

**VILLAGE OF LAKE BLUFF
ARCHITECTURAL BOARD OF REVIEW
REGULAR MEETING
JUNE 4, 2019**

APPROVED MINUTES

1. Call to Order and Roll Call

The meeting of the Architectural Board of Review (ABR) of the Village of Lake Bluff was called to order on June 4, 2019 at 7:00 p.m. in the Village Hall Board Room (40 E. Center Avenue) and the following were present.

Present: Tim Callahan
 Neil Dahlmann
 Edward Deegan
 Matthew Kerouac
 Carol Russ
 Bob Hunter, Chair

Absent: Julie Wehmeyer

Also Present: Mike Croak, Building Codes Supervisor (BCS)

2. Consideration of the May 7, 2019 ABR Regular Meeting Minutes

Member Russ made a motion, to approve the minutes of the May 7, 2019 ABR meeting as amended. Member Dahlmann seconded the motion. The motion passed on a unanimous voice vote.

3. Non-Agenda Items and Visitors (Public Comment Time)

Chair Hunter asked if anyone would like to address the ABR on any matter not on the agenda. There were no requests to address the ABR.

4. Chair Hunter Administered the Oath to Those in the Audience

5. A Public Hearing to Review a Site Plan to Expand the Parking Lot at 101 Waukegan Road

Chair Hunter introduced the agenda item and invited the Petitioner to the podium.

John Carlson of Carlson Landscape Associates said as a result of the feedback from the ABR the following changes were made to the site and landscape plans:

- Removed parking spaces at the northwest corner and added two additional peninsula islands;
- Relocated the south vault structures;
- Planted additional material along the front of the parked cars and selected taller materials that could be placed farther down the slope; and
- Added 16 trees, 6 conifers and additional shrub masses on the far side of the basin; wherever possible provided more native species.

Mr. Carlson said there were no changes to the landscape at the face and close proximity of the building and the smoking shelters were not moved. All the modifications deal with the bioswale area from the back of the curb towards Waukegan Road and up at the north. Mr. Carlson reviewed the incidental/graphic changes and noted in extending the native seeding westerly, to create undulation, it added approximately 4,000 square feet to the native seed zone.

Chair Hunter asked for questions from the commissioners.

Member Callahan said he thinks it looks great and had no questions.

Member Dahlmann said he thinks it looks good. In response to a comment from Member Dahlmann regarding duration of landscape screening, Mr. Carlson said conifer will be planted on the higher ground west of the bioswale basin because it would be difficult to plant vertical evergreens in that area.

Member Deegan said he was absent from the previous meeting but with the general overview presented the plan seems to address the concerns expressed and had no further comments.

Mr. Carlson said the light poles were relocated from the building to the far side of the parking lot to keep the peninsula trees from blocking the light.

Member Kerouac said he was not present at the previous meeting, but it sounds like all the previous remarks have been resolved, and he thinks it looks good.

Member Russ thanked the Petitioner for their work on the Pasquesi project and said the Village is fortunate to have them on this project. She thanked the Applicant for their efforts addressing the numerous recommended changes.

Member Hunter commented on the previous discussion and thanked the Applicant for coming back with a good plan.

Member Russ made a motion to recommend the Village Board approve the site plan as submitted. Member Callahan seconded the motion. The motion passed on the following roll call vote:

Ayes: Russ, Kerouac, Deegan, Dahlmann, Callahan and Chair Hunter
Nays: None
Absent: Wehmeyer

6. Consideration of a Sign Permit Application for Tacos El Norte at 303 South Waukegan Road

Chair Hunter introduced the agenda item and invited the Petitioner to the podium.

Jay Cash of Signarama said the ABR previously approved the front signage for this location and the Applicant now desires to add a rear sign similar to Panera at the location.

Chair Hunter opened the floor for questions from the commissioners.

Member Russ commented on a landscape complaint made by a previous tenant and said these two businesses do not benefit from the landscaping on that corner.

Diego Lasso, owner of Tacos El Norte, said the signage is visible when traveling west on IL176 and it is his opinion the location for the proposed sign is more favorable than Panera's. Member Russ said she is fine with the request because it is her understanding that the intent is to match the size and location of the previous signage.

Members Kerouac, Deegan and Callahan had no comments and said it looks fine.

Member Dahlmann commented on the picture presented and said there were previous discussions regarding how all four sides of the building should be considered. He said he thinks the sign is a good addition and hopes everything goes well.

Member Kerouac made a motion to recommend the Village Board approve a sign exemption request at 303 Waukegan Road for Tacos El Norte as presented. Member Deegan seconded the motion. The motion passed on the following roll call vote:

Ayes: Callahan, Dahlmann, Deegan, Kerouac, Russ and Chair Hunter
Nays: None
Absent: Wehmeyer

7. **Discussion of Proposed Site Plan Review Amendments**

BCS Croak introduced the agenda item and summarized the previous ABR proposed changes to the ordinance governing site plan review. The revised draft incorporates the following changes based on the ABR's feedback:

- **Section E(4)** - Removes the “percentage of façade” standard used to determine when the Building Commissioner may conduct a design review administratively in favor of determining that a change is “minor”. At the recommendation of the Village Attorney, incorporates other limitations upon the types of changes that may be considered “minor;”
- **Section A, B, C.** Rearranges certain elements of the Ordinance, including placing “Exempt” and “Regulated” activities above the purpose statement of the section and rearranging elements of the purpose statement;
- **Section B.** Striking language that would trigger design review in the event of a tree removal or a change in a property's use, as well as certain exemptions; and
- **Section A.** Deleted a section that imposed a time limit upon pursuing an approved design.

