



VILLAGE OF LINCOLNSHIRE

AGENDA ZONING BOARD Virtual Meeting Tuesday, September 8, 2020 7:00 p.m.

This meeting will be conducted by audio or video conference without a quorum of the public body physically present because of a disaster declaration related to COVID-19 public health concerns affecting the Village of Lincolnshire. The Mayor determined that an in-person meeting at the Village Hall with all participants is not practical or prudent because of the disaster.

PUBLIC REMOTE PARTICIPATION OPTIONS

• View/Listen

- Watch live on Cable Channel 10 or <https://global.gotomeeting.com/join/227453965>.
- Listen live via phone 872-240-3212 (access code 227-453-965).
- Meetings posted to www.lincolnshireil.gov/government/about/agendas-minutes-packets-video the day after meeting.

• Public Comment – Items Not Requiring a Public Hearing

- [Rules for public comment during virtual meetings](#) can be found on the Village website on the “Transparency” webpage.
- Call 847-913-2312 to leave a voicemail message with your comment by 5:00 p.m. on Tuesday, September 8, 2020. For members of the public leaving voicemails, the voicemails must be:
 - Articulate and audibly comprehensible.
 - Inclusive of the commenter’s name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
 - No more than two minutes in length.
 - Free of any abusive or obscene language.
- Email your comment to VOLPublicComment@lincolnshireil.gov by 5:00 p.m. on Tuesday, September 8, 2020. You may also submit a letter by dropping it off in the Village Hall vestibule or mailing it via the United States Postal Service. For members of the public submitting comment via email or letter, the written notice must be:
 - Typed or written legibly.
 - Inclusive of the commenter’s name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
 - No more than 200 words in length.
 - Free of any abusive or obscene language.
- Comments received before the meeting will be read concurrent with respective agenda item. Comments may be sent to the VOLPublicComment@lincolnshireil.gov email address during the meeting, but it is not guaranteed they will be read until the end of the meeting.

• **Public Comment – Items Requiring a Public Hearing**

- [Rules for virtual public hearings](#) can be found on the Village website on the “Transparency” webpage.
- Any group or member of the public who intends to give a PowerPoint or comparable presentation at the hearing must submit such presentations to the Community & Economic Development Director or VOLPublicComment@lincolnshireil.gov no later than two (2) days prior to the hearing (5:00 p.m. deadline).
- Any documentary evidence or presentations from the public received not less than two (2) days prior to the hearing will be published on the Village’s website as soon as possible. These materials will also be included within the case file and will be clearly labeled with consecutive page numbers for ease of reference.
- Written comments from the public regarding the Petitioner’s application submitted to the Community & Economic Development Director or VOLPublicComment@lincolnshireil.gov at least two (2) days before the hearing will be published on the Village’s website and distributed to the Public Body before the hearing. Written comments received less than two (2) days before the hearing will be emailed to the Public Body but may not be posted on the Village’s website.

CALL TO ORDER

1.0 ROLL CALL

2.0 APPROVAL OF MINUTES

- 2.1 Approval of the August 11, 2020, Zoning Board Meeting Minutes

3.0 ITEMS OF GENERAL BUSINESS

- 3.1 **Public Hearing** regarding a Text Amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to Permit and Regulate Electric Vehicle Charging Stations within Parking Facilities in All Zoning Districts (Village of Lincolnshire)
- 3.2 **Public Hearing** regarding a Text Amendment to Title 6 (Zoning), Chapter 14 (Administration & Enforcement) of the Lincolnshire Village Code to Revise Regulations regarding Administration and Enforcements Processes (Village of Lincolnshire)

4.0 UNFINISHED BUSINESS

5.0 NEW BUSINESS

6.0 CITIZEN COMMENTS

7.0 ADJOURNMENT

Reasonable accommodations or auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings. Please contact the Village Administrative Office (847-883-8600) at least 48 hours in advance if you need any special services or accommodations. The Zoning Board will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Zoning Board members to do so. Any agenda items or other business that are not addressed within this time frame will be continued to the next regularly-scheduled Zoning Board Meeting.



VILLAGE OF LINCOLNSHIRE

MINUTES ZONING BOARD MEETING Tuesday, August 11, 2020

Present:

Chair Bichkoff
~~Member Hersch~~
Member Kalina
Alternate Member Kelly
Assistant Village Manager/Community &
Economic Development Director Gilbertson

Member Udoni
Member Curtin
Member Josephson
Trustee Harms Muth
Planning & Development Manager Zozulya

This was a remote video-conference meeting

1.0 ROLL CALL

Chair Bichkoff called the meeting to order at 7:03 p.m., and Assistant Village Manager/Community & Economic Development Director Gilbertson ("AVM/CEDD Gilbertson") called the roll and declared a quorum to be present.

2.0 APPROVAL OF MINUTES

2.1 Approval of the minutes of the Zoning Board meeting held on Tuesday, March 10, 2020.

Member Udoni moved and Member Kalina seconded the motion to approve the minutes as presented for the Tuesday, March 10, 2020, Zoning Board meeting.

AYES: Kalina, Kelly, Udoni, Curtin, Josephson, and Bichkoff
NAYS: None
ABSENT: Hersch
ABSTAIN: None

Chair Bichkoff declared the motion carried.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Continued Public Hearing regarding Text Amendments to Revise Chapters 2 (Zoning Definitions) and 3 (General Zoning Regulations) of Title 6 (Zoning) of the Lincolnshire Village Code to Define and Regulate Certain Accessory Structures and Uses, including:

- 3.1(a) Temporary Season-Extending Growing Structures;
- 3.1(b) the Harboring of Bees on Non-Residential Property;
- 3.1(c) the Harboring of Chickens on Residential Property; and
- 3.1(d) the Number/Type of Accessory Structures Permitted on Residential Property (Village of Lincolnshire)

Chair Bichkoff convened the continued public hearing and provided an overview of the virtual public hearing process and procedures.

AVM/CEDD Gilbertson summarized the previous discussion and consensus during the March 10, 2020, Zoning Board regarding item 3.1(a). AVM/CEDD Gilbertson stated it was the consensus of the Zoning Board to prohibit hoop houses, high tunnels, and similar temporary season-extending growing structures.

Chair Bichkoff opened the meeting to public comments. There being no public comments, Chair Bichkoff opened comments to the Zoning Board members.

In response to a question from Member Udoni, AVM/CEDD Gilbertson stated there are no current issues or violations with season extending growing structures in Lincolnshire. The proposed changes are intended to clarify the definition of “seasonal structures” in the Zoning Code.

There being no further discussion, Chair Bichkoff entertained a motion.

Member Udoni moved and Member Kelly seconded the motion to recommend approval to the Village Board the proposed text amendments to Chapter 2 (Zoning Definitions) and Chapter 3 (General Zoning Regulations) of Title 6 (Zoning) to define and regulate accessory structures, including hoop houses and similar temporary season-extending growing structures.

AYES: Udoni, Curtin, Kalina, Josephson, Kelly, and Bichkoff

NAYS: None

ABSENT: Hersch

ABSTAIN: None

Chair Bichkoff declared the motion passed.

AVM/CEDD Gilbertson summarized item 3.1(b), in that the previous consensus of the Zoning Board was to allow the Marriott Resort to continue their bee keeping operation under their special use permit in the B2 zoning district. AVM/CEDD Gilbertson presented photos showing the location of the bee hives and noted their distance from adjacent residential areas. AVM/CEDD Gilbertson also stated village staff and Marriott Resort representatives are discussing a Planned Unit Development designation for more use flexibility in the future versus continued special use amendments.

Chair Bichkoff opened the meeting to public comments. There being no public comments, Chair Bichkoff opened comments to the Zoning Board members.

Member Curtin noted there is no indication in the draft text as to species of bees. AVM/CEDD Gilbertson directed members to page 48 of the packet, which indicated the practice of bee keeping will be governed by Section 11-13-4-C and has yet to be created and discussed by the Village Board and will include more specific parameters for bee keeping. Member Kelly agreed that bees should be kept for the sole purpose of honey production. Member Kelly also asked if options would be available for other businesses or residents to keep bees. AVM/CEDD Gilbertson stated it was the consensus of the Village Board to prohibit residential bee keeping but allow Marriott to continue with their operation. He added a resident could bring a request to the Village Board for further consideration via the text amendment process.

There being no further discussion, Chair Bichkoff entertained a motion.

Member Josephson moved and Member Kalina second the motion to recommend approval to the Village Board the proposed text amendments to Chapter 3 (General Zoning Regulations) of Title 6 (Zoning) to define and regulate accessory structures and uses, including the harboring of bees and beehives on nonresidential property.

AYES: Udoni, Curtin, Kalina, Josephson, Kelly, and Bichkoff

NAYS: None

ABSENT: Hersch

ABSTAIN: None

Chair Bichkoff declared the motion passed.

Regarding item 3.1(c), AVM/CEDD Gilbertson summarized the Zoning Board requests from the March 10, 2020, meeting regarding the height of chicken coops (increasing from 6 feet to 7 feet). The Zoning Board also requested additional information regarding the impact backyard chicken coops may have on property values and any health concerns related to human interaction with chickens.

AVM/CEDD Gilbertson reviewed the previously-presented 12 month pilot program recommendations, as presented to the Zoning Board on March 10. Upon previous direction from the Zoning Board, AVM/CEDD Gilbertson spoke with several local real estate agencies regarding impact on neighboring property values; none of the individuals surveyed indicated a positive or negative impact of backyard chicken keeping on property values; however, they did state general property maintenance issues have more impact.

AVM/CEDD Gilbertson also presented findings on health considerations with backyard chicken keeping. He noted the Centers for Disease Control maintains a backyard poultry website which provides guidance for keeping both humans and chickens safe from disease. AVM/CEDD Gilbertson also stated he spoke with a representative from Lincolnshire Animal Hospital who stated some bacteria are commonly associated with chicken keeping, but that health risks can be mitigated with proper hygiene, hand washing and so forth.

AVM/CEDD Gilbertson requested the findings of fact for Items 3.1(a)-(d) be entered into the record.

Chair Bichkoff opened the meeting to public comments and reviewed the rules for virtual public hearings comments. AVM/CEDD Gilbertson stated he received no pre-registration for comments but received written comments from: Nancy Slatin (12 Fox Trail); Nona Novak (2 Middlebury); and Kathy Healan (306 Carlisle). All comments were read into the record.

Chair Bichkoff asked if any other audience members participating and viewing the virtual meeting would like to make a comment; no additional comments were made. Chair Bichkoff opened the discussion to members of the Zoning Board.

Member Kelly asked about the proposed license requirements and what other

communities require. AVM/CEDD Gilbertson stated staff drew upon the experiences of other communities including Highland Park, Deerfield, and Lake Bluff when compiling parameters for the pilot program. The proposed requirement of registering with the State of Illinois is for the purpose of alerting the resident of any health issues such as avian flu that may arise

Member Kelly asked about the pilot program, inspection protocols in place, and what will happen at the end of the program. AVM/CEDD Gilbertson stated staff will evaluate the pilot program as it progresses based upon staff recommendations noted above or violation calls and subsequent inspections.

Member Udoni asked about disease outbreak and how will the Village be notified in that event. AVM/CEDD Gilbertson speculated the chicken owner would seek medical treatment for chickens upon illness, with reporting to state authorities of disease outbreak and state notifications to other registered backyard chicken keepers. Member Udoni stated her concern regarding cleanliness of coops and that they must be maintained and properly cleaned.

Member Josephson stated his concerns with the program guidelines, cleanliness, and the possibly of putting the community at risk. He expressed a desire for periodic spot inspections to ensure compliance versus letting the owner monitor their coops. Member Josephson also noted his concern with live animals and potential spread of disease.

Member Kalina asked about the existing coops and what will they have to do to come into compliance. AVM/CEDD Gilbertson indicated there are two existing coops and they would be required to apply for permits and come into compliance with the pilot program. Member Kalina noted there are a variety of other types of domesticated pets that can carry and spread disease and are not regulated. Member Kalina believed chicken keepers will be responsible owners as they will be consuming the eggs. He noted his support of the pilot program but indicated enforcement and follow-up will be critical.

Member Kelly commented on the proposed coop distance from house and that he preferred more distance from the house to minimize potential for disease transmission. AVM/CEDD Gilbertson stated the distance standard is 5 feet from the house for storage structures, but staff is proposing a 10 foot setback from the house; however, the Zoning Board can recommend a different standard.

Chair Bichkoff agreed with the concerns on oversight, and expressed a concern of Village staff's capacity to tackle this. Chair Bichkoff also said he has heard of comments both in favor and against the proposed program. He noted the fact that there are two coops in the Village, and that staff is being asked to retroactively provide the regulations to permit these coops.

Member Kelly agreed the Village needs the staff capacity to monitor the program and suggested property owners who receive permits under the pilot program can provide additional feedback on enforcement and compliance. AVM/CEDD Gilbertson stated staff capacity was discussed with the Village Board, hence the proposal to cap the number of permits to 5. He added if the program expands to the full amount of permits, other resources for

monitoring and enforcement may possible through Lake County Animal Control, but staff time will be evaluated and reported to the Village Board at the sunset of the pilot program. In regards to the illegality of existing coops, AVM/CEDD Gilbertson stated backyard chicken keeping was part of broader discussion on urban agriculture.

There being no further discussion, Chair Bichkoff entertained a motion.

Member Kalina moved and Member Kelly seconded the motion to recommend approval to the Village Board the proposed text amendments to Chapter 3 (General Zoning Regulations) of Title 6 (Zoning) to define and regulate accessory structures and uses, including the keeping of chickens on residential property, and chicken coop requirements, and further subject to the additional pilot program controls regarding inspections and enforcement.

Member Curtin asked AVM/CEDD Gilbertson if other municipalities that permit backyard chickens indicated issues. AVM/CEDD Gilbertson stated his contacts with other communities indicated no additional burden. Member Curtin asked how illnesses will be addressed. AVM/CEDD Gilbertson said the Village would inspect the coop and document. If conditions become egregious, staff would consult with legal counsel, but he did not anticipate this happening based upon other communities experience. Member Curtin added he too has heard both negative and positive comments and staff should include some language on species of chickens that would be permitted.

AYES: Udoni, Curtin, Kalina, Josephson, Kelly and Bichkoff
NAYS: None
ABSENT: Hersch
ABSTAIN: None

Chair Bichkoff declared the motion passed.

AVM/CEDD Gilbertson presented staff recommendations on item 3.1(d) and the number/type of accessory structures permitted on residential property. He stated the Village Board requested feedback from the Zoning Board on the number and types of accessory structures which includes structures such as sheds, play structures, trampolines, and potentially chicken coops if they become permitted. He stated current Village code caps the number of accessory structures at 2 and they cannot be the same type, other than play structures. AVM/CEDD Gilbertson said several Village Board Members expressed concern with chicken coops being permitted as one of the two accessory structures.

Jody Dierks, 35 Kings Cross, joined the virtual meeting via phone. She inquired about greenhouses and if those are included in the definition of accessory structures. AVM/CEDD Gilbertson said greenhouses are within the definition of accessory structures. AVM/CEDD Gilbertson also provided context on the direction from the Village Board, in that initial feedback from Village Board was based upon the use of the structure and also concerns of multiple accessory structures becoming a nuisance. Chair Bichkoff said he understands people getting carried away with multiple accessory structures and could see a need for a maximum total number. Member Kelly stated two accessory structures plus a play structure seemed sufficient. For clarification, AVM/CEDD

Gilbertson stated the current limitation on accessory structures is two, and that a property owner could have two play structures but not an additional accessory structure. Member Udoni agreed that we should not make exceptions for coops; they should be included in the maximum number whatever that may be.

Member Udoni and Member Josephson seconded the motion to recommend approval to the Village Board the proposed text amendments to Chapter 3 (General Zoning Regulations) of Title 6 (Zoning) to regulate accessory structures by limiting the number of accessory structures to one if such structure is a chicken coop, and by removing the current exception for up to two play structures as permitted accessory structures.

There being no further discussion, Chair Bichkoff entertained a motion.

AYES: None

NAYS: Udoni, Curtin, Kalina, Josephson, Kelly, and Bichkoff

ABSENT: Hersch

ABSTAIN: None

Chair Bichkoff declared the motion failed. Chair Bichkoff requested the Village Board reconsider the limit on number of accessory structures, but to not favor one type of structure over another.

Chair Bichkoff declared the public hearing closed.

3.2 Public Hearing regarding Text Amendments to Chapters 2 (Zoning Definitions) and 3 (General Zoning Regulations) of Title 6 (Zoning) of the Lincolnshire Village Code to Define and Regulate Massage Businesses as Special Accessory Uses (Village of Lincolnshire)

Chair Bichkoff opened the public hearing.

