

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
APRIL 11, 2016**

**APPROVED MINUTES**

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

Village President O'Hara called the meeting to order at 7:00 p.m. in the Lake Bluff Village Hall Board Room, and in the absence of Village Clerk Aaron Towle, Deputy Village Clerk Drew Irvin called the roll.

The following were present:

Village President: Kathleen O'Hara

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

Absent: Aaron Towle, Village Clerk

Also Present: Drew Irvin, Village Administrator  
Peter Friedman, Village Attorney  
Susan Griffin, Finance Director  
Michael Croak, Building Codes Supervisor  
Jeff Hansen, Village Engineer  
David Belmonte, 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. AWARD AND PROCLAMATIONS**

President O'Hara read the Proclamation declaring April 29, 2016 as *Arbor Day*.

Public Works Superintendent Jake Terlap stated Lake Bluff has been designed a Tree City USA for 20 consecutive years and presented President O'Hara with a plaque.

**4. CONSIDERATION OF THE MINUTES**

Trustee Josephitis moved to approve the March 28, 2016 Board of Trustees Regular Meeting Minutes as presented. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

**5. 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.

Ms. Sandra Hart, Lake County Board Member and Lake County Forest Preserve Commissioner, announced she will present the 2040 Lake County Bike Plan and review the non-motorized trails in the forest preserve on April 21<sup>st</sup> at the Lake Bluff Library. Ms. Hart thanked the Board for televising Board meetings and the recently installed pedestrian crosswalk at the intersection of Sheridan Road and E. Scranton Avenue.

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

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

**7. ITEM #13 – AN ORDINANCE DESIGNATING THE STRUCTURE AT 1010 GREEN BAY ROAD AS A HISTORIC LANDMARK**

President O'Hara reported on March 2, 2016 the Village received an application for landmark designation of the house located at 1010 Green Bay Road more commonly known as the "Ralph Poole House" from Mr. Trent Wisheart (Property Owner). Pursuant to the 2008 architectural survey, the house has a local significance rating of "Significant." Additionally, the house was constructed in 1912 and is an example of the French Eclectic style of architecture by architect David Adler. She further reported at a special meeting on March 29<sup>th</sup> the Historic Preservation Commission (HPC) conducted a public hearing to consider the proposed nomination and unanimously recommended the Village Board approve landmark designation status for 1010 Green Bay Road. In addition, renovation plans were presented to the HPC during an advisory review and the Commission determined the proposed work is consistent with the purposes and goals of the Village's historic preservation regulations. In addition, she reported the advisory review was conducted prior to receiving landmark status to accommodate the Property Owner's construction timeline, as well as be eligible for a reduced building permit fee for which landmark structures qualify. Since the appointment of the HPC in 2004, there have been 23 local landmark designations in the Village.

Ms. Susan Benjamin, of Benjamin Historic Certifications, gave a brief background presentation on the Ralph Poole House and its architect David Adler.

President O'Hara stated the restored home will continue to be a tremendous attribute to the community and she invited Mr. Michael Hoeft to the podium and presented him with the Village's landmark designation plaque.

As there were no further comments from the Board, Trustee Dewart moved to approve first reading of the ordinance. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Ankenman, Christensen, Dewart, Grenier, Josephitis and Meyer  
Nays: (0)  
Absent: (0)

President O'Hara stated the Petitioner has requested waiver of second reading due to the construction timeline.

