

**VILLAGE OF BANNOCKBURN  
PLAN COMMISSION/ZONING BOARD OF APPEALS  
DECEMBER 1, 2014  
MEETING MINUTES**

1. 01-12/01: **Call To Order.** Chairman McShane called the meeting of the Plan Commission and Zoning Board of Appeals to order at 7:00 p.m.

Chairman: James McShane

Commissioners Present: Robert Borden, David Elston, Louise Feeney, Susan Knaack, Richard Peters

Commissioners Absent: William Montgomery

Also Present: Village Manager Maria Lasday, Village Counsel Betsy Gates, Assistant to Village Manager Ryan Mentkowski

Visitors: Dave Wigodner (Interwork Architects Inc.), Allyson Massengill (Colliers International), Monica Plischke (REDICO Management)

2. 02-12/01: **Pledge of Allegiance.** Chairman McShane led everyone in reciting the Pledge of Allegiance.

3. 03-12/01: **Visitor's Business.**  
None.

4. 04-12/01: **Approval of the September 8, 2014 Plan Commission & Zoning Board of Appeals Regular Meeting Minutes.**

Commissioner Borden moved, seconded by Commissioner Knaack, to approve the September 8, 2014 meeting minutes, conditioned on Staff incorporating the minor changes to lines 62, 67, 90, 98-99, 105, 125, and 155 in the minutes presented to the Commission. On a roll call vote, motion unanimously approved. Ayes: Six (Borden, Elston, Feeney, Knaack, McShane, Peters); Nays: None; Absent: One (Montgomery).

5. 05-12/01: **Public Hearing for the Consideration of Text Amendments, Special Use Permits, Variations, and/or any other Zoning Relief Necessary Pertaining to the Installation of a Nameplate Sign and Onsite Informational Sign for the Office Building Located Generally at the address commonly known as 2121 Waukegan Road, Bannockburn, Illinois, Submitted by Colliers International and Interwork Architects.**

Commissioner McShane swore in Dave Wigodner, representative of two owners and five properties. He also swore in Allyson Massengill from Colliers (property representative for 2121 & 2355 Waukegan Road) and Monica Plischke from REDICO (property representative for 2333, 2345, 2201 Waukegan Road).

Mr. Dave Wigodner noted the applicants are seeking approval to replace existing directional/On-site Informational signage situated along the inner access drive at Bannockburn Lake Office Plaza, to replace the existing joint identification sign, and to install nameplate signs at five of the buildings.

Mr. Wigodner explained to the Plan Commission Zoning Board of Appeals (“PCZBA”) that new signage is needed to facilitate leasing of available office space at Bannockburn Lake Office Plaza. He indicated that people are unable to find their way to Bannockburn Lake Office Plaza. He noted there is a desire to update and approve signage at the site to improve signage originally developed in the 70’s and 80’s. He added that the way finder signage is old and there is no identification of the buildings inside the office park except a number on the building. He indicated the buildings are known as individual addresses now, not as part of an office plaza. In addition, he noted the buildings are no longer owned by one owner but multiple owners. He noted the new signage will also help with tenant recognition.

Mr. Wigodner further noted that the owners of the properties wanted one consistent signage plan –simple signage placed within the landscaped office development. He noted that this project is looking to accomplishing improvement to three things: name plate signs; onsite informational signs (which are way-finding signs); joint-identification signs which is the replacement of one of the existing monument signs along Waukegan Road which illustrates the location entrances of the park. He noted that the packet provided to the Commissioners contains drawings that show the location of the different signs on each of the sites proposed. He noted that 2333 Waukegan is the only building that actually has frontage on Waukegan Road.

In light of related hearing items, Commissioner McShane opened the Public Hearing for agenda items 5-9 at 7:11PM, with each item being considered separately.

