

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

**Wednesday, June 17, 2015
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. Consideration of the April 15, 2015 and May 20, 2015 PCZBA Meeting Minutes**
- 3. 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.
- 4. A Public Hearing to Consider a Variation from Section 10-4-2I of the Lake Bluff Zoning Regulations Regarding Irregular Lots to: (i) Allow an Approximate 8 ft. Encroachment into the Required Rear Yard Setback Along Sylvan Road; and ii) Any Other Zoning Relief as Required to Construct an Arbor, 6.5 ft. in Height, at the Property Located at 404 Moffett Road**
- 5. An Update and Continued Discussion Regarding Updates to the Village's Comprehensive Plan**
- 6. A Continued Discussion Regarding the Review of Regulations Concerning the Subdivision of Lots East of Sheridan Road and the Village's Bulk Requirements**
- 7. Commissioner's Report**
 - Regular PCZBA Meeting Scheduled for July 15, 2015
- 8. Staff Report**
 - Update Concerning the Zoning Petition Filed by North Shore Preschool, LLC
- 9. 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
MEETING**

APRIL 15, 2015

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, April 15, 2015, at 7:00 p.m. in the Village Hall Board Room (40 E. Center Avenue).

The following members were present:

Members: Sam Badger
Leslie Bishop
Mary Collins
Michael Goldsberry
Elliot Miller
Gary Peters
Steven Kraus, Chair

Also Present: Andrew Fiske, Village Attorney
Michael Croak, Building Codes Supervisor
Robert Hunter, Architectural Board of Review (ABR) Chairman
Brandon J. Stanick, Assistant to the Village Administrator (A to VA)

2. Approval of the March 18, 2015 Minutes

Member Bishop moved to approve the minutes as presented. Member Goldsberry seconded the motion. The motion passed on a unanimous voice vote.

3. 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.

4. A Public Hearing to Consider: (i) Amendments to the Text of the Zoning Regulations to: i) Establish “Child Day Care Services (SIC8351)” as a Special Use in the Light Industry District (L-1); ii) a Special Use Permit to Conduct Child Day Care Services at 917 Sherwood Drive; iii) a Variation from Section 1-7A-5B of the Zoning Regulations to Allow Playground Equipment and a Fence in the Side Yard of the Property; and iv) Any Other Zoning Relief as Required to Permit the Operation of a Child Day Care Services Facility at the Property

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

A to VA Stanick reported the Village received a petition from North Shore Preschool, LLC (Petitioner) located at 917 Sherwood Drive to amend the text of the Zoning Code to allow child day care services as a special use and request a special use permit (SUP) to operate a day care at this location. In addition, the Petitioner is requesting zoning relief from the L-1 District regulations to locate playground equipment and a fence in the westerly side yard. A to VA

Stanick stated the current Zoning Code requires side yards in the L-1 District remain unobstructed. He stated Mr. Glen Christensen (Manhard Consulting) and Mr. Charlie Portis (J.F. Mc Kinney and Associates) is present to represent the Petitioner, Ms. Allison McMahan, as she is not able to attend the meeting.

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

Mr. Portis advised that Mr. John Terrell of Berkshire Hathaway Home Services will be representing the Petitioner this evening. Mr. Portis stated this applicant would be the third tenant in the building as Northshore Pediatric Therapy has signed a lease to occupy the remainder of the second floor same as with the proposed pre-school. The other tenant currently in the building is Lake Forest Pediatrics.

Mr. Terrell provided background information regarding the owner and the new business. The proposed pre-school will include four classrooms with two certified teachers and an assistant in each class to accommodate a maximum of 76 children ranging from two to five years of age. The intent is to operate a full day pre-school program with morning drop-off (7:30 to 9:30 a.m.), and during the drop-off times, families are required to park and escort their child into the building which will require them to sign-in their child. The afternoon pick-up hours are (3:00 to 5:00 p.m.) with an optional pick-up (12:30 to 1:00 p.m.) for those children not requiring full day programs. Mr. Terrell stated there will also be an eight week summer camp offered from June to August. Mr. Terrell advised they have received favorable preliminary feedback from the Illinois Department of Children and Family Services (DCFS) concerning the site.

Mr. Terrell reviewed the proposed playground for the westerly side yard and the five-foot aluminum fence surrounding the playground. There are two entrances to the playground, one along the east side of the play area and another along the north side of the play area. The stairway leading to the playground will not impede egress on either side of the building.

Following a comment from Member Miller, Village Attorney Andrew Fiske stated the proposed text amendment addresses child day care services and describes those establishments as primarily engaged in the care of infants or children providing pre-kindergarten education. He further noted these types of establishments may or may not have substantial educational programs. The SIC Code (8315) designation allows for a fairly extensive range of educational services to be provided.

Mr. Christensen stated the proposed playground area is approximately 2,800 sq. ft. The intent is to have a large play structure with engineered wood fiber chips located underneath the structure and the remaining area would be grass. Mr. Christensen stated they are currently working to submit the building permit for the parking lot in the front yard and associated underground detention and landscaping. Mr. Christensen stated many communities welcome these types of daycare facilities in industrial and office parks.

In response to a comment from A to VA Stanick, Mr. Christensen stated initially there was going to be a drainage swale to redirect water to the front of the building; however, with the proposed playground the property owners will have to consider underground piping to redirect the water into the underground storage area.

Following a request from Member Badger, Mr. Christensen showed an exhibit of the changes being made to the front yard. He noted there is currently a detention area located in front of the building and in the variation and site plan approval the Village Board approved underground storage underneath the parking lot.

Member Collins inquired of the proposed impervious surface because it appears the lot is fully paved with little landscape remaining.

Chair Kraus stated since the Village Board has approved the variation and site plan allowing the additional parking the question for the PCZBA is whether anything being done with respect to the playground is going to impact the stormwater management on the site. A to VA Stanick stated the petitioner must work with Lake County Stormwater Management Commission to comply with their requirements.

Member Collins expressed her understanding the proposed 5 ft. fence and playground area would be located along the northern portion of the building outside of Lake Forest Pediatrics window.

Member Miller asked if the noise generated by the playground had been discussed with the other tenants. Mr. Portis stated the noise issue has not been discussed with the other tenants.

Member Bishop inquired of the access to the playground. Mr. Portis stated the children could walk down either stairwell to exit out the main entrance or proceed down the second floor corridor to use the stairwell which leads to the door located on the southwest corner of the building.

Member Bishop asked if this access was through an emergency exit. Mr. Portis stated it is a required exit and also noted there is an elevator in addition to the stairs.

Member Collins asked how deliveries, such as food, will be arranged. Mr. Portis stated the owner would coordinate the delivery schedule and times with the food service providers.

Member Bishop asked if the proposed ground cover for the playground area is accessible by handicapped children. Mr. Christensen stated there is a proposed rubberized edging to enclose the engineered wood fiber chips which is accessible by wheelchairs.

Member Badger asked what type of surface is being used under the wood chips. Mr. Christensen stated the surface would be pervious to allow water to drain through the chips.

Member Badger expressed concern for the operational impact the tenants would have on one another. Member Badger expressed his agreement with the use and inquired if playgrounds are appropriate in the side yard.

Member Bishop expressed her agreement with Member Badger regarding the use. She also expressed her concern regarding the information presented to the PCZBA as it was not consistent with the information presented previously; she requested additional time to review updated plans.

Member Peters asked if the Petitioner would consider moving the proposed playground to the southern end of the building and not obstruct the side yard. Mr. Portis stated the Petitioner may lose parking spaces; however, the relocation may reduce the noise impact on Lake Forest

Pediatrics. Member Peters stated conceptually the proposed plan is fine, but it is difficult to predict impacts on current tenants. A discussion ensued regarding the location of the proposed playground.

Chair Kraus questioned the traffic circulation and parking configuration during drop-off and pick-up hours of operation. Mr. Portis stated there are currently 100 onsite parking spaces in addition to the 20 parking spaces they secured across the street from a neighboring property owner. Mr. Portis expressed his opinion it would work because all the employees that will park onsite must park in the new front lot or at the far south end. We anticipate it will get busier with the second tenant so we believe we have taken the measures necessary to make it work.

In response to a comment from Member Collins, Mr. Portis stated their intent is to let the market determine the parking because of the parking needed for the other tenants it is difficult to designate a specific drop-off and pick-up area.

Member Miller expressed his concerns for managing the parking spaces. A discussion further ensued regarding parking.

Chair Kraus summarized the Petitioner's request to: (i) amend the text of the zoning code to allow child day care services as a special use in the L-1 District; (ii) obtain a SUP permit to operate a day care center at 917 Sherwood Dr., and (iii) receive zoning relief to allow a playground and a fence in the westerly side yard.

In response to a question from Member Badger, Mr. Terrell stated DCFS determined that 76 was a reasonable number of children allowed based on the proposed class sizes. Member Badger inquired of child/adult ratio requirements. Mr. Terrell stated the Petitioner's plan meets DCFS requirements where each class room will have three adults.