AVM/CEDD Gilbertson stated the proposed code amendments would prohibit principal use massage therapy establishments in an effort to prohibit illegal solicitation, prostitution, and human trafficking. He noted these amendments are proposed upon the advice of the Village Attorney to prohibit standalone massage therapy establishments. AVM/CEDD Gilbertson noted Lincolnshire does not issue business licenses and the sole licensing authority for massage therapy is held with the State of Illinois. While Lincolnshire cannot regulate massage licensing, AVM/CEDD Gilbertson said the Village does have the authority to regulate massage therapy businesses through zoning. The Village Attorney and staff recommends massage businesses operate only as a special accessory use to a day spa or physician's office – not as a principal use with a 25% cap on gross floor area dedicated to massage therapy.

AVM/CEDD Gilbertson requested the findings of fact be entered into the record.

AVM/CEDD Gilbertson reviewed the current regulations which permit day spas with massage services as special uses in B1, B2, and all O/I zoning districts. Physicians' offices may offer massage therapy as part of their medical services and are currently regulated as permitted uses in the B1, B2, E, and

all O/I zoning districts. Physicians' offices are also regulated as special uses within the R5 zoning district.

Chair Bichkoff asked if any members of the public were present and wish to be heard. Having no comments from the public, Chair Bichkoff opened comment floor to the members.

Member Kalina asked if there is a petition for a massage business to locate in the Village. AVM/CEDD Gilbertson replied there was not a petition currently, and that the request for text amendment was initiated by the Village Attorney. Member Josephson expressed concern with comingling legitimate massage therapy businesses with illegitimate or illegal businesses; by limiting the allowable space to 25% of gross floor area, residents would have to use higher end day spas which are generally more expensive than the chain massage establishments. Member Josephson added there may be other avenues available to prosecute violators. AVM/CEDD Gilbertson stated a chain massage establishment could locate in the Village, and they would have to offer other services with massage therapy while limiting massage services to 25% of the gross floor area. Member Udoni asked if the purpose is to tighten restrictions. AVM/CEDD Gilbertson stated this was indeed the intent, and that the current Zoning Code does not define massage businesses, massage, or massage therapy, and further regulations are proposed to restrict to certain zoning districts via the special use process.

Member Curtin stated his understanding of this amendment was that it was recommended by the Village Attorney to clarify existing code requirements based challenges faced by other municipalities; the proposed recommendation make sense. Member Kalina stated his concern regarding limiting franchise massage businesses, and fairness to landowners leasing spaces. Member Kalina also noted his concern on future sales tax revenue. Member Josephson also expressed concern with not being able to capture sales tax revenue with this change. Chair Bichkoff noted massage businesses do not necessarily produce sales tax as this is more a service based industry.

Chair Bichkoff asked if The St. James would offer massage services. AVM/CEDD Gilbertson stated they would. In responding to Member Kalina's earlier question, AVM/CEDD Gilbertson said he believes the Village could not discriminate on franchise versus independent massage businesses.

Chair Bichkoff and Member Udoni discussed increasing the allowable square footage. Member Kalina asked if a request for special use for a massage business comes before the Zoning Board, they could request a text amendment to increase the allowable square footage. Member Josephson stated he would recommend a higher percentage because going through a text amendment could take months. Chair Bichkoff inquired how the 25% was determined. AVM/CEDD Gilbertson stated this was the recommendation of the Village Attorney. He further added the Zoning Board could recommend a higher percentage to the Village Board as part of their motion for the Village Board's consideration.

Member Kelly inquired about physical therapy businesses with massage services. AVM/CEDD Gilbertson stated the principal business owner would have to provide proof of licenses in order for the special use to be granted,

and that they would be subject to the same square footage thresholds for massage services.

Member Kalina repeated his concern about the regulations and impact on the franchise establishments, and asked if a minimum total square footage versus a percentage should be considered. Member Kelly inquired about adding financial requirements to the zoning restrictions. AVM/CEDD Gilbertson stated zoning based upon financial benchmarks would not be permitted. Member Curtin reaffirmed his comfort with the Village Attorney's recommendation and suggested the Zoning Board should vote on the recommendation as proposed.

Chair Bichkoff closed the public hearing.

Member Josephson moved, seconded by Member Udoni to recommend approval to the Village Board the proposed text amendments to Chapter 2, Zoning Definitions, and Chapter 3, General Zoning Regulations, of Title 6, Zoning, to define and regulate massage businesses as special accessory uses.

AYES: Udoni, Curtin, and Bichkoff
NAYS: Kalina, Josephson, and Kelly
ABSENT: Hersch
ABSTAIN: None

Chair Bichkoff declared the motion failed.

4.0 UNFINISHED BUSINESS None

5.0 NEW BUSINESS None

6.0 CITIZENS COMMENTS None

7.0 ADJOURNMENT

Member Josephson moved and Member Udoni seconded the motion to adjourn the Zoning Board Meeting. The voice vote was unanimous and Chair Bichkoff declared the meeting adjourned at 9:13 p.m.

Minutes submitted by Carol Lustig, Administrative Assistant, Community & Economic Development.



ITEM SUMMARY

Reviewing Body / Meeting Date:	Zoning Board - September 8, 2020
Subject:	Electric Vehicle Charging Stations Text Amendment
Action Requested (Address – Petitioner):	Public Hearing regarding a Text Amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to Permit and Regulate Electric Vehicle Charging Stations within Parking Facilities in All Zoning Districts (Village of Lincolnshire)
Prepared By:	Tonya Zozulya - Planning & Development Manager
Staff Recommendation:	Public Hearing and Recommendation to the Village Board
Meeting History:	Committee of the Whole – June 8, 2020 Committee of the Whole – July 13, 2020
Tentative Meeting Schedule:	Architectural Review Board – September 15, 2020 Committee of the Whole – September 29, 2020 Regular Village Board – October 13, 2020
Reports/Documents Attached:	<ol style="list-style-type: none"> 1) Redlined draft text amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code 2) EV charging station area map, PlugShare.com 3) Photos of local Level 2 and Level 3 EV charging stations 4) Responses to the findings of fact for text amendment, prepared by the Village Attorney 5) Surrounding community survey 6) Public hearing certificate of publication in the August 21, 2020, edition of the <i>Daily Herald</i>

Request Summary

The application to regulate electric vehicle (“EV”) charging stations for this text amendment was originally submitted by Electrify America, LLC. Electrify America applied for a text amendment due to their plan to install a charging station in the Bank of America parking lot at 195 Milwaukee Avenue. At the June 8, 2020, Committee of the Whole meeting, the Village Board expressed general support for amending the code to regulate charging stations and requested revisions regarding the approval process, equipment maintenance/removal, and impervious surface. However, Electrify America withdrew their application after this meeting. Given the need to still regulate these facilities, the Village took over the application.

At the July 13, 2020, Committee of the Whole meeting, the Village Board reviewed the revised draft code and referred the text amendment to the Zoning Board for a public hearing and recommendation and to the Architectural Review Board (“ARB”) for design review of the proposed regulations. The ARB is scheduled to meet on September 15, 2020, and will provide a recommendation regarding EV charging station aesthetic considerations.

EV Charging Station Background

Current Village Code Regulations and EV Stations

The Village Code currently does not address EV charging stations. In 2011, staff received a request for a Level 2 charging station in the Walgreens Pharmacy parking lot at 225 Milwaukee Avenue. After consulting



with the Village Board who did not have objections to the proposal, staff issued a building permit for an EV station along the east property line in a location that is not physically or visually obtrusive. In speaking with the Walgreens store manager, staff learned Walgreens does not have any data regarding the current usage of this station and has not observed any charging activity during the day. Adlai E. Stevenson High School indicated they also have a Level 2 charging station on campus, but did not receive any approvals or permits from the Village (see attached Document 3 for photos). There are currently no Level 3 stations in the Village, and the nearest Level 3 station is available at the Lake Forest Oasis Travel Plaza along I-94. Besides Electrify America, the Village previously received interest from The St. James complex owners regarding installing EV stations in the future.

EV Charging Station Levels

There are three levels of EV charging stations currently on the market – Level 1, 2, and 3 with each level charging faster than the next. Level 1 chargers (also referred to as regular residential outlets) require a 120 volt, alternating current plug that is typically provided with the car and no physical charging equipment. They are typically located inside a garage, require 8-15 hours to fully charge, and are compatible with all electric vehicles. Level 2 chargers use a 240 volt, alternating current plug. They are typically installed in residential developments, schools, as well as commercial and office developments as an amenity to employees and customers. Level 2 chargers take 3-8 hours to fully charge, and, like Level 1 chargers, are compatible with all electric vehicles. Level 3 chargers are the most powerful and high-speed chargers available. They require a 480 volt, direct current plug, and equipment consisting of chargers, switchgear, power cabinets, and utility meters (see attached Document 3 for photos). They are capable of charging 80% of a car battery in 30 minutes and are typically installed in high-traffic commercial areas to allow for fast car charging during shopping and dining trips. There are many EV charger operators on the market. Nearby operators include EVgo, Volta, Electrify America, ChargePoint, and Tesla (see Document 2 for a map), with ChargePoint being the only operator in Lincolnshire. While many chargers are compatible with all types of electric vehicle models, some chargers only serve specific vehicles.

Surrounding Community Survey

Staff conducted a Northwest Municipal Conference (“NWMC”) survey regarding EV charging station regulations. Out of 10 responses received, nine communities allow EV stations (eight with building permit only and one with ARB design review). Some communities indicated chargers and related equipment must meet setback requirements and no commercial advertising is allowed. Staff also learned that Deerfield, Buffalo Grove, and Highland Park allow EV stations with a building permit only (although Deerfield has sometimes required a PUD amendment for large developments). Lake Bluff requires design review and waives permit fees to encourage EV stations in their community. Schaumburg and Niles are the only communities surveyed that have an EV station code (see attached Document 5).

Code Chapter 11 Draft Text Amendment

Staff and the Village Attorney developed proposed regulations to address all types and levels of EV charging stations comprehensively, given their overall footprint and aesthetic impacts.

- **Approval Process:** The Village Board suggested EV charging stations receive ARB design review/recommendation and final approval by the Village Board, rather than be allowed with a building permit only. The ARB would use the code standards regarding the location, screening, signage, and other parameters to review individual proposals prior to making a recommendation to the Village Board.
- **Permitted Uses/Zoning Districts:** EV charging stations are proposed to be permitted within parking facilities for the following uses:
 - All non-residential uses in any zoning district (e.g., shopping centers, recreation facilities, office parks, hotels, churches, schools, library); and
 - All multi-family residential uses with a Special Use/PUD designation in any zoning district prior to



approval of the proposed ordinance (e.g., Camberley Club townhomes, Lincolnshire Trails townhomes, 444 Social Apartments).

- **Location:** The location will need to minimize vehicular and pedestrian conflicts while maintaining site aesthetics.
- **Height:** No maximum height is proposed; however, the proposed code states the applicant needs to consider the smallest practicable size and justify their height request, especially if it is over 6' (6' was chosen based on Level 2 equipment minimum standard which is installed on the Walgreens and Stevenson High School properties). A height over 6' would require a closer review by the ARB but would not trigger require a variance at the Zoning Board and the Village Board, since the code is not proposed to have a maximum permitted number from which the height would be varied.
- **Screening:** Charging station equipment must be screened from adjacent properties and the right-of-way with a screen and adjacent evergreen plantings that are sufficiently tall and dense. Screens must be designed of a material compatible with the principal building. No screens would be required if the site provides sufficient screening through an existing building or another structure located in close proximity to the charging station equipment.
- **Signage:** Only signs required to identify the purpose and function of the charging station and corresponding parking space would be allowed. Advertisement of goods and services will be prohibited on any component of the charging station through images or sound.
- **Parking Spaces:** Charging station spaces can be included in the overall calculation of minimum parking spaces required for the primary use (e.g., a bank), provided that charging station spaces do not reduce the dimensions of adjoining spaces or the parking aisle or reduce the number of available spaces below the minimum required by code.
- **Accessibility:** A minimum of one accessible charging station with an adjacent accessible parking space will need to be installed per development in compliance with all local, state, and federal accessibility requirements.
- **Pavement Marking:** White or yellow pavement lettering that states "EV Charging Only" as well as markings necessary to delineate spaces will be allowed.
- **Equipment Protection:** All equipment will need to be protected via curbing, bollards, or similar.
- **Equipment Maintenance/Removal:** Per direction from the Village Board, charging stations are required to be maintained in good condition and inactive charging stations must be removed by the property owner within 90 days of inactivity. This will be accomplished via a recorded decommissioning and maintenance plan that the property owner would need to provide prior to permit issuance.
- **Impervious Surface:** Per direction from the Village Board, any new impervious surface created for the EV station installation must be offset elsewhere on the same property. This would only apply to cases when green/pervious space is proposed to be converted into a paved/impervious area to accommodate an EV charging station.

Public Hearing Notice

The notice of public hearing was published in the August 21, 2020, *Daily Herald* (see attached Document 6). Text amendments do not require notices to individual property owners per Village Code.



Responses to Text Amendment Findings of Fact

Attached are responses to the text amendment findings of fact prepared by the Village Attorney (see attached Document 4). Staff requests the Zoning Board review the responses and determine if each standard has been satisfied prior to recommending approval of the text amendment.

Staff Recommendation / Conditions

Completion of the public hearing and recommendation to the Village Board.

Text Amendment Approval Process

The approval process for this text amendment is as follows:

1. A preliminary evaluation at the Village Board (occurred on June 8 and July 13, 2020).
2. A public hearing at the Zoning Board (current stage of review).
3. Review of the proposed design standards by the Architectural Review Board – September 15, 2020.
4. Final consideration by the Village Board (Committee of the Whole) – September 29, 2020.
5. Potential approval by the Village Board (Regular Village Board) – October 13, 2020.

Any future code-compliant charging station installation proposals will require design review by the ARB and final approval by the Village Board.

Motion

The Zoning Board moves to recommend approval to the Village Board the proposed text amendments to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to permit and regulate electric vehicle charging stations within parking facilities for all non-residential uses in all zoning districts, and all multi-family residential uses with a Special Use/PUD designation in all zoning districts prior to approval of the proposed ordinance, and further subject to...

TITLE 6: Zoning

CHAPTER 11: Off-Street Parking and Loading

Sections:

6-11-1: General Requirements

6-11-2: Off-Street Parking Facilities

6-11-3: Off-Street Loading Facilities

6-11-1: General Requirements

- A. General Applicability: Off-street parking and loading facilities for all existing and new structures and uses of land within the Village of Lincolnshire shall be in accordance with the provisions of this Chapter.
- B. Increase in Intensity: Whenever the intensity of use of any structure, or premises is increased through the addition of dwelling units, gross floor area, seating capacity, or other units of measurement specified herein for required parking or loading facilities, parking and loading facilities shall be required for such increases in intensity.
- C. Change in Use: Whenever a use existing on the effective date of this Chapter is changed to a new use, parking or loading facilities shall be provided as required herein for such new use.
- D. Responsibility: The duty to provide and maintain off-street parking spaces and/or loading facilities shall be the joint and several responsibility of the operator and/or owner of the use and/or owner of the land for which off-street parking spaces and/or loading facilities are required to be provided and maintained hereunder.
- E. Design Plan: Parking and loading facilities shall be illustrated on a site plan to be submitted with all applications for Building Permits or Certificates of Occupancy in accordance with the provisions of this Chapter.
- F. Snow Removal: Accommodations shall be made for the storage and/or removal of snow from all parking and loading facilities. Areas for snow storage shall be designated reasonably close to drains or catch basins. Snow storage within landscaped areas should be avoided to prevent damage to plant material.

6-11-2: Off-Street Parking Facilities:

A. General Requirements

1. Use: Required off-street parking facilities shall be solely for the parking of vehicles used for the transportation of occupants, patrons, employees or materials of the uses to which they are accessory. Each required parking space shall be kept available at all times for parking of such vehicles. No required parking space shall be rented, leased or used for any purpose other than that for which said space is required.
2. Access: Off-street parking facilities shall be designed and located to provide appropriate means of vehicular access to adjacent streets or alley ways in a manner which will least interfere with traffic movements. Parking spaces shall open directly upon an aisle or driveway of such width and designed to provide safe and efficient means of vehicular access to such parking space at all times.

