

**MINUTES OF A REGULAR MEETING OF THE PLAN COMMISSION OF THE  
VILLAGE OF KENILWORTH HELD AT THE KENILWORTH VILLAGE HALL,  
419 RICHMOND ROAD  
AT 7:30 P.M. ON MONDAY, AUGUST 6, 2007**

A regular meeting of the Plan Commission of the Village of Kenilworth was held at 7:30 p.m. on Monday, August 6, 2007. Chairman Smietana called the meeting to order at 7:30 p.m. The following Commissioners were present:

Present:	Robert Smietana	Chairman
	Tolbert Chisum	Member
	Henry Mawicke	Member
	Elizabeth Bannon	Member
	Tim Dugan	Member
	Frank Cavalier	Member
	Dirk Degenars	Member
	Tom Feeny	Member
(arrived at 8:12)	Jim Junewicz	Member
Absent:	Gwen Sommers Yant	Member
	Susan Hoopes	Member
Other Village Officials Present:	Bradly Burke	Village Manager
	Susan Criezis	Community Development Director
	Devin Lavigne	Houseal Lavigne
	Trevor Dick	Houseal Lavigne
	Jackie Bossu	Village Trustee
	Jim Hughes	Village Trustee
	Tom Terrill	Village Trustee
	Robert Hastings	Village Clerk
Others Present:	Grace Terrill	122 Woodstock Avenue
	Vivian Vahlberg	530 Melrose Avenue
	Pat Hastings	366 Sterling Road

The minutes of the June 25, 2007 meeting were placed before the Commission. Member Bannon noted several changes. Member Chisum moved to approve the minutes as corrected. Member Cavalier seconded the motion, and upon a voice vote, the minutes as corrected were unanimously approved.

Chairman Smietana announced the purpose of the meeting was to review the revised draft of the Kenilworth Comprehensive Plan. Chairman Smietana urged the members of the Plan Commission to consider the draft under consideration at this meeting as a semi-final draft. Chairman Smietana said he anticipated the draft under consideration at this meeting, with changes incorporated in response to suggestion made during the meeting, will be posted online and available at the Village Hall for public review for approximately one month. Chairman Smietana noted at the conclusion of this review period, the Commission is anticipated to hold a public forum or open house for consideration of the draft plan. The goal is to have the final document with minor corrections and additions remaining to be presented at the pending public forum.

The Commission started with the Acknowledgements Page. Member Bannon suggested adding John McGinnis to the former Trustee category. A discussion about whether or not to list former Trustees in the Plan followed. Chairman Smietana said there was a consensus to eliminate former Trustees category and include Craig Miller, John McGinnis, and John Vitt under the Ad Hoc Committee as a former member of Ad Hoc.

Devin Lavigne, planning consultant from Houseal Lavigne, noted the Table of Contents numbering will be adjusted to reflect the actual page numbers once the draft is finalized.

Chairman Smietana suggested the Commission not focus on providing editorial comment at tonight's meeting pertaining to grammar and spelling and urged the Commissioners to focus on substantive changes to the draft plan. Chairman Smietana urged the Commissions to forward any spelling or grammar issues to Village Manager Burke for transmittal to the consultants and incorporation into the next draft.

Member Bannon passed out a sheet with a new paragraph she suggested should replace the first full paragraph in column three on page one in the draft plan. In reference to the suggested text, Chairman Smietana noted the Plan Commission was directed by the Village Board to do more than planning for the commercial district. The consensus of the Commission was to replace the paragraph per Member Bannon's suggestion.

Member Mawicke referred to the second paragraph under "The Kenilworth Community" on page one in the draft plan. He said there are architecturally significant homes which may not be historically significant so the reference to "historically" should be removed. Member Degenaaers suggested combining the second and third paragraphs in the area where member Mawicke noted his concern.

Member Bannon said she would like to strike the sentence on the top of the second column on page 2 because she felt it undermines the document. There was a consensus to strike the sentence.

Chairman Smietana said the word "high", in reference to the height of homes, should be changed to "tall" in the second column on page 2.

On to page 3, Member Bannon expressed a concern about the reference to Assembly Hall in the second column and expressed her opinion a parenthetical reference should be included saying "not a public building, but perceived as".

Minor corrections were noted to page 4 of the draft plan summarizing the questionnaire highlights.

Member Bannon expressed concern that the Plan Commission was not included in the first paragraph of the Vision Statement on page 5 in the draft plan. There was general discussion of the first paragraph on page 5. It was the consensus of the Plan Commission to add reference to both elected and appointed officials in this paragraph.

Member Cavalier asked why, in the first paragraph on page 5, there is a special recognition of the Ad Hoc Committee. Member Cavalier expressed his opinion a reference to the Ad Hoc Committee did not seem to fit in this location.