Mr. Dave Wigodner then specifically went on to describe the proposed signage request for the property at 2121 Waukegan Road which is located the furthest to the south of all the buildings. He also noted that the building doesn’t have any other identification signage and merely has address numbers. He noted the joint identification sign is a double faced illuminated 48 square foot (5’ total height with 3’-8” x 12’ wide sign panel and 1’-4”x 3’-0” pylons) sign. He noted the nameplate ground signs are all single faced 5’ x 4’ signs. He noted the On-site Informational Signs are 1’-6’ x 4’ in dimension. He noted that all of the signs will have the following colors: beige, black, gray and green, which will require a 2/3 affirmative vote from the Architectural Review Commission (“ARC”). He noted that neither the nameplate nor the On-site Informational Signs will be illuminated and that the addresses noted on the joint identification sign will be illuminated with low wattage indirect or white light. He noted that in regards to the On-site Informational Sign, the sign will be placed 5 feet from the curb and will be a double faced 6 square foot sign.

Commissioner Peters asked if the Engineer was going to approve the signage location for safety and tree removal.

Manager Maria Lasday noted there are contingencies for any recommendation of approval in the staff report. One contingency is that Village Engineer David Gewalt requested final onsite approval of each proposed sign's location prior to the onsite informational signs, nameplate signs and joint identification sign being installed to confirm that there will be no impact to trees, site distance, and traffic safety. She noted an additional contingency was the removal of the temporary signage along Waukegan road that came up today.

Chairman McShane noted that the sign includes three tenant panels and asked what happens if there are four tenants. He also inquired about lighting on the signage and the color scheme.

Mr. Wigodner noted that first tenants in are the ones who get the signage and there could be four total tenant panels. Regarding whether the signs will be lighted, he stated that there would not be any lighting with these signs. He noted it will be black near the base, gray near the top with some beige and green at the top to look like grasses and a limestone base at the bottom. He noted that 2121 Waukegan is the only building that is slightly different because it has a canopy, as well as a concrete base that comes up about 18" high which is a little different. He noted that the sign is supposed to keep with the landscape of the black/metal buildings and the signs are similar in that they are objects that are placed in the landscape similar to the buildings. He noted the name plate signs will be set 15 feet off the curb line which is not a public right-of-way.

Commissioner Knaack noted that she liked the signage but inquired about the products' durability.

Mr. Wigodner noted that he had talked to the manufacturer about the durability and they felt the material would hold up.

Commissioner Borden inquired why this project is being proposed.

Mr. Wigodner noted there are now two different owners and the two owners came forward to his firm to try to come up with signage that would be consistent along all the buildings and easily identifiable so there would be no competition between the owners simply based on signage.

Commissioner Peters noted that he went out to the property today and confirmed it was very difficult to identify the buildings.

Manager Lasday then noted the procedure for the process because it is quite complicated. She noted that the text amendment is needed to allow a variation to be granted by the Village Board because as the zoning ordinance is currently written they are not able to apply for a variation. She noted that if the text amendment is granted, then a special use permit would have to be granted for the request(s).

Chairman McShane noted a concern that the signage may be an issue with snow plowing and the metal may break. He suggested that the gauge of the metal be added to the condition of approval. He suggested that the Village Engineer provide a recommendation on the gauge of metal that would be stronger.

Manager Lasday noted that a motion for the variation for the double faced sign and special use for the height should be contingent on the Village Engineer approving the location of the signs as well as the gauge of the metal for the signage.

Commissioner Elston moved, seconded by Commissioner Borden, to recommend approval of a Text Amendment to Section 11-503.E.1.d of the Village of Bannockburn zoning code to permit the Village Board of Trustees to grant a variation from Section 9-106.G.9 to allow a double faced onsite informational sign to be six square feet in area in lieu of the maximum allowed three square feet in area. On a roll call vote, motion unanimously approved. Ayes: Six (Borden, Elston, Feeney, Knaack, McShane, Peters); Nays: None; Absent: One (Montgomery).

Commissioner Elston moved, seconded by Commissioner Borden, to recommend approval of a Variation from Section 9-106.G.9 of the Village of Bannockburn Zoning code to allow the proposed double faced onsite informational sign to be six square feet in area and a Special Use Permit to allow the proposed nameplate sign contingent on (i) receiving a 2/3 affirmative vote from the Architectural Review Commission for the proposed signage, (ii) the final location of the proposed signs is approved onsite by Village Engineer David Gewalt; and (iii) Village Engineer Gewalt approves the gauge of metal used for the signs, for the Office Building Located Generally at the address commonly known as 2121 Waukegan Road, Bannockburn, Illinois, Submitted by Colliers International and Interwork Architects. On a roll call vote, motion unanimously approved. Ayes: Six (Borden, Elston, Feeney, Knaack, McShane, Peters); Nays: None; Absent: One (Montgomery).