3. Computation: When the number of parking spaces required herein results in a fractional space, any fraction shall require one (1) additional parking space. Parking spaces required on a square footage basis shall be based on the gross square footage of the structure/leasable space. Parking spaces required on an employee basis shall be based on the maximum number of employees on duty or residing on the premises at any one time.
4. Shared Parking Facilities: Parking spaces required for separate structures and uses may be provided collectively on the same lot, provided use of such spaces shall not occur at the same time based on the operations of the uses they are serving. The minimum number of required parking spaces shall be established by the primary use or the highest parking generating use, whichever is more.
5. Land Banking: The Zoning Administrator may authorize a reduction in the total number of off-street parking spaces required herein, subject to the following:
 - a. No more than 50% of the required parking spaces shall be landbanked.
 - b. Prior to authorization of landbanked spaces, the lot owner or tenant must demonstrate that required parking spaces are excessive as applied to the use of the zoning lot, including but not limited to employee counts, lack of public customers, or similar scenarios.
 - c. Every request for landbanking of required parking spaces shall be accompanied by a detailed parking plan identifying the area(s) reserved for future parking and the landscape treatment of such open space.
 - d. The property owner shall file with the Zoning Administrator his/her unconditional agreement in form and substance satisfactory to the Village Attorney that the area(s) reserved for future parking shall be maintained as landscaped open space until and unless required to be used for off-street parking in compliance with this Chapter. Such agreement shall be recorded with the Lake County Recorder's Office.
 - e. The Zoning Administrator, in his/her sole discretion, shall have the authority to require the property owner or successor, at any time, to increase the number of parking spaces required by this Chapter.

6. Electric Vehicle Charging Stations
Electric vehicle charging stations are permitted with review and recommendation of the Architectural Review Board and final approval by the Village Board in all zoning districts for non-residential uses, and for multi-family residential uses for which a special use permit has been previously granted, subject to general regulations of this Chapter and the following specific regulations:

a. Parking Spaces:

Charging station spaces may be included in the overall calculation of minimum parking spaces required for the primary use by this Title, provided that charging station spaces do not reduce the dimensions of adjoining spaces or the parking aisle or reduce the number of available spaces below the minimum required by this Chapter.

b. Accessibility: If any EV charging stations are constructed, a minimum of one accessible charging station with an adjacent accessible parking space shall be installed per development in compliance with all local, state, and federal accessibility requirements. The accessible charging station does not have to be designated for exclusive use of persons with disabilities, unless it is intended to satisfy the overall accessibility requirement in this Chapter.

c. Location:

Every effort shall be made to place charging stations on site so as to minimize vehicular and pedestrian conflicts and maintain site aesthetics.

d. Height:

The height of charging stations and related equipment shall be the smallest practicable size. The burden of proof shall be on the applicant to demonstrate the minimum required size for the EV charging station and why a smaller size is impractical. There shall be a rebuttable presumption against any EV charging stations that exceed 6' in height. In evaluating practicality, the ARB may consider EV charging stations actually erected both within and outside the Village.

e. Screening:

Charging station equipment shall be screened from adjacent properties and the right-of-way with a screen and adjacent evergreen plantings that are sufficiently tall and dense. Screens shall be designed of a material compatible with the principal building on the site and comply with ground-mounted equipment screen requirements in Chapter 15, Fences and Screens, of Title 6, except the height of charging station equipment screens for residential and non-residential uses in all zoning districts is permitted to be 7.5' or less. No screens shall be required if the site provides sufficient screening through an existing building or another structure located in close proximity to the charging station equipment.

f. Signage:

Only signs required to identify the purpose and function of the charging station and corresponding parking space are allowed in compliance with Title 12, Sign Control. Off-premises advertisement of goods and services is prohibited on LED screens or on any other component of the charging station through images or sound.

g. Pavement Marking:

White or yellow lettering that states "EV Charging Only" as well as markings necessary to delineate spaces shall be the only pavement marking permitted to identify charging station spaces.

h. Equipment Protection:

All equipment shall be protected via curbing, bollards, or similar protective structure or device.

i. Equipment Maintenance & Removal:

As a condition of receiving a permit, the applicant must record a Decommissioning and Maintenance Plan against the subject property. The Decommissioning and Maintenance Plan shall require:

(1) All equipment shall be maintained in good condition free of wear and tear;

(2) Any inactive equipment shall be removed by the owner of the property where an electric vehicle charging station was installed within 90 days of said equipment becoming inactive (except for periods of maintenance and repair); and

(3) Following removal, the site and parking spaces shall be restored to their original condition.

j. Impervious Surface:

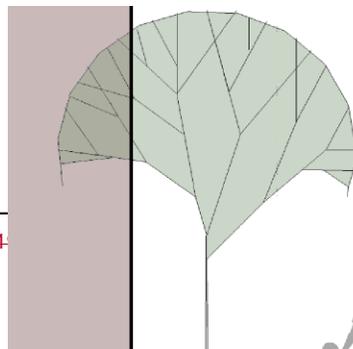
For every square foot of new impervious surface added to the property to erect a charging station, the owner shall offset that addition with the reduction of impervious surface elsewhere on the same zoning parcel.

B. Location:

1. All parking facilities shall be located in the same zoning lot as the structure or use to which they serve. Parking facilities of ten (10) or more parking spaces may be located on a separate lot provided said parking spaces are located within the development in which such parking spaces are serving.
2. Parking facilities solely for employees, may be located on a separate lot provided no such parking spaces shall be located in excess of six hundred feet (600') measured along a paved pedestrian circulation route to the nearest building entrance.
3. Residential zoning: Parking facilities containing three or more spaces shall not be located in a Front, Side, or Rear Setback, as defined in Chapter 2 of this Title, except when a garage structure is located within the Rear Setback. Surfaced driveways may be used as parking spaces in addition to the requirements herein.
4. All Other Zoning Districts: Required parking spaces shall not be located in a Front or Corner Side Yard, as defined in Chapter 2 of this Title, and shall be located a minimum of twenty five (25) feet from the property line of any adjoining residential zoning district, except as permitted in Section 6-8-11(B) of this Title. Required parking spaces may be located in an interior side yard or rear yard in all non-residential zoning districts, provided in the O/I districts a fully landscaped and maintained strip of at least fifteen feet (15') in the O/Ia and O/Ib subdistricts or eight feet (8') in the O/Ic and O/Id subdistricts is installed and maintained continuously along the perimeter of the applicable rear and interior side yards (excluding driveway or sidewalk entrances, or railroad track frontage).

- C. Size: Every parking space shall conform to the parking dimensions identified on the Off-street Parking Chart found at the end of this Chapter, exclusive of access drive aisles, ramps, etc., and have a minimum vertical clearance of seven (7) feet. For parking spaces adjacent to a curb, the parking space length shall be shortened by two (2) feet to provide sufficient vehicle overhang (see Figure 1). For parking spaces where vehicle overhang is adjacent to a pedestrian walkway, the walkway width shall be a minimum of seven (7) feet to provide unobstructed pedestrian access (see Figure 1).

Figure 1
Vehicle Overhang



D. Design and Maintenance:

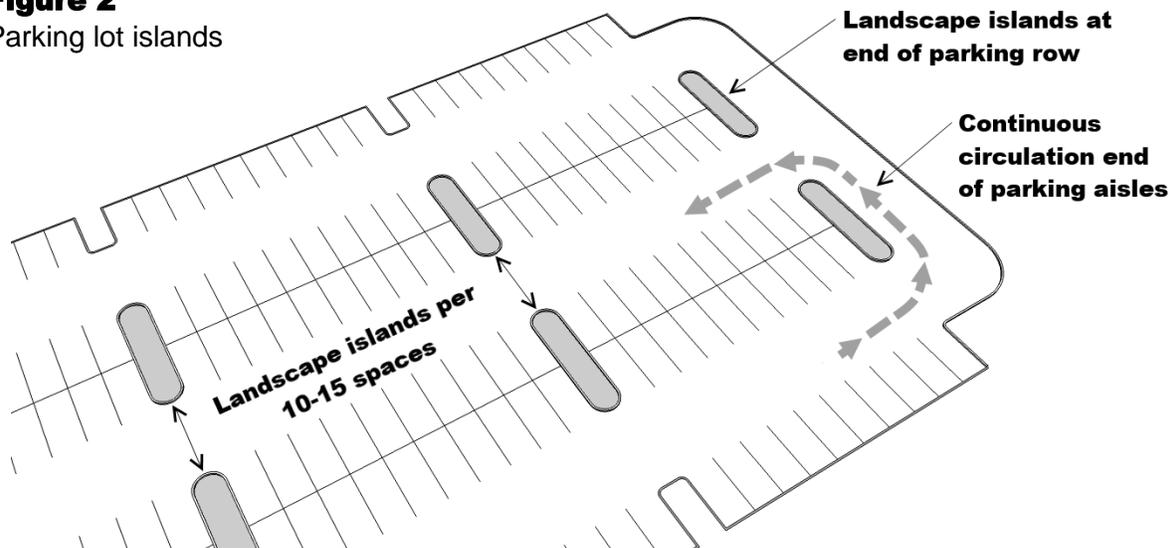
1. Surfacing:

- a. Single-Family Residential: Off-street parking facilities accessory to single-family residential (attached or detached) shall be paved or otherwise surfaced with an all-weather dustless material. The portion of the driveway connecting from the curb line to the property line shall be paved with concrete, asphaltic materials or permanent materials, in accordance with Village Codes.
 - b. All Other Uses: The minimum required off-street parking facilities, spaces and access drives shall be improved with a compacted macadam base, or equal, not less than six inches (6") thick, surfaced with asphaltic concrete or comparable all-weather, dustless material. Any portion of a parking facility containing parking spaces in excess of 10% of the minimum number required herein shall implement innovative stormwater management features (commonly identified as Best Management Practice techniques, BMP), including but not limited to alternate paving surface materials, use of light colored concrete, recycled asphalt permeable pavement materials, bioretention areas, swales, or similar techniques approved by the Village of Lincolnshire; unless it can be demonstrated no further increases in impervious surface coverage will be produced.
2. Drainage: All parking facilities shall be designed to prevent the drainage of stormwater onto adjoining property and to effectively manage stormwater and snowmelt on-site in accordance with Village Codes and the Lake County Watershed Development Ordinance (WDO), including the use of stormwater BMP techniques.
 3. Screening and Landscaping: Parking facilities shall be landscaped in accordance with Section 13-2-4 of Title 13.
 4. Illumination: Illumination of off-street parking facilities shall be in accordance with Section 6-3-15 of this Title. All lighting should create an identity for parking facilities and be appropriately designed for the location, context, and scale of the areas being illuminated.
 5. Curbing: All parking facilities, drives, access roadways, and landscape islands must be bordered by a six (6) inch high concrete barrier curb. Such curbing shall not be required if essential to the design and implementation of stormwater BMP techniques, as approved by the Village and Lake County Stormwater Management Commission (SMC).

E. Parking Lot Standards:

1. Parking facilities containing twenty (20) spaces or more shall have one (1) landscape island for every ten (10) parking spaces (see Figure 2). Landscape islands shall be a minimum width of nine (9) feet and a minimum length of nineteen (19) feet. Landscaping shall be in accordance with Section 13-2-4 of Title 13.
2. Landscape islands shall be located at the end of every parking row and shall be landscaped in accordance with Section 13-2-4 of Title 13 (see Figure 2).
3. Parking facilities containing two (2) or more parking aisles shall provide continuous vehicular circulation at each end of the parking aisles and shall be landscaped in accordance with Section 13-2-4 of Title 13 (see Figure 2).
4. A minimum eight (8) foot landscaped area shall be required between all building façades and parking facilities, including parking spaces and circulation drives, and shall be landscaped in accordance with Section 13-2-4 of Title 13.
5. Parking facilities containing forty (40) parking spaces or more shall have one (1) landscape island for every fifteen (15) parking spaces (see Figure 2). Landscape islands shall be a minimum width of nine (9) feet and a minimum length of nineteen (19) feet. Landscaping shall be in accordance with Chapter 2, Landscaping, of Title 13.

Figure 2
Parking lot islands



- F. Accessible (ADA) Parking Spaces: Off-street parking spaces required herein shall comply with the 2010 ADA Standards for Accessible Design and Illinois Accessibility Code, except for single-family dwellings, which shall be in accordance with the following requirements:
 1. Required Accessible Spaces: ADA accessible parking spaces shall be included in the total number of required parking spaces as required in following table:

ACCESSIBLE PARKING SPACES	
Total Number of Parking Spaces Provided in Parking Facility	Minimum Number of Required Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1,000

2. Van Parking Spaces: For every six (6) or fraction of six (6) accessible parking spaces required by (B)(1) above, at least one (1) accessible space shall be a van parking space.

G. Specific Requirements: Off-street parking spaces shall be provided in accordance with the minimum requirements listed below. The format in identifying the minimum number of required spaces is as follows:

{Number of spaces} 10/1,000 {Per square footage, units, seats, etc.}

Unspecified Use: When the use of a structure or lot is known, but not identified in the following parking table, the minimum number of parking spaces required shall be determined based on a reasonably comparable and/or similar use identified.

SEE OFF-STREET PARKING TABLE ON NEXT PAGE

Use	Minimum Number of Required Spaces
Residential	
Single-family detached dwelling	2/dwelling
Single-family attached dwelling, townhome	2.5/dwelling
Single-family attached dwelling, duplex	2.5/dwelling
Continuing care retirement campus (CCRC)	1/independent living unit + 1/employee + 4% of the total required parking for visitor parking
Multi-family dwelling/condominium	1.5/efficiency studio and 1 bedroom units
	2.5/2 or more bedroom units
Recreational	
Bowling alley	4/lane + 12/1,000 sq. ft. of lounge or dining area
Golf course	80/9 holes
Park and playground	None for first acre. 5/1 to 5 acres + 5 for each acre in excess of 5 acres + 1/5 persons of design capacity of any structure or facility
Forest preserve/nature preserve	By Village Board
Personal fitness/instruction studio	1/4 persons based on maximum occupancy + 1/employee
Private or public recreation facility and community buildings	1/3 persons based on maximum occupancy + 1/employee + 1/100 sq. ft. of water surface area for any swimming pool facilities
Assembly Uses	
Art galleries, libraries and museums	1/500 SF
Exhibition and convention facilities	1/100 SF
Meeting and events center	1/4 persons at max occupancy
Private clubs, fraternal lodges	1/3 persons at maximum occupancy
Religious institutions	1/4 seats
Theater	1/3 seats

OFF-STREET PARKING TABLE CONTINUED ON NEXT PAGE

Use	Minimum Number of Required Spaces
Institutional	
Child day care center	1/500 SF
College/university or vocational, private educational institution, business or trade school	1/each employee + 1/3 students
Elementary, junior high school	1/each employee
High school	1 each employee + 1/4 students aged 16 years or older
Hospital	1/500 SF + 0.5/ employee
Municipal and government buildings	1/250 SF
Nursing/rest homes	1/1,000 SF
Urgent medical care center/clinic	1/200 SF + 1/employee, including doctors
Industrial	
Cargo and freight terminals	
Cartage and express facilities	
Laboratories or research and development facilities	1/250 SF of Office Space + 1/1,000 SF
Light manufacturing, fabricating, processing, assembly, repairing, storing, servicing or testing of materials, goods or products	of Manufacturing Space + 1/2,000 SF of Warehouse Space
Research laboratories	
Warehouse and storage, distribution facilities	

OFF-STREET PARKING TABLE CONTINUED ON NEXT PAGE

Use	Minimum Number of Required Spaces
Commercial	

Automotive repair facility, service facility	0.5/employee + 2/service bay
Banks and financial Institutions	1/250 SF + 2 stacking spaces/ATM + 3 stacking spaces/drive-up service window
Car rental facilities	1/400 SF of gross leasable area + sufficient parking for rental cars
Catering establishment	
Office, business or professional	
Printing, publishing, blueprinting and photocopying establishments	1/250 SF
Radio and television stations	
Day spa	1/150 SF of gross leasable area
Dispensary organization	1/175 SF of office space + 1/2,000 SF of warehouse/storage space
Hotels	1/unit + 0.5/employee + 1/50 SF of lounge or dining area open to the public
Convenience store	
Drinking establishment	
Food store, including candy/confectionery stores, dairy products and bakeries	
Funeral home	
General retail and service use	
Pharmacy/drug store	1/200 SF
Liquor sales, package goods	
Musical instrument sales and repair shop	
Motor vehicle sales	
Pet shop	
Shopping center	
Performing and visual arts studios	1/employee + 1/every 3 students
Pet daycare, grooming and training	1/500 SF
Physician's office	1/employee + 2/examination room
Restaurants (fast food with drive-thru)	10/1,000 SF + 4 stacking spaces/drive-up service window + 2 stacking spaces for each additional ordering station
Restaurants (fast food)	13/1,000 SF
Restaurants (table service, convenience dining)	12/1,000 SF
Salon (hair, nails, makeup), barber shop	1/employee + 2/chair

Tutoring centers	1/employee + 1/every 3 students
Vehicle fueling station	1/fueling pump + 1/employee + 1/500 SF of convenience store area

