

**VILLAGE OF BANNOCKBURN
PLAN COMMISSION & ZONING BOARD OF APPEALS
JULY 10, 2017
SPECIAL MEETING MINUTES**

1. 01-07/10: **Call To Order.** Chairman James McShane called the meeting of the Plan Commission & Zoning Board of Appeals to order at 6:00PM.

Chairman: James McShane

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

Commissioners Absent: None

Also Present: Village Manager Maria Lasday, Village Counsel Bob Pickrell, and Assistant to Village Manager Ryan Mentkowski

Visitors: Valerie Lewis (1915 Meadow Lane), James Boyle (1825 Wilmot Road), Kevin Boga (Great Lakes Credit Union)

2. 02-07/10: **Pledge of Allegiance.** Chairman McShane led everyone in reciting the Pledge of Allegiance.
3. 03-07/10: **Visitor's Business.**
No visitors spoke.

4. 04-07/10: **Approval of the June 5, 2017 Plan Commission & Zoning Board of Appeals Regular Meeting Minutes.**
Commissioner Laures moved, seconded by Commissioner Ryan, to approve the June 5, 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.

Chairman McShane requested that the Village Staff illustrate the "action items" for each of the individual agenda items at the bottom of the motion.

5. 05-07/10: **Public Hearing for the Consideration of Proposed Zoning Code Text Amendments, Special Use Permits, Amendments to Existing Special Use Permits, Variations, and any Other Zoning Relief Necessary in Connection with the Installation of New Off-Street Parking Facilities and/or Modification of Existing Off-Street Parking Facilities on the Property Commonly Known as 2111 Waukegan Road, Bannockburn, Illinois, Submitted by Great Lakes Credit Union.**
Kevin Boga, applicant for Great Lakes Credit Union, requested a recommendation of approval from the PCZBA to allow an amendment to their site plan. The request included the installation of 17 new off-street parking spaces and to modify two poles light poles. The light pole proposal is simply to replace the existing single light fixture on the pole with a two LED light fixture.

Village Manager Lasday noted that this application is proposing to amend the Special Use permit, as well as a Variation from the lumen count requirements.

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

- Did not note anything out of the ordinary with the proposal.
- The trees on the east side of the property make the light proposal acceptable.
- The landscaping requirements along Waukegan Road.
- The light pole locations and the need to have a variation for the lumen counts.

Commissioner Elston moved, seconded by Commissioner Morris, to recommend approval of the amendment to the Special Use Permit to modify the site plan and add additional parking, as well as a Variation from Section 9-101.D.10.a.iii.B of the Zoning Ordinance, contingent on the following: The plan must comply with the requirements of the Lake County Storm water Management Ordinance (LCSMC), considering the total impervious surface, to ensure that the runoff will not increase to the Middle Fork of the North Branch of the Chicago River; there shall be no encroachment into the vegetated area to the east of the proposed new parking lot. (This may require a taller than normal 12-inch-high curb in the eastern backup area); native prairie plantings and stabilizing vegetation should be installed along the south perimeter of the east parking lot expansion. (This is the area of the 319 Grant project and is one of the main ditches to the Middle Fork of the North Branch of the Chicago River); the proposed changes and improvements are subject to Architectural Review Commission approval; shall replace or mitigate existing trees that may be removed from the property in accordance with the Village Tree Ordinance; shall mitigate 36" of trees being removed; the red maple measuring 11" d.b.h. at the northwest parking island shall be root pruned prior to excavation to a maximum depth of 18". (Since there is a rise in the elevation where this tree is located, a retaining wall or higher curb may be required in order not to grade within the critical root zone of this tree); tree protection fencing should be installed to protect trees in the northwest parking island; if any of the trees critical root zones fall within the proposed parking lot expansion in the southeast corner, they should be root pruned prior to excavation; and, they shall do root pruning and install tree protection fencing revisions as recommended by the Village Forester. On a roll call vote, the motion was approved. Ayes: Six (Elston, Feeney, Laures, McShane, Morris, Ryan); Nays: None; Absent: None.

6. **06-07/10: 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.**

Village Manager Lasday noted this was a continuation of the public hearing which was originally held by the PCZBA on June 5, 2017. She noted that Village Counsel had made revisions to the text as requested by the PCZBA at the June meeting and this information was provided in the staff packet.

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

- What the definition is for Level 1 versus Level 2.
- Commercial Projects, Fences, and additions greater than 400 square feet should be Level 2.

- The restrictions should be simplified.
- Staff noted that the process will still have zoning code compliance review.
- Suggested simplifying the fee schedule.
- Suggested that changes that don't require a building permit, should not have a review.
- Suggested changes to 2(b)(i)(C) on page 10 of the draft because it would still require a review by the ARC for something like a color change to a new door. It was added that the suggested changes were good because it would provide more responsibility for Staff, similar to how it happens in other communities.
- Put as much as you can within Level 1 and send a simple letter to the residents about the project. It was then suggested to leave the letter proposal to all of the residents alone.
- Asked for clarification on the process comparison between the Level 1 and Level 2 review process. They further suggested that additional language be added related to the process.
- There was a question about the fence requirement proposal that requires the fence to be a minimum of 6" from the property line. It was further suggested to look into what the City of Lake Forest requires for fences.
- It was noted that the fence rule as proposed would not do anything for existing fences.

Commissioner Morris moved, seconded by Commissioner Laures, to continue the Public Hearing until the next available meeting 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. On a roll call vote, the motion was approved. Ayes: Six (Elston, Feeney, Laures, McShane, Morris, Ryan); Nays: None; Absent: None.

Action Items:

- At the next meeting, they would like to see the fees that the Village recently adopted.
- On page 10, strike proposed section 2(b)(i)(c) but retain section 2(b)(i)(e).
- Create a way to streamline the "contact us" process as it relates to the Level 1 and Level 2 review process.
- Determine what the City of Lake Forest has for fence requirements?

Adjournment.

Commissioner Feeney moved, seconded by Commissioner Laures, 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 6:59PM.