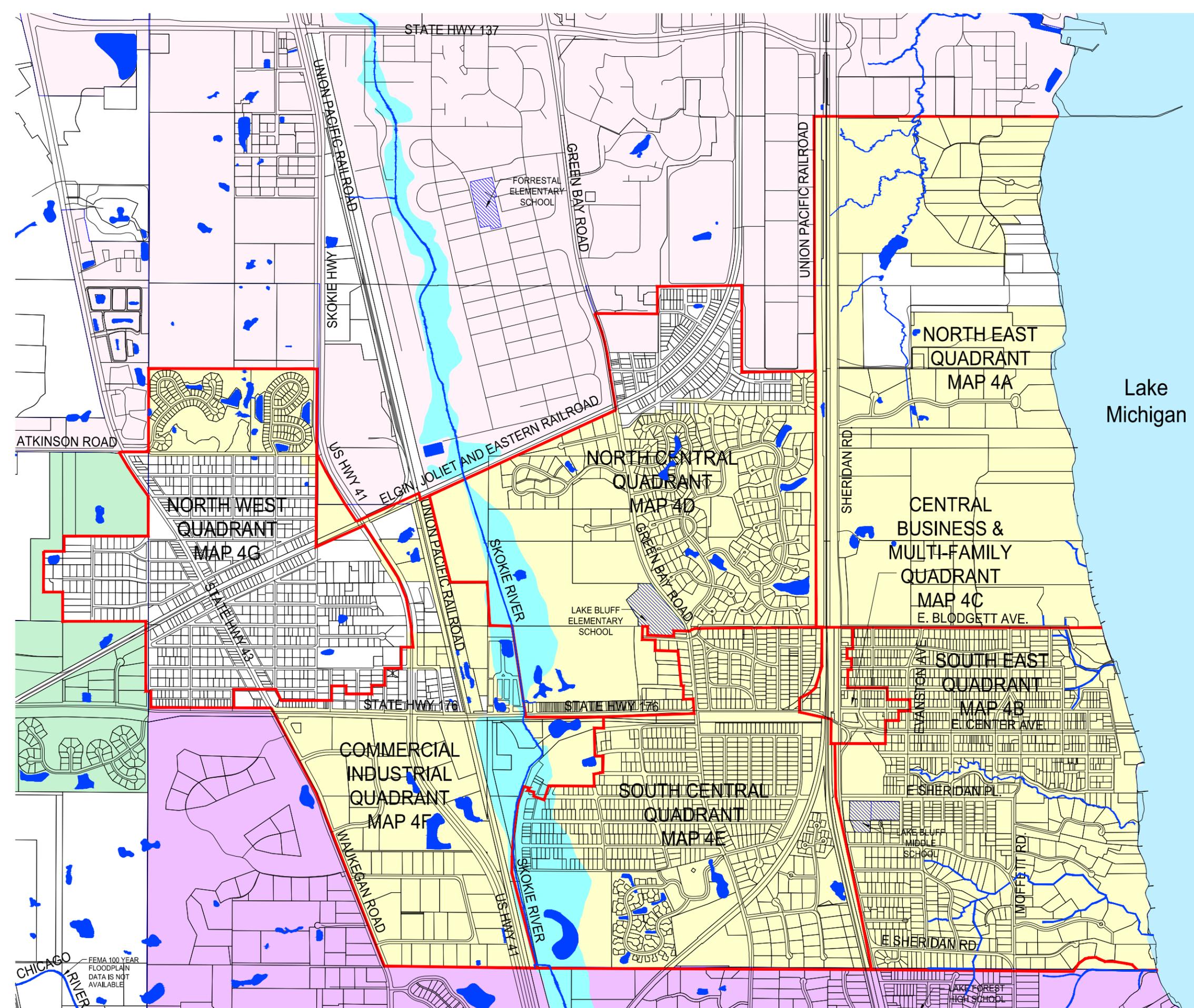
NORTH SHORE LIFE
LAKE BLUFF STYLE

Comprehensive Plan Planning Area Boundary Map Map 4 - Quadrant Layout



Legend

-  Planning Area Boundary
-  Municipal Boundary
-  Village of Lake Bluff
-  City of North Chicago
-  City of Lake Forest
-  Village of Green Oaks
-  Unincorporated
-  FEMA 100 Year Floodplain
-  Streams/Ravine Centerlines
-  Ponds
-  Public School Site