END OF OFF-STREET PARKING TABLE

Off-Street Parking Chart

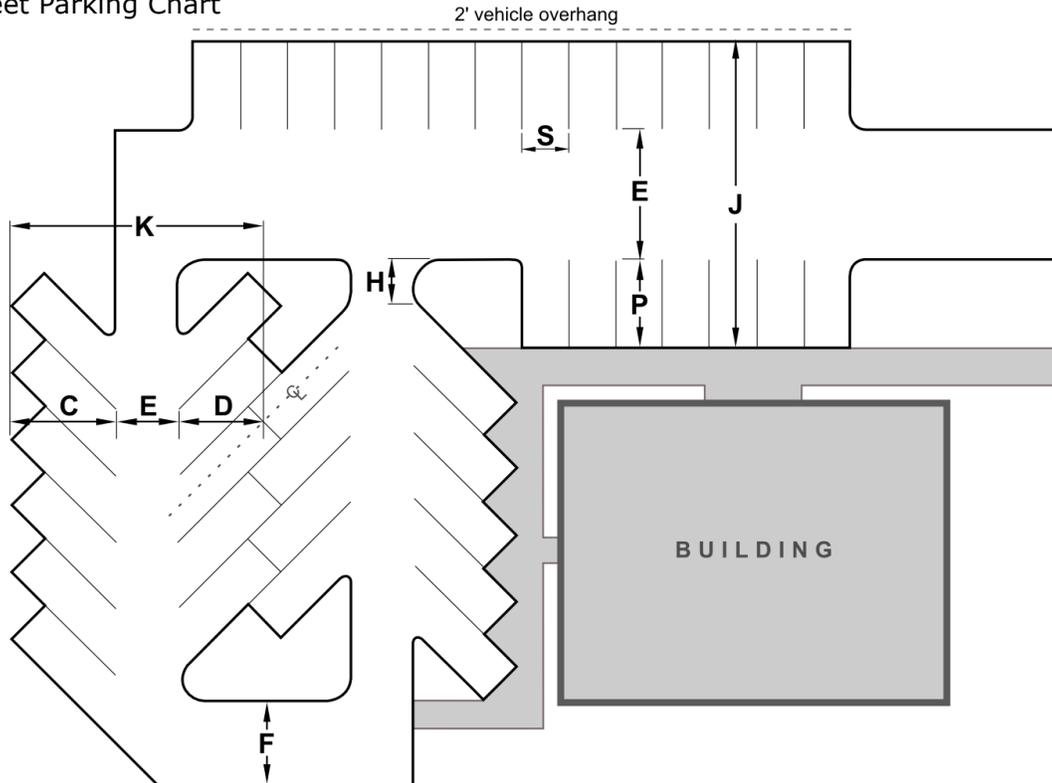


TABLE OF DIMENSIONS (IN FEET)									
	S	P	C*	D	E	F	H	J	K*
0°	8.0	22.0	8.0	8.0	12.0			28.0	8.0
	8.0	24.0	8.0		11.0			27.0	8.0
	8.0	26.0	8.0	8.0	10.0			26.0	8.0
30°	8.5	19.0	16.9	13.2	10.0		6.0	43.8	40.1
	9.0	19.0	17.3	13.4	9.0		6.0	43.6	39.7
45°	8.5	19.0	19.4	16.4	10.8	15.5	9.5	49.6	46.6
	9.0	19.0	19.8	16.6	10.0	16.0	9.0	49.6	46.4
	9.5	19.0	20.1	16.7	9.5	16.5	8.5	49.7	46.3
	10.0	19.0	20.4	16.9	9.0	17.0	8.0	49.8	46.3
60°	8.5	19.0	20.8	18.7	18.0	15.0	12.5	59.6	57.5
	9.0	19.0	21.0	18.8	17.0	15.0	12.0	59.0	56.8
	9.5	19.0	21.3	18.9	15.5	15.0	11.5	58.1	55.7
	10.0	19.0	21.5	19.0	14.0	15.0	11.0	57.0	54.5
90°	8.5	19.0	19.0	19.0	27.0	20.0		65.0	65.0
	9.0	19.0	19.0	19.0	25.0	20.0		63.0	63.0
	9.5	19.0	19.0	19.0	24.0	20.0		63.0	62.0
	10.0	19.0	19.0	19.0	23.0	20.0		61.0	61.0

Notes:

$$\mathbf{J} = C + E + C$$

$$\mathbf{K} = C + E + D$$

*Except as shorten for 2 ft. vehicle overhang per Section 6-11-2(A)(3).

6-11-3: Off-Street Loading Facilities

A. General Requirements

1. Location: All required loading berths (docks) shall be located on the same zoning lot as the structure or use to be served. No loading berth shall be located within twenty five (25) feet of the nearest point of intersection of any two (2) public or private streets; nor shall it be located in a required front or side yard.
2. Design
 - a. Maneuvering: All loading berths shall be designed so that all maneuvering and standing of vehicles shall be performed on the zoning lot, except in parking lots with a capacity of less than fifty (50) cars in the O/Ic, O/Id and M Districts.
 - b. Screening: All loading berths shall be fully screened from view of any public or private street and any adjacent property zoned for residential use. Screening materials shall consist of landscaping, walls, berms or any other permanent material which will provide continuous screening throughout the entire year.
 - c. Access: All loading berths shall be accessed by appropriate means of vehicular access to a street, alley, or circulation drives which least interferes with traffic movements.
3. Surfacing: All open loading berths shall be improved with a compacted macadam base not less than seven inches (7") thick, or equal, surfaced with not less than two inches (2") of asphaltic concrete or comparable all-weather, dustless material. The use of alternate paving surface materials, including but not limited to the use of light colored concrete, recycled asphalt, and permeable pavements such as porous pavement and alternate pavers is encouraged.
4. Repair and Service: Storage of any kind shall be prohibited, unless such loading berth is located entirely within an enclosed structure. No vehicle repair work or service of any kind shall be permitted within any loading berth.
5. Space Allocated: Space allocated to a required loading berth shall not be used to satisfy off-street parking space requirements.

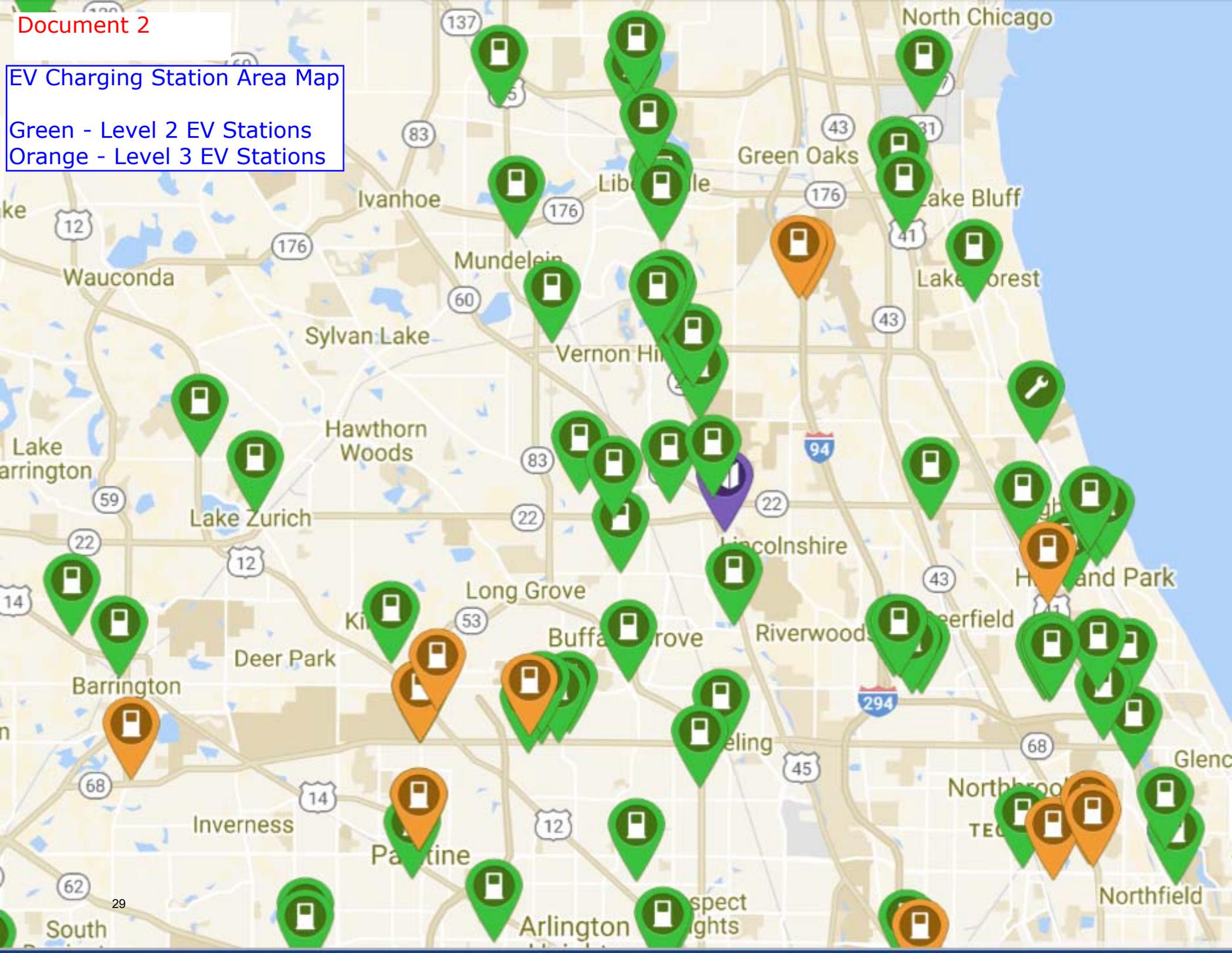
- B. Specific Requirements: Off-street loading facilities shall be provided in accordance with the following minimum requirements:

SEE OFF-STREET LOADING TABLE ON NEXT PAGE

Use	Gross Floor Area (Square Feet)	Number of Loading Facilities	Loading Berth Size
Office, business or professional	Less than 10,000	1 loading/unloading area	N/A
	10,001 – 100,000	1 loading berth	12' x 55'
	100,001 – 500,000	2 loading berths + 1 loading berth per each additional 500,000 SF or fraction in excess of 500,000 SF	12' x 55'
Industrial and manufacturing	Less than 7,000	1 loading/unloading area	N/A
	7,000 – 40,000	1 loading berth	12' x 55'
	40,001 – 100,000	2 loading berths + 1 loading berth per each additional 100,000 SF or fraction thereof	12' x 55'
Warehouse	5,000 – 40,000	1 loading berth	12' x 55'
	40,000 – 100,000	2 loading berths + 1 loading berth per each additional 100,000 SF or fraction thereof	12' x 65'
	Less than 5,000	1 loading/unloading area	N/A
Commercial	7,000 – 20,000	1 loading berth	12' x 30'
	20,001 – 35,000	2 loading berths	12' x 30'
	35,001 – 60,000	2 loading berths	12' x 55'
	60,001 – 100,000	3 loading berths	12' x 55'
	100,001 +	3 loading berths + 1 loading berth per each 200,000 SF or fraction thereof	12' x 55'

EV Charging Station Area Map

Green - Level 2 EV Stations
Orange - Level 3 EV Stations



Lincolnshire Walgreens Pharmacy
Existing Level 2 ChargePoint EV Charging Station



Adlai E. Stevenson High School
Existing Level 2 ChargePoint EV Charging Station



Northbrook Shopping Center
Level 2 Volta EV Charging Station



Lake Forest Oasis
Level 3 EVgo Charging Station



Schaumburg Shopping Center
Level 3 Electrify America Charging Station



EV Equipment enclosure

Rolling Meadows Shopping Center
Level 3 Tesla Charging Station



TEXT AMENDMENT FINDINGS OF FACT

**Text Amendment Subject: Electric Vehicle Charging Stations
Petitioner: Village of Lincolnshire**

The following Findings of Fact relate to a text amendment to Chapter 11 (Off-Street Parking & Loading) of Title 6 (Zoning). The text amendment would permit and regulate electric vehicle (EV) charging station installations within parking facilities in all zoning districts.

Following due notice, as required by Title 6 (Zoning) of the Lincolnshire Village Code, the Zoning Board held a public hearing on September 8, 2020. Having reviewed materials submitted by the petitioner, and having heard Village staff comments and the sworn testimony of all interested parties desiring to be heard at the public hearing, the Zoning Board of the Village of Lincolnshire reached the following Findings of Fact:

Findings of Fact

1. The request for an amendment shall serve the purpose of promoting the public health, safety, and general welfare because:

Permitting the installation of EV Charging Stations will promote the use of electric vehicles. Promoting the use of electric vehicles will reduce the community's reliance on fossil fuels and reduce greenhouse gas emissions, resulting in greater public health and welfare.

2. The request for an amendment shall conserve the value of property throughout the community because:

Permitting the installation of EV Charging Stations will cause property owners to reconstruct and/or improve parking lots, causing an improvement to the property and resulting in property value increases. Furthermore, the screening requirements described in the text amendment will prevent negative aesthetic impacts, allowing for the conservation of property values for neighboring properties. The decommissioning requirements will avoid the deterioration of abandoned EV Charging Stations, resulting in the preservation of property values.

3. The request for an amendment shall lessen or avoid congestion in the public streets and highways because:

Permitting the installation of EV Charging Stations will have no impact on congestion in the public streets and highways.

Prepared by:

Brian Bichkoff, Chair of the Lincolnshire Zoning Board
September 8, 2020

Municipality	1. Do you allow electric vehicle charging stations in your community?	2. What zoning districts are they allowed to be located in?	3. Are there specific uses that are allowed to have charging stations (e.g., grocery stores, office buildings)?	4. Is there a limit on how many charging stations can be placed in one area?	5. Are there specific size regulations for charging stations and related equipment?	6. Are there specific location and/or setback regulations within a parking lot?
Barrington	Yes.					
Des Plaines	Yes.	The City of Des Plaines does not address charging station within our Zoning Ordinance.	The City of Des Plaines does not address charging station within our Zoning Ordinance.	No.	No.	No.
Grayslake	Yes, however there are only two in the community thus far.	No restrictions.	No.	No.	No.	No.
Morton Grove	Yes, though not explicitly permitted by municipal code.	Not explicitly listed in the Village's Unified Development Code.	Not explicitly listed in the Village's Unified Development Code.	Not explicitly listed in the Village's Unified Development Code.	No.	No. These would likely need to comply with accessory structure setback requirements.
Niles	Yes, they are included in our 'Gas Station' use definition, and are permitted as an accessory use within any principal or accessory parking lot or structure.	Commercial electric vehicle charging stations are permitted as an accessory use within any principal or accessory parking lot or structure, or gas station in all districts.	Permitted as an accessory use in all districts.	No.	No.	Electric charging station equipment may not block the public right-of-way. Gas Station pump canopies have a 1' minimum setback from any lot line.
Northfield	We have just received our first request and responded to Volta by saying they are not allowed due to off-site advertising and changing text.					

Municipality	1. Do you allow electric vehicle charging stations in your community?	2. What zoning districts are they allowed to be located in?	3. Are there specific uses that are allowed to have charging stations (e.g., grocery stores, office buildings)?	4. Is there a limit on how many charging stations can be placed in one area?	5. Are there specific size regulations for charging stations and related equipment?	6. Are there specific location and/or setback regulations within a parking lot?
Park Ridge	They are not a defined structure and therefore are not allowed.	N/A.	N/A.	N/A.	N/A.	N/A.
Schaumburg	Yes .	All zoning districts when accessory to the primary permitted use of the district. Schaumburg just updated the electrical code to require EV charging equipment rough electrical prep in new residential construction.	Level I and II are allowed for any use; charging stations located at single family and multi-family dwellings must be designated for private use. Level III Fast Charging are permitted only in business and manufacturing districts when accessory to the primary use.	No.	No.	If located adjacent to a sidewalk or a parking staff, there must be adequate space available to accommodate vehicle overhang and to accommodate pedestrians and accessibility requirements.
Vernon Hills	Yes.	B-1 Business.	No.	No.	No.	No.
Wilmette	Yes.	All.	We do not limit them by uses.	No.	No.	Need to meet the setbacks for the district.

