



APPROVED Minutes of the **REGULAR MEETING OF THE ZONING BOARD** held on Tuesday, May 13, 2014, in the Public Meeting Room in the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

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

ALSO PRESENT: Stephen Robles, Village Planner, and Tonya Zozulya, Economic Development Coordinator.

ABSENT: Trustee Liaison Brandt and Member 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 Tuesday, April 8, 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 Tuesday, April 8, 2014, as submitted. The motion passed unanimously by voice vote.

3.0 ITEMS OF GENERAL BUSINESS:

3.1 PUBLIC HEARING and Consideration & Discussion of a Text Amendment to Section 2 of Chapter 15 of the Zoning Code to revise and clarify requirements regarding permitted yard fence locations (Village of Lincolnshire).

Chairman Manion recessed the Zoning Board meeting and opened the Public Hearing.

Economic Development Coordinator Zozulya stated The Village Board approved comprehensive amendments to the Fences & Screens Chapter of the Zoning Code in January, 2012. The amendments clarified regulations for various fence types and made the code more user-friendly through the use of graphics and charts. She stated since adoption of the amended Fence Code requirements, Staff has reviewed how the revised Code is applied in practice. As with any new code, revisions are often necessary in order to eliminate gaps and resolve inconsistencies. Staff recently identified several instances of code regulations that were not intended by the 2012 amendments and developed proposed revisions. The Village Board referred this proposed text amendment, clarifying permissible fence locations/types, to the Zoning Board at its April 14, 2014 meeting. A public notice for the proposed text amendment was published in the April 24, 2014 Lincolnshire Review, as required by Code. **Economic Development Coordinator Zozulya** stated the proposed revisions address three changes for yard fences along Half Day Road and Riverwoods Road only to provide those homeowners with greater flexibility in siting their fences in corner yards for screening and noise reduction

purposes: allowing corner side yard fences to encroach into the required 20' setback area; clarifying no fences are permitted in conservancy areas that run continuously between properties; and allowing 6' tall solid fences along Half Day Road and Riverwoods Road. She asked the Zoning Board to refer to the handouts and color graphics provided to the Zoning Board.

Member Van de Kerckhove inquired whether or not there will be a situation where corner side yard fences create the appearance of a continuous "wall" of fences due to their adjoining location. **Member Bichkoff** pointed out several corner side yard properties along Riverwoods Road on the fence map where there is a potential for two adjoining corner side yard fences installed.

Economic Development Coordinator Zozulya stated the Zoning Board needs to keep in mind there are existing rear yard fences along Riverwoods Road which are not depicted on the map provided by Staff. She stated Staff believes the existing character of the properties would not change with the corner side yard fence permissibility.

Member Bichkoff inquired how existing fences along Half Day Road and Riverwoods Road were previously permitted. **Economic Development Coordinator Zozulya** stated the previous code was ambiguous with regard to "adjacency" to those arterials.

Chairman Manion inquired as to the height of existing fences along Half Day Road and Riverwoods Road. **Economic Development Coordinator Zozulya** stated the majority of them are 6' solid fences; however, there are some that are shorter fences of an open type.

Chairman Manion closed the Public Hearing and reconvened the Zoning Board meeting.

There was a consensus among the members in support of this request and the following motion was read:

Member Kalina moved and Member Van de Kerckhove seconded a motion, based on facts covered in a Public Hearing held on May 13, 2014, to recommend approval to the Village Board of a Text Amendment to Section 2 of Chapter 15 of the Zoning Code to revise and clarify requirements regarding permitted yard fence locations.

The motion passed unanimously by voice vote.

- 3.2 Consideration and Discussion of proposed Text Amendments to Chapter 14 of the Zoning Code to update requirements for Administration and Enforcement (Village of Lincolnshire).

Village Planner Robles presented Staff's memorandum and noted the Village's development review procedures were housed in Chapter 14, Administration and Enforcement, of the Zoning Code, which outlines the authority, procedures, and standards regarding the administrative functions of planning and zoning matters of the Village. The bulk of the proposed revisions were to align code requirements with the current administrative review and approval process, improve efficiencies and establish clear expectations of development review procedures. **Village Planner Robles** continued, the proposed amendments to Title 14 were split into 2 segments based on the extent of changes and were discussed at past Zoning Board workshops. The first

segment, Sections 1 through 14, was discussed at the February workshop. The second and last segment, Sections 15 through 17, was discussed in April.

Village Planner Robles explained at the request of the Zoning Board, a final draft of the Chapter 14 amendments was being provided for review prior to a public hearing which was anticipated for June. He continued with notable changes proposed, such as the General Application Process section was created as the point source for all basic application requirements and procedures, with the exception of planned unit developments. Staff had previously proposed repeating each procedural step for each administrative function, which was deemed too repetitive. The Authorized Variance section, which provides specific instances in which the Village may authorize a variance, was previously proposed for removal but has been retained. However, the intent of this section was modified to outline variations deemed minor in nature and would allow an applicant to proceed directly to the Zoning Board for public hearing, rather than requiring a "referral" meeting with the Village Board first. Any variance request not contained on the authorized list would still be considered by the Village, but require referral with the Village Board before a public hearing with the Zoning Board. The most substantial revisions occurred to the Planned Unit Development (PUD) section. A single final approval process was previously proposed as a replacement of the current 2 phase plan approval stage of a preliminary and final PUD plan, in order to improve efficiency. After further consideration and review of comparable communities and their PUD regulations, **Village Planner Robles** explained that the current preliminary and final plan review phase remained since both the preliminary and final approval process was proven an essential element in the PUD review process and has been revised to improve efficiencies.

Member Van de Kerckhove noted a few minor grammatical revisions to the proposed text amendments, which **Village Planner Robles** noted would be changed prior to the public hearing.

There being no further comments, there was a consensus amongst the Zoning Board to schedule the public hearing discussion of the final draft code at the June meeting.

4.0 UNFINISHED BUSINESS (None)

Village Planner Robles provided an update on electronic agendas and distribution, and noted June's agenda and packet will be distributed electronically, as agreed by the Zoning Board. He reminded that each Zoning Board member would be responsible for bringing their personal device to view the agenda and materials, tablets were the recommended device, and Wi-Fi internet connection would be available.

5.0 NEW BUSINESS (None)

6.0 CITIZENS COMMENTS (None)

7.0 ADJOURNMENT

There being no further business, **Chairman Manion** sought a motion for adjournment. **Member Kalina** moved, and **Member Bickhoff** seconded the motion to adjourn. The meeting adjourned at 7:28 p.m.

Minutes Submitted by Stephen Robles, Village Planner, and Tonya Zozulya, Economic Development Coordinator