Member Goldsberry stated he cannot support the proposal as there are questions that remain unanswered.

Mr. Christensen asked the PCZBA to continue the public hearing to allow them additional time to respond to the concerns of the Commission.

As there were no further comments, it was the unanimous consensus of the PCZBA to continue the public hearing to the May 20th PCZBA meeting.

5. A Continued Discussion Regarding Updates to the Village's Comprehensive Plan

A to VA Stanick provided an update regarding the previous discussions concerning the future vision for the Waukegan Road Business Park and existing zoning use list previously reviewed by the PCZBA. At tonight's meeting the PCZBA will receive a presentation from Jodi Mariano, of Teska Associates, regarding zoning, connectivity and landscape standards that were previously reviewed by the Waukegan Road Corridor Sub-Committee.

ABR Chair Hunter provided an update regarding the ABR's past discussions of the Business Park, including the recommendations on building setbacks and heights.

A to VA Stanick stated there are three conceptual models from the Waukegan Road Corridor Study that Ms. Mariano will review: (i) the existing conditions, (ii) the Corridor Study recommendation, and (iii) the ABR's recommendation. He stated the study primarily addresses the parcels along Waukegan Road and the more retail oriented area of the Business Park along IL Rt. 176.

Ms. Mariano reviewed Powerpoint slides with the PCZBA that showed visual examples of the buildings in the Business Park and their relation to the various streets. Models of buildings in the Business Park were also shared showing the building orientation recommended by the Corridor Study and the visuals for the ABR's recommendations.

In response to a comment from Member Collins regarding reduced setbacks, Ms. Mariano stated at the time the Corridor Study was worked on information was coming from the property owners in the Business Park where they felt they would do much better business if regulations were modernized regarding heights and setbacks. The motivation was to be as business-friendly as possible and reassess setback distances and building heights to allow the buildings to modernize. A discussion ensued regarding input related to retail uses, reduced setbacks and building heights.

A to VA Stanick stated the building heights recommended in the Corridor Study were those used for modern day warehouse uses requiring a height greater than 25 ft. There are also height regulations in the Zoning Code currently that allow certain building appurtenances to add 15 ft. to the height of a 25 foot building, which resulted in the 40 ft. recommendation on building height.

ABR Chair Hunter stated it was the ABR's recommendation to minimize building height the closer the building got to Waukegan Road. A 40 ft. high brick wall is not suitable if the setback was reduced to 50 ft. He stated it is important to remember much of the area is built out and this is a future vision. He stated the ABR also recommended elevations have a certain percentage of transparency and noted landscaping, parking, amongst other items in the Corridor Study were not addressed.

A discussion ensued regarding the reduced setback, building heights, type of uses and recommended amenities envisioned for the Business Park.

Following a brief discussion the PCZBA expressed support to retain the 100 ft. setback along Waukegan Road.

Ms. Mariano continued the presentation regarding zoning regulations, pedestrian and bicycle connectivity, and preliminary landscape design standards for the Business Park.

A discussion ensued regarding travel lanes and right-of-way distances.

Member Goldsberry inquired of the funding for the redevelopment of the area as the Business Park is built-out. A discussion regarding the future vision for the area ensued and it was noted changes to the area would most likely required private funding.

ABR Chair Hunter stated there is potential for development in the existing structures; however, there is no consistency in the size of the parking spaces and suggested parking size be established.

Chair Kraus expressed a preference for the PCZBA to identify what needs to be done on a planning level to build a frame work to assist in reviewing the Zoning Code. The direction we have been moving in is to review the Comprehensive Plan and identify those areas needing zoning changes, establish themes and guiding principles and then evaluate the process.

A discussion ensued regarding the review of the existing Comprehensive Plan and how to review the work done by the former Plan Commission. It was the consensus of the PCZBA to receive updated notes on each of the previously established quadrant.

The PCZBA concluded their discussion by finalizing proposed changes to the zoning use list.

6. Commissioner's Report

Chair Kraus stated the next regular PCZBA meeting will be May 20, 2015.

7. Staff Report

A to VA Stanick provided an update on the Visual Preference Survey for downtown.

Following a request from Member Collins, A to VA Stanick provided an update on the Target Development. Currently, there are two outlot buildings built with plans for a third once a bank tenant has been secured. The third building will undergo site plan review with the ABR.

8. Adjournment

As there was no further business to come before the PCZBA, Member Goldsberry moved to adjourn the meeting. Member Collins seconded the motion. The motion was approved on a unanimous voice vote. The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Brandon J. Stanick
Assistant to the Village Administrator

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

MAY 20, 2015

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, May 20, 2015, at 7:04 p.m. in the Village Hall Board Room (40 E. Center Avenue).

The following members were present:

Members: Sam Badger (arrived at 7:18 p.m.)
Leslie Bishop
Mary Collins
Michael Goldsberry (arrived at 7:23 p.m.)
Elliot Miller
Gary Peters
Steven Kraus, Chair

Also Present: Andrew Fiske, Village Attorney
Brandon J. Stanick, Assistant to the Village Administrator (A to VA)

2. Minutes

Chair Kraus stated the April 15th Draft Minutes would be considered at the June 17th Meeting.

3. 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.

4. Continuation of a Public Hearing to Consider: i) Amendments to the Text of the Zoning Regulations to Establish “Child Day Care Services (SIC 8351)” as a Special Use in the Light Industry District (L-1); ii) a Special Use Permit to Conduct Child Day Care Services at 917 Sherwood Drive by North Shore Preschool, LLC; iii) a Variation from Section 10-7A-5B of the Zoning Regulations to Allow Playground Equipment and a Fence in the Side Yard of the Property; and iv) Any Other Zoning Relief as Required to Permit the Operation of a Child Day Care Services Facility at 917 Sherwood Drive

It was the unanimous consensus of the PCZBA to continue the public hearing to the June 17, 2015 PCZBA meeting. The purpose of the continuance is to allow the Petitioner additional time to address the concerns of the PCZBA related to the proposed playground and parking impacts.

5. A Public Hearing to Consider: i) a Variation from Section 10-7A-6B of the Zoning Regulations to Allow Reductions in the Size of Customer Parking Spaces; ii) a Variation from Section 10-7A-5A(2)(b) of the Zoning Regulations to Allow Parking in the Front Yard Along Carriage Park Avenue; iii) a Variation from Section 10-7A-5A(2)(a) of the Zoning Regulations to Allow a Reduction in the Required Front Yard to Allow Parking to Encroach

65 ft. into the Required Front Yard; and iv) Any Other Zoning Relief as Required to Modify the Parking Lot located at 101 Waukegan Road (Carriage Point Office Building)

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

A to VA Stanick reported the Village received a zoning petition from Franklin 101 Waukegan, LLC (Petitioner) for the property located at 101 Waukegan Road. The Petitioner is requesting the following zoning relief to construct and enlarge the existing parking lot: i) a reduction in parking stall sizes, ii) allow parking in the front yard along Carriage Park Avenue, and iii) encroach 65 ft. into the front yard to allow additional parking.

A to VA Stanick reported on March 5, 2015 the PCZBA and the Architectural Board of Review (ABR) conducted an informal workshop meeting with representatives from Franklin 101 Waukegan, LLC (Petitioner/Owner) to review proposed modifications to the parking lot of the Carriage Point Building (101 Waukegan Road). Comments generated during the workshop discussion include: i) preference for a 9 ft. parking stall width; ii) concern for parking lot setback along Carriage Park Ave. less than 10 ft.; iii) preference not to use public right-of-way to screen parking lot; iv) suggestion to shift parking lot south toward the building to increase setback along Carriage Park Ave.; v) create a drive aisle in the center of the parking spaces along Carriage Park Ave. to facilitate traffic flow; and vi) suggestions to make improvements in support of onsite retail and neighboring retail establishments (i.e. pedestrian pathway connection to sidewalk south of the Target Store). Following the receipt of a revised proposal, and responses to Staff's recommendations, the Petitioner submitted a final proposal on May 1, 2015. The proposed modifications to the site include the following:

- an increase in the total number of parking spaces by 99 (from 244 to 343 spaces);
- the reconfiguration of parking space locations and drive aisles and elimination of the westerly entrance drive;
- installation of 9 new single head light fixtures, 3 new double-head fixtures and 1 new triple head fixture; (18 total lights); and
- installation of additional landscaping along Carriage Park Ave. and Waukegan Road, as well as throughout the reconfigured parking lot (according to Petitioner existing green area is 39% of the site and is reduced to 33%).

A to VA Stanick stated the ABR will also review the proposal and is responsible for reviewing the overall modifications to the site plan which includes parking spaces, aisle configuration, landscaping and lighting. The public hearing for the ABR to consider the proposal is tentatively scheduled for June 2, 2015. A to VA Stanick stated there are requirements of the Zoning Code related to parking in the L-1 District that requires the Petitioner to seek zoning relief and ultimately receive a recommendation from the PCZBA related to the proposed plan. Also any landscape improvements that are recommended for approval by the ABR will require an agreement between the Village and the Petitioner to use the public right-of-way along Carriage Park Avenue. Lastly, A to VA Stanick advised of the revised zoning application which addresses the additional zoning variation request provided to the PCZBA prior to the meeting.