CHICAGO RIVER
FEMA 100 YEAR FLOODPLAIN DATA IS NOT AVAILABLE



11.02.2016 (Draft)



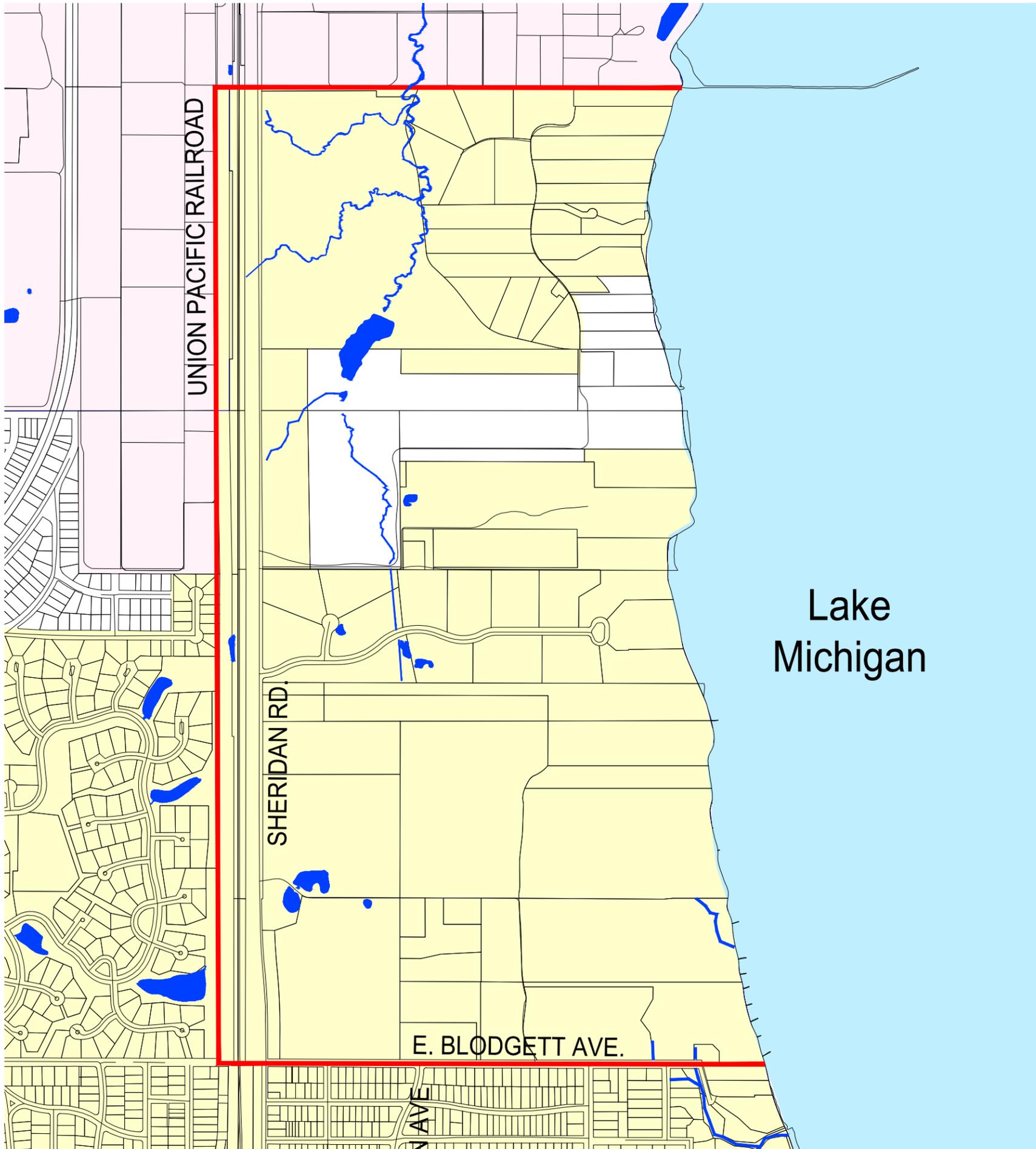
NORTH SHORE LIFE
LAKE BLUFF STYLE

Comprehensive Plan Planning Area Boundary Map Map 4A - North East Quadrant



Legend

-  Planning Area Boundary
-  Municipal Boundary
-  Village of Lake Bluff
-  City of North Chicago
-  Unincorporated
-  Streams/Ravine Centerlines
-  Ponds



