

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

MAY 20, 2015

APPROVED 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 stated that homeowners should realize they have an obligation when purchasing a house in the historic and core areas of Lake Bluff. He expressed his belief the Village is not doing all it can do in opening a dialog with homeowners to find a way to preserve the community feel and Lake Bluff Style that is often the reason people want to build homes in Lake Bluff. Special care should be given to entities buying homes in Lake Bluff with no intention of living in these greatly renovated homes and properties. It should be investigated if there is an opportunity to legally prevent lots in the historic area from being sub-divided if those properties have spent a long period as a single house on said property, having an important impact on the character of the community.

Member Goldsberry expressed his opinion the PCZBA has developed good procedures that help balance homeowner wishes with the historic character of homes that contributes to making Lake Bluff so unique. It should be considered mandatory that anyone in the historic areas of Lake Bluff wishing to tear down a home be allotted a given amount of time to fully consider this decision and the impact on the community

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