



**APPROVED AS  
SUBMITTED**

Minutes of the **REGULAR MEETING OF THE ZONING BOARD** held on Tuesday, April 8, 2014, in the Public Meeting Room in the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

**PRESENT:** Chairman Manion, Members Van de Kerckhove and Bichkoff.

**ALSO PRESENT:** Stephen Robles, Village Planner.

**ABSENT:** Trustee Liaison Brandt, Members Kalina and Leider.

**CALL TO ORDER:** **Chairman Manion** called the meeting to order at 7:01 p.m.

**1.0 ROLL CALL**

The roll was called by **Village Planner Robles** and **Chairman Manion** declared a quorum to be present.

**2.0 APPROVAL OF MINUTES**

2.1 Approval of the Minutes of the Zoning Board Meeting held Wednesday, February 12, 2014.

**Member Van de Kerckhove** moved and **Member Bichkoff** seconded the motion to approve the minutes of the Regular Meeting of the Zoning Board held Wednesday, February 12, 2014, as submitted. The motion passed unanimously by voice vote.

**3.0 ITEMS OF GENERAL BUSINESS:**

3.1 CONTINUED WORKSHOP to discuss proposed Text Amendments to Chapter 14 of the Zoning Code to update requirements for Administration and Enforcement (Village of Lincolnshire).

**Village Planner Robles** opened his presentation noting Chapter 14, titled Administration and Enforcement, of the Zoning Code outlined the authority, procedures, and standards on the administrative functions for planning and zoning matters. For example; variations, amendments, special uses, etc. He noted the reason for the proposed updates was to align the Zoning Code with current practices to provide as much certainty and clarity in the development process for applicants. **Village Planner Robles** explained that the proposed code revisions had been split into two segments based on the extent of changes, where the first segment was discussed at the February workshop. The second segment primarily dealt with Planned Unit Developments or PUD's since the amount of changes were substantial. He explained PUD's were authorized by Special Use to allow greater flexibility in the development of land than standard zoning districts. In return, the Village received a development designed for efficient and creative use of land to promote the desired development of the community. Given the amount of regulations associated with the review and authorization of PUD's, Staff proposed to relocate the PUD regulations from within the Special Use Section into a stand-alone Section. **Village**

**Planner Robles** identified that while many of the changes proposed were relocation of existing text to improve process flow, the most substantial change proposed was the elimination of the two phase plan approval stage in favor of a single approval process for final PUD plans. It was explained that a separate process was required for preliminary PUD plan approval, prior to receiving final PUD plan approval, which also included a specific process. In developing the revised process, Staff was focused on improving the efficiency of the approval process for PUD's. In closer analysis, **Village Planner Robles** explained that a single phase process may not be the best approach since it required upfront review of detailed plans, which may not be constructive to the development community who may prefer to receive preliminary Village support before spending resources on such detailed plans. A two-stage review and approval process may be the best approach for both the Village and developers, but improved efficiency of the current process was still necessary.

**Chairman Manion** expressed his support for the ability to provide for concurrent review of PUD applications in the proposed Code, which would offer more flexibility to applicants. **Member Bichkoff** noted his agreement with a concurrent review process and noted that incorporating procedural options for review of PUD applications was a good idea. **Chairman Manion** also suggested the extent of a public hearing for PUD's may need to be increased if a specific proposal is contentious. **Member Bichkoff** felt such process would treat projects differently and insert judgment on a project in the initial phases of Village review.

**Village Planner Robles** proceeded to summarize the proposed code revisions that have resulted over the past workshops. **Member Bichkoff** noted that the procedural process for each application type was repetitive and would be better to place all general procedures in one section. **Village Planner Robles** concurred and noted Staff had also discussed this and would be making the change as suggested.

At the conclusion of Staff's presentation, **Village Planner Robles** sought the Zoning Board's direction on whether an additional workshop was necessary or if a public hearing on the final proposed text amendments should be scheduled for the May meeting. **Chairman Manion** expressed his preference to defer the public hearing and for Staff to return to the May meeting with a final draft code for Zoning Board review. **Members Van de Kerckhove** and **Bichkoff** concurred.

#### 4.0 UNFINISHED BUSINESS (None)

#### 5.0 NEW BUSINESS

**Village Planner Robles** noted the Zoning Board Members have been receiving copies of the *Commissioner* publication from the American Planning Association over the past year. Since the subscription is up for renewal, **Village Planner Robles** questioned if the Zoning Board desired to continue receiving said publication. The Zoning Board unanimously agreed that the subscription could expire.

**Village Planner Robles** also explained the Village Staff has been exploring electronic agendas and distribution, and potential elimination of the traditional paper agenda packets. Agenda packets would be compiled electronically and distributed via email to each of the Zoning Board members. For the meetings, each Zoning Board member would be responsible for bringing their personal device to view the agenda and

materials. He noted tablets were the recommended device. The Zoning Board expressed their support for electronic agendas.

#### **6.0 CITIZENS COMMENTS**

**Chairman Manion** welcomed the Zoning Board's newest member, **Brian Bichkoff**.

#### **7.0 ADJOURNMENT**

There being no further business, **Chairman Manion** adjourned the meeting at 7:57 p.m.

Minutes Submitted by Stephen Robles, Village Planner