A discussion followed.

Member Dahlmann said it seems that sign exemption, such as the request for Tacos El Norte, could have been an administrative approval. Also the ABR should have had final approval for the 101 Waukegan site plan. BCS Croak said 101 Waukegan Road requires a variance for the setback along Carriageway and would have to go to the Village Board for site plan approval pursuant to the existing Code. A discussion followed.

Member Dahlmann commented on the following:

- The page addressing design review procedures and asked if C should come before A, BCS Croak said the ABR had recommended that the exemption be first and the purpose last;
- Questioned the use of the words “any person may” in Item B, BCS Croak said it could be worded as person, corporation or entity;
- B1 starts with “such as without limitation” and it seems the word “building” should be included;
- Questioned if changing of light bulbs should be in the last sentence on Page #3;
- Questioned if add or remove should be included at the beginning of Sentence #4, removal of any street furniture;
- Questioned if the first phrase of Sentence #5, with respect to any site or useful design approval has been granted, could be removed;
- Suggested the words preliminary drawings be emphasized in Section D4;

- Asked what was meant by any reviewing body, BCS Croak said the ABR, PCZBA and Village Board could request additional material;
- Questioned if 400 square feet could be increased to maybe 2,000 square feet, BCS Croak said this is deciding what has to go to the Village Board as opposed to final approval by the ABR;
- Questioned if “examples of items” could be deleted from the second line which states “may in some instances” and insert the word “are”, BCS Croak said the existing wording allows Staff an opportunity to send the matter to the ABR if it believes there could be a potential issue. A discussion followed and it was suggested that keep “may” and take out “in some instances.”
- Questioned if on the last page, third paragraph, regarding proposal should state “shall, if not withdrawn;” and
- Commented that the wording in Item F sounded troubling, BCS Croak suggested the wording state “the idea is you have to maintain your approved landscape.”

Member Kerouac asked if sections are necessary. A discussion followed and it was determined that sections should be stricken.

In response to a question from Chair Hunter, BCS Croak said generally the property maintenance code governs building maintenance but not landscape maintenance. A discussion followed.

In response to a question from Member Callahan, BCS Croak said Staff will be responsible for determining timely and regular removal pursuant to F2.

Member Kerouac expressed his concern regarding punctuation and said it needs to be consistent.

BCS Croak said the plan is for the ABR to make a recommendation and because this is part of the zoning ordinance the Joint Plan Commission and Zoning Board of Appeals (PCZBA) has to hold a public hearing, then make its recommendation to the Village Board. Chair Hunter said prior to the PCZBA making its recommendation to the Village Board, the matter must come back to the ABR for review.

Member Dahlmann made a motion to make a recommendation. Member Russ seconded the motion. A discussion ensued.

Member Russ said in regards to the 400 square feet, she thinks it should state “enlargement or modification of an existing building.” A discussion followed and it was determined that modifications are covered under minor adjustments.

Member Russ said language in the minor adjustment section states “the building commissioner may approve minor adjustments to a design approval” but she thinks it should have been adjusted to state “the building commissioner may approve minor adjustments to an approved design.”

Member Russ expressed her understanding that the wording “design review shall be required before any entity may commence, any new or additional use or continue any use after a building or parcel has been vacant or unused for 12 consecutive months or more” was deleted from the ordinance.

A discussion ensued regarding landscape maintenance, and it was determined that Minor Adjustments Section III and IV governs landscape maintenance and substitution of plants.

In response to a comment from Member Kerouac, BCS Croak said Staff will review and ensure the document is properly outlined.

Member Russ said the Sustainability and Community Enhance Ad Hoc Committee sustainability plan included comments from open lands regarding lighting, specifically changing of light bulbs (LED and street lamps). She said it is important to be mindful of the actions taken by Commonwealth Edison in the community because changing of light bulbs is an important issue.

Following an extensive discussion, the motion passed on the following roll call vote:

Ayes: Callahan, Dahlmann, Deegan, Kerouac, Russ and Chair Hunter
Nays: None
Absent: Wehmeyer

8. Staff Report

BCS Croak said the ABR previously suggested the Village hire a consultant to work with the committee on the sign code for the industrial park and the Village have selected the services of Camiros, Ltd. Recently Staff and the Consultant conducted a tour of the industrial park and the consultant will be present at the July meeting to received feedback from the ABR. BCS Croak elaborated on the existing signage noting Carriageway, Target Outlots and the multi-tenant building at 970 North Shore Drive are the three locations that have signage for each tenant and in some cases two signs. He said there are also buildings like Lake Forest pediatrics and Westmoreland OBGYN which do not have their own separate entrance but we have allowed separate individual tenant signs on the building. An extensive discussion followed.

9. Adjournment

There being no further business to consider a motion was duly made and the meeting adjourned at 8:05 PM.

Respectfully submitted,

Mike Croak, CBO, CBCO
Building Codes Supervisor