Member Jim Junewicz arrived at the meeting at 8:12 p.m.

Member Dugan said he had read the first paragraph on page 5 and expressed his opinion the text, as presented, incorporates and supersedes the Ad Hoc Committee's Vision Statement.

Member Mawicke suggested eliminating the reference to "historic" under residential neighborhoods in column 2 on page 5. Member Mawicke noted architectural and historical neighborhoods refer to two different points. A discussion of the reference to architecturally and historically significant neighborhoods followed. Member Degenars noted certain structures may be deemed "architecturally historic". A discussion of historic neighborhoods followed. There was a consensus to change this reference to architecturally historic.

In reference to the Vision Statement on page 5, Member Degenars said "new revenue" is not the purpose of the Plan Commission work on the Green Bay Road corridor. Member Degenars suggested taking the word "some" out of the second sentence of the first paragraph in column 3.

Member Bannon expressed concerned about the reference to below grade parking for the corridor. She said the Village does not currently allow underground parking. Member Cavalier suggested the reference to surface/below grade in the parking in column 3 on page 5 should be eliminated and simply read "improved with more parking for customers and for residents."

The Commission moved on to page 6, "Goals/Objectives"

Member Bannon expressed her opinion each Ad Hoc Committee recommendation should be identified as bullet points as presented in the memorandum previously reviewed by the Plan Commission.

Member Mawicke expressed concern about number 7 under Green Bay Road in reference to the statement about eliminating curb cuts. Chairman Smietana agreed and suggested deleting everything after the dash in item number 7 in the second column.

On page 7, Member Mawicke asked about reference to a potential median along Green Bay Road as referenced in item number 5. Member Mawicke asked if there was a consensus about the median. Chairman Smietana said some members do like the concept of a median. He said there is also a question of railroad right of way acquisition which would help to possibly realize the vision.

Village Manager Burke told the Commission Member Hoopes' (who was unable to attend) recommendations include adding a reference to the need for a cul-de-sac study and a Sears School Drop Off/Pick Up study in the Transportation and Circulation section on page 7.

In regard to page 9, Member Bannon requested further definition of a change to the title "Public/Semi-Public". The consensus of the Plan Commission was to leave the title as is.

Regarding the Land Use Plan figure on page 10, Member Bannon suggested adding language stating the commercial must complement the existing character of the Village. That change was added.

A discussion of the Historical Residential Development Pattern figure found on page 11 followed. Chairman Smietana noted based upon the figure, it appears that a building permit was never obtained for his home and asked Community Development Director Criezis to check

on the status of the building permit for his house so that the figure could be corrected if necessary.

Next on page 11, Member Bannon asked about permits issued after 1969 and suggested it may be appropriate to add diagrams representing the periods 1969 – 1979 and 1979 - 1989. Chairman Smietana agreed and questioned combining demolition permits with building permits. It was agreed that this page would be updated with additional charts.

Member Bannon also noted that the figure reflects permits issues through 2007; however, this year is not officially complete. Member Bannon suggested the date referenced should be reflective of the last permit issued prior to the ratification of the plan document. Chairman Smietana agreed with this recommended change.

On page 12, Member Bannon proposed additional language at the bottom of the description of the Kenilworth Community Development paragraph. The members of the Plan Commission agreed to the suggested revision.

For page 13, Chairman Smietana asked if the Police Department had reviewed the page. Manager Burke said yes and they commented on the language and provided clarification to the text.

On page 14 of the draft plan, Member Bannon expressed her opinion the paragraph about Pace Bus service should be reworked to take out the negative comment about no use by respondents to the questionnaire. She asked that “students and community service employees use the bus” be added. Member Mawicke agreed that the comment on the public transportation service should not be negative.

On the Transportation Plan found on page 15 in the draft plan, Member Degenaars proposed highlighting the intersection of Exmoor and Roger as a possible site for future intersection/safety improvements and inserting a dot to represent the four-way stop sign at Sterling and Wayland.

A discussion about the need for possible traffic calming safety measures followed. The Commission said they needed to explore other items to add for calming traffic, and this is an area for study.

On the Community Facilities Plan found on page 16, Member Bannon expressed her opinion she had a hard time understanding the logic in the order the items were presented. Member Bannon suggested the order to be more logical in its presentation and noted there was no reference to the Village’s Administrative Offices in this section of the draft plan. There was a consensus to add Village Administration to plan document.

Member Hoopes had provided comment that the details of the recent Sears School referendum should be added to column 2 on page 16 and replace the text pertaining to the 1998 referendum.

Commission Bannon suggested the first column on page 17 should acknowledge ownership of the Village Hall Building by the Historical Society and the Village’s ownership of the land. The Commission was in agreement to add these changes.

