

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
JUNE 22, 2015**

**APPROVED MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

Village President O'Hara called the meeting to order at 7:02 p.m. in the Lake Bluff Village Hall Board Room, and Village Clerk Towle called the roll.

The following were present:

Village President: Kathleen O'Hara

Trustees: Barbara Ankenman  
Steve Christensen  
Mark Dewart  
Eric Grenier  
William Meyer

Absent: John Josephitis, 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  
Michael Hosking, Deputy Police Chief  
Jake Terlap, Public Works Superintendent  
Brandon Stanick, Assistant to the Village Administrator (A to VA)

**2. PLEDGE OF ALLEGIANCE**

President O'Hara led the Pledge of Allegiance.

**3. CONSIDERATION OF THE MINUTES**

Trustee Christensen moved to approve the June 8, 2015 Board of Trustees Meeting Minutes as presented. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

**4. NON-AGENDA ITEMS AND VISITORS**

Mr. William Kowalewski, a resident of Campbell Court of Lake Bluff, inquired of the Village's actions concerning the stormwater issues on Campbell Court. President O'Hara stated the Village's Consultant, Christopher B. Burke Engineering, Ltd, is currently analyzing the flood study of the Campbell Court Subdivision. Village Administrator Drew Irvin stated the Finance Committee recommended the Village's Consultant get additional information and work with Great Lakes Naval Base to complete the topographic survey work.

In response to a comment from Mr. Kowalewski, Village Administrator Irvin stated that once the study is complete letters will be sent to Campbell Court residents regarding a summary of the study and noted the information will also be available on the Village's website. He stated once the studies are completed the Village Board will review the studies to consider what action if any to take regarding the issue.

Mr. Kowalewski inquired of the timeframe for the studies. Village Administrator Irvin stated progress has been delayed as the Consultant encountered coordination problems with Great Lakes Naval Base to allow surveyors access to the property on the base.

Mr. Kowalewski commented on the flood history associated with his home and noted his intent not to take any action until the Village reaches a resolution. President O'Hara stated the Campbell Court Subdivision was built in an area that was primarily wetlands and the Village cannot promise that flooding will not occur in this area or that the Village will participate in addressing the flooding.

Following a comment from Mr. Kowalewski, Village Administrator Irvin commented on the acceptable levels of stormwater management when the subdivision was approved and noted the recent standards are outlined in the current stormwater and wetland regulations and differ from when the land was originally subdivided and developed.

Mr. Kowalewski stated the flooding has worsened over time and expressed his opinion it was unacceptable for the Village to approve construction of a subdivision in wetlands. Mr. Kowalewski asked to receive updated information regarding the issue.

Village Engineer Jeff Hansen stated the Village's Consultant advised survey work would be completed once access is granted to Great Lakes Naval Base.

**5. VILLAGE BOARD SETS THE ORDER OF THE MEETING**

At the request of those present, Trustee Meyer moved to take Agenda Item #16, #13, #7B, #14, #15 and #12 then return to the regular order of the meeting. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

**6. ITEM #16 – A RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE FRATERNAL ORDER OF POLICE FOR LAKE BLUFF POLICE SERGEANTS**

President O'Hara reported in 2010 the Illinois Council of Police (ICOPs) was certified by the State to represent the Lake Bluff Police Sergeants on their first collectively bargained agreement. The agreement expired on April 30, 2014 and in July 2014 the Sergeants voted to authorize the Fraternal Order of Police Labor Council (FOP) to negotiate a contract on their behalf. The Village's negotiation team – Labor Attorney Jill O'Brien, Finance Director Griffin, and Deputy Chief Hosking - met several times with FOP representative Kevin Krug and the Sergeants (labor team). On June 16<sup>th</sup> Mr. Krug advised Ms. O'Brien that the Sergeants ratified the agreement. She further reported the 3-year agreement commences on May 1, 2014 and expires on April 30, 2017. It provides for a 2.5% wage increase each year. The percentage increase is the same as the FOP contract for non-supervisory police officers. All provisions of this document mirror the FOP agreement with two exceptions. The first exception, which is also a change from the Sergeant's ICOPs agreement, is for a 6 month probation period for new Sergeants which can be extended by the Police Chief for another 6 months from a 12 month period (18 months for new patrol officers.) The second exception requires Sergeants to rotate shifts annually instead of shift bidding based on seniority.

