

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
FEBRUARY 27, 2017**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

Village President O'Hara called the meeting to order at 7:05 p.m. in the Lake Bluff Village Hall Board Room, and Village Clerk Aaron Towle called the roll.

The following were present:

Village President: Kathleen O'Hara

Trustees: Barbara Ankenman
Steve Christensen
Eric Grenier
John Josephitis

Absent: Mark Dewart, Village Trustee
William Meyer, Village Trustee

Also Present: Aaron Towle, Village Clerk
Drew Irvin, Village Administrator
Peter Friedman, Village Attorney
Susan Griffin, Finance Director
Jeff Hansen, Village Engineer
Michael Croak, Building Codes Supervisor
David Belmonte, Police Chief
Jake Terlap, Public Works Superintendent
Glen Cole, Assistant to the Village Administrator

2. PLEDGE OF ALLEGIANCE

President O'Hara led the Pledge of Allegiance.

3. CONSIDERATION OF THE MINUTES

Trustee Christensen moved to approve the February 13, 2017 Board of Trustees Regular Meeting Minutes with the requested changes. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

4. NON-AGENDA ITEMS AND VISITORS

President O'Hara stated the Village President and Board of Trustees allocate fifteen minutes for those individuals who would like the opportunity to address the Village Board on any matter not listed on the agenda. Each person addressing the Village Board of Trustees is asked to limit their comments to a maximum of five (5) minutes.

There were no requests to address the Board.

5. VILLAGE BOARD SETS THE ORDER OF THE MEETING

At the request of those present, Trustee Josephitis moved to take the Consent Agenda, Agenda Items #7a, #20, #18, #19 and #16 then return to the regular order of the meeting. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

6. ITEMS #10, #11, #12 AND #13 – CONSENT AGENDA

President O’Hara introduced the following Consent Agenda items for consideration:

- 10. Correspondence Delivered in the February 10 and 17, 2017 Informational Reports;
- 11. A Resolution Approving a License Agreement for a Portion of the Village Right-of-Way (404 Moffett Road);
- 12. A Resolution Reallocating the 2017 Village of Lake Bluff Volume Cap to the Village of Buffalo Grove, Illinois (Host Community of the Lake County Private Activity Bond Clearinghouse); and
- 13. A Resolution Approving an Intergovernmental Agreement with Metra.

In response to a request from Trustee Christensen, Village Administrator Drew Irvin reviewed the proposed revisions in the intergovernmental funding agreement. He stated the Metra was responsive to the Village’s request to modify the agreement to reduce the Village’s obligation for indemnification of Metra as well as allow the Village to utilize its own procurement procedures and relieved the requirement for the Village to perform an audit at the end of the agreement.

Trustee Grenier moved to approve the Consent Agenda. Trustee Christensen seconded the motion. The motion passed on the following roll call vote:

Ayes: (4) Ankenman, Christensen, Grenier and Josephitis
Nays: (0)
Absent: (2) Dewart and Meyer

7. ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT: AN INFORMATIONAL REPORT FROM LAKE FOREST HIGH SCHOOL DISTRICT 115 SUPERINTENDENT MICHAEL SIMECK

Mr. Reese Marcusson, Lake Forest High School District 115 School Board President introduced himself and then recited the school’s mission then reviewed its fiscal responsibilities.

Lake Forest High School District 115 Superintendent Michael Simeck reported on the School’s academics status which included ACT Composite Score, Advanced Placement Participation, Honors Courses, New Offerings, New Theater Department, 6 National Merit Finalists, Faculty Member credentials, social/emotional support, college/career readiness, amongst others. Superintendent Simeck stated Lake Forest High School provides big school offering in a supportive small school environment and concluded his presentation with a slide of School District 115 at a glance.

In response to a question from Trustee Grenier, Ms. Anne Whipple, Director of Communications explained the criteria and benefits for the AP Scholars program.

President O'Hara stated the most significant investments that a community could make is in their schools and the success of the schools determines the success of our communities. She thanked Board President Reese Marcusson and Superintendent Simeck for the presentation.

