

**VILLAGE OF BANNOCKBURN  
PLAN COMMISSION & ZONING BOARD OF APPEALS  
OCTOBER 2, 2017  
MEETING MINUTES**

1. 01-10/02: **Call To Order.** Chairman James McShane called the meeting of the Plan Commission & Zoning Board of Appeals to order at 7:00PM.

Chairman: James McShane

Commissioners Present: David Elston, Louise Feeney, Gerald Laures, Glenn Morris, John Ryan

Commissioners Absent: None

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

Visitors: Liz Weiss (1 Bridle), Kita Harris (3000 Lakeside Drive)

2. 02-10/02: **Pledge of Allegiance.** Chairman McShane led everyone in reciting the Pledge of Allegiance.

3. 03-10/02: **Visitor's Business.**

No visitors spoke.

4. 04-10/02: **Approval of the September 11, 2017 Plan Commission & Zoning Board of Appeals Regular Meeting Minutes.**

Commissioner Feeney moved, seconded by Commissioner Morris, to approve the September 11, 2017 Plan Commission & Zoning Board of Appeals Regular Meeting Minutes, as amended. On a voice vote, the motion was approved. Ayes: Six (Elston, Feeney, Laures, McShane, Morris, Ryan); Nays: None; Absent: None.

5. 05-10/02: **Public Hearing for the Consideration of Zoning Map Amendments, Zoning Code Text Amendment(s) to the Zoning Code in the Village of Bannockburn Municipal Code, Amendments to Existing Special Use Permits, Granting of New Special Use Permits, Variations, and/or Any Other Zoning Relief Necessary in connection with the Proposed Installation of Signage, including On-Site Information and Identification Signs and Related Facilities, at the Property Commonly Known as 3000 Lakeside Drive, Bannockburn, Illinois, Submitted by DBannock Acquisition, LLC.**

Commissioner McShane swore in Kita Harris for the public hearing. Kita Harris, applicant for the project, presented the informational wall signage that was proposed to be added to the office building at 3000 Lakeside Drive. Ms. Harris requested zoning relief to install 3 new 4'-0" x 1'-6" in dimensions square feet onsite informational ground signs and 2 new 29" x 1'-6" in dimensions square feet onsite informational wall signs at various locations on the property. She also noted that the signs will not be illuminated and the proposed single faced onsite informational signs will be made of aluminum and steel. She noted the signs are needed to direct people to parking areas and the front entrance at the property.

One or more Commissioners noted the following discussion related to this subject:

- Suggested trimming the size of the signs, if not already attempted.
- Did not believe that the variation application was the correct route to go.
- Generally, the commissioners were not adverse to the size of the signs and suggested a text amendment to allow informational signs up to 6 square feet in size on office properties.

Commissioner Laures moved, seconded by Commissioner Morris, to recommend approval of a text amendment to Section 260-906.G.9 of the Zoning Ordinance to allow informational signs in the O-Office district to be up to 6 square feet in size. On a roll call vote, the motion was approved. Ayes: Six (Elston, Feeney, Laures, McShane, Morris, Ryan); Nays: None; Absent: None.

6. **06-10/02: Continued Public Hearing for the Consideration of Potential Zoning Code Text Amendment(s) to the Bannockburn Zoning Code Regarding the Architectural Review of Developments within the Village, including (i) Such Regulations Relating to the Requirements for Architectural Review; (ii) the Scope, Procedures, and Standards Applicable to Architectural Review; and (iii) the Jurisdiction, Authority, and Procedures of the Architectural Review Commission, Submitted by the Village of Bannockburn.**

Village Manager Lasday noted this was a continuation of the public hearing which was originally held by the PCZBA on July 10, 2017 and continued again on September 11, 2017. She noted that Village Counsel and Village Staff have made revisions to the text and created a summary document of the different “Levels” for reference.

One or more Commissioners noted the following discussion related to this subject:

- Reviewed the redline ordinance and suggested modifications.
- Reviewed the staff reference sheet that illustrated the breakdown of the different approvals that would be required for different projects.
- Suggested a number of additions to the reference sheet.
- Should a garage that is a like for like change go to ARC?
- Asked the definition of the recreational device.
- Let’s continue to reduce the burden on the homeowner with the regulations.

Commissioner Morris moved, seconded by Commissioner Laures, to continue the public hearing until the November 6, 2017 meeting. On a roll call vote, the motion was approved. Ayes: Six (Elston, Feeney, Laures, McShane, Morris, Ryan); Nays: None; Absent: None.

7. **07-10/02: Consider Approval of the 2018 Calendar Year Schedule for the Plan Commission & Zoning Board of Appeals Meetings.**

Commissioner Morris moved, seconded by Commissioner Laures, to approve the 2018 calendar, contingent on removing July from the proposed schedule. On a voice vote, the motion was approved. Ayes: Six (Elston, Feeney, Laures, McShane, Morris, Ryan); Nays: None; Absent: None.

**Adjournment.**

Commissioner Feeney moved, seconded by Commissioner Morris, to adjourn the meeting. On a voice vote, the motion was approved. Ayes: Six (Elston, Feeney, Laures, McShane, Morris, Ryan); Nays: None; Absent: None. The meeting was adjourned at 8:45PM.