11.02.2016 (Draft)





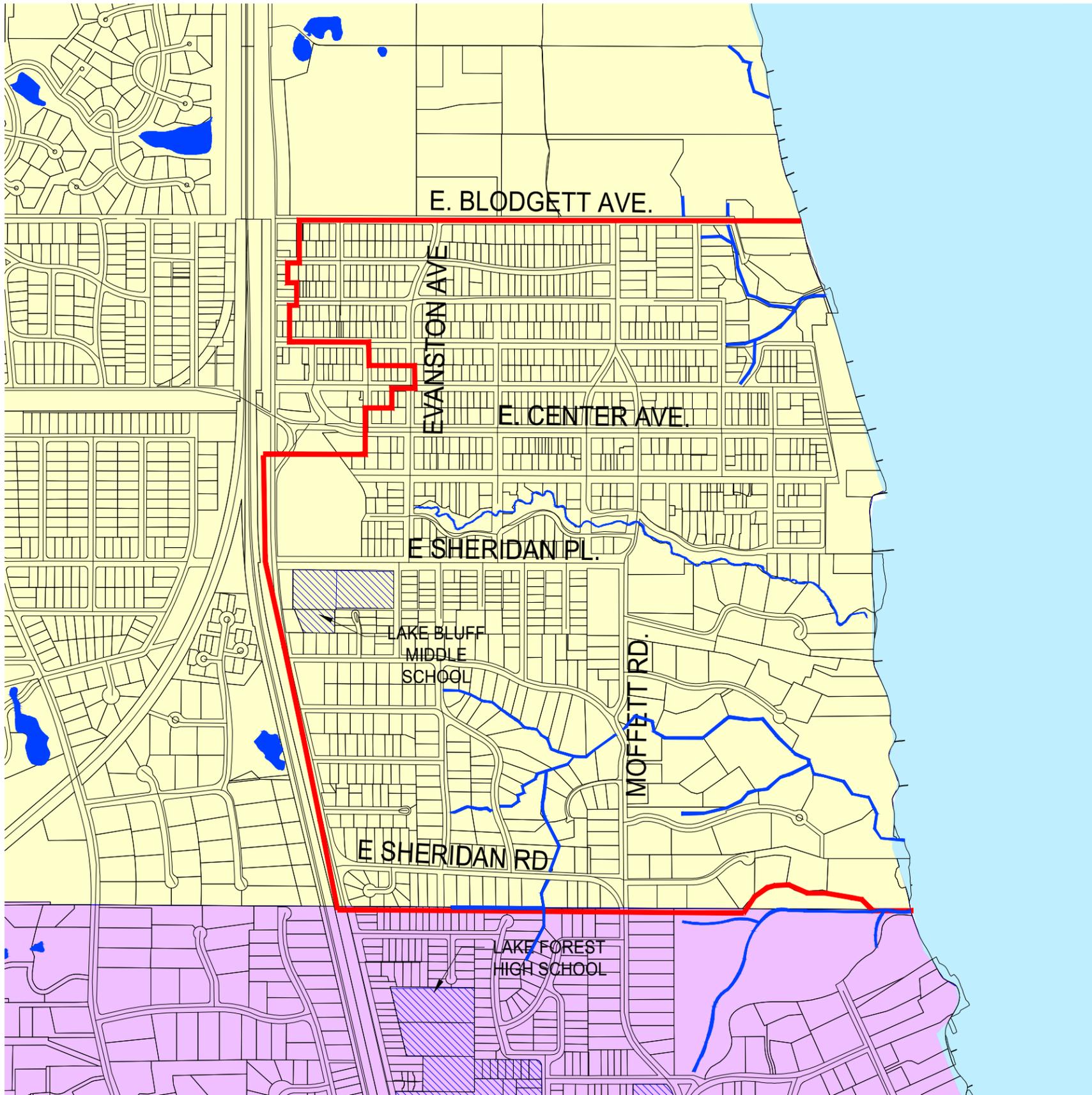
NORTH SHORE LIFE
LAKE BLUFF STYLE

Comprehensive Plan Planning Area Boundary Map Map 4B - South East Quadrant



Legend

-  Planning Area Boundary
-  Municipal Boundary
-  Village of Lake Bluff
-  City of Lake Forest
-  Streams/Ravine Centerlines
-  Ponds
-  Public School Site