8. ITEM #20 – AN ORDINANCE GRANTING VARIATIONS FROM THE VILLAGE'S FRONT YARD IMPERVIOUS SURFACE REGULATIONS (701 Park Place)

President O'Hara reported in November 2016 the Village received a zoning application from Victoria Lidstrom of Leggy Bird Designs on behalf of Jacopo and Leslie Leonardi (Petitioner), property owner of 701 Park Place, seeking zoning relief from the Village's Front Yard Setback, Corner Side Yard Setback, Floor Area Ratio, Impervious Surface Coverage, and Building Coverage regulations to allow for the construction additions to the existing structure.

President O'Hara reported at its meeting on January 4th the Plan Commission and Zoning Board of Appeals (PCZBA) conducted a public hearing to consider the Petitioner's request. The PCZBA continued the public hearing to allow the Petitioner additional time to finalize the construction drawings and solicit additional letters of support from neighboring property owners. She further reported on February 15th the Petitioner presented the final drawings and following deliberations and a vote of 5-1, the PCZBA:

- recommended the Village Board approve a 51.50% variation from the maximum front yard impervious surface regulations to allow a total of 1,009 square feet of impervious surface within the front yard setback; and
- approved, contingent on the Village Board's approval of the front yard impervious surface zoning relief, a 69.85% variation from the minimum front yard setback to allow a setback of 6.03 ft, a 44.56% variation from the minimum corner side yard setback to allow a setback of 8.02 ft, a 22.31% variation from the maximum floor area regulations to allow a total of 4,407 square feet of floor area, and a 41.8% variation from the maximum building coverage regulations to allow for a total of 3,835 square feet of building coverage. The PCZBA included in their approval the conditions that 1) construction parking be restricted to one side of the street for both Park Place and Simpson Street and 2) that the applicant submit a full engineering plan showing the drainage on the property and that the improvements will conform with the Village's storm water and drainage regulations.

In addition, President O'Hara reported the PCZBA member that voted against the application expressed concern over the increase in impervious surfaces that would result from the granting of the variances.

As there were no comments from the Board, Trustee Josephitis moved to approve first reading of the ordinance. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

9. ITEM #18 – A RESOLUTION APPROVING A TENTATIVE AND FINAL PLAT OF SUBDIVISION FOR PROPERTY LOCATED AT 370 MOFFETT ROAD

President O'Hara reported the property located at 370 Moffett Road is currently one parcel that is 2.91 acres in size. The parcel historically contained one single family residential home and a detached garage. The home was damaged by fire and removed in the early 1990's. The garage was removed in 2015. Trillium Park, LLC (Petitioner and property owner) has submitted an application to subdivide the parcel into two parcels. The proposed northern parcel would be 1.05 acres and the southern parcel would be 1.86 acres. Trillium Park, LLC has indicated it plans to construct a single family home on the northern parcel and has no immediate plans for the southern parcel.

President O'Hara reported in 1993 the Village passed Ordinance 93-19 which rezoned the property from R-4 to R-2. In that ordinance it indicates that the owner voluntarily allowed further restrictions to be placed on the parcel to allow for a maximum of 6 buildable lots, a minimum lot size of 12,000 square feet, and a minimum frontage of 82 feet for any future subdivision of the parcel. The current plat of subdivision would leave the southern lot with frontage along Moffett Road that would accommodate up to 4 lots if further subdivided in the future, leaving a total of 5 lots from the original parcel. Village Staff and Legal Counsel have confirmed the proposed subdivision complies with the Village's Subdivision Ordinance.

In addition, President O'Hara reported at the February 15th PCZBA meeting, the commission considered the application pursuant to Section 11-3-1 of the Village's Municipal Code and unanimously recommended the Village Board approve the Tentative and Final Plat of Subdivision with the condition that the applicant be required to install a sidewalk in the right of way of East Sheridan Place along the northern border of Lot 1 as a part of the building permit for the first new residence in the subdivision.

Trustee Christensen commented on the existing sidewalk configuration for that particular area and disclosed that his brother had expressed concern regarding the possibility of a sidewalk being built in front of his property. He asked that property owners in the proposed area be contacted, and allowed to provide feedback, should there be plans to connect the existing sidewalks.