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

Mr. Donald Shoemaker of Franklin 101 Waukegan, LLC provided background information regarding their redevelopment projects in the Chicagoland area. He stated the 100,000 Carriage Point building was purchased knowing the main concern with the site is the shortage of parking spaces. He stated additional parking is needed to fully lease the building. The proposed plans were revised to maintain the architectural features of the building and reflect the concerns expressed by the PCZBA regarding the future vision for the Business Park without making the property unmarketable. In addition, he noted as a result of paving much of the site their intent is to reinvest in the landscape plan. Mr. Shoemaker stated we are sensitive to the community and expressed his belief the development would attract employers that would fit well with Lake Bluff.

Member Collins expressed her appreciation to the Petitioner for maintaining the 10 ft. setback off the property line. She stated it appears the landscape plan has been finalized and expressed her preference to forward comments to the ABR.

Member Collins suggested additional landscaping along the building, entry way and within the parking lot. Mr. Shoemaker stated their intent is to landscape the property as it would make the property more attractive to prospective tenants. Mr. Shoemaker expressed his belief the proposed setbacks are sufficient and would not hinder marketability of the property. He also stated they are open to a landscape plan that fits well within the area without reducing the parking spaces. Discussion ensued regarding the size of the proposed parking stalls.

Chair Kraus asked the Petitioner to consider where the large trees would be planted so they would not obstruct connectivity to the pedestrian walking/bicycle path envisioned for the business park.

In response to a comment from Chair Kraus, Mr. Shoemaker stated the building is designed for office or medical office use and currently no one has expressed interest in retail use. In addition, Mr. Shoemaker provided information regarding proposed tenants and the improvements being done to the building.

Member Bishop asked if the Petitioner would consider completing the walkway in front of the building. Mr. Roger Heerema of Wright Heerema Architects stated the proposed plan supports a future walkway along Carriage Park Avenue; however, he expressed his uncertainty when it would be completed. Mr. Shoemaker stated do to the lack of foot traffic in the area he recommended leaving the pathway open as opposed to paving the area in the event future plans should change. He stated they are comfortable with committing to planning for a pathway. Discussion ensued regarding connectivity and design of the proposed walkway.

Member Collins expressed her preference for smaller stall widths if additional landscaping was provided.

Member Badger stated the standard size of a parking stall is 9 ft. and commented on the problems which could be encountered due to a lack of parking. He stated parking is important and the Petitioner is currently competing with businesses that have more parking spaces.

Following a comment from Member Collins, Mr. Shoemaker stated he does not foresee any issues with the proposed plans as office building parking lots do not generate as much traffic as a retail parking lot and are more pedestrian friendly.

Chair Kraus inquired of the width of the existing parking stalls. Mr. Shoemaker stated the existing parking stalls varies in size between 9 ft. to 9.5 ft. and the intent is to restripe the parking lot for the proposed 9 ft. wide stalls.

A discussion ensued regarding the proposed pathway and connectivity to the retail establishments on the other side.

Following a discussion, Chair Kraus closed the public hearing.

Member Miller moved to recommended the Village Board approve the following with the condition the Petitioner work with the Village to establish a walking path along Carriage Park Avenue: i) a zoning variation to allow parking in the front yard along Carriage Park Ave., ii) a zoning variation to allow parking to encroach 65 ft. (86.67% variation) into the required front yard, as well as iii) approved a zoning variation to allow a reduction in the size of parking stalls from 10 ft. x 19.5 ft. to 9 ft. x 18 ft. (10% x 7.69%) conditioned on the Village Board’s approval of the two previous variations. Member Bishop seconded the motion. The motion passed on the following roll call vote:

Ayes: (7) Bishop, Collins, Goldsberry, Miller, Peters, Badger and Chair Kraus
Nays: (0)
Absent: (0)

Chair Kraus suggested the order of the meeting be amended to take agenda item #8 in advance of agenda item #6. There were no objections from the PCZBA.

8. A Report and Update on the Review of Regulations Concerning the Subdivision of Lots East of Sheridan Road and The Village’s Bulk Requirements

A to VA Stanick stated following the recent demolition petitions for the properties located at 400 E. Center Avenue and 925 N. Sheridan Road (925 Sheridan having now become a designated landmark), the 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.

A to VA Stanick stated the Village Board discussed the “4 Points” on April 13, 2015 and referred the evaluation of the historic preservation regulations to the Historic Preservation Commission, residential design review to the ABR, and the Village’s bulk and subdivision regulations to the PCZBA.

A to VA Stanick stated the PCZBA has been provided with: i) a chart summarizing the size (in floor area) of the five most recent building permits for single-family homes; and ii) a request for council action (dated November 27, 2000) from the City of Highland Park concerning a zoning ordinance map and text amendment to create an overlay district to control for character and

density in the Highland Park Lakefront R-4 Zoning District. In addition, A to VA stated an overlay district is a zoning tool that allows the community to keep the underlying zoning and establish a new set of regulations for future developments.

A discussion of overlay districts followed.

Member Badger asked if establishing an overlay district was easier as opposed to changing the underlying zoning. A to VA Stanick stated an overlay district does not change the underlying zoning which can be more difficult because it could result in creating numerous non-conforming lots. As opposed to an overlay district where the underlying zoning would still exist, but any new development would have to conform to the new regulations.

Following a comment from Member Collins regarding overlay districts, Village Attorney Andrew Fiske stated there are numerous ways that an overlay district can be used and this example is slightly more unusual than the overlay district discussed in context with the Waukegan Road Corridor Study which is specific to zoning uses and not size of lots or homes.

Chair Kraus stated an overlay district would be a tool to use in establishing new regulations, but the primary question to be considered is what happens to lots when houses are demolished. Chair Kraus stated this is an information gathering process on how to get the community involved in a discussion on the importance of Lake Bluff's character.

Member Goldsberry advised of the comment he received from residents on how the Village could maintain the character of Lake Bluff. He stated homeowners should be aware when purchasing a house in Lake Bluff they are investing in something more than just a house but a community as well. He expressed his opinion the Village should prevent demolishing one house and building two in its place. He expressed his belief the Village is making mistakes in the direction things are headed and the PCZBA should have more authority over future developments.

Discussion ensued regarding the bulk ordinance.

Chair Kraus stated it is important to know what the community wants in this area and suggested simple conceptual methods be used to obtain feedback from the community. A to VA Stanick stated there are several forms of communication used by the Village, but electronic communication will reach the widest audience.

Member Goldsberry expressed his opinion the changes resulting from the renovation of 735 Ravine Avenue (instead of demolish) were positive for the Village.

Member Collins inquired of available incentives to prevent demolition. A to VA Stanick advised of the incentives implemented recently by the Historic Preservation Commission for landmark properties.

6. A Continued Discussion Regarding Updates to the Comprehensive Plan – Business Park

A to VA Stanick reported the PCZBA was provided with a memorandum summarizing the discussion that has taken place over the course of the past year regarding the Waukegan Road Business Park in relation to updating the Village's Comprehensive Plan. Also provided is a revised final zoning use list.

Chair Kraus asked the PCZBA members to review the 17 points listed in the memorandum and provide comments to Staff before the next PCZBA Meeting. He stated sustainability issues associated with the Comprehensive Plan has been discussed with Staff and the intent is to provide information regarding this matter at upcoming PCZBA meetings. Chair Kraus expressed his interest in holding a special meeting to complete the project in a timelier manner.

A to VA Stanick updated the PCZBA on the Village Board's desire to create a sustainability plan. He noted the Village will work with the City of Lake Forest in creating a plan.

7. Commissioner's Report

Chair Kraus stated the next regular PCZBA meeting will be June 17, 2015.

A to VA Stanick provided an update on the Visual Preference Survey for the downtown and noted there is a community workshop scheduled for June 24th.

9. Adjournment

As there was no further business to come before the PCZBA, Member Goldsberry moved to adjourn the meeting. Member Collins seconded the motion. The motion was approved on a unanimous voice vote. The meeting adjourned at 8:49 p.m.

