

**JOINT SPECIAL MEETING OF THE  
VILLAGE BOARD OF TRUSTEES COMMITTEE OF THE WHOLE,  
JOINT PLAN COMMISSION & ZONING BOARD OF APPEALS,  
ARCHITECTURAL BOARD OF REVIEW,  
AND HISTORIC PRESERVATION COMMISSION**

Monday, November 9, 2015  
6:00 P.M.

Village Hall Board Room  
40 East Center Avenue

**AGENDA**

I. Call To Order

II. Roll Call

- i. Village Board of Trustees Committee of the Whole
- ii. Joint Plan Commission & Zoning Board of Appeals
- iii. Architectural Board of Review
- iv. Historic Preservation Commission

III. Non-Agenda Items and Visitors (Public Comment)

*The Committee-of-the-Whole allocates fifteen (15) minutes during this item for those individuals who would like the opportunity to address the Committee-of-the-Whole on any matter not listed on the agenda. Each person addressing the Committee-of-the-Whole is asked to limit their comments to a maximum of three (3) minutes.*

IV. General Business

*The Committee-of-the-Whole will entertain requests from anyone present to modify the order of business to be conducted.*

- i. Consideration of the Minutes from the October 26, 2015 Committee-of-the-Whole Meeting
- ii. Special Meeting of the Committee of the Whole, Joint Plan Commission & Zoning Board of Appeals, Architectural Board of Review, and Historic Preservation Commission Regarding the: (i) Construction, Renovation, and Preservation of Residences and (ii) Historic Preservation, Bulk Regulations, Subdivision Regulations, and Design Review

V. Adjournment

*R. Drew Irvin  
Village Administrator*

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 accessibility of the meeting or the facilities, are requested to contact R. Drew Irvin at 234-0774 or TDD number 234-2153 promptly to allow the Village of Lake Bluff to make reasonable accommodations.

**VILLAGE OF LAKE BLUFF  
COMMITTEE-OF-THE-WHOLE MEETING  
OCTOBER 26, 2015  
DRAFT MINUTES OF MEETING**

The Village of Lake Bluff Board of Trustees met as a Committee-of-the-Whole (COW) in the Village Hall Board Room (40 East Center Avenue) on Monday, October 26, 2015. Village President O'Hara called the meeting to order at 6:00 p.m. and Village Clerk Aaron Towle called the roll and announced the following were present:

Village President: Kathleen O'Hara

Trustees: Barbara Ankenman  
Steve Christensen  
Mark Dewart  
Eric Grenier (arrived at 6:05 p.m.)  
John Josephitis  
William Meyer

Also Present: Aaron Towle, Village Clerk  
Drew Irvin, Village Administrator  
Peter Friedman, Village Attorney  
Susan Griffin, Finance Director  
Jeff Hansen, Village Engineer  
Michael Croak, Building Codes Supervisor  
David Belmonte, Police Chief  
Jake Terlap, Public Works Superintendent  
Brandon Stanick, Assistant to the Village Administrator (A to VA)  
Franco Bottalico, Administrative Intern

**Non-Agenda Items and Visitors**

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

There were no requests to address the COW.

**Consideration of the Minutes from the September 14, 2015 Committee-of-the-Whole Meeting**

Trustee Josephitis moved to approve the September 14, 2015 COW Meeting Minutes as presented. Trustee Christensen seconded the motion. The motion passed on a unanimous voice vote.

**An Update from Christopher B. Burke Engineering, Ltd. Regarding the Phase I Study of the US Route 41/Illinois Route 176 Interchange**

Village Administrator Drew Irvin introduced Martin Worman an engineer and project manager with Christopher B. Burke Engineering Ltd. (CBBEL). Village Administrator Irvin noted other representatives of the project management team include: Village Staff, Illinois Department of Transportation (IDOT), Lakota Group, Shields Township and Huff & Huff, Inc.

Mr. Worman stated discussions regarding the US Rt. 41 at IL Rt. 176 Interchange began in 2010 and have since conducted an extensive public advisory process with various stakeholders. Stakeholders have assisted the project management team in refining the 16 interchange alternatives to six alternatives,

which were then taken to a public hearing in 2012. Throughout the public engagement process the roundabout interchange alternative received strong support. However, a considerable amount of additional analysis was conducted, consideration of public comments and inter-agency coordination occurred with respect to the alternative and traffic signals were identified as the preferred alternative based on being more conducive to managing traffic near the Union Pacific Railroad crossing. Mr. Worman stated Interchange Alternative 7 was chosen and presented at a public hearing that was attended by approximately 50 people. He briefly reviewed the comments received during the public hearing as well as throughout the process.

