

VILLAGE OF GLENCOE  
PLAN COMMISSION

Meeting Minutes  
April 26, 2017

1. CALL TO ORDER

A regular meeting of the Plan Commission of the Village of Glencoe, Cook County was called to order by Chairman Thomas in the Village Hall Council Chamber at 7:32 p.m. on the 26 day of April 2017.

2. ROLL CALL

The following were present:

Caren Thomas, Chairman, Public-at-Large Representative  
Barbara Miller, Vice-Chairman, Village Board Representative  
Louis Goldman, Glencoe Public Library Representative  
Ed Goodale, Public-at-Large Representative  
Bruce Huvad, Public-at-Large Representative  
Marya Morris, Public-at-Large Representative  
Dudley Onderdonk, Glencoe Park District Representative  
Gary Ruben, School District #35 Representative  
Tom Scheckelhoff, Historic Preservation Commission Representative

The following were absent:

None

The following were also present:

David Mau, Director of Public Works  
Nathan Parch, Planning & Development Administrator  
Lee Brown, Village Planner

3. CONSIDER THE JANUARY 25, 2017 PLAN COMMISSION MEETING MINUTES

The minutes from the January 25, 2017 Plan Commission meeting were approved.

4. PUBLIC COMMENT TIME

None

5. CHAIRMAN'S REPORT

Chairman Thomas announced that tonight's meeting would be the last for Marya Morris who was moving with her family to Wilmette. Chairman Thomas thanked Marya for her friendship and service and stated that the Village Board approved a resolution on April 20 honoring Marya for her work on the Plan Commission from June 2009 to April 2017.

6. OVERVIEW OF 2015 GLENCOE PARK DISTRICT MASTER PLAN – EXECUTIVE DIRECTOR LISA SHEPPARD

Chairman Thomas introduced Lisa Sheppard, Executive Director of the Glencoe Park District, and thanked Commissioner Onderdonk for his assistance in facilitating tonight's meeting. Chairman Thomas noted that the Plan Commission has a tradition of periodically hosting executive directors of Village organizations to check in and learn about their planning efforts.

Ms. Sheppard thanked the Plan Commission for their invitation to attend the meeting and introduced several current/newly elected Park Board members who were in attendance, including Steve Gaines, Andre Lerman, and Josh Lutton.

Ms. Sheppard's presentation provided an overview of the Park District's Master Plan, adopted by the Park Board in 2015, and highlighted recently completed Park improvements as well as those in the planning stages for future implementation. Several of the park projects highlighted were Kalk Park, Lakefront Park, Melvin Berlin Park, Shelton Park, Takiff Center, and West Park.

Members of the Plan Commission were appreciative of the information shared and thanked Ms. Sheppard for attending the meeting.

7. DESIGN GUIDELINES 101 TUTORIAL – VILLAGE PLANNER LEE BROWN

Chairman Thomas stated that she asked staff to provide a "Design Guidelines 101" presentation in order to commence the Plan Commission's next effort of reexamining and updating the Village's design guidelines, which date back to 1976. The Downtown Plan included this effort as one of its recommendations.

Village Planner Lee Brown presented a broad overview of municipal design guidelines, focusing on how and why communities use them, what they include (common design review elements), various policy options (guidelines vs. standards), the roles/responsibilities of staff and the design review body, and the design review process.

Mr. Brown stated that the Plan Commission is currently responsible for evaluating design review applications for all development proposals that impact the exterior of a building or property within the business and multiple family zoning districts. These areas include:

- Central Business District (B-1 zoning – Downtown)
- Neighborhood Shopping District (B-2 zoning – Hubbard Woods)
- Highway Frontage District (H-F zoning – Frontage Road)
- Multiple Family Residential District (R-D zoning – Green Bay Road)

In each of these cases, the Plan Commission takes final action, and does not serve as a recommending body, on such applications. Mr. Brown commented that the current design guidelines document (c. 1976) applies to all of the above zoning districts, despite each district having its own distinct character and intended purpose, with one exception. The guidelines were amended in 2003 as they relate to multiple family developments after the Village Board approved zoning code amendments to the R-D district.

A request was made to see examples of design guidelines from other communities to compare to at the next meeting.

8. STANDING COMMITTEE REPORTS

None

9. SCHEDULE NEXT MEETING OF THE PLAN COMMISSION

The next meeting of the Plan Commission was scheduled for Wednesday, May 24, 2017 at 7:30 p.m.

10. ADJOURNMENT

The meeting was adjourned at 9:22 p.m.

Respectfully submitted,

Nathan Parch  
Planning & Development Administrator