

MINUTES  
MEETING OF THE OAK PARK PLAN COMMISSION  
VILLAGE HALL- COUNCIL CHAMBER  
May 5, 2016  
7:00 p.m.

PRESENT: Chair David Mann; Commissioners Jeremy Burton, Mark Gartland (arrived at 7:11), Doug Gilbert, JoBeth Halpin, Greg Marsey and Kristin Nordman

EXCUSED: Commissioners Lawrence Brozek, and Monica Sanders

ALSO PRESENT: Craig Failor, Village Planner; Michael Bruce, Zoning Administrator; Tammie Grossman, Development Customer Services Director; Jacob Karaca, Attorney  
Arista Strungys, Camiros LTD

**Roll Call**

Chair Mann called the meeting to order at 7:02 p.m. Roll was called. A quorum was present.

**Non-Agenda Public Comment**

None.

**Approval of Minutes**

Commissioner Gilbert motioned to approve the minutes from April 14, 2016. Commissioner Halpin seconded. Chair Mann noted a correction on the motioner for the minutes. A roll call vote was taken and the minutes were approved unanimously with the correction.

**Public Hearing(s)**

None.

**Other Business**

*Zoning Ordinance Steering Committee/Plan Commission – review of the Zoning Ordinance draft*

Chair Mann noted all should have received the new design standards in Article Seven. He suggested starting with these and moving to Article Eight. Ms. Arista Strungys, the zoning consultant, noted some of the changes incorporated into the design standards from the last meeting discussion.

Commissioners raised the following issues during the discussion in these areas:

- Article Seven, Design Standards:
  - o Chair Mann suggested changing ‘substantial enlargement’ to ‘substantial additions’.
  - o Commissioner Marsey noted some confusion with the language regarding Historic Preservation Commission (HPC) review. Mr. Failor suggested changing the language that all properties in a historic district will be reviewed following the historic preservation standards. Commissioner Gilbert said there may be a gap for properties that won’t require a certificate of appropriateness through the HPC but were still in an historic district. Ms. Strungys suggested the regular design review process would be required if a property wasn’t subject to a certificate of appropriateness by the HPC. Commissioners agreed.
  - o Chair Mann noted a repetition in the goals, consultants will delete.
  - o Commissioner Halpin suggested some clarifying language on the timing of the appeal process.
  - o Chair Mann suggested adding additional qualifications for members of the Community Design Commission now that it will become the appeal body on the design standards. Mr.

Failor said discussions were underway to look at the makeup of the commission; any changes would be done through the municipal code.

- Commissioner Gilbert suggested keeping or incorporating a version of the prior standard that design be sympathetic to historic structures adjacent to a development.
- A short discussion ensued about energy efficiency standards required by the village code and clarifying the language in the design standards to include any future updates. Consultants will change the wording so that specific dates or organizations are not called out. Chair Mann suggested a greater incentive to developers to incorporate energy efficiency. Staff agreed, but said it was a policy the Village Board would need to follow up on.

- Article Eight:

- Commissioners discussed financial institutions; Chair Mann asked why these were not allowed in the Madison Street district. Ms. Strungys explained they were not something that increased foot traffic. Commissioner Halpin noted three banks along Madison currently. Commissioners suggested making it a special use.
- Commissioner Gilbert suggested bifurcating the Lake and Austin-area to make Lake Street near the tracks General Commercial while south of the tracks would be Neighborhood Commercial. Staff said they would look into it.
- Commissioner Marsey suggested changing Parking Lot and Parking Structure Village Owned to a special use rather than permitted; Commissioner Gilbert said he would agree with Parking Structures but not lots; Commissioner Burton suggested making structures special use in NC, HS, R-6, and R-7. Commissioners agreed.
- Ms. Strungys noted that Farmer's Markets should be permitted in OS and PL.
- Mr. Failor suggested Real Estate Sales Office Model Unit in Temporary Uses should be allowed in DT.
- Commissioners suggested Farmer's Market and Mobile Food Sales be permitted in Hospital District; Ms. Strungys questioned allowing Farmer's Market in the Hospital District because of space issues.
- Ms. Strungys said Temporary Outdoor Storage Container should be permitted in Hospital.
- Commissioner Halpin asked about AirBnBs and regulation. Ms. Strungys said that would be regulated separately in the village but not in the zoning code. Ms. Grossman said staff was currently working on regulations with AirBnB.
- Commissioner Marsey asked about hydroponic garden operations. Ms. Strungys said it would be classified Greenhouse Retail. Commissioner Marsey noted some raise fish. Attorney Karaca said there was no agricultural use allowed in the village so a text amendment would be necessary for something of that scale/use.
- Chair Mann said the requirement that daycare outdoor play area have solid walls may not work with state regulations. Ms. Strungys suggested changing the enclosure to require just a fence.
- Commissioner Burton questioned the regulation that colors be muted on gas station pump islands. Commissioners agreed that it should be deleted.
- Commissioner Burton suggested adding commercial language to the outdoor dining section so that it was clear it wasn't regulating private homes.
- Commissioner Marsey suggested specifying the materials on outdoor storage yard fences. Ms. Strungys said she can add a standard specifying those.
- Chair Mann suggested changing real estate model temporary use to allow for placement off the development site.

Commissioners moved to Article 13 and will go back and review Articles 9-12 at another meeting.

- Article Thirteen:
  - o Commissioner Marsey suggested clarifying business days versus calendar days in any deadline requirements.
  - o Mr. Bruce noted zoning variances do not require mailing notices. Commissioners suggested adding Planned Development Applications into the required notice table.
  - o Attorney Karaca suggested requiring an affidavit as proof of mailing notice as it was required in the application packet.
  - o Mr. Failor suggested adding that if the posted sign falls down or was removed it would not invalidate the hearing process as that currently was noted. Commissioners suggested adding in the size of the posted sign.

Mr. Failor said articles 9-11, and 14-16 would be reviewed at the next meeting. The next Plan Commission meeting will be on May 26, 2016 at 6 p.m.

### **Adjournment**

Commissioner Burton moved to adjourn. Commissioner Halpin seconded. The meeting adjourned at 9:38 p.m.

Angela Schell,  
Recording Secretary