Municipality	7. Are there specific aesthetic regulations (e.g., materials, colors)?	8. Are there specific landscape/screening regulations?	9. Are there specific signage regulations?	10. Do charging stations require Board/Council approval?	11. Please attach relevant code sections or policy document.	12. How does your community inspect and verify safety of charging stations?
Barrington					The Village's Environmental Advisory Committee is currently reviewing options - not have been formalized, yet.	
Des Plaines	No.	No.	No.	No.	An electrical permit is the only requirement.	An inspection associated with the building permit is required. All work must be done by a licensed inspector.
Grayslake	No.	No.	No.	No.		N/A.
Morton Grove	No.	No.	No.	No.		Through the standard Building Permit and Electrical Permit review and inspection process.
Niles	Charging station equipment must be maintained in good condition and all equipment must be functional.	Nothing beyond the required landscaping requirements for the respective zoning district.	Each public charging station space must be posted with a sign indicating the space is only for electric vehicle charging purposes. Days and hour of operations must be included if time limits or tow away provisions are enforced by the owner. Information identifying voltage and amperage levels or safety information must be posted.	No.	9.3(F) of the Village Zoning Code.	
Northfield						

Municipality	7. Are there specific aesthetic regulations (e.g., materials, colors)?	8. Are there specific landscape/screening regulations?	9. Are there specific signage regulations?	10. Do charging stations require Board/Council approval?	11. Please attach relevant code sections or policy document.	12. How does your community inspect and verify safety of charging stations?
Park Ridge	N/A.	N/A.	N/A.	N/A.	We are currently updating our comprehensive plan, and objectives in both transportation and sustainability would likely lead to a text amendment to allow charging stations. Along with it there would likely be regulations dealing with zoning (location/setbacks/number of stations, etc.) and appearance. Electronic signs that are often associated with chargers would not be allowed as they currently fall under prohibited signs, specifically "flashing signs" and "off-premise signs".	N/A.
Schaumburg	No but the stations must meet the reach standards in the accessibility code.	No.	If there are time or towing restrictions, there must be signage indicating what the restrictions are. On-site advertising on the charging station; see section 154.128(D)(2).	No; only a permit. If part of an overall signage program (for Volta-like charging stations), the signage program must be approved by the Board.	See attached. Schaumburg defines EV Charging Stations as a vending machine and requires an annual \$50 vending license for each pedestal.	Electrical inspection is required prior to closing out the permit. The Fire Department attended training for fire fighting. Other inspection is completed to verify vending license is attached to the pedestal and any concerns would be addressed at that time.
Vernon Hills	No.	No.	No.	No.		
Wilmette	Appearance Review required.	No.	No commercial advertising is currently permitted.	No.	No specific codes related to charging stations.	We currently do not.

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Zoning Board of the Village of Lincolnshire will conduct Public Hearings on Tuesday, September 8, 2020, beginning at 7:00 p.m., or as soon thereafter as practical, in a virtual/remote meeting, to consider the following applications:

- 1. A text amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to permit and regulate electric vehicle charging stations within parking facilities in all zoning districts.
2. A text amendment to Title 6 (Zoning), Chapter 14 (Administration & Enforcement) of the Lincolnshire Village Code to revise regulations regarding administration and enforcement processes.

The petitioner for both applications is the Village of Lincolnshire. Interested persons who wish to obtain additional information regarding these applications should contact the Village of Lincolnshire's Community & Economic Development Department staff at 847-913-2313. All interested persons participating in the Public Hearings will be given an opportunity to be heard. Interested parties may also submit written evidence or testimony in advance to the Community & Economic Development Department. The above indicated Public Hearings may be continued from time to time and without further notice, on the motion of the Zoning Board. Below are remote public participation options:

- View/Listen
o Watch live on Cable Channel 10 or https://global.got.meeting.com/join/227453965.
o Listen live via phone at 872-240-3212 (access code 227-453-965).

Public Comment & Testimony

o Call 847-913-2312 to leave a voicemail message with your comment by 5:00 p.m. on Tuesday, September 8, 2020. For members of the public leaving voicemails, the voicemails must be:

- Inclusive of the commenter's name, organization/ agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
No more than two minutes in length.
Free of any abusive or obscene language.

o Email your comment to VOLPublicComment@lincolnshireil.gov by 5:00 p.m. on Tuesday, September 8, 2020. You may also submit a letter by dropping it off in the Village Hall vestibule or mailing it to 1 Olde Half Day Road, Lincolnshire, IL 60069 via the United States Postal Service. For members of the public submitting comment via email or letter, the written notice must be:

- Typed or written legibly.
Inclusive of the commenter's name, organization/ agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
Free of any abusive or obscene language.

o Comments received before the meeting will be read/played concurrent with respective agenda item.
o Participants who register to participate in the GoTo Meeting web conference will be given an opportunity to present public comment, evidence, or testimony during the Public Hearing. Participants who wish to submit documents as evidence must submit such documents by mail or email to VOLPublicComment@lincolnshireil.gov no later than 5:00 p.m. two (2) days prior to the date of the Public Hearing.

/s/ Brian Bichkoff, Chair
Zoning Board
Village of Lincolnshire
08/21/2020
Published in Daily Herald August 21, 2020 (4549941)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

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I further certify that the DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 8/21/20 in said DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY [Signature]
Authorized Agent

Control # 4549941



ITEM SUMMARY

Reviewing Body / Meeting Date:	Zoning Board – September 8, 2020
Subject:	Administration and Enforcement Text Amendment
Action Requested: (Address - Petitioner)	Public Hearing regarding a Text Amendment to Title 6 (Zoning), Chapter 14 (Administration & Enforcement) of the Lincolnshire Village Code to Revise Regulations regarding Administration and Enforcements Processes (Village of Lincolnshire)
Prepared By:	Tonya Zozulya – Planning & Development Manager
Staff Recommendation:	Public Hearing & Recommendation to the Village Board
Meeting History:	Committee of the Whole – July 27, 2020
Tentative Meeting Schedule:	Committee of the Whole – September 29, 2020 Regular Village Board – October 13, 2020
Reports/Documents Attached:	<ol style="list-style-type: none"> 1) Redlined draft text amendment to Title 6 (Zoning), Chapter 14 (Administration & Enforcement) of the Lincolnshire Village Code 2) Responses to the text amendment findings of fact, prepared by the Village Attorney 3) Public hearing certificate of publication in the August 21, 2020, edition of the <i>Daily Herald</i>

Request Summary

In 2015, the Village Board adopted comprehensive text amendments to Title 6 (Zoning), Chapter 14, (Administration and Enforcement). This chapter of the Village code establishes requirements for administering and enforcing zoning processes (e.g., variances, special uses, Planned Unit Developments, and text and map amendments); zoning application filing; staff and board reviews; and appeals, fees, and inspections. Staff has identified a number of potential revisions to improve and clarify zoning administration and enforcement processes.

On July 27, 2020, the Village Board considered the proposed revisions and referred the text amendment to the Zoning Board for a public hearing and recommendation.

Project Description

A summary of the main amendments is listed below (please refer to attached Document 1 to view all redlined revisions).

Section 6-14-8 - General Application Process

Change from "Preliminary Evaluation" to "Pre-Application Meeting"

Staff proposes changing the term "Preliminary Evaluation" to "Pre-Application Meeting" to emphasize the Village Board's initial review of an applicant's conceptual plans. The change will also modify the current practice of requiring an application and fees before the initial presentation to the Village Board. Instead, an application and fees will be collected after the pre-application meeting. If a proposal is not favorably received by the Village Board at this initial meeting, the applicant will not forgo their fees as zoning application fees are non-refundable. This has been a concern shared by many applicants, especially for larger and/or more projects requiring multiples fee types.



Public Hearing Notice Method of Delivery

Currently, Village code requires mailed public hearing notices to be delivered by certified or registered mail with a return receipt requested. State law does not have such requirement for Illinois communities, except for the City of Chicago. Staff recommends adding first class mail as an allowable delivery method so applicants can decide which method to use (first class, certified, or registered). Village code already places the burden of proper notification on the applicant by requiring them to submit a notarized mailing affidavit. Additionally, the high cost (\$7/certified letter) and time investment of certified/registered mail has been cited as a concern by applicants, coupled with the inconvenience of adjacent property owners being required to visit the post office to pick up the letter if they missed home delivery. Some communities require certified mail for public hearing notices (e.g., Highland Park, Deerfield) while others do not (e.g., Lake Bluff, Bannockburn).

Public Hearing Notification Radius

Current Village code requires mailed notices for public hearings be provided to property owners of record within 250' of the subject property. State law does not provide a specific radius requirement for Illinois communities, except the City of Chicago. A survey of surrounding communities shows the notification radius varies between 150' and 1,000', with the majority of communities using 250' or less (with some communities expanding the distance for properties with a Special Use permit or a PUD designation).

Staff recommends increasing the radius to 500' for properties that are 3 acres or larger, while maintaining the current radius of 250' for all other properties. The main benefit of expanding the radius for larger properties would be to provide a greater number of adjacent property owners with the opportunity to provide input on a zoning application, as development on larger properties can be more impactful. The main detriment would be increasing an applicant's cost of the public notice mailing for properties 3 acres or larger; however, with the aforementioned change to the notice of delivery, these costs may be reduced.

Application Revocation

New language is proposed to require applicants to complete their Village approvals within one year of application submittal. If that does not occur, applications will be invalidated and petitioners will be required to file a new application, pay new application fees, and conform with current codes. Staff has seen several projects (e.g., U-Haul storage expansion at 200-300 Industrial Drive, Aloft hotel at 20 Westminster Way) that have lingered in the process after consideration by the Village Board at preliminary evaluation for multiple years. In some instances, the composition of the Village Board changes significantly from preliminary evaluation that requires re-educating the Board on the original proposal. This requirement will ensure applicants have an incentive to keep progressing through the approval process and stay current with codes.

Section 6-14-9 - Variances

The current code allows a select group of variances to go directly to the Zoning Board for a public hearing without requiring initial review by the Village Board. These "authorized variances" include:

- Up to 25% of setback and lot area/width reduction;
- Increase in the permitted distance between the subject lot and an adjacent lot for shared parking arrangements;
- Shared parking spaces between uses with different hours of operation;
- Established grade height increase above the base flood elevation; and
- Deferment of required parking facilities for specific period of time (note: this last authorized variance is no longer in effect as the code already allows minor parking deferment by administrative approval).

Staff does not know why these specific types of relief were placed on the authorized variance list. There have not been any applications for such variances in the last 10 years. Staff recommends the authorized



variances be eliminated to require all types of variances to be evaluated by the Village Board before proceeding to the Zoning Board.

Section 6-14-11 - Special Uses

New language is proposed to qualify a request for a major special use amendment. If any conditions of approval in the original special use ordinance are proposed to be changed, the request qualifies as a major special use amendment.

Section 6-14-12 - Planned Unit Developments (PUD)

A new requirement is proposed regarding external agency approvals for PUDs. The current code only requires Lake County Stormwater Management Commission (SMC) final permits prior to final Village approvals. Staff recommends all applicable external agency permits are provided before the Village Board grants final approvals. Additionally, a revision is proposed that if one or more outside agencies request any material on-site or off-site changes, the application must be evaluated as a major PUD amendment. This is to ensure the entire scope of potential impacts is reviewed by the Village Board.

Public Hearing Notice

The notice of the September 8, 2020, public hearing was published in the August 21, 2020, *Daily Herald* (see attached Document 3). Text amendments do not require notices to individual property owners per Village Code.

Responses to Text Amendment Findings of Fact

Attached are responses to the text amendment standards prepared by the Village Attorney for the Zoning Board's review (see attached Document 2). Staff requests the Zoning Board review the responses and determine if each standard has been satisfied prior to recommending approval of the application.

Staff Recommendation / Conditions

Completion of the public hearing and recommendation to the Village Board.

Approval Process

The approval process for this text amendment is as follows per [Village code section 6-14-8](#):

1. A preliminary evaluation at the Village Board (occurred on July 27, 2020).
2. A public hearing at the Zoning Board (current stage of review).
3. Final consideration by the Village Board (Committee of the Whole) – September 29, 2020.
4. Potential approval by the Village Board (Regular Village Board) – October 13, 2020.

Motion

The Zoning Board moves to recommend approval to the Village Board the proposed text amendments to Title 6 (Zoning), Chapter 14 (Administration & Enforcement) of the Lincolnshire Village Code to revise regulations regarding administration and enforcements processes, and further subject to...

CHAPTER 14

ADMINISTRATION AND ENFORCEMENT

SECTION:

- 6-14-1: Administration
- 6-14-2: Zoning Administrator
- 6-14-3: Zoning Board
- 6-14-4: Village Board of Trustees
- 6-14-5: Architectural Review Board
- 6-14-6: Development Review Team
- 6-14-7: ~~Letters Certificates~~ of Zoning Compliance
- 6-14-8: General Application Process
- 6-14-9: Variances
- 6-14-10: Amendments
- 6-14-11: Special Uses
- 6-14-12: Planned Unit Developments (PUD)
- 6-14-13: Appeals of Administrative Decisions
- 6-14-14: Fees
- 6-14-15: Inspections

6-14-1: ADMINISTRATION

This Title is hereby administered by the following:

- Zoning Administrator (Village Manager)
- Village Board of Trustees
- Architectural Review Board
- Zoning Board
- Development Review Team

This Chapter shall first set out the authority of each of the above, and then describe the procedure and substantive standards with respect to the following administrative functions:

- Issuance of ~~Letters Certificates~~ of Zoning Compliance
- General Application Process
- Varianncestions
- Amendments
- Special Uses
- Planned Unit Developments (PUD)
- Appeals
- Fees
- Inspections

6-14-2: ZONING ADMINISTRATOR

____ shall be the Village Manager or his/her designee, and shall be responsible for the following duties:

- A. Conduct inspections to determine compliance with the terms of this Title.
- B. Issue violation notices requiring compliance within thirty (30) days and advising suspected

violators of their right to appeal; and to issue citations for violations of this Title.

- C. Require that all construction or work of any type be stopped when such work is not in compliance with this Title; and revoke any permit which was unlawfully issued.
- D. Have possession of permanent and current records of this Title, including but not limited to, all applications of amendments, special uses, ~~variations~~variances, and appeals.
- E. Assist in providing public information relative to this Title.
- F. Forward to the Zoning Board all applications for appeals, ~~variations~~variances, special uses, excluding Planned Unit Developments (PUD), and amendments to this Title.
- G. Forward pertinent applications to the Architectural Review Board as specified in [Title 2, Chapter 3 \(Architectural Review Board\) of the Lincolnshire Village Code](#).
- H. Forward applications and related information to the Development Review Team in all cases which require development review as defined in Section 6-14-6 of this Chapter.
- I. Enforce all orders of the Zoning Board. (Ord. 86-885-22; Amd. Ord. 90-1138-22)

6-14-3: ZONING BOARD

~~;~~The Zoning Board shall discharge the following duties under this Title:~~;~~

- A. Review all applications for ~~variations~~variances from the terms of this Title, and report findings and recommendations to the Village Board of Trustees in the manner prescribed in Section 6-14-9 of this Chapter.
- B. Review all applications for text and map amendments to this Title, and report findings and recommendations to the Village Board of Trustees in the manner prescribed in Section 6-14-10 of this Chapter.
- C. Review all applications for special uses, excluding Planned Unit Developments (PUD), and report findings and recommendations to the Village Board of Trustees as prescribed in Section 6-14-11 of this Chapter.
- D. Approve or disapprove applications for Minor Amendments to special uses, excluding Planned Unit Developments (PUD), as defined in Section 6-14-11(F)(2).
- E. Review all applications for appeals from any order, requirement, decision, or determination made by the Village, and recommend action to the Village Board of Trustees as prescribed in Section 6-14-13 of this Chapter.
- F. Receive from the Zoning Administrator and/or the Village Board of Trustees recommendations and inquires related to the effectiveness of this Title and report conclusions and recommendations to the Village Board of Trustees.
- G. Coordinate the provisions of this Title with that of the Official Comprehensive Plan of the Village.
- H. Receive from the Village Board of Trustees any matters not listed above, which has been referred to it, and report conclusions and recommendations to the Village Board of Trustees.

6-14-4: VILLAGE BOARD OF TRUSTEES

✚The Village Board of Trustees shall discharge the following duties under this Chapter:

- A. Receive findings and recommendations from the Zoning Board, and approve or disapprove, all applications for amendments, special uses (excluding Planned Unit Developments) and ~~variations~~variances from this Title.
- B. Receive recommendations from the Zoning Board or Architectural Review Board for all appeals filed to it.
- C. Receive recommendations from the Zoning Board or Architectural Review Board for all matters of inquiry referred to it under Section 6-14-3 or 6-14-5, respectively.
- D. Review all applications for special uses for Planned Unit Developments (PUD) and approve or disapprove.
- E. Receive findings and recommendations from the Architectural Review Board, and approve or disapprove, all proposed ~~variations~~variances from Title 12 (Sign Control) of the Lincolnshire Village Code, and recommendations regarding the exterior architectural design of applicable buildings and development.
- F. May from time to time adopt rules and procedures governing the conduct of any public hearings held before the Village Board required by this Chapter.

