

**VILLAGE OF LAKE BLUFF  
JOINT PLAN COMMISSION & ZONING BOARD OF APPEALS  
REGULAR MEETING**

**Wednesday, September 16, 2020  
Village Hall Board Room  
40 East Center Avenue  
7:00 P.M.**

**Due to the COVID-19 emergency, this meeting will be held primarily virtually.** As required by law, at least one representative from the Village will be present at the Village Hall Board Room and the virtual meeting will be simulcast for members of the public who do not wish to view the virtual meeting from another location. The Board Room can only accommodate 13 people, including members of the public body and Village staff, while maintaining the six feet of social distance between individuals required by Executive Order 2020-43. Accordingly, the opportunity to view the virtual meeting at Village Hall is available on a “first come, first-served” basis.

**Members of the public may view and participate in the meeting via:**

**Online (strongly recommended): [lakebluff.org/VirtualPCZBA](https://lakebluff.org/VirtualPCZBA)**

**Dial-in: [\(312\) 626-6799](tel:3126266799). Enter meeting ID [818 9289 8136](https://lakebluff.org/VirtualPCZBA). Press # when prompted for a Participant ID.**

The meeting will be live-streamed at [lakebluff.org/Channel19](https://lakebluff.org/Channel19) and broadcast live on Comcast Channel 19. Once available, a recording of the meeting will be posted on the Village website and periodically rebroadcast on Channel 19.

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**AGENDA**

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**1. Call to Order and Roll Call**

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

The Joint Plan Commission & Zoning Board of Appeals allocates fifteen (15) minutes during this item for those individuals who would like the opportunity to address the Board on any matter not listed on the agenda. Each person addressing the Joint Plan Commission & Zoning Board of Appeals is asked to limit their comments to a maximum of three (3) minutes. **There are multiple ways for the public to participate throughout this meeting, all discussed in the guide immediately following this agenda.**

**3. Consideration of the August 19, 2020 PCZBA Regular Meeting Minutes**

**4. A Public Hearing Regarding Amendments to the Tree Regulations** contained in Title 10, Chapter 11, in order that the tree regulations may conform to proposed changes to the Village’s historic preservation regulations. **(PCZBA May Recommend to Village Board)**

**5. A Public Hearing Regarding 714 Birch Road** to allow an encroachment into the required side yard setback in order to construct a natural gas generator, and any other zoning relief as required to fully grant the petition and construct the proposed improvements. **(PCZBA May Take Final Action)**

**6. A Public Hearing Regarding 39-47 Sherwood Terrace (PIN 12-19-401-012)** to grant:  
(i) a special use permit to authorize the operation of a new automobiles dealership; (ii) variations from Section 10-7A-6 to allow the construction of parking stalls and loading areas where they are otherwise prohibited; and (iii) any other zoning relief required for the proposed improvements and operate the proposed business. **(PCZBA May Recommend to Village Board)**

*The Village of Lake Bluff is subject to the requirements of the Americans with Disabilities Act. Individuals with who require accommodations in order to allow them to observe and/or participate in this meeting, may contact Glen Cole, Assistant to the Village Administrator, at (847) 283-6889 or TDD number (847) 234-2153 in advance to allow the Village of Lake Bluff to make reasonable accommodations.*

**7. Public Hearing - 28-38 E. Center Ave. and 53-91 E. Scranton Avenue (PIN 12-21-115-015)**  
**Relief for Restaurant Uses (Special Use Permits, Variations, etc.)**

The Petitioner seeks:

- i. A special use permit to authorize the operation of an eating place without drive-in or drive-through facilities within the tenant space addressed as 79 E. Scranton Ave., including a drinking place accessory to said eating place. The eating place is an expansion of Prairie Espresso, currently located within the 91 E. Scranton Ave. tenant space on the Property, in order to accommodate indoor customer seating and offer additional food and beverage options. The expansion is anticipated to have a separate entrance for customers. Prairie Espresso currently operates under a special use permit pursuant to Ordinance 2020-13.
- ii. Any new parking variation or affirmation of the Property's existing parking variations made necessary by the foregoing relief pursuant to Section 10-6A-8(A) of the Zoning Regulations; and,
- iii. Any other zoning relief as required to fully grant the petition and operate the businesses.

In conjunction with the relief, the Village may amend other conditions of the existing special use permit(s) and variation(s) applicable to the Property restated in Ordinance 2020-13.  
**(PCZBA May Recommend to Village Board)**

**8. Workshop Regarding Accessory Dwelling Units**  
**(No Final Action)**

**9. Staff Report**

**10. Commissioner's Report**

**11. Adjournment**

# VIDEO MEETING GUIDE

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**Format:** Our goal is to provide a meeting that is as similar as possible to an in-person experience. Members of the public will be given opportunities to speak at the start of the meeting and before each agenda item.



**NORTH SHORE LIFE  
LAKE BLUFF STYLE**

We will use Zoom Webinars for this meeting. In this product:

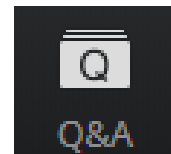
- Panelists (Trustees, Staff, etc.) control their own ability to speak and transmit video.
- Attendees (members of the public) can see the meeting, but cannot transmit audio or video unless recognized by the chair. (See below for how to be recognized.)
- One or more staff members will act as hosts and help organize the meeting.