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

Ayes: (5) Ankenman, Christensen, Dewart, Grenier and Meyer  
Nays: (0)  
Absent: (1) Josephitis

**7. ITEM #13 – A RESOLUTION APPROVING A SITE PLAN REVIEW FOR BERNIE'S BOOKS AT 917 NORTH SHORE DRIVE**

President O'Hara reported Bernie's Book Bank (Petitioner), a charitable organization that distributes books to children in need, plans to relocate to 917 North Shore Drive. The Petitioner proposes adding a trellis, an entry canopy, and a wall at the entryway on the north side of the building. A wall sign is proposed on the entry wall and a ground sign is proposed east of the driveway. She further noted on June 2, 2015 the Architectural Board of Review (ABR) considered proposal and approved the signs as submitted and recommended Village Board approval of the proposed alterations to the building. 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 comments from the Board, Trustee Ankenman moved to adopt the resolution. Trustee Grenier seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Ankenman, Christensen, Dewart, Grenier and Meyer  
Nays: (0)  
Absent: (1) Josephitis

**8. ITEM #7B – VILLAGE ADMINISTRATOR'S REPORT REGARDING A REQUEST FROM BERNIE'S BOOK BANK TO WAIVE OR REDUCE BUILDING PERMIT FEES FOR THE REMODELING OF 917 NORTH SHORE DRIVE**

President O'Hara reported Bernie's Book Bank, a charitable organization that distributes books to children in need, plans to relocate to Lake Bluff and move into the building at 917 North Shore Drive. On May 7, 2015 the Village received a letter from Brian Floriani, Founder and Executive Director of Bernie's Book Bank, requesting a waiver or reduction of fees associated with the remodeling of 917 North Shore Drive. As the cost of this construction work is \$946,436, it is estimated the fees for this project would amount to \$28,380 if no waiver or reduction were granted. She further noted similar requests have been considered on a case-by-case basis for other non-profit and governmental organizations.

Following a question from Trustee Meyer, Village Administrator Irvin expressed his belief the largest fee waiver was approved for the initial construction of CLCJAWA's water treatment facility.

Trustee Meyer inquired of the expenses the Village will incur. Village Administrator Irvin stated the expenditures would be the fees associated for the contractual services with the City of Lake Forest. He explained the building permit fee process and noted there has been an increase to cover ongoing maintenance of the Village roadways and other infrastructure damaged by construction activity.

Trustee Meyer inquired of the scope of the project. Village Administrator Irvin stated the exterior and interior of the existing building is being remodeled to fit their service needs. Trustee Meyer expressed his opinion a 10 to 15 percent reduction would be appropriate.

Trustee Grenier expressed his support for a reduction of fees. He further stated the Village should be careful about setting precedence when using tax dollars to support non-profit organizations.

Trustee Dewart advised that the Finance Committee recommended these types of requests be considered on an individual basis, and given the rather high fee, the Village should be cautious.

Mr. Brian Floriani, Bernie's Book Bank Founder and Executive Director, provided background history regarding the organization and inquired of the purpose of the building permit fee process. Village Administrator Irvin reviewed the building permit fee process and noted it was established to cover the Village's cost for providing regulatory services and maintenance of the Village's infrastructure impacted by the construction.

As there were no further comments, Trustee Meyer moved to approve a 15 percent reduction to the building permit fees for the remodeling of 917 North Shore Drive. Trustee Grenier seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Ankenman, Christensen, Dewart, Grenier and Meyer  
Nays: (0)  
Absent: (1) Josephitis

**9. ITEM #14 – AN ORDINANCE GRANTING A VARIATION FROM THE VILLAGE'S PARKING REGULATIONS IN THE L-1 LIGHT INDUSTRY DISTRICT AND APPROVING A SITE PLAN FOR 101 S. WAUKEGAN ROAD**

President O'Hara reported on March 5, 2015 the Plan Commission and Zoning Board of Appeals (PCZBA) and the ABR conducted an informal workshop with representatives from Franklin 101 Waukegan, LLC (Petitioner) to review proposed modifications to the parking lot located at the Carriage Point Building (101 Waukegan Rd). On May 1<sup>st</sup> the Petitioner submitted a plan proposing to modify the site by reconfiguring the parking lot and adding various landscape elements.