6. **06-12/01: Public Hearing for the Consideration of Text Amendments, Special Use Permits, Variations, and/or any other Zoning Relief Necessary Pertaining to the Installation of a Nameplate Sign and Onsite Informational Sign for the Office Building Located Generally at the address commonly known as 2201 Waukegan Road, Bannockburn, Illinois, Submitted by Redico Management and Interwork Architects.**

Mr. Wigodner noted the property he is describing next is for 2201 Waukegan Road. He described the proposed signage request as a 20 square foot nameplate sign with On-site Informational Signage. He stated that the nameplate sign would be placed at the north entrance of the property in a ground covered landscaped area 15 feet from the curb and there should not be any damage to existing trees. He additionally stated that the On-site Informational Sign would be situated in an island alongside the path. He lastly noted that the proposed signage is nearly identical to the previously reviewed 2121 Waukegan Road signage request.

The Commissioners inquired whether the nameplate sign would be situated in an island.

Mr. Wigodner noted that it would not be placed in an island. He noted that the nameplate sign will be placed between the building and drive in a landscape bed.

Commissioner Elston moved, seconded by Commissioner Knaack, to recommend approval of a Variation from Section 9-106.G.9 of the Village of Bannockburn Zoning code to allow the proposed double faced onsite informational sign to be six square feet in area and a Special Use Permit to allow the proposed nameplate sign contingent on (i) receiving a 2/3 affirmative vote from the Architectural Review Commission for the proposed signage, (ii) the final location of the proposed signs is approved onsite by Village Engineer David Gewalt; and (iii) Village Engineer Gewalt approves the gauge of metal used for the signs, for the Office Building Located Generally at the address commonly known as 2201 Waukegan Road, Bannockburn, Illinois, Submitted by Redico Management and Interwork Architects. On a roll call vote, motion unanimously approved. Ayes: Six (Borden, Elston, Feeney, Knaack, McShane, Peters); Nays: None; Absent: One (Montgomery).

7. **07-12/01: Public Hearing for the Consideration of Special Use Permit and/or any other Zoning Relief Necessary Pertaining to the Installation of a Nameplate Sign for the Office Building Located Generally at the address commonly known as 2355 Waukegan Road, Bannockburn, Illinois, Submitted by Colliers International and Interwork Architects.**

Mr. Wigodner noted the property he is describing next is for 2355 Waukegan Road. He noted that the name plate sign issues are identical to the other previously reviewed signage. He noted this site does not require any On-site Information Signage so there is just a request for the 5 foot tall nameplate signage.

The Commissioners verified that the request for this property is only for a nameplate sign.

Mr. Wigodner noted that this request was just for a nameplate site and clarified that the sign will be placed between the building and drive in a landscape bed.

Commissioner Elston moved, seconded by Commissioner Knaack, to recommend approval of a Special Use Permit to allow the proposed nameplate sign contingent on (i) receiving a 2/3 affirmative vote from the Architectural Review Commission for the proposed signage, (ii) the final location of the proposed signs is approved onsite by Village Engineer David Gewalt; and (iii) Village Engineer Gewalt approves the gauge of metal used for the signs, for the Office Building Located Generally at the address commonly known as 2355 Waukegan Road, Bannockburn, Illinois, Submitted by Colliers International and Interwork Architects. On a roll call vote, motion unanimously approved. Ayes: Six (Borden, Elston, Feeney, Knaack, McShane, Peters); Nays: None; Absent: One (Montgomery).

8. **08-12/01: Public Hearing for the Consideration of Text Amendments, Special Use Permits, Variations, and/or any other Zoning Relief Necessary Pertaining to the Installation of a Nameplate Sign and Several Onsite Informational Signs for the Office Building Located Generally at the address commonly known as 2345 Waukegan Road, Bannockburn, Illinois, Submitted by Redico Management and Interwork Architects.**

Manager Lasday noted that the Text Amendment noticed with this Public Hearing item no longer requires action following additional staff review.

