

VILLAGE OF



KENILWORTH, IL

**Zoning Board of Appeals Meeting
Wednesday, January 25, 2023**

Agenda Item I. CALL TO ORDER / ROLL CALL

A regular meeting of the Zoning Board of Appeals of the Village of Kenilworth in the Kenilworth Village Hall, Kenilworth, Illinois was held at 7:00 p.m. on Wednesday, January 25, 2023. Chair Thompson called the meeting to order at 7:03 p.m.

Attendance was as follows:

Zoning Board of Appeals Members Present:

Vicki Thompson	Chair, remote
Frank Cavalier	Member
Katherine Peterson	Member
Hester McCarthy	Member
Mark Hinkamp	Member
Jenelle Chalmers	Member

Zoning Board of Appeals Members Absent:

None

A quorum was present.

Other Recorded as in Attendance:

Village Officials and Staff:

Heather McFarland	Assistant to the Village Manager
Greg Jones	Village Attorney

Others in Attendance:

Chip Hackley	Architectural Review Commission Acting Chair
JT Mohr	Plan Commission Chair, remote

Chair Thompson opened the meeting.

Agenda Item II. APPROVAL OF MINUTES

The minutes of the Zoning Board of Appeals meeting of January 9, 2023, were presented to the members.

Member McCarthy made a motion to approve the January 9, 2023 Zoning Board of Appeals Meeting Minutes, as presented, and Member Cavalier seconded the motion.

A roll call vote was taken as follows on the motion:

Yea: McCarthy, Peterson, Thompson, Cavalier, Hinkamp, Chalmers
Nay: None
Absent: None
Abstain: None

The motion was approved 6 – 0.

Agenda Item III. PUBLIC HEARING

A. Public Hearing to consider amendments to Chapter 153 of the Kenilworth Code of Ordinances concerning the Plan Commission, Architectural Review Commission, Zoning Board of Appeals, and the procedures used to consider certain applications.

Chair Thompson opened the public hearing and shared that the Village Board is interested in increasing productivity and efficiency for application procedures. She further shared that she planned to make a motion to refer the matter to the Plan Commission for their review and recommendation as they wrote the original sign code. Member McCarthy added that she believed other committees should have been invited to participate in the conversation, and that she supported Chair Thompson’s planned motion to refer the matter to the Plan Commission. Chair Thompson then asked for Village Attorney Greg Jones to make a presentation to the group.

Mr. Jones provided background to the group of what would be discussed during the meeting. He explained that the Village Board’s interest in code modifications came following applications the prior year that involved several entitlements and required multiple public hearings by two boards. The changes being presented to the ZBA would seek to realign that the process is holistic. The proposed changes he shared, touched on zoning, lot consolidations, and the administrative code. Mr. Jones explained that the ZBA was able to discuss all changes, however, would only be able to offer recommendations to the Village Board that pertained to the zoning code.

Mr. Jones subsequently took the ZBA members through the proposed changes line by line. The changes included modifications to the subdivision referral procedure, consolidation of the Architectural Review Commission and Plan Commission, applications involving multiple requests, administrative review of compliant signs, and the elimination of an ex-officio requirement.

The group provided feedback on the following items:

Elimination of Ex-Officio Requirement – Chair Thompson provided support for this change.

Administrative Sign Review – Member McCarthy stated opposition to staff review of compliant signs. She further stated that her concern was related to the review of sign quality, design and materials used.

Plan Commission Member Qualifications - The group shared concerns regarding members who do not reside in Kenilworth. The group also suggested that real estate development, legal, and design experience be added to the listed qualifications for Plan Commission members.

Plan Commission Compensation – The group suggested this language be removed to be consistent with other reviewing bodies.

Plan Commission Composition – Member Chalmers suggested the language of returning to seven members should the Architectural Review Commission be absorbed by the Plan Commission.

Plan Commission Review of Certain Business District Variances – Mr. Jones shared the Plan Commission could review variances when other entitlements are sought for properties in the business district. Mr. Jones further explained that the Plan Commission would serve as a recommending body in these instances. The group expressed concern regarding this proposed code modification.

Architectural Review Commission (ARC) and Plan Commission Consolidation – Acting ARC Chair Chip Hackley stated concern with diluting the Commission’s purview. He stated that the Village needs a deeper ARC that also deals with residential design guidelines similar to Lake Forest and Park Ridge. Following brief discussion, Chair Thompson stated that such guidelines had not been previously implemented due to the community’s desire to retain the ability to modify their homes.

Member Hinkamp made a motion to recommend that the Village Board consider the ZBA’s recommendation as stated on January 25, 2023 and recommend that the Village Board refer the draft Ordinance to the Plan Commission for additional review and discussion. **Member Cavalier seconded the motion.**

A roll call vote was taken as follows on the motion:

Yea: McCarthy, Peterson, Thompson, Cavalier, Hinkamp, Chalmers
Nay: None
Absent: None
Abstain: None

The motion was approved 6 – 0.

Agenda Item V. BUSINESS FROM THE PUBLIC RELATED TO ITEMS NOT ON THE AGENDA

Assistant to the Village Manager Heather McFarland shared with the group that a request from the Park District had been received to amend their special use.

The group subsequently discussed the status of 100 Woodstock Avenue following their variance request.

Agenda Item VI. ADJOURN

Member Cavalier made a motion to adjourn and Member Chalmers seconded the motion.

A roll call vote was taken as follows on the motion:

Yea: McCarthy, Peterson, Thompson, Cavalier, Hinkamp, Chalmers

Nay: None
Absent: None
Abstain: None

The motion was approved 6 – 0.

The meeting was concluded at 9:12 p.m.

Respectfully Submitted,

Heather McFarland
Assistant to the Village Manager