President O'Hara reported at its meeting on May 20<sup>th</sup> the PCZBA conducted a public hearing regarding the proposal and: (1) recommended the Village Board approve zoning variations to allow parking in the front yard along Carriage Park Ave. and allow parking to encroach 65 ft. (86.67% variation) into the required front yard and (2) approved a zoning variation to allow reductions in the size of parking stalls from 10 ft. x 19.5 ft. to 9 ft. x 18 ft. (10% x 7.69%). The PCZBA's recommendation is conditioned on a) the Village Board's approval of the variations to allow parking in the front yard and b) the Petitioner to cooperate with the Village in the design and implementation of a pedestrian pathway along the north side of Carriage Park Ave. to increase connectivity throughout the Business Park.

In addition, President O'Hara reported on June 2<sup>nd</sup> the ABR continued the site plan review public hearing to allow the Petitioner additional time to respond to concerns for additional landscape plantings on the site. The ABR held a Special Meeting on June 11<sup>th</sup> and recommended the Village Board approve the following final proposed modifications to the property: 1) An increase of 107 parking spaces (from 244 to 351 spaces); 2) The installation of 19 new parking lot light fixtures; 3) Reconfiguration of the parking space locations and drive aisles and elimination of westerly entrance drive; and 4) Installation of additional landscaping along Carriage Park Ave., Waukegan Rd. and throughout the reconfigured parking lot. Portions of the landscape plantings are proposed for the Village's right-of-way. She further noted the Petitioner has submitted a letter requesting waiver of second reading.

Following a comment from Trustee Grenier, Village Administrator Irvin stated the PCZBA and ABR reviewed the preliminary landscape conceptual drawings and recommended the landscaping be placed in the side yard which is consistent with the Waukegan Road Corridor Study. A discussion followed.

President O'Hara stated the proposed landscape plan is consistent with the Waukegan Road Corridor Study as this action will allow property owners additional parking and make the area more attractive to perspective retail tenants as well as create a more viable Business Park.

In response to a comment from Trustee Dewart, A to VA Stanick stated there are currently two access drives from Carriage Park Avenue. The westerly access drive will be removed and the easterly drive will remain.

Mr. Donald Shoemaker of Franklin 101 Waukegan, LLC reviewed the landscape/tree removal plan and expressed his belief the interior improvements and additional parking will make the building more attractive.

Trustee Dewart moved to approve first reading of the ordinance. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

President O'Hara inquired of the request to waive second reading. Mr. Shoemaker stated the waiver would allow them to complete the improvements and market the building in a timelier manner.

Trustee Grenier moved to waive second reading of the ordinance. Trustee Christensen seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Ankenman, Christensen, Dewart, Grenier and Meyer  
Nays: (0)  
Absent: (1) Josephitis

**10. ITEM #15 – A RESOLUTION APPROVING A LICENSE AGREEMENT TO USE A PORTION OF VILLAGE PROPERTY (101 S. Waukegan Road)**

President O'Hara reported on May 1, 2015 Franklin 101 Waukegan, LLC requested approval to use a portion of the Village-owned Carriage Park Avenue right-of-way to install and maintain certain improvements, including trees, landscaping and other related improvements. The Village owns and controls the right-of-way that is located along the south side of Carriage Park Avenue. She further noted similarly, the Village has approved other license agreements to authorize the installation of improvements such as landscaping on other Village owned property.

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

Ayes: (5) Ankenman, Christensen, Dewart, Grenier and Meyer  
Nays: (0)  
Absent: (1) Josephitis

President O'Hara suggested the order of the meeting be amended to take agenda #12 in advance of #6a. There were no objections from the Village Board.

**11. ITEM #12 – A RESOLUTION APPROVING A SIGN EXEMPTION REQUEST FOR LEGGY BIRD DESIGNS AT 103 E. SCRANTON AVENUE**

President O'Hara reported on May 18, 2015 the Village received a sign permit application for a wall sign, window signs, and a door sign from Leggy Bird Designs, an interior design firm located at 103 E. Scranton Avenue. The ABR reviewed the proposed signs at its June 2, 2015 meeting and:

- Approved a wall sign, approximately 5 sq. ft. in size, that hangs above the entryway,
- Approved window signs for the storefront windows, and
- Recommended the Village Board grant an exemption from (Section 10-10-14B(2)) of the Sign Code to allow a door sign when other locations for signage are available.

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.

In response to a comment from Trustee Grenier, Village Administrator Irvin stated the proposed signage is consistent with other buildings on that particular block.