Mr. Wigodner stated the applicants seek approval of a proposed nameplate sign that is 20 square feet, as well as five (5) On-site Informational Signs (two double faced and three single faced). He stated that 2345 Waukegan is at the cross roads next to the 2121 and 2201 Waukegan Road buildings and the additional On-site Informational Signs were needed to show people how to get back to Waukegan Road. He further noted that there would be less noise or signage at the site with the current sign package proposal.

Mr. Wigodner stated that a landscape plan was created for the proposed nameplate sign to meet code requirements. He noted this site is unusual because there is more landscaping with this building compared to the other buildings and the side entrance is essentially in the woods. He noted the west parking field has a lot of landscaping as well which is on the other side of an island with a pond. He noted the informational signs are placed to illustrate where the parking fields are and what is beyond the proposed signs. He stated that he would rather the sign be in a lawn area considering the extensive landscaping that is part of the pond/landscaping set up.

Regarding three of the most eastern On-site Informational Signs, Mr. Wigodner noted that a variance was being requested since they would only be between 3-5 feet from the curb, instead of the minimum 5 feet required in the code. He noted one area where the placement of the informational signs plus the shape of the curve of the island restricts them from being able to make the 5 foot setback.

Commissioner Knaack noted it is more natural to park at the 2333 building to get to 2345 building because of the parking lot location.

Chairman McShane inquired whether the applicant needs all four signs that are proposed on the property, specifically the one on the southeast side of the property.

Mr. Wigodner noted they did feel they need all the signs and the southeast side sign will help illustrate directions to the parking field and the building entrance.

Chairman McShane noted that the signage will be very important and helpful to the property and people trying to access the buildings.

Commissioner Elston moved, seconded by Commissioner Borden, to recommend approval of a Variation from Section 9-106.G.9 of the Village of Bannockburn Zoning code to allow the proposed double faced onsite informational sign to be six square feet in area, a Variation from Section 9-106.G.9 of the Village of Bannockburn Zoning Code to allow three of the proposed onsite informational signs to be setback 3 to 5 feet from the curb/street, and a Special Use Permit to allow the proposed nameplate sign contingent on (i) receiving a 2/3 affirmative vote from the Architectural Review Commission for the proposed signage, (ii) the final location of the proposed signs is approved onsite by Village Engineer David

Gewalt; and (iii) Village Engineer Gewalt approves the gauge of metal used for the signs, for the Office Building Located Generally at the address commonly known as 2345 Waukegan Road, Bannockburn, Illinois, Submitted by Redico Management and Interwork Architects. On a roll call vote, motion unanimously approved. Ayes: Six (Borden, Elston, Feeney, Knaack, McShane, Peters); Nays: None; Absent: One (Montgomery).

9. **09-12/01: Public Hearing for the Consideration of Text Amendments, Special Use Permits, Variations, and/or any other Zoning Relief Necessary Pertaining to the Installation of an Illuminated Joint Identification Sign, a Nameplate Sign and Two Onsite Informational Signs for the Office Building Located Generally at the address commonly known as 2333 Waukegan Road, Bannockburn, Illinois, Submitted by Redico Management and Interwork Architects.**

Manager Lasday noted that a text amendment to Section 11-503.E.1.d of the Village of Bannockburn Zoning Code is proposed. She noted it will add subsection “v”, to vary the design and construction standards for ground signs in the “O” Office District from those set forth in Subsection 9-106H.9 of this Code, provided that the design and construction of the ground sign shall be subject to review and approval by the Architectural Commission in accordance with Section 11-606C of this Code. She noted this would allow the proposed joint identifications signs base width to be less than the width of the sign face.

Mr. Wigodner then noted that the 2333 Waukegan Road proposal is a little different from the rest of the sites. He noted that it has a number of signs they are looking to take down, including one along the north entrances that are long and arcing and also along the Midtown Tennis Club property border. He also noted they are removing the directory signage that is grey with a map of the park because it is confusing to patrons.