6-14-5: ARCHITECTURAL REVIEW BOARD

✚The Architectural Review Board (ARB) shall discharge the following duties under this Title:

- A. Review and make recommendations to the Village Board of Trustees regarding the exterior architectural design of applications for new construction of buildings and development, related to exterior architectural design, arrangement, building massing and scale, height and appearance, color and texture of exterior materials, landscaping, entrance ways, lighting, off-street parking facilities, signage, and similar matters. The ARB shall not review plans for single-family residential structures and structures which are accessory thereto.
- B. To make recommendations regarding advisable amendments to existing codes, ordinances and regulations of the Village.
- C. Approve or disapprove revisions to existing site development plan(s), including Minor Amendments to Special Use or Planned Unit Development (PUD), regarding exterior architectural design, arrangement, building massing and scale, height and appearance, color and texture of exterior materials, landscaping, lighting, signage, and similar elements.

6-14-6: DEVELOPMENT REVIEW TEAM

- A. Creation: The Development Review Team shall consist of ~~staff from the Village's operating departments as well as the respective Manager or his/her designee, Director of Community and Economic Development or his/her designee, Director of Public Works or his/her designee, Village Planner, Building Official, the Chief of Police or his/her designee, and a Fire Protection District designee.~~ staff from the Village's operating departments as well as the respective Manager or his/her designee, Director of Community and Economic Development or his/her designee, Director of Public Works or his/her designee, Village Planner, Building Official, the Chief of Police or his/her designee, and a Fire Protection District designee.
- B. Jurisdiction: Development Review Team meetings occur ~~as needed every third Wednesday of each month, but no later than 30 days after documents described in Section 6-14-6(C) are filed, -~~ as needed every third Wednesday of each month, but no later than 30 days after documents described in Section 6-14-6(C) are filed, -

to carry out review of preliminary ~~or conceptual site~~ development plans to achieve an acceptable development design and produce solutions to specific site problems.

1. The Development Review Team shall discharge the following duties:
 - a. Subdivision layout and design review of new residential subdivision(s) filed pursuant to Title 7 of ~~the Village this~~ Code.
 - b. Review of preliminary site development plans for the construction of new structure(s) and major modifications to existing structures, excluding single-family residential.
 - c. ~~Site plan R~~review of special use applications required in Section 6-14-11(CB) of this Title.
 - d. Review of ~~conceptual site~~ preliminary development plans for new Planned Unit Developments required in Section 6-14-12(E)(2) of this Title.
2. Written review comments and recommendations from the Development Review Team will be issued to the Applicant within ten (10) business days from the meeting date. No final or binding decision shall be rendered by the Development Review Team and any comments and recommendations shall be deemed advisory. A summary of the Development Review Team's comments and recommendations pertinent to the findings of fact will be shared with the Village Board and advisory boards responsible for evaluating the application.

C. Required Plans: The following plans shall be submitted to the Development Review Team for evaluation:

1. A preliminary plan of the parcel(s) of land, drawn to scale, illustrating the proposed site improvements, including building footprint location(s), parking facilities, streets, internal service/access roads, vehicle ingress/egress, landscaping, services areas (trash enclosure, fire lanes, etc.), and any other pertinent amenities.
2. Preliminary building elevations of all proposed structures showing actual dimensions, building materials and any other special building treatments, excluding single-family residential.
3. Additional plans may be requested by the Development Review Committee deemed necessary to conduct a full evaluation of the development proposal.

6-14-7: ~~_____~~ LETTERS CERTIFICATES OF ZONING COMPLIANCE

~~+~~The Village shall issue letters certificates of zoning compliance for the purpose of ~~e~~insuring compliance with the regulations of this Title, including any decisions, conditions or special requirements resulting from the administration of this Title. Every letter certificate shall state the status of compliance with the provisions of this Title for any use or occupancy.

- A. Request for Letters Certificate of Zoning Compliance: Requests for a Letter Certificate of Zoning Compliance shall be submitted in compliance with the Village of Lincolnshire's Freedom of Information Act Policy. Each request must specify the parcel address(es), parcel index number(s) (PIN), specific zoning information being requested, and name and address of requestor.
- B. Issuance of Letter Certificate of Zoning Compliance: Letters Certificates of Zoning Compliance will be issued pursuant to the Village of Lincolnshire Freedom of Information Act Policy, based on available records. No Letter Certificate of Zoning Compliance shall be issued for any building or portion thereof under construction until the premises has been inspected and issued a Certificate of Occupancy by the Village's Building Official.

6-14-8: GENERAL APPLICATION PROCESS

A. Application: An application for any request outlined in this Chapter shall be submitted upon forms provided by the Community ~~and~~ & Economic Development Department which shall include written consent of the property owner(s). All plans and documents shall be filed in the manner designated by the application; applications will not be accepted until filed in proper form and contain all required information. Within 30 days of the application being filed with the Community ~~and~~ & Economic Development Department and determined to be complete, such application shall be scheduled for a ~~Preliminary Evaluation~~ Pre-Application Meeting.

~~B. Preliminary Evaluation~~ Pre-Application -Meeting: ~~Except as otherwise described in this Chapter, as a condition precedent to the filing of an application, the Village Board shall evaluate the proposal on a preliminary or conceptual basis for initial comment prior to the filing of the application. An application for any new request shall first be evaluated on a preliminary basis by the Village Board of Trustees for initial comment prior to the holding of a public hearing. This meeting shall not be required for minor modifications to existing developments, as determined by the Zoning Administrator.~~

- ~~C.B.~~
1. Required Documentation:
 - a. The applicant shall submit a written description of the specific request(s) and the site conditions and/or development goals resulting in such request.
 - b. A conceptual illustrative plan shall accompany the written description showing the extent of the request.
 2. The following criteria shall be applied ~~during in~~ the ~~Preliminary Evaluation~~ Pre-Application Meeting:
 - a. The written description and conceptual illustrative plan shall be reviewed with the Board of Trustees to provide, ~~if any~~, initial comment, direct further analysis to be conducted by the Zoning Board, or modifications to the plan(s) for Zoning Board review. ~~Any final decision must first require a recommendation incorporating findings of fact from the Zoning Board.~~
 - b. Unless requested by the applicant, a maximum of one ~~Preliminary Evaluation~~ Pre-Application Meeting shall be conducted for any given application.
 - c. Public notification is not required for a Preliminary Evaluation ~~Pre-Application Meeting. Public participation may be permitted by the Village Board of Trustee, but is not required.~~

~~D.C.~~ Notice of Public Hearing:

1. Publication of Notice: Notice of the date, time, and place, common address and Property Index Number(s) (P.I.N.) of the parcel(s) involved in the application, and a description of the relief or entitlements requested ~~action(s) of the public hearing by the applicant~~ shall be published by the Village of Lincolnshire at least once in a newspaper of general circulation within the Village not more than thirty (30) days nor less than fifteen (15) days before such public hearing.
2. Written Notice: ~~Except for text amendment applications,~~ Except for text amendment applications, ~~the~~ applicant shall provide written notice to all persons to whom the current real estate tax bills are sent, as shown on the records of ~~the Vernon Township Assessor's office or the Lake County Chief County Assessor's Office~~ the Vernon Township Assessor's office or the Lake County Chief County Assessor's Office as follows:
 - a. For all lots or any part of which lie within two hundred and fifty feet (250') of the

property lines of the lot for which an application has been filed, except lots that are three (3) acres or larger shall provide written notice within five hundred feet (500') of their property lines.

- b. Written notices shall give the date, time, and place, case number, if any, assigned to the application, common address and Property Index Number(s) (P.I.N.) of the parcel(s) involved in the application, and a description of the relief or entitlements requested action(s) of the public hearing by the applicant. All such notice must be sent no more than thirty (30) days nor less than fifteen (15) days in advance of the public hearing.
- c. Notices ~~may be shall be~~ sent by first class, certified, or registered mail, return receipt requested. The applicant shall file a sworn affidavit containing a complete list of the names, last known addresses of all property owners entitled to notice and served, and one copy of the notice with the Community ~~and~~ Economic Development Department not less than four (4) days in advance of the public hearing, exclusive of the date of the hearing itself.

~~E.~~ E.—Action by the Zoning Board: Subject to the notice requirements in paragraph C, the Zoning Board shall hold a public hearing no later than sixty (60) days after receiving a complete application to consider the application and make findings of fact in accordance with the standards hereinafter prescribed. Recommendations of the Zoning Board for approval, approval with conditions, or denial shall be forwarded to the Village Board of Trustees incorporating the Zoning Board findings of fact for final action. ~~Any application must receive the approval of four (4) members of the Zoning Board to be deemed an approval recommendation.~~ Action by the Zoning Board shall follow the provisions set forth in Title 2, Chapter 6 (Zoning Board) of the Village Code.

~~F.D.~~
~~G.E.~~ G.E.—Action by the Architectural Review Board: No later than sixty (60) days after receiving a complete application ~~the Preliminary Evaluation Meeting~~, the Architectural Review Board shall convene a meeting to consider the application and make recommendations to the Village Board of Trustees regarding the exterior architectural design of all applicable buildings and development. Action by the Architectural Review Board shall follow the provisions set forth in Title 2, Chapter 3 (Architectural Review Board) of the Village Code. ~~Any application must receive the approval of four (4) members of the Architectural Review Board to be deemed an approval recommendation.~~

~~H.F.~~ H.F.—Action by the Village Board of Trustees:

1. Recommendations of the Zoning Board for approval, approval with conditions, or denial shall be forwarded to the Board of Trustees incorporating the Zoning Board findings of fact for final action.
2. Recommendations of the Architectural Review Board for approval, approval with conditions, or denial shall be forwarded to the Board of Trustees incorporating the Architectural Review Board recommendation(s) for final action.
3. The Village Board of Trustees shall act upon the recommendation of the Zoning Board and/or Architectural Review Board within not more than sixty (60) days from the last date ~~of the either~~ advisory body votes on an application. Without further public hearing, the Village Board of Trustees shall approve (or approve with conditions) by ordinance, deny the application, or refer it back to the appropriate advisory board for further consideration. An application which fails to receive an approval recommendation of the Zoning Board/Architectural Review Board must receive a favorable vote of two-thirds (2/3) of all the elected members of the Village Board of Trustees to be approved. An application which receives the approval recommendation of the Zoning Board/Architectural Review Board

may be denied by a majority vote of the Village Board of Trustees.

4. The ordinance authorizing the application shall contain a specific description of the request relief or entitlements granted, along with any conditions and restrictions, or appropriate guarantees upon the establishment, location, and construction of the request as is deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified herein.

G. Condition of All Applications and Approvals: Any application filed pursuant to this Chapter shall not be considered complete unless and until all fees and deposits due pursuant to Comprehensive Fee Schedule have been paid. Any approval granted pursuant to this Chapter shall, whether or not expressly so conditioned, be deemed to be conditioned upon payment of fees as required by Section 6-14-14. The failure to fully pay any such fee or deposit upon request shall be grounds for tolling any deadlines, rejection in processing an application and for denying or revoking any approval sought or issued with respect to the land or development to which the unpaid fee or deposit relates.

H. Revocation: An application shall become null and void if, by reason of the applicant's delay, final action cannot be completed by an applicable Village body within one (1) year from the date of the application filing. Upon request by the applicant, a one-time extension may be granted by the Village Board of Trustees without a public hearing. Upon the expiration of the application, a new Pre-Application Meeting and a new application and fees shall be required in compliance with village codes in effect at the time of the new application filing.

6-14-9: VARIANCES

- A. Purpose: A variance authorizes a relaxation of the terms of this Title where such relaxation will not be contrary to the public interest and where, due to practical difficulties on the property, a literal enforcement of the Code would result in unnecessary hardship. The Zoning Board may recommend a variance from the regulations of this Title to the Board of Trustees consistent with the general purpose and intent of this Title. The Board of Trustees shall make all final decisions on variance requests.
- B. Process: Except as described in subparagraph D. The application process outlined in Section 6-14-8 of this Chapter shall apply.
- C. Findings of Fact: The Zoning Board shall not recommend a variance from the regulations of this Title unless it shall make findings based upon the evidence presented to it in each specific case the proposed variance meets each and every one of the following standards:
 1. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out;
 2. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the zoning district in which it is located;
 3. The conditions upon which an application for a variance is based are unique to the property for which the variance is sought, and are not applicable, generally, to other property within the same zoning classification;
 4. The alleged difficulty or hardship is not based primarily upon a desire by any persons presently having an interest in the property or to increase financial gain;

5. The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;
6. The granting of the variance will not alter the essential character of the neighborhood or locality;
7. The proposed variance will not impair an adequate supply of light and air to adjacent property or substantially increase the congestion of the public streets, or increase the danger of fire, or impair natural drainage or create drainage problems on adjacent properties, or endanger the public safety, or substantially diminish or impair property values within the neighborhood;
8. The proposed variance is consistent with the official Comprehensive Plan of the Village and other development codes of the Village.

The Zoning Board may recommend and the Village Board of Trustees may impose such conditions and restrictions upon the premises benefitted by a variance as may be necessary to comply with the standards established in this Section and the objectives of this Title.

~~D. Authorized Variations: Due to their minor nature, an application for the following variations shall not require a Preliminary Evaluation as outlined in Section 6-14-8(B), and shall advance directly to Public Hearing by the Zoning Board:~~

- ~~1. Reduction in the Setback required by the applicable zoning regulations of not more than 25%.~~
- ~~2. Reduction of the Lot Area or Lot Width required by the applicable zoning regulations of not more than 25%.~~
- ~~3. To permit the same off-street parking space(s) to qualify as space(s) for two (2) or more separate uses required by Section 6-11-3(A)(5) of this Title, provided that use of such parking space(s) for each user does not occur at approximately the same hours of the same days of the week.~~
- ~~4. To increase the maximum distance parking spaces are permitted to be located from the use served by not more than fifty percent (50%), as required by 6-11-3(A)(2) of this Title.~~
- ~~5. To permit the deferment of required parking facilities for a specified period of time.~~
- ~~6. To permit an increase in established grade from which Building Height is measured a maximum of 2.5 feet above the base floodplain elevation (BFE), provided the Buildable Area of the subject parcel has an elevation below the BFE.~~

~~An application for variance from the regulations of this Title not contained in this Subsection (above) may be considered by the Zoning Board at a public hearing, only after evaluated at Preliminary Evaluation Meeting by the Village Board of Trustees, as outlined in Section 6-14-8(B).~~

~~E.D. Revocation: Where a variance has been granted pursuant to the provisions of this Chapter, such approval shall become null and void unless construction thereon is substantially under way within one (1) year from ordinance approval, unless a one-time extension is granted by the Village Board of Trustees without an additional public hearing.~~

6-14-10: AMENDMENTS (MAP AND TEXT)

- A. Purpose: For the purpose of ensuring that the taxable value of land and buildings throughout the municipality may be conserved; congestion in the public streets may be lessened or avoided; the public health, safety, comfort, morals, and welfare may otherwise be promoted; and to ensure and facilitate the preservation of sites, areas, and structures of historical, architectural and aesthetic importance, the Village Board of Trustees may, in the manner hereinafter set forth, amend the regulations imposed in the districts created by this Title or amend district boundary lines. Due allowances shall be made for existing conditions, the policies, standards, and principles of the Comprehensive Plan of the Village, the conservation of property values, the direction of building development to the best advantage of the entire community, and the uses to which property is devoted at the time of the adoption of such amendatory ordinance.
- B. Process: The application process outlined in Section 6-14-8 of this Chapter shall apply.
- C. Findings of Fact - Text Amendment: At the conclusion of the public hearing, the Zoning Board shall submit written recommendations to the Village Board of Trustees. Where the purpose and effect of the proposed amendment is not to change the zoning classification of particular property, the Zoning Board shall make findings based upon the evidence presented to it in each specific case with respect to, but not limited to, the following standards.
1. The request for an amendment shall serve the purpose of promoting the public health, safety, and general welfare.
 2. The request for an amendment shall conserve the value of property throughout the community.
 3. The request for an amendment shall lessen or avoid congestion in the public streets and highways.
- D. Findings of Fact - Map Amendment (Rezoning): At the conclusion of the public hearing, the Zoning Board shall submit written recommendations to the Village Board of Trustees. The Zoning Board may recommend the adoption of an amendment changing the zoning classification of the property in question to any higher classification than that requested by the applicant. For the purpose of this paragraph, the R-1 District shall be considered the highest classification and the M-1 District shall be considered the lowest classification. The Zoning Board shall not recommend the adoption of a proposed amendment if it finds that the adoption of such amendment is detrimental to the public interest, based on the following standards:
1. Existing zoning classification of the property.
 2. Existing uses of property and existing physical, social or economic factors within the general area of the property in question.
 3. The zoning classification of property within the general area of the property in question.
 4. The suitability of the property in question to the uses permitted under the existing or proposed zoning classification.
 5. The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place in its present zoning classification.
 6. The length of time the property has been vacant as zoned.
 7. The extent to which the property's values is diminished by the existing zoning classification.

