

Draft Plan Commission Summary Meeting Minutes
Date: March 16, 2023

The Chairman called the roll recognizing that there was a quorum present with 2 commissioners absent. He introduced and welcomed back Scott Berman to the dais as the commission's newest member.

Absent: Commissioners J. Burman and T. Gevaryahu

A motion to approve the minutes of the Plan Commission meeting of March 2, 2023 was made by Commissioner Ousley and seconded by voice vote. Commissioner Berman abstained as he was not a member of the commission yet.

Case Descriptions:

2023-03P: Site Plan Approval: 3301 & 3321 Howard Street

ZAZ Holdings, LLC, requests site plan approval for an automotive fuel station and a car wash in an M3 Industrial zoning district to allow two principal buildings on one lot, and any other relief that may be discovered during the review of this case.

2023-04P: Special Use Permit: 3301 Howard Street

ZAZ Holdings, LLC, requests to amend an existing special use permit for an automotive fuel station in an M3 Industrial zoning district to modify the existing site plan and landscape plan, and any other relief that may be discovered during the review of this case.

2023-05P: Special Use Permit: 3321 Howard Street

ZAZ Holdings, LLC, requests a special use permit for a car wash in an M3 Industrial zoning district, and any other relief that may be discovered during the review of this case.

PINs: 10-26-401-078-0000 and 10-26-401-079-0000

Discussion and Interested Parties

Legal notice was advertised and posted as prescribed by the Zoning Chapter. Corporation Counsel noted that the completed affidavit was not submitted for review. Therefore, he announced that notice was improper.

Staff informed the commission that the petitioner sent an email stating that notice was not prepared and requests a continuance to the May 4, 2023 Plan Commission meeting.

Recommendations and Voting

The cases were continued to the May 4, 2023 meeting. No vote taken.

Draft Plan Commission Summary Meeting Minutes
Date: March 16, 2023

The Chairman called the roll recognizing that there was a quorum present with 2 commissioners absent. He introduced and welcomed back Scott Berman to the dais as the commission's newest member.

A motion to approve the minutes of the Plan Commission meeting of March 2, 2023 was made by Commissioner Ousley and seconded by voice vote. Commissioner Berman abstained as he was not a member of the commission yet.

Affordable Housing Policy Recommendation

Staff displayed a tweaked power point presentation based on comments from the previous meetings. These are the first steps to be recommended to the Trustees at the April 17, 2023 Village Board meeting.

- Goal A - to understand Skokie's changing demographics; study & assess the current available housing supply and the demand for inclusionary housing
- Goal B – bolster existing affordable housing repair programs; create a feasibility study for establishing a Skokie Land Trust; prepare a vacant home registry; working with rental property owners to improve rental units
- Goal C – getting the major employers to understand the job/housing mismatch and become vested in the cause
- Goal D – prepare an Inclusionary Housing Ordinance that will require new developments to include affordable housing units on-site as well as "fee in lieu" for affordable units in other developments; update the Zoning Code to allow "ADUs" - creating smaller housing units on a principle lot for care-givers or extended family or to be leased to keep homes affordable for property owners; the demolition of affordable housing stock which are replaced with homes that the low to moderate income workers cannot afford; identifying under-utilized paved parcels and incentivizing the conversion to sustainable green space or to be redeveloped into new housing
- Goal E – promote the protection and rights of Skokie's landlords and rental tenants by reviewing the rules of the rental agreement

Discussion and Interested Parties

Commissioners had many questions about the "fee in lieu" ranging from how it is calculated; would it be a percentage of project; a per unit fee; a fixed fee that the Village would control; is it determined by location of the development; available only for cash-rich developers; use of the funds by other developers; and if the funds can be used to support home improvement grants.

Another commissioner spoke about "ADU's" as a national trend. He questioned if the Village would allow one to be built on a 40-ft lot or would a garage have to be removed. He also asked if the Village would adjust codes so that people can live in basements. Another commissioner commented that some communities allow a detached garage to become an ADU but that would affect changes to street parking. Bumping out a back room could be considered an internal ADU.