Mr. Wigodner noted they will have two new informational signs and a name plate sign at the entrance of the building. He noted they are replacing the north monument sign which they are holding back about 25 feet from the property line and 17 feet back from the curb. He noted the sign would be located in a landscape bed that will be created and includes grasses and other ground cover. He noted it sits on what is now a lawn area adjacent to the retention pond. He noted that they are not going to have a sign at the south entrance because they felt that the sign location confused entrance issues. He noted what they are trying to do with the sign was make sure the numbers of the buildings were a key part of the sign. He said with this in mind they created a pylon type of sign and they utilized a pylon facing north and a pylon facing south. He noted the white numbers in the black part of the sign will be the only thing that will be lit on this signage and will be internally lit.

Chairman McShane inquired as to the material type of the monument sign and whether it is painted metal.

Mr. Wagodner noted that the Chairman is correct the material will be painted metal. Commissioner Elston asked the reason the base of the monument sign is not as wide as the sign itself.

Mr. Wigodner noted that he felt that the design as presented makes the numbers stronger and provides the emphasis to the signage's numbers they were going for.

Chairman McShane inquired as to how far away the sign is from the roadway.

Mr. Wigodner noted that it is 25 feet from the property line compared to the existing sign which is 12 feet from the property line.

Commissioner Elston had a question about the proposed wording of the text amendment. Following discussion by Village Counsel Betsy Gates, including reading the current text and proposed text, Commissioner Elston noted he was okay with the proposed text amendment.

Mr. Wigodner noted that it was brought to his attention that one of the real estate signs on this property that was put up by CBRE is too large. He noted the goal is to make it match with the other signs and meet the ordinance so they will have it taken care of.

Chairman McShane closed the public hearing for agenda items 5-9 at 9:15PM.

Commissioner Elston moved, seconded by Commissioner Knaack, to recommend approval of a Text Amendment to Section 11-503.E.1.d of the Village of Bannockburn zoning code to permit the Village Board of Trustees the ability to grant a variation from Section 9-106.H.9 to allow a ground sign to vary in design and construction standards in the "O" Office District subject to Architectural Review Commission approval. On a roll call vote, motion unanimously approved. Ayes: Six (Borden, Elston, Feeney, Knaack, McShane, Peters); Nays: None; Absent: One (Montgomery).

Commissioner Elston moved, seconded by Commissioner Borden, to recommend approval of a Variation from Section 9-106.H.9 of the Village of Bannockburn Zoning code to allow the width of the base of the joint identification sign to be less than the width of the sign and a Special Use Permit to allow the proposed nameplate sign contingent on (i) receiving a 2/3 affirmative vote from the Architectural Review Commission for the proposed signage, (ii) the final location of the proposed signs is approved onsite by Village Engineer David Gewalt; (iii) Village Engineer Gewalt approves the gauge of metal used for the signs and (iv) Removal of an existing "For Lease" sign that is presently not zoning compliant, for the Office Building Located Generally at the address commonly known as 2345 Waukegan Road, Bannockburn, Illinois, Submitted by Redico Management and Interwork Architects. On a roll call vote, motion unanimously approved. Ayes: Six (Borden, Elston, Feeney, Knaack, McShane, Peters); Nays: None; Absent: One (Montgomery).

**10. 10-12/01: Public Hearing for the Consideration of a Proposed Update and Amendments to the Comprehensive Plan for the Village of Bannockburn.**

Chairman McShane noted the PCZBA had already approved a very similar version of this document and sent it on to the Village Board. He wanted to go through some of the changes that have been implemented since the PCZBA had last reviewed the document.



Commissioner Elston noted that the current draft version of the Comprehensive Plan does not include language that could potentially allow development on the Village's 9 acres site along Duffy Lane and on certain properties on Half Day Road. He additionally noted that the current suggested changes to the updated Comprehensive Plan were acceptable.

Manager Lasday noted that some of the changes included the addition of the Trinity zoning relief on page 54 of the document, as well as the inclusion of some prettier pictures as suggested by the PCZBA.

Commissioner Elston noted that Diana Lackner is not in alphabetical order on the Trustee page. He noted that on page 68 that the footnote for the police staffing should indicate that the information is "as of the date" or indicate the date it is approved.

