

Planning and Zoning Commission  
Regular Meeting  
October 11, 2017

I. CALL TO ORDER

A: David Gauger called the Planning and Zoning Commission Regular Meeting to order at 6:31 pm

II. ROLL CALL

A: Present

1: Stephanie Vermillion  
2: Tim Foster  
3: Debra Vander Weit  
4: Peter Fenneman  
5: David Gauger  
6: Donovan Day Director of Community Development  
Not Present  
1: Niki Warden  
2: David Schultz

III. APPROVAL OF MINUTES

A: Stephanie Vermillion made a motion to approve the minutes of September 13, 2017 for a Zoning Change for property at 612 and 614 E. Grand Avenue, Fox Lake, IL as written.

Peter Fenneman seconded the motion

DISCUSSION:

None

Ayes: Peter Fenneman, Debra Vander Weit, Tim Foster, Stephanie Vermillion, David Gauger  
Nays: None

Minutes approved as written

B: Peter Fenneman motion to approve the minutes of September 13, 2017 for a Variance for property at 98 Venice combined with 11 Holly, Fox Lake, IL as written.

Debra Vander Weit seconded the motion

DISCUSSION:

None

Ayes: Peter Fenneman, Debra Vander Weit, Tim Foster, Stephanie Vermillion, David Gauger  
Nays: None

Minutes approved as written

C: Tim Foster made a motion to approve the minutes for the September 13, 2017 Planning and Zoning Commission Regular meeting as written

Stephanie Vermillion seconded the motion

DISCUSSION:

None

Ayes: Peter Fenneman, Debra Vander Weit, Tim Foster, Stephanie Vermillion, David Gauger  
Nays: None

Minutes approved as written

IV. **OLD BUSINESS**

1: Draft of amended Village of Fox Lake Sign Ordinance

A: Members and Director Day discussed

- Incorporation of items from the old ordinance to the new ordinance
- Objective of new ordinance
- Signs to be included/placement of Village identifying signs throughout the Village
- Village branding
- Time limit to remove abandoned signs
- Clarification of “building façade”
- Completion of sentence on page 15, “F” 3a
- LED strip lighting/approval in certain districts/separate section for guideline clarification
- Attention getting signs i.e. balloons, flags etc./page 5 Festoon signs/add to Prohibitive Sign section
- Height of the placement of signage on building/exceptions
- Location/districts approved for Marquis signs
- Feather flags by video stores/requirement in the contract with the gaming company/contract cannot supersede local ordinances/not State mandated
- Business owners’ input/effect of signage on business success and recognition
- Business boot camp for effective marking of business
- Support of Village Trustees
- Time line for sign compliance/possible financial incentives for business owners to comply
- Retaining Code Enforcement in the Building Department/building personal relationships important
- Special Uses conditions being reviewed for compliance/consequences for non-compliance
- Page 2 and Page 10 discrepancies in size of banner signs
- Effect on and protection of current businesses with previous approval because of extenuating Circumstances/Sunset Clause
- Rte. 134 and 12-billboard extension for time allowance requested

B: Director Day’s suggestion for Plan and Zoning Commission issuing a letter recommending approval of the ordinance

- Mr. Gauger agreed a letter to the Board of Trustees supporting this document is sufficient

2: Design Guidelines

A: Members and Director Day discussed:

- Wait for the possibility of design guidelines designed for Fox Lake or adopt the guidelines of a neighboring community making minor adjustments to fit Fox Lake
- Trustee approval of this document
- Need for a document like this for upcoming development meetings
- Design Fox Lake around our natural resources/need to create identity/setting a bar
- January 1, 2018, target date for guidelines to be in place
- Need to identify specific districts in Fox Lake
- Incorporate the Comprehensive Plan
- Improvement of the look of Rte. 12 with Business Development funds

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3: Parking Lot Guidelines

A: Members and Director Day discussed:

- Design landscaping to fit topography of the area/goal for site lines of cars
- Create sufficient greenspace
- Plan review/work required before approval

Chairman Gauger directed Sue Landowska and Tim Foster to collaborate on a memo to the Village Board recommending adoption of all three ordinances

V: NEW BUSINESS

A: None

VI: PUBLIC COMMENT

A: None

VII: BOARD COMMENTS

A: None

VIII: ADJOURNMENT

A: Stephanie Vermillion made a motion to adjourn the Planning and Zoning Commission Regular Meeting at 7:52 pm.

Tim Foster seconded the motion.

DISCUSSION:

None

Ayes: Stephanie Vermillion, Tim Foster, Peter Fenneman, Debra Vander Weit, David Gauger

Nays: None

Meeting adjourned at 7:52pm.

Respectfully submitted by,  
Sue Langowski  
Secretary

Copies of the ordinance discussed is available for review at the Village Hall or on our website at [www.foxlake.org](http://www.foxlake.org)