Comments from interested parties included:

- can an ADU be built over a garage
- demo fees should be steep for teardowns of 2 houses to build a mansion
- fee in lieu should be very expensive and not just a "convenience fee"
- make sure that each new development is sized for the neighborhood
- Skokie used to be more affordable; to live in Skokie, income needs to be at \$90,000, yet 1 in 3 households earn less than \$50,000
- inclusionary housing plan is not responsive to Skokie's needs; especially to families with children
- Westfield's plan indicates a strong need for a Housing Commission
- 30% of units need to be affordable to lower income workers who already live in the community
- once a successful housing ordinance is established and recognized by a developer, others will follow suit
- affordable housing discussion only focuses on single-family homeowners – renters see their rent increasing with nowhere to go
- using "fee in lieu" to fix up existing units won't help add affordable units
- change the zoning for the conversion of garage to ADU and single-family homes into 2 or 3 flats
- can an ADU over a garage be a loft for workspace or a fitness room
- revise the zoning code regarding building heights and parking requirements
- create a Skokie Land Trust

Recommendations and Voting

A motion was made to approve the packet of recommendations and comments for presentation to the Village Board at the April 17, 2023 meeting.

Motion: Ousley

Second: Minchella

**Absent: J. Burman &
T. Gevaryahu**

Ayes: 7

Nays: 0

Draft Plan Commission Summary Meeting Minutes
Date: March 16, 2023

The Chairman called the roll recognizing that there was a quorum present with 2 commissioners absent. He introduced and welcomed back Scott Berman to the dais as the commission's newest member.

Absent: Commissioners J. Burman and T. Gevaryahu

A motion to approve the minutes of the Plan Commission meeting of March 2, 2023 was made by Commissioner Ousley and seconded by voice vote. Commissioner Berman abstained as he was not a member of the commission yet.

Case Description:

Discussion of Drive-Through Policy

Discussion of potential policy changes to address and mitigate impact for drive-throughs.

Staff initiated the discussion by giving background on the impact of drive-through restaurants. COVID19 changed the way people use quick service restaurants from in-person dining to drive-through. In fact, in the two years since, data shows drive-through activity still accounts for 75% of food sales. Many restaurants that didn't have a drive-through component added them when designing a new store.

According to drive-through studies, it takes about 6 minutes to go through a lane from ordering to pick-up window. Car idling for 10 seconds uses more fuel and emits more carbon dioxide into the air than shutting off a vehicle and then restarting it.

The Village already regulates where drive-throughs are allowed through the zoning code and requirement of special use permits. Additional site requirements are added for "retail street" areas.

The following discussion points were suggestions from the Environmental Sustainability Plan and the Land Use and Housing sections of the Comprehensive Plan and brought up for Plan Commission input:

- decreasing parking space requirements at drive-through establishments to allow for more green space, outdoor patios, or convenience parking for pre-ordered pick-up;
- remove drive-throughs as allowable uses in mixed-use districts including downtown;
- create more standard conditions for drive-through operations, especially requiring a plan on managing queue lines;
- prohibit deliveries during peak times
- require mobile ordering ahead to reduce time between the order board and the pick-up window
- require restaurants to promote recycling and composting for kitchen waste as well as dining waste
- require more trees to be planted on-site or a fee in lieu program based on number of cars using the drive-through to help mitigate the impact of emissions.

Ideas from the Plan Commission include:

- limit the number of drive-throughs on a lot
- require an operation plan in writing - if stacking line is too long cars will stack in the parking lot instead of on streets
- if queue line is too long - no charge for food order
- have 2 or 3 access points –it saves time and space and is better to have 24 cars in multiple lanes than all in one lane
- change on-site parking making sure that overflow doesn't move to residential areas causing neighbor complaints

Comments from interested parties:

- cars idling for more than 5 minutes need many more trees to offset carcinogens in the air– where are all these trees going to be planted
- more than just CO₂ emissions
- suggest conifers to surround drive-through
- change the culture - have an alternative system; drive-ups with engines turned off and car hops delivering food orders
- order ahead of time on an app
- install "No Idling" signs
- how are cars that automatically turn off when not moving effecting emissions
- drive-throughs effect amount of litter and single-use plastics
- focus on being a better place to be – should there be any more drive-throughs in Skokie
- there are better uses and value of the land than used for drive-throughs

Recommendations and Voting

Comments and feedback accepted from commissioners and interested parties.

No vote taken.