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

Ayes: (5) Ankenman, Christensen, Dewart, Grenier and Meyer  
Nays: (0)  
Absent: (1) Josephitis

**12. ITEM #6A – WARRANT REPORT FOR JUNE 16-30, 2015**

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$279,516.10 for June 16-30, 2015.

As such, the total expenditures for this period is in the amount of \$279,516.10.

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

Ayes: (5) Ankenman, Christensen, Dewart, Grenier and Meyer  
Nays: (0)  
Absent: (1) Josephitis

**13. ITEM #6B – MAY 2015 FINANCIAL REPORT**

At President O’Hara’s request, Finance Director Susan Griffin provided a brief summary of the May 2015 Finance Report, highlighting major revenue sources and expenditures for the period.

- Sales taxes for May 2014-March 2015 (FY15) are \$246,742 or 12% over the same period in 2013-14 on the strength of auto sales. Home rule sales tax of \$496,600 is 3.5% greater than last year;
- May has traditionally been the largest monthly receipt of state shared income tax revenue due to the filing of taxes in April. At \$102,570 May 2015 revenue is 18.6% greater than May 2014 and 5% greater than May 2013;
- Building permit revenue is \$44,650 in May 2015 compared to \$14,278 in May 2014;
- Capital project expenditures are minimal as projects begin in June with payouts in July;
- Contracts and commodities have increased this month due to the dispatching contract payment of \$141,000; and
- Water billed consumption is down from a reduction in billed consumption of 689,000 gallons. This resulted in a decline in water sales of \$2,591 (after accounting for the change in water rates from \$6.80 to \$6.95 effective May 1<sup>st</sup>).

Finance Director Griffin clarified her previous statement regarding the sewer charge and noted it was 6% less than the prior year.

As there were no questions from the Board, Trustee Ankenman moved to accept the Finance Report. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

**14. ITEM #7A – CONTINUATION OF THE VILLAGE ADMINISTRATOR’S REPORT:  
AN INFORMATIONAL REPORT FROM BUILDING CODES SUPERVISOR  
MICHAEL CROAK REGARDING DEPARTMENTAL ACTIVITIES**

Building Codes Supervisor Michael Croak reported on his responsibilities as Staff liaison for the ABR and the function of the Building Department which includes the zoning review process, property maintenance code enforcement, building code review and inspection, sign code review, energy conservation code, elevator inspection program, records and facilities management. He reviewed the 2009 – 2014 statistics relating to building permits and tree permits, as well as the new procedures regarding onsite permit issuance.

Building Codes Supervisor Croak stated the Village recently approved the construction debris recycling ordinance and noted contractors have been operating in accordance with the requirements outlined in the ordinance. In addition, he reported the State requires every government entity that distributes drinking water to have a viable water cross-connection program and explained the certification process.

Village Administrator Irvin commented on the recent trends that have occurred in the Building Department and noted Staff is reviewing the best methods to deal with the workload as a result of the increase in development activity.

Trustee Christensen commented on the reduction of Village Staff and stated the Village must be cognizant of the Village’s workload to ensure projects are completed in an appropriate manner. Village Administrator Irvin stated Staff will review the increase in permits and will provide information concerning organizational capacity at a future meeting.

**15. ITEM #7C – VILLAGE ADMINISTRATOR’S REPORT REGARDING THE  
DISPOSITION OF CERTAIN VILLAGE RECORDS**

Village Administrator Drew Irvin summarized the informational update regarding the conversion of paper documents into electronic files. A series of files have been converted and Staff will coordinate disposal pursuant to State law, presuming there are no concerns. There were no objections from the Board.

Village Administrator Irvin stated a temporary occupancy certificate was recently issued to Target, although, the Village is still waiting on the Illinois Department of Transportation approval for the traffic signals and other off-site improvements. He stated there are no specific limitations between Oxford Real Estate Equities and Target Corporation when the outlot buildings may open; therefore, one of the tenants has expressed a desire to open by July 4, 2015.

Village Administrator Irvin reported the Village Board, ABR, and PCZBA will host a joint visual preference workshop on Wednesday, June 24<sup>th</sup> to allow residents to participate in selecting a vision for the potential redevelopment of Central Business District Block Two and Block Three. Village Administrator Irvin stated the Village has discussed two methods to facilitate the redevelopment should the area be redeveloped and looks to establish design guidelines and modify zoning regulation that will provide a blueprint for future developers.