As there were no further comments from the Board, Trustee Josephitis moved to adopt the resolution. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (4) Christensen, Grenier, Josephitis and Ankenman
Nays: (0)
Absent: (2) Dewart and Meyer

10. ITEM #19 – AN ORDINANCE GRANTING AN AMENDMENT TO A SPECIAL USE PERMIT FOR A BREWPUB LOCATED AT 16 EAST SCRANTON AVENUE (Lake Bluff Brewing Company)

President O'Hara reported on January 27, 2017 the Village received a zoning petition from Lake Effect Holdings, LLC (Petitioner), owner of the Village Commons building, seeking to amend the existing special use permit (SUP) to operate a brewery/brewpub at 16 E. Scranton Avenue. She further reported currently, the Lake Bluff Brewing Company operates at this location with a SUP authorized pursuant to Ord. #2015-15; however, the applicant wishes to renovate the interior of the tenant space to increase the amount of patron seating. Section 4(A) of the existing SUP requires that the Brewpub must be maintained in substantial accordance with the application that was submitted at that time. That application included a floorplan showing seating for a total of 22 patrons and the text of the application indicated that the space would accommodate approximately 25 customers.

President O'Hara reported the current submittal proposes to move the walk in cooler to the basement and eliminate the current pantry on the main floor. This would allow for an additional 182 square feet of space for patrons. The proposed floor plan would accommodate approximately 45 seated patrons. The increase of 182 square feet dedicated to patrons raises the maximum occupancy of the space for seating and standing from 56 to 61. She further reported on February 15th, the PCZBA conducted a public hearing to consider the zoning petition and recommended the Village Board approve the Petitioner's request subject to the following conditions:

- The business owner obtains one (1) additional downtown employee parking permit (for parking at the Train Station) to increase the availability of parking for downtown visitors and customers. In total, the owner will hold five (5) downtown employee parking permits.

Village Administrator Irvin confirmed the PCZBA unanimously recommended the Village Board approve the request.

Mr. Michael Dorneker, owner of Lake Bluff Brewing Company, stated the establishment will be closed for approximately 3 days because the majority of the renovations will be done behind the scene. He anticipates the project will be done by the end of March.

In response to a question from Trustee Josephitis, Mr. Dorneker stated that the outdoor dining area will have six tables to accommodate approximately 16 patrons. Also, there are plans to replace the 10 tap system with a 14 tap system which will provide them an opportunity to offer new products.

As there were no further comments from the Board, Trustee Grenier moved to approve first reading of the ordinance. Trustee Christensen seconded the motion. The motion passed on a unanimous voice vote.

Mr. Dorneker requested a waiver of second reading to allow construction to commence. Village Administrator Irvin shared that an “at your own risk building permit” was issued to Mr. Dorneker to allow work to begin on the project.

Following a brief discussion, it was the consensus of the Board to continue with normal procedures and not grant the requested waiver.

11. ITEM #16 – A RESOLUTION AUTHORIZING THE ADOPTION OF THE VILLAGE OF LAKE BLUFF 2023 STRATEGIC PLAN

President O’Hara reported since July 2016 the Village Board, Staff, as well as numerous community members have come together, under the facilitation of Lynn Montei of Lynn Montei and Associates, to formulate Lake Bluff’s second Strategic Plan – a document that will help define our organizational direction and assist the Village in how we allocate limited Village resources over the next six (6) years. She further reported attendees of the January 26 Community Dialogue and others have offered their advice and reflections regarding the Strategic Plan, resulting in the attached final draft. The Guidance Team is recommending a check-in with stakeholders regarding plan progress three years following adoption. In the coming weeks, Village Staff will develop an implementation plan that includes measurable outcomes (with the assistance of Lynn Montei) and schedule for Village Board consideration.

President O’Hara read her transmittal letter and expressed recognition, appreciation and gratitude to the Guidance and Synthesis teams (Paul Lemieux, Dustin Mengelkoch, Joy Markee, Cheri Richardson, Janet Nelson, Scott Rice, Gail Gamrath, Anne Sorensen, Steve Butzlaff, Scott Butler, Matt Kerouac and Lynn Montei) for their work on the project.

As there were no comments from the Board, Trustee Josephitis moved to adopt the resolution. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

12. ITEM #6A – WARRANT REPORT FOR FEBRUARY 1-15, 2017 AND JANUARY 2017 PAYROLL EXPENDITURES

Present O'Hara reported expenditure of Village funds for payment of invoices in the amount of \$418,071.07 for February 13-16, 2017 and \$170,646.59 for February 17-28, 2017 for manual checks issued before conversion to BS&A.