Mr. Worman reported on the improvements that are proposed as part of the project. He stated they have obtained approval from the Lake Bluff Park District and Federal Highway Administration and are still waiting on comments regarding the stormwater management improvements. The improvements associated with Interchange Alternative 7, include:

- Reconstruction of the existing connector road configuration to provide appropriate acceleration/deceleration lanes, as well as improve sight distance when merging with traffic;
- Widening of IL Rt. 176 to include two through lanes in each direction from the Union Pacific Railroad Crossing to the IL Rt. 43 intersection;
- Improvements to IL Rt. 176 at IL Rt. 43 intersection to include two through lanes in each direction, dual left turn lanes and a right turn lane in each direction;
- Traffic signal modernization along IL Rt. 176 at IL Rt. 43, Shagbark Road, and Skokie Valley Road;
- Installation of a new pump station for the US Rt. 41 underpass at IL Rt. 176;
- Improvements to pump stations for the US Rt. 41 underpass at the Canadian National Railroad;
- Construction of a new access road to maintain access to properties along the east side of US Rt. 41 north of W. Washington Avenue; and
- Construction of noise walls along both sides of US Rt. 41 north of W. Washington Avenue.

Trustee Josephitis inquired of the proposed retention pond that is planned for the Rockland Fire Station. Mr. Worman confirmed the fire station will be relocated and the existing frontage road on the east side of US Rt. 41 north of W. Washington Avenue will be removed to provide an acceleration lane.

Trustee Meyer inquired of the new location of the fire station. Mr. Worman expressed his uncertainty regarding the new location and noted the Rockland Fire Protection District is currently working with IDOT on the relocation. He further stated only the reconstruction of pump station 37 is included IDOT's FY2016-2021 Proposed Highway Improvement Program. The interchange improvements along US Rt. 41 and IL Rt. 176 are not included in the current multi-year program; however, these improvements will be included in IDOT's priorities for future funding consideration.

Following a question from the COW regarding improvements near IL Rt. 176/IL Rt. 43, Mr. Worman reviewed the proposed improvements to IL Rt. 176 specific to the intersection with Shagbark Road.

In response to a question from Trustee Ankenman, Mr. Worman stated provisions have been made in the proposed plans for aesthetic improvements to the existing barrier medians. Mr. Worman stated the bike path bridges will remain separate structures from the IL Rt. 176 bridge and the stormwater improvements will have capacity to handle a 50 year storm event.

President O'Hara inquired of the estimated total cost of the project. Mr. Worman stated the total cost is

approximately \$40 million, but does not include land acquisition. He expressed his belief as time goes by the costs will increase. Mr. Worman stated once funding is identified it would take two years for the Phase II design process and land acquisition.

Mr. Worman showed the overall project design model and walked the COW through the process when the final engineering documents would be due to IDOT for approval. This will end Phase I by early 2016 and then the Village will need to finalize aesthetic treatments for the pump station and other features. Mr. Worman stated IDO will work toward a letter of intent but will need final Phase I engineering before design starts on the pump station.

Village Administration Irvin stated the Letter of Intent with IDOT lays out final expectations for payment on aesthetic improvements associated with the project.

**Adjournment**

As no further business came before the COW, Trustee Dewart moved to adjourn the meeting. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 6:54 p.m.

Respectfully Submitted,

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R. Drew Irvin  
Village Administrator

# MEMORANDUM

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**Date:** November 3, 2015

**To:** President O’Hara and Members of the Committee-of-the-Whole

**From:** Drew Irvin, Village Administrator  
Brandon Stanick, Assistant Village Administrator  
Michael Croak, Building Codes Supervisor

**Subject: A Discussion Regarding the (i) Construction, Renovation, and Preservation of Residences and (ii) Historic Preservation, Bulk Regulations, Subdivision Regulations, and Design Review**

Following the demolition petitions for the properties located 400 E. Center Avenue and 925 N. Sheridan Road, the President and Village Board expressed a desire to evaluate the following:

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

These “4 Points” were referred to the Historic Preservation Commission (“HPC”), the Joint Plan Commission and Zoning Board of Appeals (“PCZBA”), and the Architectural Board of Review (“ABR”) for further study and review. The attached discussion points summarizes their consideration of these topics; it is anticipated that the Chair of each advisory body will provide an informational report to the Committee-of-the-Whole (“COW”) on Monday night and, following discussion, the COW will provide direction to the advisory bodies and Village Staff with regards to which specific points (code amendments, development process changes, etc.) should be further evaluated or implemented, if any.

Should the Board have any questions concerning this matter, please feel free to contact Village Administrator Drew Irvin at 847-283-6883.

Attachment

## COMMUNITY CHARACTER DISCUSSION POINTS

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

### Definitions for Reference

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

### Joint Plan Commission & Zoning Board of Appeals

#### PCZBA Priority Issues

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

#### Subdivisions

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

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

### **Infill housing**

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

### **Teardowns and rebuilds not involving a subdivision**

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

### **New Zoning Classification**

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

### **Miscellaneous Zoning Regulations**

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

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<sup>1</sup> Added by Staff.

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

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

### **Historic Preservation Commission**

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

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

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

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

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

### **Architectural Board of Review**

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