President O'Hara stated the goal is to provide potential developers with a conceptual direction regarding the Village's preference for potential redevelopment of Central Business District Block Two and Block Three.

**16. ITEM #8 - VILLAGE ATTORNEY'S REPORT**

Village Attorney Peter Friedman reported on the Supreme Court decision regarding sign regulations as a result Reed V. Gilbert, AZ (Court Case Number 11-15588). The Village Attorney will review the Village's current sign regulations with Village Staff to determine if any changes are needed.

**17. ITEM #9A – VILLAGE PRESIDENT'S REPORT**

Village President O'Hara reported on the upcoming Lake Bluff History Museum's 3<sup>rd</sup> Annual Antique Auto Show and Block Party scheduled for June 27<sup>th</sup>, the Fireman's Ball on July 3<sup>rd</sup>, and the 4<sup>th</sup> of July Parade.

The Village President is required by the municipal code to appoint members to the Village's various advisory Boards and Commissions, subject to the consent of the Board of Trustees. The following Village resident is recommended for appointment for a term expiring April 30, 2017. She reported that Ms. Davis is an active member of the senior center and longtime Village resident.

Senior Resources Commission: Mary Jo Davis

Trustee Ankenman moved to appoint Mary Jo Davis to the Senior Resources Commission. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

**18. ITEM #10 AND #11 – CONSENT AGENDA**

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

10. Correspondence Delivered in the June 5 and 12, 2015 Informational Reports; and
11. Second Reading of an Ordinance Amending Provisions of Title III of the Lake Bluff Municipal Code Concerning the Number of Class A Liquor Licenses.

President O'Hara reported on June 8, 2015 the Village received a liquor license application from Target Corporation. The application seeks approval of a Class A license which authorizes the retail sale of alcohol, in the original package and not for consumption on the premises where sold, as well as limited alcohol tasting activities. Section 3-2-10 of the Municipal Code establishes the maximum

number of alcoholic beverage licenses (by classification) available for issuance. Currently the liquor regulations allow for two Class A licenses (held by Heinen's and Wisma). Therefore, it is recommended Section 3-2-10 of the Municipal Code be amended to increase the number of licenses for Class A from two to three. The Village Board approved first reading at its June 8<sup>th</sup> meeting.

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

Ayes: (5) Ankenman, Christensen, Dewart, Grenier and Meyer  
Nays: (0)  
Absent: (1) Josephitis

**19. ITEM #17 – AN ORDINANCE REAPPOINTING AN ALTERNATE DIRECTOR TO REPRESENT THE VILLAGE OF LAKE BLUFF ON THE CENTRAL LAKE COUNTY JOINT ACTION WATER AGENCY**

President O'Hara reported pursuant to an intergovernmental agreement that established the Central Lake County Joint Action Water Agency (Agency), the Village Board is required to appoint one Director and one Alternate Director to serve on the Agency's Board of Directors. Village President O'Hara currently serves as Director through April 30, 2017, and Trustee Dewart was appointed in June 2011 to serve as Alternate Director for the term expiring April 30, 2015. The ordinance reappoints Trustee Dewart to serve as Alternate Director through April 30, 2019. She further reported that Village Engineer Jeff Hansen has assumed the position of Executive Committee Member with the Agency on behalf of the Village upon the retirement of former Village Engineer George Russell.

Trustee Ankenman moved to approve first reading of the ordinance. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

Trustee Christensen moved to waive second reading of the ordinance. Trustee Grenier seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Ankenman, Christensen, Dewart, Grenier and Meyer  
Nays: (0)  
Absent: (1) Josephitis

**20. ITEM #18 – TRUSTEE'S REPORT**

There was no Trustee's report.

**21. ITEM #20 – CONSIDERATION OF THE MINUTES OF THE JUNE 8, 2015 EXECUTIVE SESSION MEETING**

Trustee Dewart moved to approve the June 8, 2015 Executive Session Meeting Minutes as presented. Trustee Christensen seconded the motion. The motion passed on a unanimous voice vote.

**22. ITEM #21 – ADJOURNMENT**

Trustee Grenier moved to adjourn the regular meeting. Trustee Christensen seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:27 p.m.

Respectfully Submitted,

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R. Drew Irvin  
Village Administrator

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Aaron Towle  
Village Clerk