A resident clarified information on who is in charge of the Library District on page 18. The Commission felt this should be reviewed for accuracy. Minor changes were approved.

Member Mawicke referred to page 20, and asked about realignment of the Green Bay Road Trail with the potential trail route to be shown. He suggested adjusting the church's land for the Kenilworth Union Church to reflect the church's park property.

Member Cavalier said he thought the second paragraph on page 21 was a little harsh regarding the safety of the Green Bay Road corridor and suggested this language be softened.

Member Bannon proposed changing "historic" to "existing" in the second sentence of the second paragraph on page 21. Member Bannon also questioned the heading "New Development Versus Historic Character". A discussion of the heading followed, and it was agreed to change the heading to read "New Development with Historic Character."

Vivian Vahlberg questioned the focus on the revenue producing potential of the corridor.

On page 22 of the draft plan, Member Bannon was concerned about the reference to "entertainment" in the second column referencing the mixed use corridor. Member Bannon expressed her opinion she did not recall any discussion about entertainment. Member Mawicke said the only thing the Commission is talking about is food and dining. Member Cavalier proposed changing the subheading to "Food & Dining".

A general discussion about entertainment followed.

Member Dugan asked about a market study. He proposed adding alignment of the Green Bay Road Trail into language pertaining to the trail on page 22 of the draft plan.

In the first column on page 23 of the draft plan, Member Mawicke proposed deleting "complete" and replacing it with "commercial". The change was unanimously approved.

Member Bannon expressed concern about the strength of the second sentence and its relationship to the Blann building. The members of the Commission agreed to add language to the second sentence of the first paragraph in column one on page 23 to add the language "with few exceptions" to recognize there are a few buildings in the corridor that do reflect appropriately on the high quality of the Village's residential neighborhoods.

Members of the Plan Commission noted clarification and updates to the legend needed on page 24 Green Bay Road Existing Conditions.

Member Bannon expressed concern about the rumored closing of the train station and the need to be ready for the possibility of the station having a commercial use.

A discussion of regulations pertaining to the railroad right of way followed.

In the Illustrated Concepts section, Member Bannon suggested language referring to the possibility of right-of-way being given to a developer should be changed to read that the transfer of ownership of the right-of-way could be negotiated.

Additionally, it was noted the proposed Green Bay Road cross section should suggest placement of trees along the railroad right-of-way.

On page 32 of the draft plan pertaining to implementation, Member Bannon proposed changing the order of the bulleted items in the first column to move preparation of an "Action Agenda" to the second spot on the list.

There was general discussion of the use of the word "should" as opposed to "must" in the column 2 on page 32 pertaining to Review the Zoning Ordinance and Other Development Codes. Members of the Commission agreed to use the word "must" so the statement on consideration of revisions to the Zoning Ordinance regulations pertaining to the commercial zoning district and creation of a planned unit development is stronger.

Member Bannon expressed her opinion the fourth column on page 32 in the draft Plan should include a bullet to encourage the establishment of a Green Bay Road Merchants Association or Chamber of Commerce.

The Commission moved on to the Commercial Design & Development Guidelines.

In the first exhibit in the Design and Development Guidelines pertaining to Architectural Style, Member Bannon expressed her opinion she did not like photo number 1, and would like a better photo in its place. Member Bannon also suggested the second bullet on this page should have a reference to a "residential scale".

Member Degenars expressed his opinion a commercial building cannot be built to a residential scale and referred to doors and windows. Other Commission members also disagreed with Member Bannon's suggestion. Member Degenars pointed out that these are guidelines as opposed to rules. Planning consultant, Devin Lavigne, agreed with Member Degenars that commercial buildings cannot have residential scale doors and windows. The consensus of the Commission was not to reference a residential scale in the design guidelines.

There was a consensus to add a photo of the Blann building to the Architectural Style page of the Design and Development Guidelines.

On the Building Height, Placement & Orientation page of the Design and Development Guidelines, there was general concern with the photos used. The consensus was to replace photograph numbers 1, 2, and 3.

A discussion about using photos of old buildings or new construction that is built to look like old buildings and works well followed. Chairman Smietana expressed his opinion there should be some balance of new to old. Devin Lavigne said he would work with Member Bannon to select better photos. Chairman Smietana reiterated it is important that some new buildings are included as reference points in the Design and Development Guidelines.

In the Building Materials page of the Design and Development Guidelines, Member Bannon said the introduction paragraphs needed the language cleaned up and clarified. Community Development Director Criezis concurred and noted it is incorrect to suggest marble as an outdoor ornamentation because it is too porous and is only used inside.