## **Rules:**

- [An online guide to using Zoom is available here.](#) Please know that the Village cannot provide technical support. [You should test your ability to use Zoom ahead of time.](#)
- Ideally, all participants should join using the Zoom application so that they can experience the full meeting. While participants may call-in, this is a lower quality experience.
- All participants should use their real name (first and last) to identify themselves in the meeting. People using aliases or pseudonyms will not be recognized.
- All participants should stay muted unless they are actively speaking. Your mute may be enabled remotely if you are echoing or transmitting background noise.
- Elected officials participating with video should keep their video enabled at all times. Village Staff should disable their video unless they are participating in a discussion.
- In Lake Bluff meetings, text chat and private messaging features are disabled.

**Public Participation:** To participate in the meeting, members of the public can:

- Submit a comment or question using [Zoom's Q&A feature](#). Written items will be read aloud and answered as necessary. You can also ask to be recognized by the chair. You will be able to speak directly to the Board and may choose to send video.
- Phone users can dial \*9 and will be placed into a queue to be recognized by the chair.
- Email comments in advance to [vlb@lakebluff.org](mailto:vlb@lakebluff.org). Emails should list the meeting and date in the subject line (e.g. "April 13 Village Board meeting") and should identify the author by name. Emails will be shared electronically, and those that are 200 words or shorter will generally be read aloud by a staff member during the appropriate comment period.



## Village of Lake Bluff – Video Meeting Guide

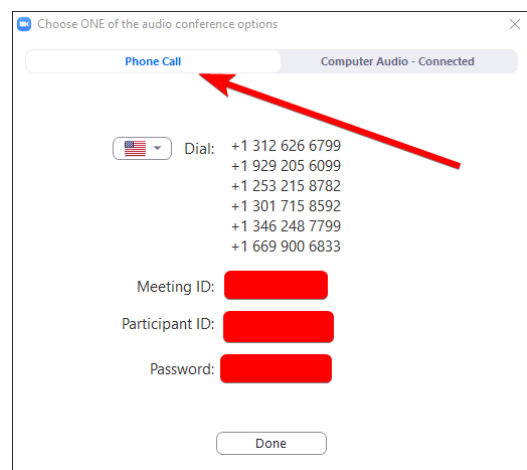
### Technical setup. The ideal attendee has:

- **Device:** The ability to transmit and receive video.
- **Audio:** Clear audio that does not echo or transmit background noise.
- **Connection:** A stable, high-quality internet connection.

	Device	Audio	Connection
<b>Ideal</b>	Zoom app on a desktop or laptop	A headset with microphone	Wired connection via Ethernet
<b>Okay</b>	Zoom app on a mobile phone or tablet	A headset (using built-in microphone) Using a phone to dial in	Connected wirelessly via WiFi
<b>Not ideal</b>	Calling into conference line (without Zoom app)	Computer speakers (using built-in microphone) Speakerphone on phone	Connected via 4G / LTE (cellular data) Using a phone to dial in
<b>Tips</b>	<ul style="list-style-type: none"> <li>• Use a stable surface so that your video doesn't move or shake.</li> <li>• Have a “boring” background that isn't distracting (e.g. others moving around).</li> </ul>	<ul style="list-style-type: none"> <li>• Pick a quiet place as your workspace.</li> <li>• Keep yourself muted when you are not talking.</li> </ul>	<ul style="list-style-type: none"> <li>• If you have to use WiFi, try to pick a workspace close to your router.</li> <li>• Discourage other household members from streaming video during the meeting.</li> </ul>

### Tips:

- You will appear more natural if you look directly at your camera when speaking. It may help you to put your camera near your monitor.
- While muted, you can [hold the spacebar to unmute yourself temporarily](#) (push-to-talk, like a walkie talkie). It will mute you again as soon as you release the spacebar.
- If you do not have a headset, you can use the Zoom application on your PC but [dial-in using your phone](#). This will let you see and share video, and also let you control if you are muted using your PC. This may reduce echo and background noise for those individuals without headsets.



*Joining via video but using a phone call for audio.*

## Village of Lake Bluff – Video Meeting Guide

### Frequently Asked Questions

**Q: How do I participate in a meeting?**

**A:** If you would like to participate in the meeting live, a URL will be listed on the top of the agenda that will invite you to join the meeting via Zoom. You can also dial-in using the phone number shown on the agenda, but this is a lower quality experience.

You can also watch the meeting live at [lakebluff.org/channel19](https://lakebluff.org/channel19) or by turning on Comcast Channel 19. Meetings are rebroadcast periodically.

**Q: How do I submit a public comment?**

**A:** An opportunity is provided for the public to comment on each agenda item before the Board votes. Additionally, a time is provided early in the agenda to address the Board regarding any matters not on the agenda. To submit a comment:

**Via Zoom.** Submit a comment or question using [Zoom’s Q&A feature](#). Written items will be read aloud and answered as necessary. You can also ask to be recognized by the chair.

**Via Phone.** If you are participating by phone, you can dial \*9 and be recognized by the chair.

**Via Email.** Finally, you can email comments in advance to [vlb@lakebluff.org](mailto:vlb@lakebluff.org). Emails should list the meeting and date in the subject line (e.g. “April 13 Village Board meeting”) and should identify the author by name. Emails will be shared electronically, and those that are 200 words or shorter will generally be read aloud by a staff member during the appropriate comment period.

**Q: How do I get technical support?**

**A:** Unfortunately, the Village cannot provide technical support. [An online guide to using Zoom is available here](#). Make sure to [test your ability to use Zoom ahead of time](#). If you are unable to use Zoom, you may use the call-in number, live stream link, and/or submit questions via e-mail.