Respectfully submitted,

Brandon J. 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 J. Stanick, Assistant to the Village Administrator
DATE: June 12, 2015
SUBJECT: **Agenda Item #4** - 404 Moffett Rd. Irregular Lot Rear Yd. Setback Variation

Applicant Information:	Vincent Flannery and Jodi Barke (Petitioners/Owners)
Location:	404 Moffett Road
Existing Zoning:	R-4 Zoning District (single-family detached residential)
Purpose:	To construct an arbor, 6 ft. 6 in. in height, at the northeast corner of the house.
Requested Action:	Seeking a zoning variation from the Zoning Regulations regarding irregular lots to allow a 7 ft. 6 in. encroachment into the required rear yard setback along Sylvan Road.
Public Notice:	<i>Lake County News Sun</i> – June 1, 2015
Lot Area:	14,422 sq. ft.
Existing Land Use:	Single-family residential
Surrounding Land Use:	<ul style="list-style-type: none">• North: Single-family residential• East: Single-family residential• South: Single-family residential• West: Single-family residential
Comprehensive Plan Land Use Objectives:	<ul style="list-style-type: none">• Preserve the unique residential character of the area; and• Encourage rehabilitation and control redevelopment in an orderly manner compatible with neighboring properties.
Zoning History:	Not applicable
Applicable Land Use Regulations:	Irregular Lots (Section 10-4-2I) Yard & Setback Exceptions (Section 10-4-1B) Front Yard Setback Requirements (Section 10-5-3A)

Background and Summary

On May 22, 2015 the Village received a zoning application from Vincent Flannery and Jodi Barke (Petitioner), property owners of 404 Moffett Road, requesting a zoning variation from the Zoning Regulations regarding irregular lots to allow for the construction of an arbor that would encroach 7 ft. 6 in. into the rear yard setback along Sylvan Road. The arbor is 6 ft. 6 in. in height and 4 ft. 2 in. wide and will be placed at the northeast corner of the house adjacent to the attached garage.

Existing Conditions

The existing one and one-half story single-family residence is located on a through lot bounded by Sylvan Road, Moffett Road and E. Sheridan Place. The front of the house is oriented to the southeast corner of the lot along Moffett Road. The lot is classified as an irregular lot due to its shape (and not because of the orientation of the house). Pursuant to Section 10-4-2I of the Zoning Code, setback requirements for irregular lots are the same as the setback requirements for immediately adjacent lots along the common lot line. The house at 404 Moffett Road is adjacent to one other lot and shares a common lot line with 421 Sylvan Rd.

The parcel is also classified as a through lot, which is a lot having its front and rear yards each abutting on a street or street right-of-way; 404 Moffett has a front yard along E. Sheridan Pl. and a rear yard along Sylvan Rd. Pursuant to Section 10-4-1B(1) of the Zoning Code, the setback for through lots shall conform to the front yard setback requirements of the zoning district in which such lot and the lots adjoining it on either side are located. Both 404 Moffett Rd. and its neighboring lot, 421 Sylvan Rd., are located in the R-4 Zoning District. The required front yard setback is 20 ft. in the R-4 Zoning District, and because 404 Moffett Rd. is a through lot, setbacks from each street are the same at 20 ft. (reference plat of survey).

Additionally, there is a line of tall bushes along Sylvan Rd. that screen the northeast corner of the property at the Sylvan Rd./Moffett Rd. intersection. The existing bushes are located in the Village's right-of-way (reference plat of survey) and were not previously approved by the Village Board. Also, the existing bushes are located in an area that creates a public safety hazard by interfering with vehicular sight lines at the Sylvan Rd./Moffett Rd. intersection. The Petitioner has been made aware of this existing condition which will require an alternate landscape plan, and if the Petitioner would like to continue with landscape treatment within the Village's right-of-way, will require Village Board approval.

Zoning Analysis

Village Staff has conducted the required zoning analysis and confirms the proposed arbor requires a variation from the Zoning Regulations regarding irregular lots to allow an approximate 7 ft. 6 in. encroachment into the required rear yard setback along Sylvan Road.

The Petitioners have provided statements addressing the standards for variation in the attached zoning application. The PCZBA should consider if the Petitioners' statements and submitted materials satisfy the established standards for variation.

PCZBA Authority

The PCZBA has the authority to:

- Recommend the Village Board approve, approve with the condition the landscape in the northeasterly right-of-way is addressed, or deny the Petitioners' request for:
 - A 37.5% variation from the **Zoning Regulations regarding irregular lots** to allow a 7 ft. 6 in. encroachment into the required rear yard setback along Sylvan Road.

Recommendation

Following the public hearing to consider the requested variation, the PCZBA should take one of the following actions:

- If more information is required, continue the public hearing to a date certain to allow the Petitioners to provide additional information; or
- If more information is not required, vote to:
 - Recommend the Village Board approve, approved with conditions, or deny the requested variation from the Village's Zoning Code.

Attachments

- Petitioners' zoning application and related material;
- Comprehensive Land Use Objectives for Land Use Area 2; and
- Aerial Map of Neighborhood.

If you should have any questions concerning the information provided in this memorandum please feel free to contact me at 847-283-6889.

FEE PAID:
RECEIPT NUMBER:

DATE RECEIVED
BY VILLAGE:

RECEIVED
MAY 22 2015

VILLAGE OF LAKE BLUFF
APPLICATION FOR ZONING VARIATION, SPECIAL USE PERMIT, REZONING, OR PRD

BY:

SUBJECT PROPERTY

Address: 404 Moffett Road Zoning District: R4
(Property address for which application is submitted)
Current Use: Residential
(Residential, Commercial, Industrial, Vacant, Etc.)
PIN Number: 12-21-222-021

APPLICANT

Applicant: Vincent Flannery
Address: 404 Moffett Road, LB
(Address if different than subject property)
Relationship of Applicant to Property: owner
(Owner, Contract Purchaser, Etc.)
Home Telephone: (312) 504-8083 Business Telephone: _____

OWNER

Owner - Title Holder	If Joint Ownership
Name: <u>Vincent Flannery</u>	Joint Owner: <u>Jodi Burke</u>
Address: <u>404 Moffett Road</u>	Address: <u>404 Moffett Road</u>
<u>LB 160044</u>	<u>LB</u>
Daytime Phone: <u>312 504 8083</u>	Daytime Phone: <u>(312) 504-8083</u>

If ownership is other than individual and/or joint ownership, please check appropriate category and provide all additional ownership information as an attachment.

- Corporation
- Land Trust
- Other: _____
- Partnership
- Trust

Are all real estate taxes, special assessments and other obligations on the subject property paid in full?

Yes No If No, Explain: _____

ACTION REQUESTED

To provide time for legal notification requirements, any application requiring a Public Hearing before the Zoning Board of Appeals must be received at least 25 days prior to the next meeting date.

- Zoning Variation
- Special Use Permit
- Text Amendment
- Rezoning
- Planned Residential Development
- Other: _____

Applicable Section(s) of Zoning Ordinance, if known: _____ SECTION 10-4-21, IRREGULAR LOTS

Narrative description of request: INSTALL Decorative ARBOR FOR ACCESS POINT TO REAR YARD & ADD some privacy from Drive & Moffett Road

STANDARDS FOR VARIATIONS AND SPECIAL USE PERMITS

The Zoning Board is required by the Illinois State Statutes to apply the following standards in reviewing requests for Variations and Special Use Permits. The Board may only grant a variation or recommend that the Village Board grant a variation in cases where there are practical difficulties and particular hardships brought about by the strict application of the Zoning Ordinance and not by any persons, presently or formerly, having an interest in the property. The applicant has the burden of establishing each of these standards both in writing and at the Public Hearing. Please attach additional materials if necessary.

STANDARDS FOR VARIATIONS:

1. **Practical Difficulty or Hardship:** Describe the practical difficulty or particular hardship that would result from the strict application of the Zoning Ordinance.

No privacy to rear yard
Close off view to driveway & Moffett Rd

2. **Unique Physical Condition:** Describe the unique characteristics of the lot or structures on the subject property which are exceptional, such as: a) existing unique structures or uses, b) irregular lot shape, size, or location, c) exceptional topographical features, or d) other extraordinary physical conditions.

This is an irregular shaped lot with streets on three sides, Sylvan, Moffett, E. Sheridan place

3. **Special Privilege:** Describe how the request will not simply provide the applicant with a special privilege that other property owners do not enjoy. The request must be for relief from the regulations due to hardship, and not simply to reduce inconvenience or to provide for financial gain.

Arbor is to beautify yard only. There are many Arbors in town and this lot is more restricted by zoning due to layout. Streets on three sides

4. **Code Purposes:** Describe how the request does not violate the intentions of the regulations. The applicant must show that the request does not adversely impact surrounding properties or the general welfare.

ARBOR is Decorative Feature & will not impact surrounding properties. ARBOR is on North East side of house & is adjacent to streets NOT neighbors

5. **Public Health and Safety:** Describe how the request will not: a) adversely impact the supply of light and air to adjacent properties, b) increase traffic congestion, c) increase the hazard of fire, d) endanger public safety, e) diminish the value of property within the surrounding area, or f) impair the public health, safety, comfort, morals, and welfare of the people.

(No impact)

STANDARDS FOR SPECIAL USE PERMITS:

1. **General Standard:** Describe how the proposed use will not adversely impact adjacent properties.

2. **No Interference with Surrounding Development:** Describe how the proposed use will not hinder or interfere with the development or use of surrounding properties.

3. **Adequate Public Facilities:** Describe how the proposed use will be served by streets, public utilities, police and fire service, drainage, refuse disposal, parks, libraries and other public services.

4. **No Traffic Congestion:** Describe how the proposed use will not cause undue traffic and traffic congestion.

5. **No Destruction of Significant Features:** Describe how the proposed use will not destroy or damage natural, scenic or historic features.