Member Bannon was also concerned about limiting stucco to only Tudor stylings. Member Dugan suggested in reference to the guidelines, that the reference to stucco is about permitting stucco in a broader architectural use. Member Mawicke suggested using stucco only as an accent material. Member Degenars suggested the language needs to be clarified so it does not appear that wood buildings are prohibited.

The Commission moved on to the section about Roofs and Roofing in the Design and Development Guidelines. Member Cavalier asked why cedar shake shingles were not allowed. Member Chisum said they are a safety hazard. Member Degenars said if they were allowed, people would use them. Consultant Devin Lavigne noted the use of cedar shake shingles did not receive a favorable response in the Visual Preference Survey.

A discussion of the term “architectural quality” in reference to shingles followed. Devin Lavigne said the proposed Design and Development Guidelines do contemplate permitting simulated slate roofing materials.

Member Bannon suggested changing photograph 2 on this page.

Next, in the Doors, Windows, Ornamentation section of the Design and Development Guidelines, Member Bannon proposed adding photos showing display windows and bays to illustrate breaking up the façade.

The Commission wanted an example of window banding included which is not allowed.

In the Pedestrian Realm section of the Design and Development Guidelines, Member Mawicke asked if public seating were permitted as exemplified by photo number 1. A discussion about outdoor dining and the possibility of eating along the street frontage followed.

Chairman Smietana supported leaving photo number 1 in the Plan.

In the Parking and Service Areas section of the Design and Development Guidelines, Member Bannon suggested replacing photo number 6. Devin Lavigne said he would put in better photographs depicting dumpster enclosures.

Chairman Smietana said the photos show parking lots screened with low masonry walls. Trustee Bossu asked if the Village would want screening with walls even though that is not found throughout the Village.

Member Bannon proposed adding the word “initially” in reference to the size of trees in islands.

In the Lighting and Landscaping section of the Design and Development Guidelines, Member Bannon asked if there should be a reference to different standards for the front of the building versus the back of the building. Devin Lavigne said rear lighting should be minimized. Member Degenars expressed his opinion the lighting in back of buildings should be off overnight.

There was a discussion of the difference between pedestrian and commercial scale lighting. There was a consensus to allow lighting to be 12 feet to 15 feet high which is what is already included in the Plan.

A discussion of banners followed. There was a consensus that banners are nice and can be tasteful.

Finally, in the Signage and Awnings section of the Design and Development Guidelines, Member Bannon suggested awnings and signs be broken apart into separate sections on the page for clarity.

Member Bannon said with regard to reference to rear entries, the word “character” should be replaced by “quality.”

The Commission discussed signage permitted on windows. Devin Lavigne said signage on windows is permitted, and noted language will be added to limit window signage to business identification and hours of operation.

Member Bannon asked if the Commission wanted retractable or fixed awnings. The consensus was for fixed awnings.

Chairman Smietana thanked all Commission members for their input into the draft plan, and noted the target will be to have all revisions suggested tonight incorporated into the Draft Plan and the revised document made available online and at the Village Hall by the week of August 22, 2007. Chairman Smietana suggested the revised Draft Comprehensive Plans be available for public review for a period of approximately 30 days and noted during this review period he did not anticipate holding a Plan Commission Meeting. Chairman Smietana noted there will be no Plan Commission meeting on September 4<sup>th</sup>.

A discussion of scheduling two Open House events for the public to view the draft plan followed. The members of the Commission agreed to host two Open House events one on a Saturday and the other on a week night.

Chairman Smietana said based upon the Village calendar and to provide adequate time for the public to review the Draft Plan, the first open house will be on Saturday, September 29, 2007 and the other will be on Monday, October 1, 2007. Chairman Smietana suggested starting the October 1, 2007 open house earlier in the evening to make attending easier for Green Bay Road business owners and tenants. Chairman Smietana suggested hosting the Monday, October 1, 2007 open house from 6 to 8 pm.

Chairman Smietana reiterated there will be no regular September Plan Commission meeting. Chairman Smietana suggested the Plan Commission hold a formal Plan Commission meeting after the October 1<sup>st</sup> open house and suggested this meeting start at 8:00 p.m. Chairman Smietana suggested the purpose of the 8:00 p.m. meeting on October 1, 2007 would be for the Commission to discuss feedback received during the open houses and make a formal recommendation on the Draft Comprehensive Plan to the Village Board requesting board direction to proceed to public hearing on the draft document.

It was the consensus of the members of the Plan Commission to host two open house events with a regular Plan Commission meeting to follow after the October 1, 2007 open house for the purpose of considering input received from the public at the open house events and possibly making a recommendation to the Village Board.

Member Degenars made a motion to adjourn. Member Cavalier seconded the motion, which was unanimously carried, and the meeting adjourned at 11:30p.m.

Respectively submitted,

Bradly J. Burke