

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

APPROVED MINUTES OF MEETING

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

Village President: Kathleen O'Hara

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

Absent: Eric Grenier, Village Trustee

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

Non-Agenda Items and Visitors

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

There were no requests to address the COW.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a) Please explain the reason(s) you are proposing to demolish the structure.
- b) What is the Property Owner’s short-term and long-term plans for the property?
- c) Please provide a written description of any historical information with supporting documentation.
- d) Please explain why the structure 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).

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

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

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

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

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

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

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

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

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

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

Adjournment

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

Respectfully Submitted,

R. Drew Irvin
Village Administrator