STANDARDS FOR TEXT AMENDMENTS

The wisdom of amending the Village Zoning Map or the text of the Zoning Code is a matter committed to the sound legislative discretion of the Village Board of Trustees and is not dictated by any set standard. In determining whether a proposed amendment will be granted or denied the Board of Trustees may be guided by the principle that its power to amend this title should be exercised in the public good.

TEXT AMENDMENT GUIDING PRINCIPLES:

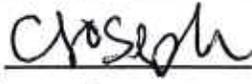
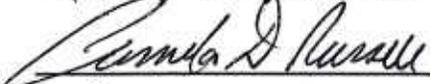
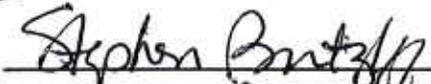
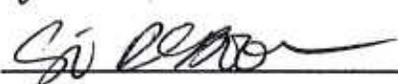
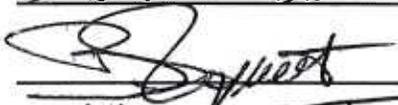
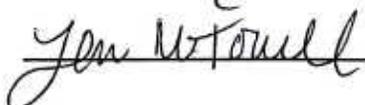
In considering whether the principle is satisfied in amending the text of the Zoning Code, the Board of trustees may weigh, among other factors, the following:

1. **The consistency of the proposed amendment with the purposes of this title:**

2. **The community need for the proposed amendment and any uses or development it would allow:**

3. **The conformity of the proposed amendment with the village's comprehensive plan and zoning map, or the reasons justifying its lack of conformity:**

I APPROVE the building of an arbor at 404 MOFFETT ROAD
 I understand that a variance is required due to the set backs, etc

	<u>PRINT NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>
1	DAVID KISSEL		422 Ravine
2	Courtney Joseph		440 Ravine Ave
3	Nan (Anne) Caldwell		400 Ravine Ave.
4	Mary H. Franke	MARY H. FRANKEUR	456 Gurney Ave.
5	Pam Russell		448 Gurney Ave.
6	Stephen Bantzoff		329 Sylvan Rd.
	Kathryn Bantzoff		329 Sylvan Rd.
8	Alan DeBroom		381 Moffett Rd
9	Kendall DeBroom		381 Moffett Rd
10	Siv DeBroom		381 Moffett Rd.
11	Stephen Best	STEPHEN BEST	361 Moffett Rd.
12	Bryan Ruppert		654 Mawman Ave
13	Sandi Ruppert		654 Mawman Ave
14	MARGARET WHITE		400 E. SHERIDAN
15	PETE WHITE		" " "
16	AARON TOMLE		421 SYLVAN RD
17	Lauren Tomle		421 Sylvan Rd
18			
19			
20			



LakeCounty

FROM THE OFFICE OF: DAVID B. STOLMAN, LAKE COUNTY COLLECTOR
Make Checks Payable to: LAKE COUNTY COLLECTOR

1ST INSTALLMENT
PAYMENT COUPON
RETURN WITH PAYMENT

1

Tax Year 2014
12-21-222-021

12-21-222-021



VINCENT FLANNERY
404 MOFFETT RD
LAKE BLUFF IL 60044-2602



Taxes Due on or before 6/3/2015
\$10,304.92 DUE

Tax Bills are mailed to the taxpayer of record,
even if your Lender is responsible for payment.

00003920

122122202100000001030492201412

Name Change

↓ TEAR HERE ↓



LakeCounty

FROM THE OFFICE OF: DAVID B. STOLMAN, LAKE COUNTY COLLECTOR
Make Checks Payable to: LAKE COUNTY COLLECTOR

2ND INSTALLMENT
PAYMENT COUPON
RETURN WITH PAYMENT

2

Tax Year 2014
12-21-222-021

Tax Bills are mailed to the taxpayer of record,
even if your Lender is responsible for payment.

12-21-222-021



Taxes Due on or before 9/3/2015
\$10,304.93 DUE

VINCENT FLANNERY
404 MOFFETT RD
LAKE BLUFF IL 60044-2602

122122202100000001030493201423

Name Change

↓ TEAR HERE ↓

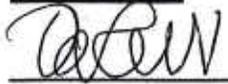
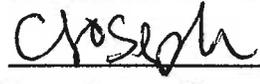
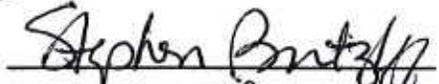
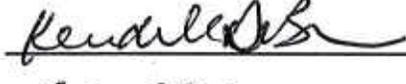
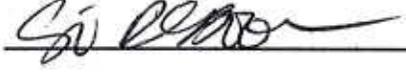
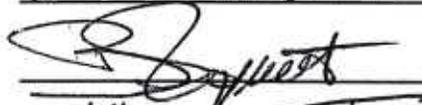
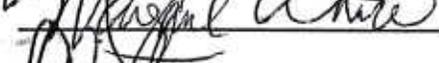
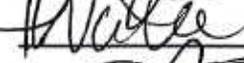
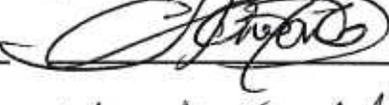
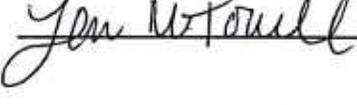
Property Location: 404 MOFFETT RD
LAKE BLUFF
Legal Description: VILLAGE OF LAKE BLUFF LOTS 1 2 & 3 ALSO VAC 20 FT
STRIP LYG N & ADJ BLOCK 15

Pin Number 12-21-222-021
Tax Year 2014
Tax Code 10011
Acres 0.00

Taxing Body	Rate	Current Amount	Change From Prior Year
COUNTY OF LAKE	0.549129	\$1,590.82	27.17
COUNTY OF LAKE PENSION	0.133370	\$386.37	12.27
VIL OF LAKE BLUFF	0.455258	\$1,318.89	6.61
VIL OF LAKE BLUFF LIBRARY	0.182249	\$527.98	13.59
VIL OF LAKE BLUFF PENSION	0.204499	\$592.43	28.36
ROAD AND BRIDGE-SHIELDS	0.033064	\$95.79	2.26
LAKE BLUFF PARK DIST	0.469337	\$1,359.69	129.24
LAKE BLUFF PARK DIST PENSION	0.066469	\$192.57	17.21
LAKE BLUFF MOSQUITO ABATEMENT	0.015332	\$44.42	0.58
LAKE BLUFF SCHOOL DISTRICT #65	2.702081	\$7,827.99	205.70
LAKE BLUFF SCHOOL DISTRICT #65 PENSION	0.074486	\$215.79	43.35
COLLEGE OF LAKE COUNTY #532	0.306068	\$886.69	21.58
LAKE FOREST HIGH SCHOOL DISTRICT #115	1.396017	\$4,044.29	43.16
LAKE FOREST HIGH SCHOOL DISTRICT #115 PENSION	0.052113	\$150.97	1.91
NORTH SHORE WATER RECLAMATION DISTRICT	0.169401	\$490.76	11.44
FOREST PRESERVE	0.200430	\$580.65	-18.50
FOREST PRESERVE PENSION	0.009573	\$27.73	-10.26
CEN LK COUNTY JOINT ACTION WATER AGENCY	0.055907	\$161.96	1.21
TOWNSHIP OF SHIELDS	0.036970	\$107.10	4.81
TOWNSHIP OF SHIELDS PENSION	0.002401	\$6.96	1.11
TOTALS	7.114154	\$20,609.85	\$542.80

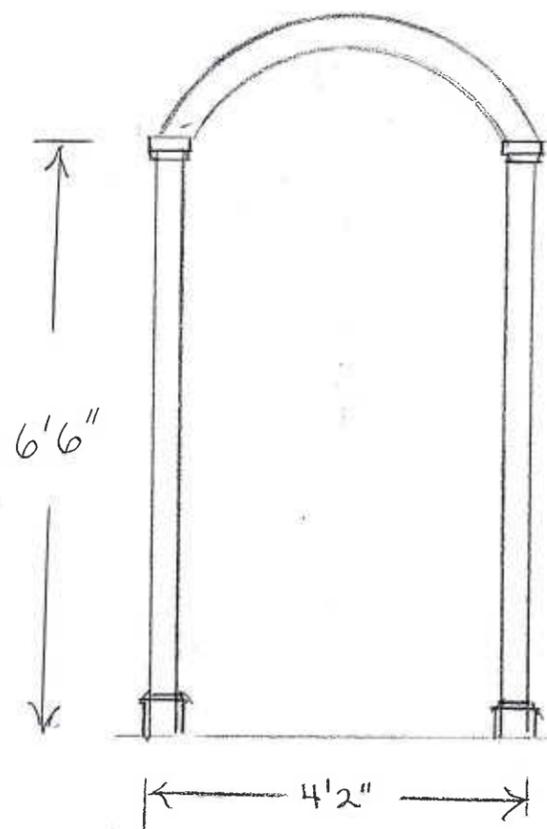
Land Value	\$106,487
+ Building Value	\$189,215
x State Multiplier	1
= Equalized Value	\$295,702
+ Farm Land and Bldg Value	
+ State Assessed Pollution Ctrl	
+ State Assessed Railroads	
= Total Assessed Value	\$295,702
- Fully Exempt	
- Senior Freeze	
- Home Improvement	
- General Homestead	\$6,000.00
- Senior Homestead	
- Disabled / Veterans	
- Returning Veterans	
= Taxable Valuation	\$289,702
x Tax Rate	7.114154
= Real Estate Tax	\$20,609.85
+ Special Service Area	
+ Drainage	
= Total Current Year Tax	\$20,609.85
+ Omitted Tax	
+ Forfeited Tax	
= TOTAL TAX BILLED	\$20,609.85
Fair Market Value	\$887,106
1st Installment Due 6/3/2015	\$10,304.92
2nd Installment Due 9/3/2015	\$10,304.93