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NORTH SHORE LIFE
LAKE BLUFF STYLE

Comprehensive Plan

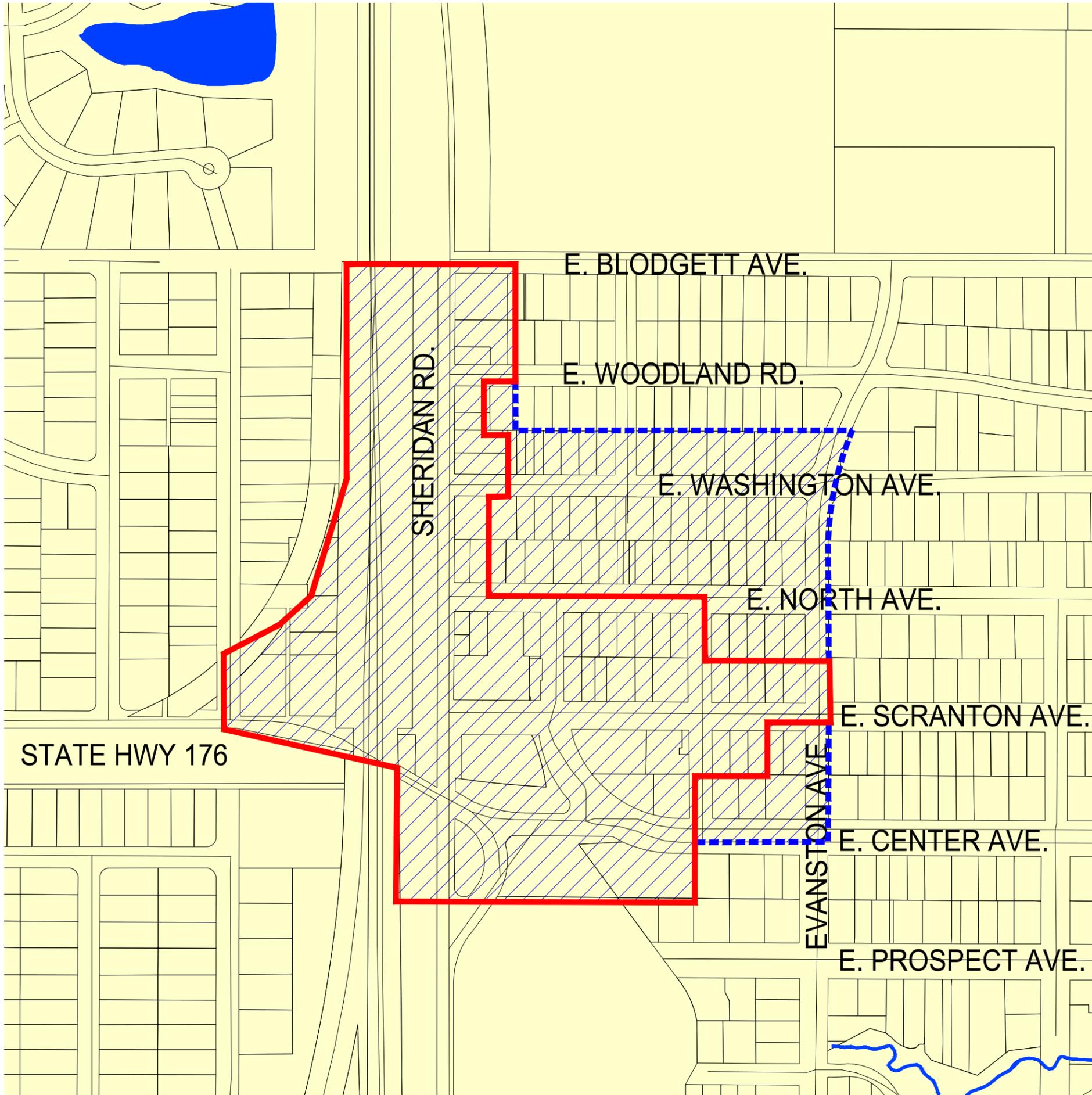
Planning Area Boundary Map

Map 4C - Central Business & Multi-Family Quadrant



Legend

-  Planning Area Boundary
-  Municipal Boundary
-  Village of Lake Bluff
-  Downtown Future Land Use Plan



11.02.2016 (Draft)