As such, the total expenditures for this period is in the amount of \$588,717.66.

As there were no questions from the Board, Trustee Christensen moved to approve the Warrant Report. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (4) Grenier, Josephitis, Ankenman and Christensen
Nays: (0)
Absent: (2) Dewart and Meyer

13. ITEM #7 – VILLAGE ADMINISTRATOR'S REPORT CONTINUED

Village Administrator Irvin stated the Residential Waste and Recycling 2017 Program Update fliers will soon be distributed to residents. The fliers explain the new services and program offerings and note that household collection will not change unless residents contact Groot to change their services.

14. ITEM #8 – VILLAGE ATTORNEY'S REPORT

Village Attorney Peter Friedman reported the upcoming biennial seminar for local government officials is scheduled for April 21st at the Glencoe Writers Theater.

15. ITEM #9 – VILLAGE PRESIDENT'S REPORT

President O'Hara encouraged elected officials and Staff to attend the aforementioned seminar. She reported at tonight's Committee-of-the-Whole Meeting the Board received an update from the Sustainability and Community Enhancement Committee (SEC) regarding its list of goals and priorities. The first priority of the SEC is education and second priority is the possibility of establishing pilot programs for backyard chickens and beekeeping in residential zoning districts. President O'Hara encouraged residents to attend the public meetings as well as provide feedback regarding the pilot programs. Lastly, President O'Hara asked residents to sign up to receive updated Village reports regarding community events.

16. ITEM #14 – A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF THE THIRD AMENDMENT TO THE DEPUTY CHIEF OF POLICE EMPLOYMENT AGREEMENT

President O'Hara reported since his appointment Deputy Chief of Police Mike Hosking has proven himself as an essential asset to the Village's police management team. As envisioned, he has provided strong administrative support and professional development to our Sergeants, Investigator and Officers. She further reported sadly, Deputy Chief of Police Mike Hosking has announced that he intends to retire effective October 31, 2017. Staff will begin a selection and assessment process for the Village's next Deputy Chief of Police at once. More information regarding the process will be provided to the Village Board in the coming weeks.

President O'Hara reported Deputy Chief Hosking's departure requires an amendment to his Employment Agreement setting the term of the agreement to conclude on his retirement date. This is the third amendment to the Deputy Chief of Police's Employment Agreement, originally made in February 2014 and previously amended in June 2015 and May 2016.

As there were no comments from the Board, Trustee Ankenman moved to adopt the resolution. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

17. ITEM #15 – A RESOLUTION APPROVING A SIGN EXEMPTION REQUEST FOR STAR CREATIONS LOCATED AT 75 ALBRECHT DRIVE

President O'Hara reported Star Creations is a home décor manufacturer and wholesale distributor who recently relocated to 75 Albrecht Drive. Star Creations occupies the tenant space in the northeast corner of the building and Homewerks occupies the rest of the building. She further reported they are proposing two wall signs on the building and a tenant panel in the existing multi-tenant monument sign. The sign code limits the number of wall signs to one per lot. Star Creations is requesting two so that they can have one sign visible from the parking lot entrance off Albrecht Drive and one sign over the front door (in an east-facing alcove) to indicate the location of the building entrance. With the existing wall sign for Homewerks on the west side of this building, this would bring the total number of wall signs on the property to three.

President O'Hara reported the proposed wall signs would be 61 square feet, one square foot larger than allowable. This size is necessary so that raised elements on the wall above the door are covered by the sign and do not project out from the sides. The sign approved for Homewerks is 76 square feet. (Homewerks received two sign code exemptions, for area and height, as recommended by the Architectural Board of Review ("ABR") and approved by the Village Board on 9/26/2016). She further reported the Star Creations wall sign is proposed to be 30'-1" tall, requiring an exemption to the allowable 20' height. The Homewerks sign is 32'-4" tall. The ABR considered the proposed signs at their February 7th meeting and voted 6-0 to recommend that the Village Board approve the sign exemptions.

In addition, President O'Hara reported in preparation for the Village Board's consideration of the request, the neighboring property owners have been notified of the meeting date and a resolution has been prepared transmitting the ABR's recommendation.