I APPROVE the building of an arbor at 404 MOFFETT ROAD
I understand that a variance is required due to the set backs, etc

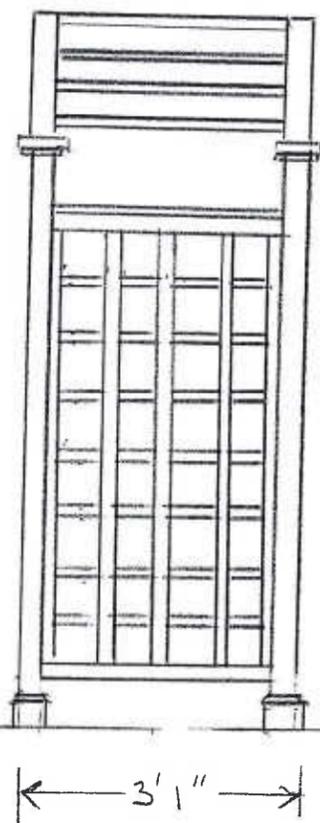
	<u>PRINT NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>
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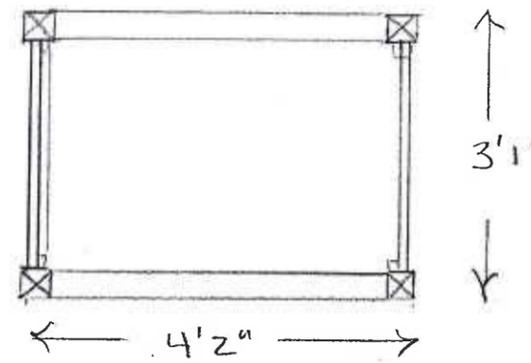




FRONT & REAR
VIEW



SIDE VIEW



FLOOR PLAN

JODIE BARKE
& VINCE FLANNERY

JODIE & VINCE
404 MOTT RD
LAKE BLUFF IL.

VILLAGE OF LAKE BLUFF

Memorandum

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

FROM: Brandon Stanick, Assistant to the Village Administrator

DATE: June 12, 2015

SUBJECT: **Agenda Item #5** - A Continued Discussion Regarding Updates to the Comprehensive Plan – Business Park

Summary and Background Information

The purpose of this memorandum is to transmit the Business Park Discussion Points Worksheet (Worksheet) distributed to the PCZBA on May 28, 2015 for comment. The Worksheet is comprised of the 17 discussion points concerning the Waukegan Road Business Park in relation to updating the Comprehensive Plan, as well as comments received from individual Commissioners. The 17 points are outlined in the Worksheet and are categorized into the following sections: i) accessibility/connectivity; ii) annexation and development; and iii) land use planning.

Recommendation

It is recommended the PCZBA use the Worksheet to review comments and seek consensus on the 17 points.

Attachment

- Business Park Discussion Points Worksheet.

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

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

BUSINESS PARK DISCUSSION POINTS WORKSHEET

DOCUMENT DISTRIBUTED MAY 28, 2015
PCZBA MEMBER COMMENTS DISTRIBUTED JUNE 13, 2015

Background: At its meeting on May 20, 2015 the PCZBA requested Staff distribute the 17 discussion points concerning the Waukegan Road Business Park in relation to updating the Comprehensive Plan. The 17 points are outlined below and categorized into the following sections:

Accessibility/Connectivity,
Annexation & Development, and
Land Use Planning.

Although listed in a different order than transmitted during the May 20th meeting, the numbers of each item indicate the original number that was assigned to each discussion point; corrections (shown in red) were made to points 6 and 7. Links to the applicable sections of the 1997 Comprehensive Plan are provided to allow Commissioners more convenient access to existing information and to use as a reference. The following links may also be of assistance:

Zoning Map: <http://www.lakebluff.org/sitemedia/documents/CommDevelopment/zoning-map.pdf>

Comprehensive Plan (all sections): <http://www.lakebluff.org/departments-services/community-development/291-comprehensive-plan>

Requested Action: Commissioners are to review the 17 discussion points outlined below and provide comments and feedback to Staff prior to the next PCZBA meeting scheduled for June 17, 2015; comments should be forwarded to Staff before Tuesday, June 9th. On June 17th the PCZBA is scheduled to review and come to a consensus on the discussion points which will be forwarded to the Village Board as an updated on the PCZBA's progress on updating the Comprehensive Plan.

Accessibility/Connectivity (Transportation):

A transportation system is a vital component to any community large or small. Transportation systems are developed, implemented and monitored to provide safe and efficient means for the movement of people and products within a community, as well as between a community and other areas, such as large regional employment centers. Transportation policies are used to guide the overall maintenance and improvement of the community's transportation system.

Link to 1997 Comprehensive Plan Element Transportation:

<http://www.lakebluff.org/sitemedia/documents/PolicyDocs/CompPlan/08.planelements.transportation.pdf>

Discussion Points:

- | | |
|---|---|
| 2 | Improving access to the Business Park using traffic lights, pedestrian paths and parking solutions. |
|---|---|

- Member Badger: Agree with this statement. A balance is needed between pedestrian pathways and commercial viability.
- Member Bishop: Yes, interested in linking the two circles when this may be possible. Consider the possibility of the village investing in property that could become the link. This property could become a roadway, help with off-street parking, and offer the possibility of a "Pocket Park" in the Park. Add both pedestrian paths and bike routes throughout the Business Park. Add traffic lights on Waukegan as allowed by the state and as needed for the flow of traffic onto Waukegan Rd. from the Business Park.
- Member Miller: Nothing to add

15 Supporting the implementation of pedestrian and bicycle trail system (including way-finding signage) throughout the Business Park.

- Member Badger: Agree, see point #2 (A balance is needed between pedestrian pathways and commercial viability).
- Member Bishop: Yes, very interested in making this a reality throughout the Business Park. Any new construction or remodeling should always include the commitment from the property owner to fund the building of the pedestrian and bike trail in front of their property when the time comes to put this into action.
- Member Miller: Nothing to add

Annexation & Development:

Annexation is the process of incorporating adjacent territory into the Village. Generally, annexation is considered based on: compatibility, impact (on police/fire services, other municipal services, traffic generation, etc.), capacity and potential (highest and best use) of the subject area. This element also recommends future land uses for unincorporated areas within the 1.5 mile planning jurisdiction of the Village.

Link to 1997 Comprehensive Plan Element Annexation & Development:

<http://www.lakebluff.org/sitemedia/documents/PolicyDocs/CompPlan/05.planelements.annexationdevelpt.pdf>

Discussion Point:

11 Pursuing annexation of parcels lying north of IL Rt. 176, east of U.S. Rt. 41 and west of the Union Pacific freight line tracks.

- Member Badger: Agree and in fact would add Lake Bluff should pursue parcels on north side of Rt. 176 between Rt. 41 and Rt. 43.
- Member Bishop: Yes, interested in pursuing this action through annexation. Also interested in looking long term at the annexation of all properties north of Rt. 176 from Rt. 41 to Rt. 43. This is the entrance to Lake Bluff along Rt. 176 and

it should become part of the overall plan even though currently this is not possible it should be stated as a long term goal.

Member Miller: Nothing to add

Land Use Planning:

This basic element of a Comprehensive Plan takes into account the future zoning, subdivision, development and planning decisions of a community.

Link to 1997 Comprehensive Plan Element Land Use:

<http://www.lakebluff.org/sitemedia/documents/PolicyDocs/CompPlan/04.planelements.glsobjpol.land%20use.pdf>

Discussion Points:

1	Allowing retail and revenue generating uses in Area 3 and Area 4 (properties on east and west sides of Albrecht Drive).
---	---

Member Badger: Agree

Member Bishop: Agree this is the direction that should be encouraged.

Member Collins: For points 1 through 7, I do not concur with the identification of sub-areas within the industrial park with different types of development. We should assume that the entire industrial park will be open to the same type of development and develop zoning that will allow either adaptive reuse or redevelopment to achieve a high quality retail and mixed use environment.

Member Miller: Nothing to add

3	Encouraging adaptive reuse of properties as economically feasible in Area 3 and Area 4 (properties on east and west sides of Albrecht Drive).
---	---

Member Badger: Agree, though I am unclear on how to encourage this redevelopment.