8. The impact upon the objectives of the official Comprehensive Plan of the Village, as amended.

E. Denial of Amendment: Any application for an amendment which has been denied by the Village Board of Trustees shall not be resubmitted for a period of one year from the date of the denial, except on the grounds of new evidence or proof of change of conditions.

6-14-11: SPECIAL USES

A. Purpose: The development and execution of this Title is based upon the division of the community into zoning districts within which the use of land, buildings and their bulk and location in relation to the land are substantially uniform. It is recognized, however, there are certain uses because of their unique characteristics, requires consideration, in each case, of the impact of those uses upon neighboring land and of the public need for the particular use in the particular location. ~~Such special uses fall into two (2) categories:~~

~~1. Uses publicly operated or associated with a public interest, and~~

~~2. Uses entirely private in character, but of a unique nature that their operation may give rise to unique problems with respect to their impact upon neighboring property.~~

B. Process: The application process outlined in Section 6-14-8 of this Chapter shall apply.

C. Development Review Team: A meeting of the Development Review Team shall be conducted to carry out review of all new applications for a special use prior to the holding of a public hearing with the Zoning Board, as outlined in Section 6-14-6 of this Chapter.

D. Findings of Fact: At the conclusion of the public hearing, the Zoning Board shall make findings based upon the evidence presented to it and submit written recommendations to the Village Board of Trustees. No special use shall be recommended by the Zoning Board, unless it shall find that each and every one of the following standards are met:

1. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject premises for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood in which it is to be located.
2. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
3. Adequate utilities, access roads, drainage and/or necessary facilities have been or will be provided.
4. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
5. The proposed special use is not contrary to the objectives of the Official Comprehensive Plan of the Village as amended.
6. The special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be varied pursuant to Section 6-14-9 of this Chapter.

- E. Denial of Special Use: Any application for a special use, which has been denied wholly or in part by the Village Board of Trustees, shall not be resubmitted for a period of one year from the date of said denial, except on the grounds of new evidence or proof of change of conditions.
- F. Amendments to Special Uses: A special use shall be implemented only in strict adherence to the authorizing ordinance, along with any conditions and restrictions, or appropriate guarantees upon the establishment, location, and construction of the application, which shall be binding on the applicants, their successors, grantees and assigns. Any request to amend an approved special use shall be subject to the following:
 1. Major Amendments: Major amendments are classified as any change not categorized as a Minor Amendment, and shall be subject to the requirements of Section 6-14-8.
 2. Minor Amendments: Minor amendments are classified as any change which does not request changes from conditions of approval expressed in the original special use ordinance, substantially alter the nature of the approved use(s), increase the intensity of the approved use(s), or substantially increase the scale of structures or site improvements associated with the approved special use(s). Upon the submission of a new application for a minor amendment, the Zoning Board and/or Architectural Review Board may approve, without the holding of a public hearing, minor amendments.
- G. Revocation: Where a special use has been granted pursuant to the provisions of this Chapter, such approval shall become null and void unless construction thereon is substantially under way within three (3) years of the date of granting, unless a one-time extension is granted by the Village Board of Trustees without an additional hearing.

6-14-12: PLANNED UNIT DEVELOPMENTS ~~lanned Unit Developments~~ (PUD)

- A. Purpose and Description: While a Planned Unit Development (PUD) is a special use, this Section provides a special mechanism to accommodate development which is in the public interest and would not otherwise be permitted pursuant to this Title. These provisions are also intended to provide an opportunity to accommodate developments that involve one or more uses and may be located in more than one zoning district.

It is anticipated that planned unit developments will offer one or more of the following advantages:

1. Designs which reflect the historic open character of single-family areas of the Village.
2. Designs which provide substantial buffers and transitions between areas of different land use or development densities.
3. Designs which enhance the appearance of neighborhoods by conserving streams, areas of natural beauty, and natural green spaces.
4. Designs which counteract possible urban monotony and congestion in streets.
5. Designs which promote compatible architecture between adjacent buildings.
6. Designs which will buffer differing types of land use and intensities of development from each other so as to minimize any adverse impact which new development may have on existing or zoned development.

- B. Intent: A planned unit development is of substantially different character than other uses described in this Title. Planned unit developments allow for far more flexibility than those pertaining to other land uses and allows for uses which may not otherwise be identified in this Title. The maximum use of zoning exceptions for planned developments will not automatically be granted by the Village Board of Trustees; rather the intent is to grant only such exceptions adjustments or uses which create a balance with the benefits accruing to the Village as a result of

the planned unit development. Therefore, the Village Board of Trustees may, as a condition of approval, require any reasonable condition, limitation, or design factor which will promote proper development of a planned unit development.

The planned unit development provisions of this Chapter are intended to provide the following:

1. A choice in the type of environment available to the public by allowing development that would not be possible under the strict application of other sections of this Title.
2. Creation and/or permanent reservation of open space, recreational areas and facilities.
3. A land use plan which permits preservation of green space, natural vegetation, topographic and geological features, and historic resources.
4. A creative approach to the use of land and related physical facilities which results in better urban design, higher quality construction and the provision of aesthetic amenities.
5. The efficient use of land, so as to promote economies in the provision of utilities, streets, schools, public grounds and buildings, and other facilities.
6. Innovations in development so the growing needs and demands of the population may be met by a greater variety in land uses, building type, design, and layout, and by conservation and more efficient use of open space ancillary to such development, all in a manner consistent with the character of the zoning district in which the planned unit development is located.
7. A land use which promotes the public health, safety, comfort, morals and welfare.

C. Minimum Area for Planned Unit Development: A minimum gross area of three (3) acres is required of each site for a planned unit development, except in the R-4, R-5, B, and E Zoning Districts, where there shall be no minimum size requirement.

D. Application: A planned unit development shall be granted as a special use in permissible zoning districts and in accordance with the procedures and standards set forth in this Section. To the extent the procedures and standards set forth in this Section conflict with other sections of the Village Code, this Section shall apply, except that all required improvements, construction standards, design standards and all other engineering standards contained within the Village's Subdivision and Land Development regulations of Title 7 must be complied with, except where specifically varied through the provisions of this Section.

1. Application: Applications shall be made on forms provided by the Community ~~and~~ & Economic Development Department and shall be filed as outlined in Section 6-14-8(A) of this Chapter.
2. Joint Request: If any additional application pursuant to this Title is filed in conjunction with a planned unit development, the applications shall be processed concurrently; however all applicable public hearings shall be convened by the Village Board of Trustees, which shall consider the joint requests prior to consideration of the planned unit development application.
3. Optional Pre-Application Conference: Prior to filing an application for a planned unit development, the applicant may request a pre-application conference with the Zoning Administrator or his/her designee. The purpose of such a conference is to ~~allow the Zoning Administrator to~~ inform the applicant of all applicable ordinances, rules, regulations, plans,

policies, standards, and procedures which may affect the proposed development, or the consideration of said development by the Village Board of Trustees. Such conference also allows the applicant to present a general concept of the proposed development prior to the preparation of detailed plans. No final or binding action shall be taken at a pre-application conference and any views expressed shall be deemed to be only preliminary and advisory.

E. Preliminary Development Plan: The Preliminary Development Plan of the planned unit development is intended to provide the basic scope, character, and nature of the entire proposed planned unit development. The Preliminary Development Plan is the basis on which the required public hearing is held, enabling public consideration of the proposal at the earliest possible stage.

1. ~~Preliminary Evaluation-Pre-Application Meeting Meeting~~: An application for a planned unit development shall be first evaluated at a ~~Preliminary Evaluation-Pre-Application Meeting~~ by the Village Board of Trustees for initial review prior to any further action, and shall include the following plans and documents:
 - A detailed explanation of the character of the planned unit development and the reasons why it has been planned to take advantage of the flexibility of these regulations. This item shall include a specific explanation of how the proposed land use(s) and ~~how~~ the proposed planned unit development meets the objectives of all official plans which affect the parcel(s) in question.
 - A location map.
 - An accurate legal description of the entire area under immediate development within the planned unit development.
 - Conceptual design plans regarding land use, dwelling type, density, building architecture, street and lot arrangement and preliminary lot sizes.
 - Tentative proposals regarding surface drainage and stormwater management facilities.
 - ~~Statement of present and proposed ownership of all land within the project including the beneficial owners of any land trust in accordance with Section 1-12-1 of the Village Code.~~
2. Development Review Team: Following the ~~application filing, a Preliminary Evaluation~~, a meeting of the Development Review Team shall be conducted pursuant to Section 6-14-6 to carry out review of Preliminary Development Plans prior to consideration by ~~the advisory boards the Architectural Review Board. Copies of the Preliminary Development Plan for all new residential developments shall be made available to any school district, library district, and fire protection district which might be affected by the development. The Zoning Administrator shall notify any such district concerning the filing of said documents.~~

The Preliminary Development Plan and supporting data shall include the following:

- a. Site Plan: A site plan of the planned unit development shall be drawn to an engineer's scale ratio and shall include the following:
 - i. General location and purpose of each building, other than detached single-family residences on individually platted lots.
 - ii. All proposed streets (public and private), required yards, common open space, recreation facilities, parking areas, service areas, and other facilities to indicate the character of the proposed development.

- iii. Existing Easements: Location, width and purpose of all existing platted and recorded easements.
 - iv. Conditions on Adjoining Land: Direction and gradient of ground slope, including any embankments or retaining walls; character and location of major buildings, easements, railroads, power lines, towers and other nearby land uses or adverse influences.
 - v. Streets: Existing streets adjacent to the tract, including street names, right-of-way widths, existing or proposed center lines, pavement type, walks, curbs, gutters, culverts, etc.
 - vi. Utilities: Identify utilities on and adjacent to the tract; location and size of sanitary and storm sewers; location and size of water mains; location of fire hydrants and street lights
 - vii. Topography: Ground elevations on the tract and on the first fifty (50) feet of all adjacent tracts of land showing one (1) foot contours for land which slopes less than one-half (1/2) percent along with all breaks in grades, at all drainage channels or swales, and at selected points not more than one hundred (100) feet apart in all directions. For land that slopes more than one-half (1/2) percent, two (2) foot contours shall be provided. Any land within the one hundred (100) year floodplain shall be shown.
 - viii. Soil Conditions: Subsurface conditions on the tract, if required by the Village Engineer, shall be tested to ascertain subsurface soil, rock and groundwater conditions, depth to groundwater, unless test pits are dry at a depth of five (5) feet
 - ix. Natural Features: Watercourses, marshes, wooded areas, and other significant environmental features.
 - x. Open Space: All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the purpose indicated.
- b. Preliminary Building Elevations: Architectural elevation plans of all proposed structures identifying actual dimensions, building materials and any other special building treatments.
 - c. Preliminary Landscape Plan: A landscape plan of the entire planned unit development and detailed plans of landscaping for a typical building area.
 - d. Density: Information of residential uses, including dwelling units per gross acre, dwelling units per net acre; the number of dwelling units by type, and the number of bedrooms in each dwelling unit type. Information should be provided for each unit in the planned unit development.
 - e. Site Data: Tabulations on each separate unsubdivided use area, including land area, number of buildings, and number of dwelling units per acre. Nonresidential intensity information on the type and amount of nonresidential uses including building locations, sizes, floor area ratio, building height, the amount and location of common open space.
 - f. Preliminary Subdivision Plat: A preliminary subdivision plat for all subdivided lands included in the planned unit development and meeting all the requirements of a subdivision plat in accordance with Title 7 of the Lincolnshire Village Code, except those aspects that vary from the subdivision regulations.
 - g. Cost-Revenue Analysis: If requested by the Zoning Administrator, a study shall be prepared by the applicant's expense, indicating the fiscal impact of the planned unit development on major taxing districts limited to, the sanitary treatment facilities,

school district(s), fire protection district(s), library district(s), and the park network. Information shall include detailed estimates on expected population of the development; the operating cost to be incurred by each taxing body; any additional major capital investments required, in part or in whole, because of the planned unit development; and revenue generated for each taxing body by the planned unit development to offset fiscal impacts created by the planned unit development. The study should include a cash flow analysis based on the proposed staging of the planned unit development.

- h. **Traffic Analysis:** If requested by the Zoning Administrator, a study shall be prepared by the applicant's expense, analyzing the impact caused by the planned unit development on the street and highway systems.
 - i. **Environmental Analysis:** If requested by the Zoning Administrator, a study of the major environmental impacts of the planned unit development on the environment shall be prepared by the applicant's expense, analyzing and disclosing all environmental impacts of the proposed planned unit development. Generally, such impacts would include effects on ~~discrete~~ ecosystems; any deterioration in the surface water quality; and effect on sensitive land areas as identified by the Development Review Team from time to time, such as floodplains, wetlands, forests, aquifer recharge areas, historic buildings or structures, prairie landscapes, and mineral resource reserves.
 - j. **Zoning Exceptions:** Identification and explanation of those aspects of the proposed planned unit development that vary from the Zoning Ordinance requirements applicable to the underlying zoning district and from the subdivision regulations of the Village.
 - k. Additional plans or documents as may be required by the Development Review Team necessary to conduct a full evaluation of the planned unit development.
3. **Architectural Review Board:** Prior to any public hearing at the Village Board, the Architectural Review Board shall review the Preliminary Development Plans and make recommendations to the Village Board of Trustees regarding the exterior architectural design of all primary buildings, with the exception of all detached single-family residential housing, clearly depicting the exterior architectural design, arrangement, building massing and scale, height and appearance, color and texture of exterior materials; site development design; landscaping; lighting; off-street parking facilities; signage; and site fixtures.
4. **Action by the Village Board of Trustees:**
- a. The Village Board shall hold a public hearing in accordance with Section 6-14-8(c) and make findings of fact in accordance with standards hereinafter prescribed, Architectural Review Board findings and recommendation, and other supporting data.
 - b. **Findings of Fact:** The Preliminary Development Plans may be approved by the Village Board of Trustees if it can make findings of fact related to the specific proposal set forth with particularity, describing in what respects the proposal would be in the public interest, based on the following:
 - i. The proposed plan is consistent with the stated purpose of the planned unit development regulations.

- ii. The proposed plan meets the requirements and standards of the planned unit development regulations.
 - iii. The proposed plan departs from the zoning and subdivision regulations otherwise applicable to the subject property, including but not limited to, the density, dimensions, area, bulk, use, required improvement, construction and design standards and the reasons why such departures are deemed to be in the public interest.
 - iv. The public benefit produced by the planned unit development outweighs the increased burden(s) on public services and infrastructure. Any specific beneficial actions, plans or programs agreed to in the planned unit development proposal which are clearly beyond the minimum requirements of the Zoning Code shall be specifically listed as evidence of justified bulk premiums and/or use exception.
 - v. The physical design of the proposed plan makes adequate provisions for public services, provides adequate control over vehicular traffic, provides for and protects designated common open space, and further the amenities of light and air, recreation and visual enjoyment.
 - vi. The beneficial relationship and compatibility of the proposed plan to the adjacent properties and neighborhood.
 - vii. The desirability of the proposed plan to the Village's physical development, tax base and economic well-being.
 - viii. The conformity with the recommendations of the Official Comprehensive Plan, as amended, and all other official plans and planning policies of the Village.
- c. Modifications, Conditions, Exceptions, Restrictions: Upon approval of a Preliminary Development Plan, the Village Board may require modifications, or make grant conditions; ~~modifications, bonuses~~ and grant exceptions; ~~if any~~; and impose restrictions upon the establishment, location, construction, maintenance, and operation to the plan as deemed necessary for the protection of the public interest and to secure compliance with the findings and requirements specified herein.
- i. Use Exceptions: The Village Board of Trustees may authorize specified uses not permitted by the use regulations of the zoning district(s) in which the planned unit development is located, provided that:
 - The uses permitted by such exception are necessary or desirable and are appropriate with respect to the primary purpose and character of the planned unit development.
 - The uses permitted by such exception will not exercise a detrimental influence on the neighborhoods surrounding the planned unit development, or upon the internal character of any part or all of the planned unit development itself.
 - ii. Bulk Regulations: The Village Board of Trustees may authorize exceptions from ~~to~~ the applicable bulk regulations of the Zoning Code within the boundaries of such planned unit development, provided that:

- Such exception shall be solely for the purpose of promoting an integrated site plan no less beneficial to the residents or occupants of such development as well as the neighboring property, than would be obtained under the bulk regulations of the Zoning Code for buildings developed on separate zoning lots.
- The overall floor area ratio for the planned unit development would not exceed more than ten percent (10%) the maximum floor area ratio which would be determined on the basis of the floor area ratio required for the individual uses in such planned unit developments, as stipulated in each zoning district.
- Along the periphery of the planned unit development, required front, side and rear yards may be provided as required by the zoning district in which said development is located.