Commissioner Elston noted some technical tweaks on page 3 and 28 of the document. He also suggested additional language on page 48 which modified the reference to the university students in the first paragraph and also added language regarding grandfathered non-conforming property in the second paragraph.

Commissioner Peters noted a grammatical change as well on page 13 of the document to read "2005 Comprehensive Plans".

Chairman McShane inquired as to if the PCZBA changes the language in the document whether they have to have additional public hearings.

Village Counsel Gates noted that changes to the language did not require additional public hearings and that the document can be approved subject to changes.

Mr. Bruce Nelson was sworn in at 9:30 PM.

Mr. Nelson made note of the "Mary Black Farm" (no reference to the exact location in the statement) which has been non-conforming for many years. He inquired at what point the use on the property becomes non-conforming.

Village Counsel Gates noted that if the code provides for amortization then there would be a point at which a nonconforming use must be terminated, but she would have to look into how the code is written. She noted that generally a lawfully existing non-conforming use in a structure that is conforming is allowed to continue until it is amortized or abandoned, but she would like to look into it some more.

Chairman McShane asked that the amortization requirement within the zoning code be brought up again at the next meeting for discussion.

Commissioner Elston moved, seconded by Commissioner Peters, to recommend approval of the Proposed Update and Amendments to the Comprehensive Plan for the Village of Bannockburn, as amended at tonight's meeting. On a roll call vote, motion unanimously

approved. Ayes: Six (Borden, Elston, Feeney, Knaack, McShane, Peters); Nays: None; Absent: One (Montgomery).

11. **11-12/01: Consider Approval of a 2015 Calendar Year Schedule for the Plan Commission / Zoning Board of Appeals Meetings.**

Manager Lasday noted the 2015 calendar year schedule in the packet has the following changes: the January 5<sup>th</sup> meeting was moved to January 12<sup>th</sup> at 6:00 PM; the April meeting was moved to April 13<sup>th</sup> at 6:00 PM; the July meeting was moved to July 13<sup>th</sup> at 6:00PM; the September meeting was moved to September 16<sup>th</sup> at 6:00 PM; and the January 2016 meeting was moved to January 11<sup>th</sup>, 2016.

Commissioner Borden moved, seconded by Commissioner Feeney, to approve the 2015 Calendar Year Schedule for the Plan Commission / Zoning Board of Appeals Meetings as amended. On a roll call vote, motion unanimously approved. Ayes: Six (Borden, Elston, Feeney, Knaack, McShane, Peters); Nays: None; Absent: One (Montgomery).

12. **12-12/01: Other Business: Continued Public Hearing for the Consideration of Testimony Concerning Potential Amendments to the Bannockburn Zoning Code Relating to the Illinois Compassionate Use of Medical Cannabis Pilot Program Act, Submitted by the Village of Bannockburn.**

Chairman McShane asked Village Counsel what this Commission needs to do with this public hearing.

The Commissioners discussed briefly and determined a decision does not need to be made at this particular time because there are no potential applicants presently looking for a dispensary location in the Village.

Village Counsel Gates noted that the Commission can choose to close the public hearing. She noted that closing the public hearing will require the Village to re-notice the public hearing again in the future if and when they wish to amend the text of the zoning ordinance for this subject.

Commissioner Knaack moved, seconded by Commissioner Borden, to close the Public Hearing regarding the Consideration of Testimony Concerning Potential Amendments to the Bannockburn Zoning Code Relating to the Illinois Compassionate Use of Medical Cannabis Pilot Program Act, Submitted by the Village of Bannockburn. On a roll call vote, motion unanimously approved. Ayes: Six (Borden, Elston, Feeney, Knaack, McShane, Peters); Nays: None; Absent: One (Montgomery).

**Adjournment.**

Commissioner Borden moved, seconded by Commissioner Feeney, to adjourn the meeting. On a voice vote, the motion was unanimously approved. Ayes: Six (Borden, Elston, Feeney, Knaack, McShane, Peters); Nays: None; Absent: One (Montgomery). The meeting was adjourned at 9:47 PM.