Member Bishop: Yes, very much encouraged.

Member Collins: For points 1 through 7, I do not concur with the identification of sub-areas within the industrial park with different types of development. We should assume that the entire industrial park will be open to the same type of development and develop zoning that will allow either adaptive reuse or redevelopment to achieve a high quality retail and mixed use environment.

Member Miller: Nothing to add

4 Promoting the Village's support for retail uses in Area 3 and Area 4 (properties on east and west sides of Albrecht Drive).

Member Badger: Are there examples of similar villages doing this without adding expense to the budget?

Member Bishop: Support in the form of working with zoning to make the business viable. Support with new ideas for the businesses in these Areas. Not supportive of large tax relief to get business to sign leases. Believe the new business should contribute to our Village income from the start and not be given long term tax relief.

Member Collins: For points 1 through 7, I do not concur with the identification of sub-areas within the industrial park with different types of development. We should assume that the entire industrial park will be open to the same type of development and develop zoning that will allow either adaptive reuse or redevelopment to achieve a high quality retail and mixed use environment.

Member Miller: Nothing to add

5 Maintaining existing compatible mixed-use development for the properties along Waukegan Road, including: retail, office, medical office and light manufacturing. Allowing compatible mixed-use redevelopment of the parcels along Waukegan Road consisting of multiple parcels and/or tenants of varying compatible uses in multi-tenant buildings.

Member Bishop: Agree with this statement. It is important to encourage more development of large independent businesses such as Pasquesi thus providing strong business and unique architecture along Rt. 43. Not interested in seeing a line of national chains with cookie cutter buildings and requests for large parking lots. Need to hold fast on setbacks and the addition of bike/pedestrian paths along this corridor.

Member Collins: For points 1 through 7, I do not concur with the identification of sub-areas within the industrial park with different types of development. We should assume that the entire industrial park will be open to the same type of development and develop zoning that will allow either adaptive reuse or redevelopment to achieve a high quality retail and mixed use environment.

Member Miller: Nothing to add

6 Supporting appropriate redevelopment of the properties on the ~~northern~~ southern end along Waukegan Road as medical office and office uses.

Member Badger: Agree

Member Bishop: Not interested in restricting this end to office/medical. Believe that we should be open to retail as needed along the entire length of Rt. 43.

Member Collins: For points 1 through 7, I do not concur with the identification of sub-areas within the industrial park with different types of development. We should assume that the entire industrial park will be open to the same type of development and develop zoning that will allow either adaptive reuse or redevelopment to achieve a high quality retail and mixed use environment.

Member Miller: Nothing to add

Chair Kraus: In favor of promoting retail all along Rt. 43, but recognize mixed use and light industrial are here to stay.

7 Supporting appropriate redevelopment of the properties on the ~~southern~~ northern end of Waukegan Road as retail use, a section that is believed to be more susceptible to retail establishments.

Member Badger: Agree

Member Bishop: Yes, agree that this area will be the first to redevelop as retail. But no restriction should be placed on use along the entire length of Rt. 43.

Member Collins: For points 1 through 7, I do not concur with the identification of sub-areas within the industrial park with different types of development. We should assume that the entire industrial park will be open to the same type of development and develop zoning that will allow either adaptive reuse or redevelopment to achieve a high quality retail and mixed use environment.

Member Miller: Nothing to add

Chair Kraus: In favor of promoting retail all along Rt. 43, but recognize mixed use and light industrial are here to stay.

8 Supporting retail uses along U.S. Rt. 41.

Member Badger: Ok – but what is the impact of retail on Rt. 41, though access is through the business park? Would state/county allow access off Rt. 41?

Member Bishop: Support what is already there. As requests come in to establish further retail business a frontage lane needs to be established to allow fewer direct road cuts onto Rt. 41. Promoting more individual business with direct on/off Rt. 41 with a right turn should not be encouraged.

Member Collins: Agree

Member Miller: Nothing to add

9 Considering a future land use plan that allows mixed uses consisting of: office, medical office, retail, service and light industrial the Commercial Park and the businesses north of IL Rt. 176 and east of U.S. Rt. 41.

Member Badger: Agree

Member Bishop: This would be a possible plan. If it was enacted we should also include the possibility of encouraging the movement of the Police in the Business Center and downsizing the Fire Department building thus allowing the Business Center to grow with more compatible buildings as you enter the Village center. Another location on the east side could house a fire house.

Member Collins: Agree

Member Miller: Nothing to add

10 Considering renaming the Light Industry District (L-1) to Commercial District 1 (or C-1) and the Limited Light Industry District (L-2) to Commercial District 2 (or C-2) where C-2 is predominantly retail type uses.

Member Badger: Ok

Member Bishop: Yes, renaming is important for the future plan.

Member Miller: Nothing to add

12 Maintaining the 100 ft. building setback from IL Rt. 43.

Member Badger: Absolutely

Member Bishop: Yes, maintain the setback, while continuing to make it known that the Village will encourage unique needs such as the Pasquesi building along Rt. 43. Need a "Green" entrance to our Village.

Member Collins: Agree, but would be open to discussion of some non-building uses within the setback such as an outdoor café. Should also plan for future bike path here.

Member Miller: Nothing to add

13 Exploring building setback (75 ft., 50 ft. & 30 ft.) reductions from interior roadways in the Business Park (Carriage Park Ave., Albrecht Dr., North Shore Dr., Sherwood Ter. & Sherwood Dr.).

Member Badger: I would support this.

Member Bishop: Willing to explore a 30 ft. setback as long as the roadway is planted and that there is adequate landscaping to mask needed parking.

Member Collins: Yes, bringing the buildings closer to the street with parking either to the rear or side would promote higher quality retail development.

Member Miller: Nothing to add

14 Exploring additional considerations to alternative building heights in the Business Park.

Member Badger: From a practical point of view, I am not convinced this is worth spending much time on. Probably better handled on a case by case basis.

Member Bishop: Yes, encourage the use of alternative building heights within the Park. Use the possibility of height to include roof top parking that would allow less ground cover.

Member Collins: Agree

Member Miller: Nothing to add

16 Supporting the establishment of landscape standards for parcels in the Business Park.

Member Badger: Agree

Member Bishop: Landscape standards must be specifically stated within the plan. Developers need to know and understand that there will be standards before coming to any board or staff.

Member Collins: Agree. I especially support the establishment of a consistent streetscape with street trees and pedestrian and bicycle paths.

Member Miller: Nothing to add

17 Supporting a comprehensive evaluation of the parking standards and requirements for the Business Park. May include reduction in parking lot setbacks from interior roadways and U.S. Rt. 41, IL Rt. 176 and IL Rt. 43 to promote an environment more attractive to retail development.

Member Badger: Agree

Member Bishop: It is important that along Rt. 43 we maintain a large, open setback of landscaped property. This could be the only reasonable way in which our Village can maintain its unique identity in the western edge of the Village. With the problem of our not being able to maintain standards north of Rt. 176 it is extremely important that, as you drive along Rt. 43, you do not feel as though you were in any suburb in the U.S. Do not support a frontage road/with parking along Rt. 43. A standard parking space dimension should be stated within the plan. This plan should develop a

specific section on standards for development within the Village. It should be comprehensive to include specifics for the entire Village.

Member Collins: Agree that much better standards are needed and for all Lake Bluff zoning districts. They should address screening requirements and landscaping within the parking lots. Parking in the front setbacks might be allowed for existing buildings but should not be used for new development. Street parking should be provided where possible.

Member Miller: Nothing to add

VILLAGE OF LAKE BLUFF

Memorandum

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

FROM: Brandon Stanick, Assistant to the Village Administrator

DATE: June 14, 2015

SUBJECT: **Agenda Item #6** - Review of Regulations Concerning the Subdivision of Lots East of Sheridan Road and the Village's Bulk Requirements

Summary and Background Information

Following the recent demolition petitions for the properties located 400 E. Center Avenue and 925 N. Sheridan Road (925 Sheridan having now become a designated landmark), the 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.

The Village Board initiated a discussion concerning the "4 Points" noted above on April 13, 2015 and referred the evaluation of the: historic preservation regulations to the Historic Preservation Commission, residential design review to the Architectural Board of Review, and the Village's bulk and massing regulations and subdivision regulations to the Plan Commission & Zoning Board of Appeals (PCZBA).

The PCZBA kicked-off its discussion concerning the points referred to it by the Village Board on May 20, 2015 and received the following documents:

- A chart summarizing the size (in floor area) of the five most recent building permits for single-family homes; and
- A Request for Council Action (dated November 27, 2000) from the City of Highland Park concerning a zoning ordinance map and text amendment to create an overlay district to control for character and density in the Highland Park Lakefront R-4 Zoning District.

To continue its discussion on June 17th, please find attached a primer on residential bulk regulations that provides detail regarding building coverage, building height, building setbacks, daylight plan, floor area and impervious surface requirements. This document is meant to serve as a tool in the PCZBA's discussion of the Village's bulk regulations and Commissioners should feel free to suggest changes that will enhance the reader's understanding.