III. Sign Exceptions: The Village Board may authorize exceptions from Sign Code regulations. Where applicable, such exceptions will be memorialized as part of the Master Sign Plan described in Title 12, Chapter 5 of the Village Code.

5. Acceptance of the Preliminary Development Plan: The Preliminary Development Plan shall be deemed only an expression of acceptance of the concepts and details, and serve as a specific guide to the preparation of the Final Development Plan which is required of the application for a planned unit development. Further, it indicates acceptance of the commitment by the applicant to the details set forth in the application. Acceptance of the Preliminary Development Plan shall be null and void if a Final Development Plan application is not submitted within one year from the date of the Preliminary Development Plan approval, unless a one-time extension is granted by the Village Board of Trustees without a public hearing.
 - a. Record of Acceptance: An ordinance granting acceptance of the Preliminary Development Plan for the planned unit development shall be prepared and contain a specific description of the special use, along with any conditions applied, modifications, exception and bonuses granted, if any, and the findings of fact of the Village Board of Trustees.
 - b. Building Permits: No permits for construction shall be issued for the planned unit development until the Final Development Plan has been filed, approved, and recorded with the County Recorder, as provided in Subsection F.

F. Final Development Plan: The Final Development Plan of a planned unit development shall be prepared to designate the land lots as well as the division of other lands, not so subdivided, into common open space areas and building areas, and shall show the exact location of each structure to be constructed to designate specific internal uses of each structure and parcel of the land. The Final Development Plan shall detail the restrictions placed upon the land and serves as a zoning control device.

1. Procedure: Within one year from the date of approval of the Preliminary Development Plan, the Final Development Plan and supporting data shall be filed with the Zoning Administrator for certification the Final Development Plan is in substantial conformity to the approved Preliminary Development Plan. The Final Development Plan shall conform substantially to the Preliminary Development Plan as approved. If requested by the applicant, the Final Development Plan may be submitted in development phases, with each phase representing a unit of the approved Preliminary Development Plan to be developed;

provided, however, that such unit conforms to all requirements of these regulations.

2. Final Development Plans: The Final Development Plan of the planned unit development shall include, but not be limited to, the following:
 - a. An accurate legal description of the entire area under immediate development within the planned unit development.
 - b. Density information of residential uses, including dwelling units per gross acre and dwelling units per net acre; the number of dwelling units by type, and the number of bedrooms in each dwelling unit type. Information should be provided for each unit in the planned unit development.
 - c. Site Plan illustrating the exact location of all structures to be constructed and the specific internal land uses for each building, including all proposed streets (public and private), required yards, common open space, recreation facilities, off-street parking areas, service areas, and other facilities to indicate the character of the proposed development.
 - d. Tabulations on each separate unsubdivided use area, including land area, number of buildings, number of dwelling units per acre. Nonresidential intensity information on the type and amount of nonresidential uses including building locations, sizes, floor area ratio, building height, the amount and location of common open space.
 - e. Architectural Plans of all primary buildings clearly depicting the final exterior architectural design, arrangement, building massing and scale, height and appearance, color and texture of exterior materials, lighting, signage and site fixtures, as recommended by the Architectural Review Board.
 - f. Landscape Plan for each phase of the planned unit development seeking final approval and detailed plans of landscaping for a typical building area.
 - g. Final improvement plans in accordance with Section 7-3-3(A) of the Lincolnshire Village Code including construction details for all roads and off-street parking facilities; classification, width of right of way, width of pavement, and construction details; sidewalks and paths; sanitary sewers; stormwater drainage facilities; water supply system; and street lighting Furnished for each building.
 - h. Authorization from Lake County Stormwater Management Commission and other external agencies, if applicable, affirming the planned unit development and the design of all improvements is in accordance with the Lake County Watershed Development Ordinance (WDO) and external agency requirements, as amended, except where specific exemptions may be authorized.
 - i. Development schedule indicating the phases in which project will be built; if more than one construction phase will occur, identifying the phase boundaries, density, use and public facilities, and open space to be developed with each phase. Each phase shall be described and mapped as a unit of the project. Overall design of each unit shall be shown on the plan and through supporting graphic material. If approval for only one (1) phase of the Final Development Plan is requested by the applicant, the development schedule for the entire planned unit development must be submitted with the first Final Development Plan and may be amended upon filing approval for each subsequent phase.
 - j. All common open space, at the election of the Village, shall be:

- i. Conveyed to a Village or public corporation, or conveyed to a not-for-profit corporation or entity established for the purpose of benefitting the owners and residents of the planned unit development or adjoining property owners or any one or more of them, in whole or in part. All lands conveyed shall be subject to the right of the grantee or grantees to enforce maintenance and improvement of the common open space; and/or
 - ii. By-Governed by a restrictive covenant describing the open space and its maintenance and improvement, running with the land for the benefit of residents of the planned unit development or adjoining property owners and/or both.
 - iii. Permanent common open space equivalent to at least twenty five percent (25%) of the total development area in the planned unit development.
- k. Covenants: Final agreements, restrictions, provisions, or covenants governing the use, maintenance, and continue protection of the planned unit development and any of the common open space.

3. Approval of Final Development Plan: After review of the Final Development Plan and supporting data for substantial conformity with the approved Preliminary Development Plan, the Zoning Administrator shall forward a recommendation to the Village Board of Trustees which shall approve, approve with modifications or conditions, or disapprove the final plan. Disapproval of the final plan shall include a written statement of the reasons thereof.

- a. Authorizing Ordinance: An ordinance granting approval of the Final Development Plans for the planned unit development shall be prepared and contain a specific description of the special use, along with any conditions and restrictions, bonuses and exceptions, or appropriate guarantees upon the establishment, location, and construction of the planned unit development as is deemed necessary for the protection of the public interest. The authorizing ordinance including all exhibits/documents and Final Plat of Subdivision, as set forth in Title 7 of the Lincolnshire Village Code, shall be recorded with the Lake County Recorder’s Office.
- b. Building Permits: No permits for construction of any structure or other improvements, shall take place until approval and recording of the Final Development Plan documents.

G. Amendments to Planned Unit Developments: A planned unit development shall be developed only in strict adherence to the approved Final Development Plan and all supporting documentation, which shall be binding on the applicants, their successors, grantees and assigns. Any request to amend an approved planned unit development shall be subject to the following:

- 1. Major Amendments: Shall require the submission of a new planned unit development plan and supporting data, and shall be subject to the requirements of Subsection E. Major amendments include but are not limited to the following:
 - a. Increase in density;
 - b. Increase in building height(s);
 - c. Reduction in open space (publicly dedicated or private);
 - d. More than a ten percent (10%) modification in proportion of housing types;
 - e. Reduction in approved parking areas which reduces the total number of parking spaces below code requirements or modifications which require an increase in required parking;

- f. Additions -to authorized categories of land use(s);
- g. Modifications to existing Areas of Special Sign Control which do not impact sign dimensions would alter the character of the development; and
- h. Change in the final governing agreements, provisions, or covenants.
- h.i. Material changes to on-site or off-site improvements, required by outside agencies, which affect whether the public benefit produced by the planned unit development outweighs the increased burden(s) on public services and infrastructure.

2. Minor Amendments: Minor revisions to the approved planned unit development may be approved by the Architectural Review Board, as determined by the Zoning Administrator. Minor amendments are classified as any change not outlined as a Major Amendment, including but not limited to the following:
 - a. Minor modifications to existing Areas of Special Sign Control;
 - b. Changes to approved landscape plan(s) for the development;
 - c. Increase of site amenities or changes to site furniture/lighting fixtures;
 - d. Changes to exterior material(s) and colors, provided the replacement material(s); will not be of lesser quality from the approved material(s).

H. Revocation: Where approval of the Final Development Plan for a planned unit development has been granted pursuant to the provisions of this Chapter, such approval shall become null and void unless construction of the planned unit development is substantially under way within three (3) years of the date of approval of the Final Development Plan. Revocation shall not occur before the applicant and/or developer receives written notification at least sixty (60) days prior to any such revocation. Extension in the building schedule may be granted by the Village Board of Trustees upon written request by the applicant/developer. Upon revocation, the parcel(s) of land shall conform to regulations and procedures of the underlying zoning district.

6-14-13: APPEALS OF ADMINISTRATIVE DECISIONS

- A. Authority: Any person aggrieved shall appeal any order, requirement, decision or determination made under the regulations of this Title within 30 days from the date of the administrative decision. An application for appeal shall be filed with the Zoning Administrator, who shall schedule a public hearing no later than sixty (30) days after receipt of an application in accordance with this Section.
- B. Action:
 1. Action by the Zoning Administrator: The appeal application shall be forwarded to the Zoning Board which shall hear the appeal and forward its recommendation to the Board of Trustees.
 2. Action by the Zoning Board: The appeal application shall be forwarded to the Village Board of Trustees which shall hear the appeal.
 3. Action by the Architectural Review Board: The appeal application shall be forwarded to the Village Board of Trustees which shall hear the appeal.
- C. Public Hearing: A public hearing shall be conducted upon consideration of every appeal application. Notice of the hearing shall be posted in accordance with the Open Meetings Act.
- D. Final Action: The Village Board of Trustees shall act upon the decision of the Zoning Board and/or Architectural Review Board within not more than sixty (60) days from the last date of the advisory body votes on an application. The Village Board of Trustees shall render a final decision of all by ordinance.

6-14-14: FEES

A. Application: Any application filed pursuant to this Title ~~after the Pre-Application Meeting~~ shall be accompanied by the application fees established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code. ~~Such fees are non-refundable, regardless of whether the application was approved, denied, or withdrawn at any stage of the review process. All application fees include no more than two (2) staff reviews and Village Board/advisory board meetings following the Pre-Application meeting. Applications that have exceeded two (2) staff reviews or (2) meetings by the Village Board/advisory boards will be required to pay a supplemental application fee equal to the amount of the original application fee prior to proceeding through the Village review and approval process.~~

~~A.B.~~

~~B.~~ Escrow: Every application filed pursuant to this Title shall be accompanied by the deposit of an additional amount for recoverable costs as provided in Title 1, Chapter 8 (Village Finances) of the Village Code, to be deposited in an application fee escrow. ~~No interest shall be payable on any such escrow. The Village shall from time to time, draw funds from the escrow account established for such application to pay such costs and shall transfer such funds to the appropriate Village accounts. The Village shall maintain an accurate record of all such drawings. If the actual costs for the services exceed the amount of the initial deposit, the applicant shall replenish the escrow upon Village request. Remaining funds in the escrow at the completion of the application will be returned to the entity providing the initial fee escrow deposit.~~

C.
6-14-15: INSPECTIONS

~~+~~ For the purpose of enforcing the provisions of this Zoning Code, the Director of Community ~~and &~~ Economic Development, or his/her designee, is hereby authorized to make inspections of all structures and premises to determine their compliance with the provisions of this Zoning Code. Such inspections shall be made subject to the following standards and conditions:

- A. An entry for the purpose of such inspection may take place if a complaint respecting said premises has been received by the Director of Community ~~and &~~ Economic Development, or his/her designee, and such complaint in the opinion of the Director of Community ~~and &~~ Economic Development provides reasonable grounds that a violation exists, or such inspection is undertaken as part of a regular inspection program whereby certain areas of the Village may be inspected from time to time in their entirety by the direction of the Village Board of Trustees.
- B. Such inspection shall be made by the Director of Community ~~and &~~ Economic Development, or his/her designee, upon the direction of the Village Board of Trustees.
- C. When inspecting a structure or premises, the Director of Community ~~and &~~ Economic Development or his/her designee shall furnish to the owner, occupant, or operator sufficient identification and information to enable the owner, occupant, or operator to determine both the inspector's identity as a representative of the Village and the purpose of the inspection. The Director of Community ~~and &~~ Economic Development may apply to any court of competent jurisdiction for a search warrant or other legal process for the purpose of securing entry to any building, structure, or premises if the owner, occupant, or operator shall refuse to grant entry.

TEXT AMENDMENT FINDINGS OF FACT

**Text Amendment Subject: Administration & Enforcement
Petitioner: Village of Lincolnshire**

The following Findings of Fact relate to a text amendment to Chapter 14 (Administration & Enforcement) of Title 6 (Zoning). The text amendment would revise regulations regarding administration and enforcements processes.

Following due notice, as required by Title 6 (Zoning) of the Lincolnshire Village Code, the Zoning Board held a public hearing on September 8, 2020. Having reviewed materials submitted by the petitioner, and having heard Village staff comments and the sworn testimony of all interested parties desiring to be heard at the public hearing, the Zoning Board of the Village of Lincolnshire reached the following Findings of Fact:

Findings of Fact

1. The request for an amendment shall serve the purpose of promoting the public health, safety, and general welfare because:

The amendment will enhance the Village's ability to efficiently and effectively review applications for zoning entitlements and relief, thereby resulting in better decisions which directly promote the public health, safety and general welfare.

2. The request for an amendment shall conserve the value of property throughout the community because:

More efficient and effective zoning decisions will reduce uncertainty and risk for property owners, resulting in the conservation and appreciation of property values.

3. The request for an amendment shall lessen or avoid congestion in the public streets and highways because:

The proposed text amendment will have no impact on congestion in the public streets and highways.

Prepared by:

Brian Bichkoff, Chair of the Lincolnshire Zoning Board
September 8, 2020

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Zoning Board of the Village of Lincolnshire will conduct Public Hearings on Tuesday, September 8, 2020, beginning at 7:00 p.m., or as soon thereafter as practical, in a virtual/remote meeting, to consider the following applications:

- 1. A text amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to permit and regulate electric vehicle charging stations within parking facilities in all zoning districts.
2. A text amendment to Title 6 (Zoning), Chapter 14 (Administration & Enforcement) of the Lincolnshire Village Code to revise regulations regarding administration and enforcement processes.

The petitioner for both applications is the Village of Lincolnshire. Interested persons who wish to obtain additional information regarding these applications should contact the Village of Lincolnshire's Community & Economic Development Department staff at 847-913-2313. All interested persons participating in the Public Hearings will be given an opportunity to be heard. Interested parties may also submit written evidence or testimony in advance to the Community & Economic Development Department. The above indicated Public Hearings may be continued from time to time and without further notice, on the motion of the Zoning Board. Below are remote public participation options:

- View/Listen
o Watch live on Cable Channel 10 or https://globoi.gobal.meeting.com/join/227453965.
o Listen live via phone at 872-240-3212 (access code 227-453-965).

Public Comment & Testimony

o Call 847-913-2312 to leave a voicemail message with your comment by 5:00 p.m. on Tuesday, September 8, 2020. For members of the public leaving voicemails, the voicemails must be:

- Inclusive of the commenter's name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
• No more than two minutes in length.
• Free of any abusive or obscene language.

o Email your comment to VOLPublicComment@lincolnshireil.gov by 5:00 p.m. on Tuesday, September 8, 2020. You may also submit a letter by dropping it off in the Village Hall vestibule or mailing it to 1 Olde Half Day Road, Lincolnshire, IL 60069 via the United States Postal Service. For members of the public submitting comment via email or letter, the written notice must be:

- Typed or written legibly.
• Inclusive of the commenter's name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
• Free of any abusive or obscene language.

o Comments received before the meeting will be read/played concurrent with respective agenda item.
o Participants who register to participate in the GoTo Meeting web conference will be given an opportunity to present public comment, evidence, or testimony during the Public Hearing. Participants who wish to submit documents as evidence must submit such documents by mail or email to VOLPublicComment@lincolnshireil.gov no later than 5:00 p.m. two (2) days prior to the date of the Public Hearing.

/s/ Brian Bichkoff, Chair
Zoning Board
Village of Lincolnshire
08/21/2020
Published in Daily Herald August 21, 2020 (4549941)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the DAILY HERALD. That said DAILY HERALD is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights, Aurora, North Aurora, Bannockburn, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Crystal Lake, Deerfield, Deer Park, Des Plaines, Elburn, East Dundee, Elgin, South Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Franklin Park, Geneva, Gilberts, Glenview, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Highland Park, Highwood, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Bluff, Lake Forest, Lake in the Hills, Lake Villa, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Melrose Park, Montgomery, Morton Grove, Mt. Prospect, Mundelein, Niles, Northbrook, Northfield, Northlake, Palatine, Park Ridge, Prospect Heights, River Grove, Riverwoods, Rolling Meadows, Rosemont, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake Park, Schaumburg, Schiller Park, Sleepy Hollow, St. Charles, Streamwood, Sugar Grove, Third Lake, Tower Lakes, Vernon Hills, Volo, Wadsworth, Wauconda, Waukegan, West Dundee, Wheeling, Wildwood, Wilmette

County(ies) of Cook, Kane, Lake, McHenry and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 8/21/20 in said DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY [Signature]
Authorized Agent

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