

**VILLAGE OF BANNOCKBURN  
PLAN COMMISSION & ZONING BOARD OF APPEALS  
NOVEMBER 6, 2017  
MEETING MINUTES**

1. 01-11/06: **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, Village Counsel Betsy Gates,  
Administrative Assistant Joan Koriath

Visitors: None

2. 02-11/06: **Pledge of Allegiance.**  
Chairman McShane led everyone in reciting the Pledge of Allegiance.

3. 03-11/06: **Visitor's Business.**  
No visitors spoke.

4. 04-11/06: **Approval of the October 2, 2017 Plan Commission & Zoning Board of Appeals Regular Meeting Minutes.**  
Commissioner Elston moved, seconded by Commissioner Morris, to approve the October 2, 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. 05-11/06: **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 July 10, 2017, continued on September 11, 2017 and October 2, 2017. She noted that Village Counsel and Village Staff have made revisions to the text as directed at the previous meeting. The Commissioners reviewed the updated draft Architectural Review regulations, as well as an internal document that would be posted on the website that was prepared by Staff. The document depicted a breakdown of the various levels of architectural review and the requirements and types of projects associated with each level of architectural review. Some changes were suggested to the internal document and the draft Architectural

Review regulations to make sure the provisions stated in the Architectural Review regulations and the internal documents were consistent with each other.

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

- Suggested a disclaimer to the internal document/application that identifies the different levels of ARC approval. The disclaimer would note that the list of projects is not meant to be exhaustive and is merely a starting point.
- Regarding the internal document provided and general level approval needed, existing house or accessory structure painting jobs should be added to the category to clarify the type of painting jobs that do not require ARC review.
- Regarding the internal document provided and general level approval needed, if it is a fence repair or replacement (like for like), Architectural Review should not be required.
- Regarding the internal document provided and general level approval needed, if it is a gutter replacement (like for like), Architectural Review should not be required.
- Regarding the internal document provided and general level approval needed, if they are gutters that are of a new size or material, then a Level 1 Architectural Review should be required.
- Regarding the internal document provided and general level approval needed, if they are doors (Front, Garage, Patio) that are of a new size or material, then a Level 1 Architectural Review should be required.
- Regarding the internal document provided and general level approval needed, if they are windows that are new size or material, then a Level 1 Architectural Review should be required.
- Regarding the internal document provided and general level approval needed, if it is a roof with new material or color, then a Level 1 Architectural Review should be required.
- Regarding the internal document provided and general level approval needed, if it is a patio / deck (<400 square feet), then Level 1 Architectural Review should be required.

Commissioner Elston moved, seconded by Commissioner Morris, to recommend approval of the Zoning Code Text Amendments 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.

### **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 8:01PM.