Please feel free to contact me at 847-283-6889 should you have any questions regarding this matter.

Attachment

VILLAGE OF LAKE BLUFF

RESIDENTIAL BULK REGULATIONS PRIMER

Bulk regulations are standards and controls that establish the maximum size of buildings and structures on a lot and the buildable area within which a building can be located. These controls include building coverage, height, building setbacks, daylight plane, floor area and impervious surfaces. These terms are outlined below in more detail. It is important to know that “density” is not used when discussing bulk because density is used to measure population and refers to the maximum number of dwelling units on a lot, on an acre or some other measurement of land area.

Building Coverage

Building coverage is expressed as a percentage of the size of the lot and refers to that portion of a lot covered by a principle and an accessory structure. Building overhangs, stoops and decks also count toward building coverage; however certain exclusions apply.

Example

- Zoning District: R-4 (predominantly between Sheridan Rd. and Sunrise Avenue)
- Required lot size: 7,500 sq. ft. or 50' x 150' (also, a common lot size is 50' x 125' or 6,250 sq. ft.)
- Maximum building coverage: 30% of lot area
- Permitted building coverage: $7,500 \times .30 = 2,250$ sq. ft.

Building Height

The vertical distance measured from the highest point of the roof of a building to the grade directly below is the building height. Building heights are established based on the width of the lot and are used to regulate the maximum height of principle structures, as well as accessory structures.

Example

- Zoning District: R-4
- Required lot width: 50'
- Maximum building height for lots 50' to 74.9' wide: 32'

Building Setbacks

Building setbacks control the location of a house on a lot by requiring a minimum distance from the building to the lot lines. Requirements for building setbacks vary depending on which yard: front, rear, interior side or corner side.

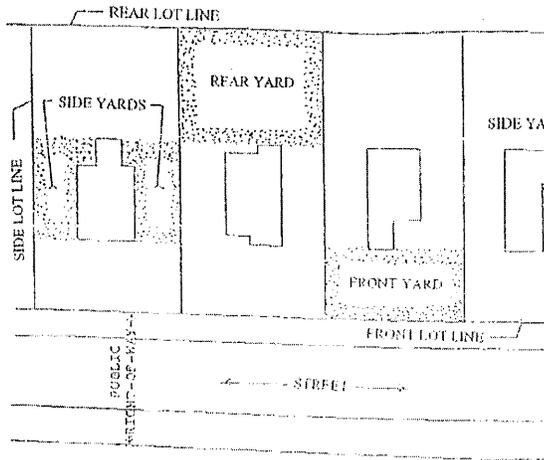


ILLUSTRATION #
YARD TYPES

Example

- Zoning District: R-4
- Required lot width: 50'
- Required lot size: 7,500 sq. ft. (or 50' x 150')
- Minimum front yard setback: 20'
- Corner lot side yard setback: 10' or 20% of the width of the lot (exceptions apply to wider lots)
- Interior side yard setback: 5' or 10% of lot width
- Rear yard setback: 22.5' or not less than 15% of the depth of a lot, however, must be between 10' and 25'

Daylight Plane

The daylight plane is measured at a 45 degree angle toward the interior of the lot from a 12' vertical height at the side yard setback line. The resulting measurement seeks to preserve privacy and exposure to natural light by limiting the height of structures in proximity to neighboring houses.

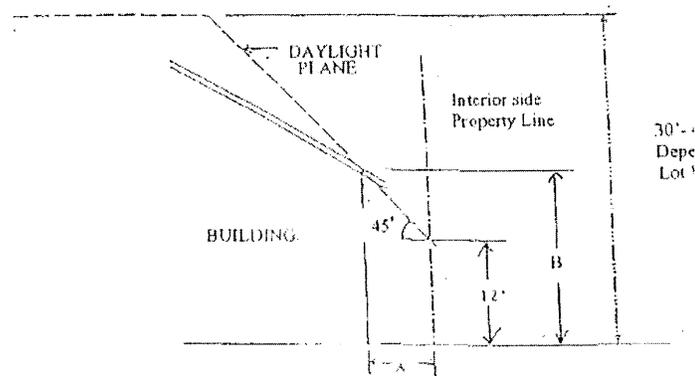


ILLUSTRATION #
DAYLIGHT PLANE

A = Side yard setback
B = 12'

Note: Eaves are allowed to penetrate the daylight plane.

Floor Area

Floor area is commonly expressed as a percentage (or ratio) of all horizontal areas of all structures on a lot in relation to lot size. The floor area ratio is the principle bulk regulation that controls the size of houses. The more common features that count toward the gross floor area of a lot include: principle and accessory building floor space, atria, attic floors, balconies (interior and exterior), underground structures, bay overhangs, courtyards, chimneys and fireplaces, elevator shafts, decks/stoops/porches and steps leading thereto, and stairwells. Certain exclusions apply to incent specific features, e.g., front porches and detached garages in the rear yard.

The Floor Area Analysis outlined in the chart below compares the floor area permitted per zoning district, as well as the resulting floor area ratio, that are typically found east of Sheridan Road with R-4 being the largest District in this area.

Zoning District	Required Lot Size (sq. ft.)	Floor Area Regulation (sq. ft.)	Floor Area Calculation Example (sq. ft.)	Permitted Floor Area (sq. ft.)	Floor Area Ratio (floor area : lot area)
R-1	20,000 (<u>100'</u> x 200')	For lots >18,000	Lot size: 20k to >18k $5,400 + (.1 \times \text{lot size in excess of } 18,000)$	5,600 to >5,400	28% to 30%
R-2	12,000 (<u>75'</u> x 160')	For lots >9,000 to 18,000	Lot size: 12,000 $3,600 + (0.2 \times \text{lot size in excess of } 9,000)$	4,200	35%
R-3	9,500 (<u>60'</u> x 158.33')	For lots >9,000 to 18,000	Lot size: 18k to >9k $3,600 + (0.2 \times \text{lot size in excess of } 9,000)$	5,400 to >3,600	30% to 39%
R-4	7,500 sq. ft. (<u>50'</u> x 150')	For lots \leq 9,000	Lot size: 9,000 $0.4 \times \text{lot size}$	Up to 3,600	40%

Note: the underlined number under the Required Lot Size column is the Required Lot Width.

Floor Area Exceptions

Floor area exceptions, also referred to as “bonuses,” seek to incent certain features to achieve or maintain a specific character in a residential neighborhood. Currently, Lake Bluff does not count these more common features toward the gross floor area of a house, which can contribute toward the perception of bulk:

- **Basement, crawal space or subterranean garage** – total floor area excluded if less than 3’ above grade for construction on or after 1/1/1950.
- **Detached garage** - up to 440 sq. ft. of floor area can be excluded if placed in the rear 25% of the lot or the rear 27’ of the lot (whichever is greater) for lots no greater than 8,750 sq. ft. in size. A sliding scale based on lot size is used to determine the amount of sq. ft. that is excluded for those lots measuring more >6,250 to 8,750 sq. ft.
 - Lot size of 6,250 sq. ft. (50’ x 125’) or less qualifies for an exclusion of 440 sq. ft., and
 - Lot size of 8,750 sq. ft. (70’ x 125’) qualifies for an exclusion of 0 sq. ft.
- **Stoops and decks and steps thereto**, portions of which may be excluded from the gross floor area if:
 - Located in the rear or side yard,
 - Elevation of less than 30” above grade,
 - Open type railings that are less than 42” in height, and
 - An area of less than 3.50% of the area of the entire lot.
- **Covered outdoor porch and steps thereto**, may be excluded from the gross floor area up to the lesser of 3.50% of the total lot area or 500 sq. ft. if:
 - Open type railings constructed no more than 42” in height,
 - Areas between the floor and roof are open except for railings, screens, or structural/decorative elements, and
 - Has no floor area or exterior balcony directly above the porch.
- **Attic space**, where the floor to ceiling height is less than 6’ and where the Building Commissioner determines the space is not designed to be readily utilized for or readily converted to eating, sleeping or living areas, is excluded from the gross floor area.

Impervious Surface

Impervious surface is expressed as a percentage (or ratio) of impervious surfaces on a lot in relation to lot width (for those located in the R-1, R-2, R-3 and R-4 Zoning Districts). Any improvement that prohibits or substantially retards drainage of stormwater directly into the soil is an example of impervious surface. The following are specific examples of impervious surfaces identified by the Lake Bluff Zoning Code: footprints of principle and accessory structures, walkways that are at least 2’ wide, patios, decks, porches, stoops, steps, swimming pools, game courts and pavement of any kind (paved, brick or gravel).

Example

- Zoning District: R-4
- Lot width: 60’ (typically a 9,500 sq. ft. lot size or 60’ x 158.33’)
- Maximum impervious surfaces allowed: 56% of the lot (or 5,320 sq. ft.)
- Formula: $50\% + ((75' - \text{actual lot width in ft.}) \times 0.4)$