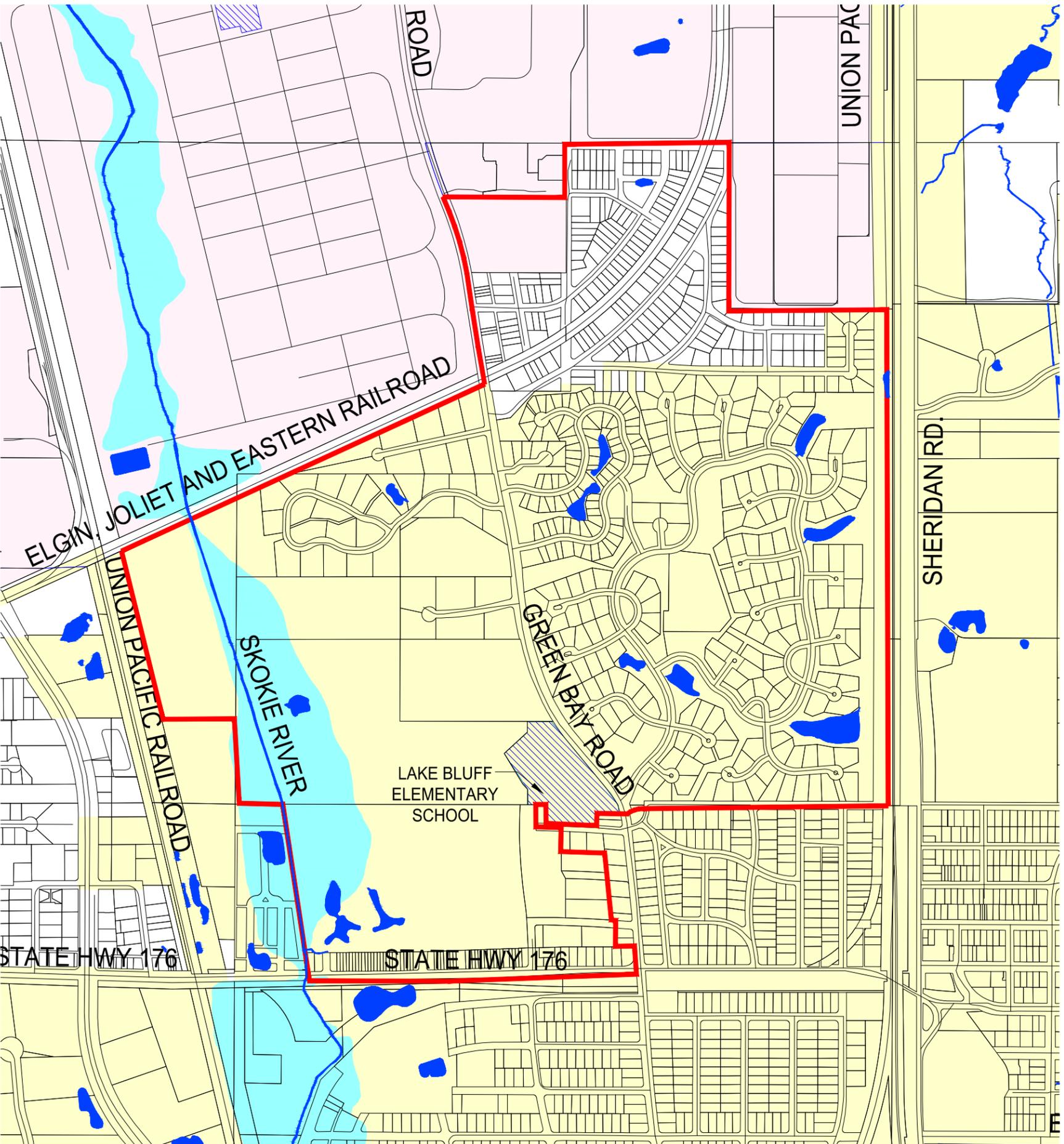
NORTH SHORE LIFE
LAKE BLUFF STYLE

Comprehensive Plan Planning Area Boundary Map Map 4D - North Central Quadrant



Legend

-  Planning Area Boundary
-  Municipal Boundary
-  Village of Lake Bluff
-  City of North Chicago
-  Unincorporated
-  FEMA 100 Year Floodplain
-  Streams/Ravine Centerlines
-  Ponds
-  Public School Site