As there were no questions from the Board, Trustee Grenier moved to adopt the resolution. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (4) Josephitis, Ankenman, Christensen and Grenier
Nays: (0)
Absent: (2) Dewart and Meyer

18. ITEM #17 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT WITH FRONT RANGE ENVIRONMENTAL FOR THE VILLAGE OF LAKE BLUFF'S 2017 SANITARY SEWER MANHOLE REHABILITATION PROJECT

President O'Hara reported on Wednesday, February 22, 2017, bids were opened for the Village's 2017 Sanitary Sewer Manhole Rehabilitation Project. A total of three bids were received, with the lowest responsive bid of \$67,300.00 submitted by Front Range Environmental, LLC of McHenry Illinois. She

further reported the project includes grouting the outside of manholes, spraying a cementitious liner on the inside of manholes, and replacing seals and covers. The Village's 2014 Sanitary Sewer Evaluation Study of the East Terrace area identified these 23 manholes as the highest priority for rehabilitation. The project will reduce the amount of storm water that enters the sanitary sewer and lessen the probability of sanitary backups during rain events.

President O'Hara reported the Village's FY17 Budget includes \$90,000 for sanitary manhole rehabilitation. It is expected that an engineering consultant will be contract with to provide inspection services and that with the inspection services and asphalt pavement patching to be done separately, the total project cost will remain under the \$90,000 budget. She further reported the Village Engineer is recommending that an award be made to Front Range Environmental for the low bid amount of \$67,300.00.

Following a request from President O'Hara, Village Engineer Jeff Hansen stated the Village hired a consultant to conduct a study regarding flooding in the East Terrace area. The 2014 Sanitary Sewer Evaluation Study identified that certain segments of the main line needs lining or rehabilitation in these manholes which are causing pavement problems. This was the highest priority item evaluated for recommended work but priority one items were included in the proposed contract.

In response to a question from Trustee Josephitis, Village Engineer Hansen stated it is estimated that 300 to 400 gallons of water per minute flow between the 23 manholes. He provided information on upcoming pavement projects and advised that work have begun on the main line defects associated with the sewer lining project.

President O'Hara stated the East Terrace have experience numerous problems with sanitary backups and hopefully this will help alleviate some of the problems.

As there were no further comments from the Board, Trustee Ankenman moved to adopt the resolution. Trustee Josephitis seconded the motion. The motion passed on the following roll call vote:

Ayes: (4) Ankenman, Christensen, Grenier and Josephitis
Nays: (0)
Absent: (2) Dewart and Meyer

19. ITEM #21 – A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE VILLAGE OF VERNON HILLS AND THE VILLAGE OF LAKE BLUFF FOR THE PURPOSE OF ESTABLISHING INVOICE PROCEDURES FOR THE NETWORK LINK EXPENSES

Present O'Hara reported the Lake Bluff Police Department requires access to the State Law Enforcement Agencies Data System (LEADS) network which also provides access to the FBI's National Crime Information Center (NCIC), the National Law Enforcement Telecommunications System (NLETS) for other state's criminal justice information, and the LiveScan automated fingerprint identification system. The IL State Police requires compliance with strict security standards for access to LEADS. She further reported in April 2012 the Village Board approved an Intergovernmental Agreement (IGA) with Vernon Hills to share in the use and cost of a secure T-1 line to Springfield for LEADS. Recently, local police departments were notified that the State is changing from a T-1 line to a MetroEthernet link in April. The

Police Chief recommends that the Village continue to share in the use and cost of this connection. The new IGA with Vernon Hills reflects this change as well as the cost reduction from \$286 to \$182 per month.

As there were no comments from the Board, Trustee Christensen moved to adopt the resolution. Trustee Grenier seconded the motion. The motion passed on the following roll call vote:

Ayes: (4) Christensen, Grenier, Josephitis and Ankenman
Nays: (0)
Absent: (2) Dewart and Meyer

20. ITEM #22 – TRUSTEE’S REPORT

Trustee Grenier thanked everyone that worked on the Strategic Plan and noted it will be used extensively to consider Village policy and allocate resources.

21. ITEM #24 – ADJOURNMENT

Trustee Grenier moved to adjourn the regular meeting. Trustee Josephitis seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:04 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Aaron Towle
Village Clerk