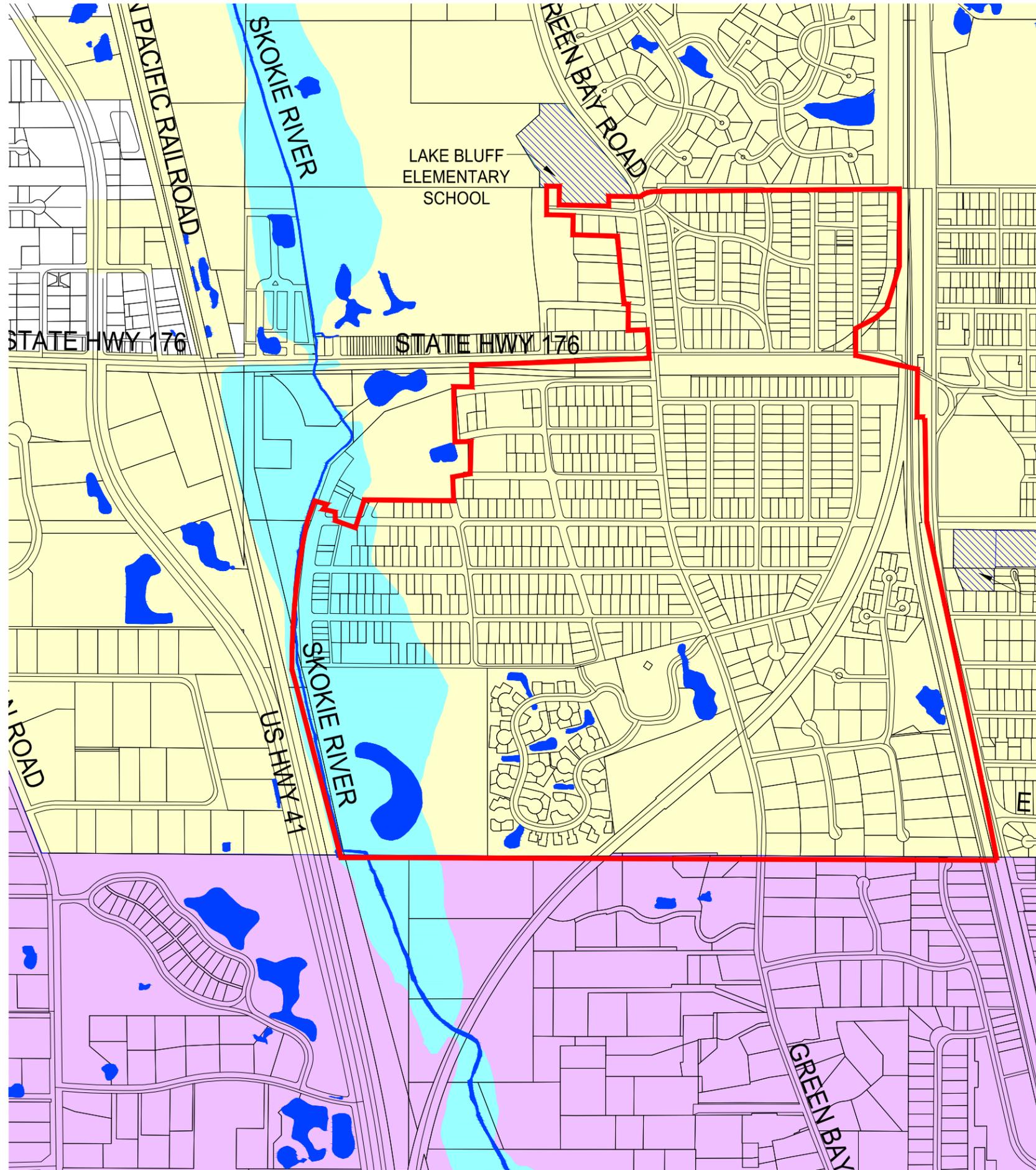
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NORTH SHORE LIFE
LAKE BLUFF STYLE

Comprehensive Plan Planning Area Boundary Map Map 4E - South Central Quadrant



Legend

-  Planning Area Boundary
-  Municipal Boundary
-  Village of Lake Bluff
-  City of Lake Forest
-  Unincorporated
-  FEMA 100 Year Floodplain
-  Streams/Ravine Centerlines
-  Ponds
-  Public School Site



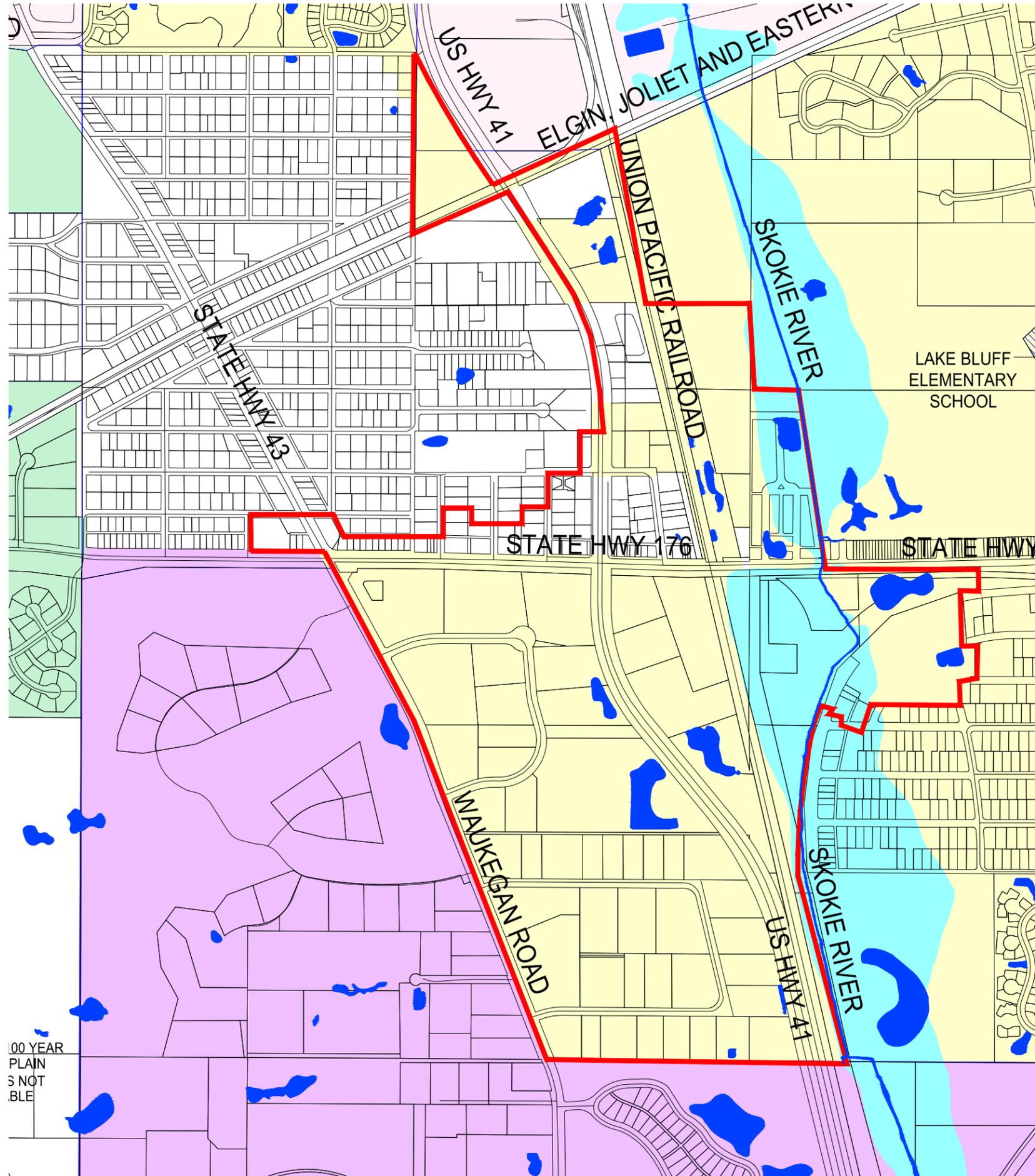
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NORTH SHORE LIFE
LAKE BLUFF STYLE

Comprehensive Plan Planning Area Boundary Map Map 4F - Commercial Industrial Quadrant



Legend

-  Planning Area Boundary
-  Municipal Boundary
-  Village of Lake Bluff
-  City of North Chicago
-  City of Lake Forest
-  Village of Green Oaks
-  Unincorporated
-  FEMA 100 Year Floodplain
-  Streams/Ravine Centerlines
-  Ponds
-  Public School Site

100 YEAR
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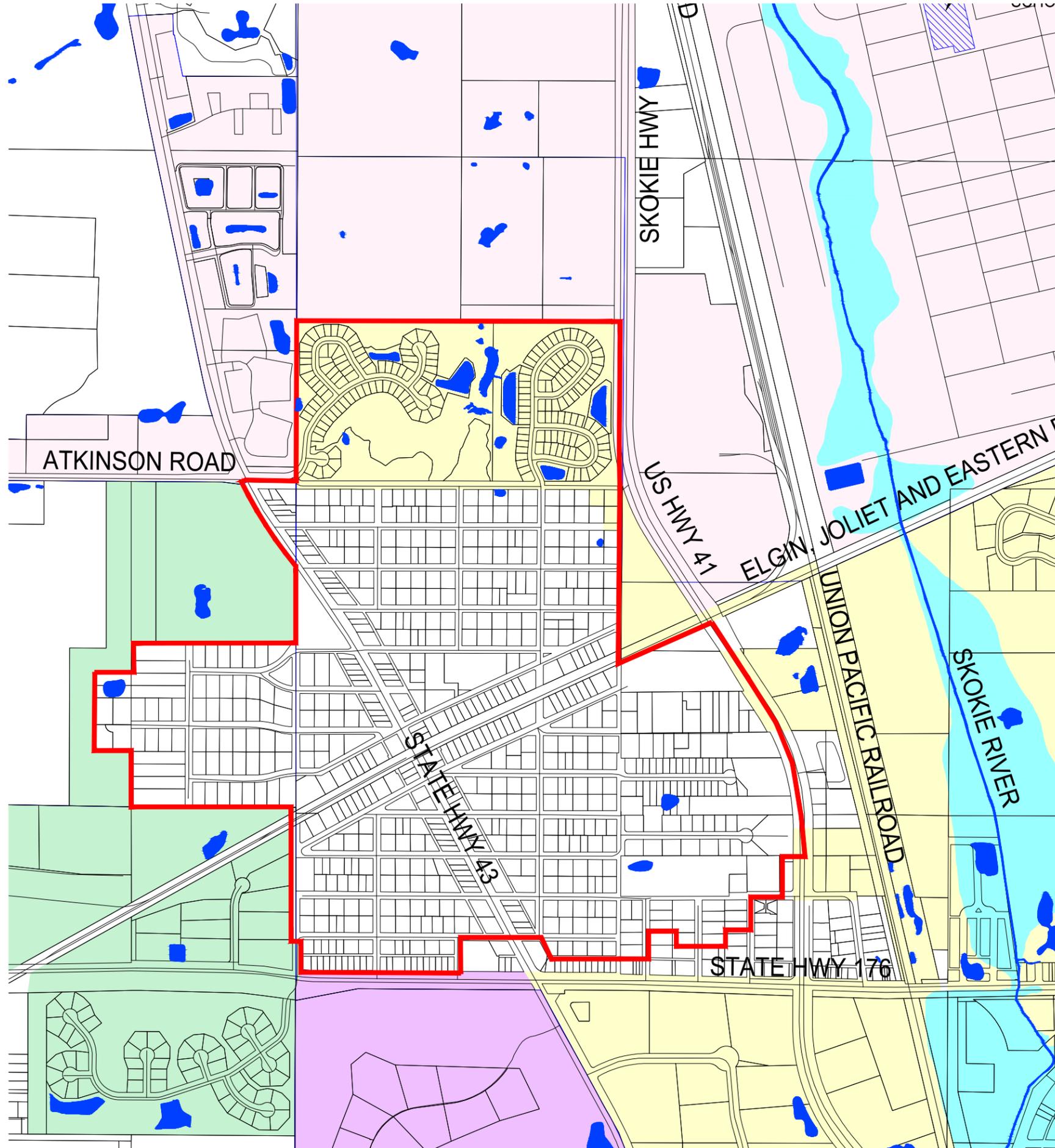
NORTH SHORE LIFE
LAKE BLUFF STYLE

Comprehensive Plan Planning Area Boundary Map Map 4G - North East Quadrant



Legend

-  Planning Area Boundary
-  Municipal Boundary
-  Village of Lake Bluff
-  City of North Chicago
-  City of Lake Forest
-  Village of Green Oaks
-  Unincorporated
-  FEMA 100 Year Floodplain
-  Streams/Ravine Centerlines
-  Ponds



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