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

Ayes: (6) Christensen, Dewart, Grenier, Josephitis, Meyer and Ankenman  
Nays: (0)  
Absent: (0)

**8. ITEM #14 – AN ORDINANCE AMENDING ORDINANCES 99-27, 2004-09, 2008-14, 2009-5 AND 2012-5 CONCERNING THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF A TENT FACILITY (Blair Park – 355 West Washington Avenue)**

President O'Hara reported on March 4, 2016 the Village received a final zoning application from the Lake Bluff Park District (Petitioner) requesting an amendment to an existing Special Use Permit (SUP) allowing for the construction, operation and maintenance of a tent facility east of the golf course and adjacent to the club house at 355 W. Washington Avenue. The tent facility was previously authorized pursuant to Ordinance 2009-05 (expired November 1, 2011) with certain conditions concerning lighting, landscaping, days and hours of operation for events and the duration of the SUP, and again through Ordinance 2012-05 (expired on November 1, 2015), with additional conditions of approval such as: hours of operation, parking in the northeast lot, installation of a tent wall and speakers and amplification equipment.

President O'Hara reported on March 16<sup>th</sup> the Plan Commission and Zoning Board of Appeals (PCZBA) conducted a public hearing and recommended the Village Board approve the Petitioner's request to amend the SUP to: i) further extend the duration of the tent through December 31, 2019; ii) allow a smaller tent that is 2,400 sq. ft. in size (previously 6,000 sq. ft. in size); and iii) continue to abide by the aforementioned conditions pursuant to Ordinances 2009-05 and 2012-05. At its meeting on April 5<sup>th</sup> the Architectural Board of Review (ABR) conducted a public hearing and recommended the Village Board approve the amended site plan for a 2,400 sq. ft. tent. The paved area that would no longer be under the tent would become a patio with tables and planters.

As there were no comments from the Board, Trustee Christensen moved to approve first reading of the ordinance. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Dewart, Grenier, Josephitis, Meyer, Ankenman and Christensen  
Nays: (0)  
Absent: (0)

Lake Bluff Park District Executive Director Ron Salski stated the request to waive second reading will provide more time to purchase and install the tent prior to the first scheduled outing event.

Trustee Ankenman expressed her preference to allow the public time to respond to requests if no valid reason is provided for waiving second reading. She noted that the Park District's request to waive second reading appeared to her to be warranted.

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

Ayes: (6) Grenier, Josephitis, Meyer, Ankenman, Christensen and Dewart  
Nays: (0)  
Absent: (0)

**9. ITEM #15 – SECOND READING OF AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO LAKE EFFECT HOLDINGS, LLC TO PERMIT OPERATION OF AN EATING PLACE WITHOUT A DRIVE-THROUGH FACILITY AND APPROVING A SITE PLAN AT 600 WALNUT AVENUE (Hansa Coffee Roasters)**

President O’Hara reported in January 2016 the Village received a zoning petition and a site plan review application from Lake Effect Holdings, LLC (Petitioner), owner of the former Village Market building (600 Walnut Avenue), seeking: (i) a Special Use Permit (SUP) to operate an eating place without a drive through facility, (ii) changes to the exterior of the building and the installation of an awning sign (which awning sign is presented in Agenda Item 16). The Petitioner’s tenant is Hansa Coffee Roasters, a local coffee roaster that will provide a full service coffee bar, an assortment of roasted coffee beans, bakery/breakfast items, coffee machines, presses and other accessories.

President O’Hara reported at its meeting on February 2<sup>nd</sup> the ABR conducted a public hearing and recommended the Village Board approve an amended site plan allowing for the installation of window shutters, an awning structure above the entrance with a sign on each of the three sides of the awning valance, and to approve the existing position of the staircase (which was shown as perpendicular to the building pursuant to Resolution #2006-09). On February 17<sup>th</sup> the PCZBA conducted a public hearing and recommended the Village Board deny the request for a SUP for an eating place because of the impact the new business would have on parking within the Central Business District (CBD). She further reported at its meeting on February 22<sup>nd</sup> the Village Board considered the recommendations, and in light of new information presented to the Village Board by the Petitioner that was not previously presented to the PCZBA, referred the zoning petition back to the PCZBA for further consideration. On March 16<sup>th</sup> the PCZBA conducted a public hearing and, with additional information on parking and traffic, recommended (on a 4 to 0 vote with 1 abstention) the Village Board approve the request for a SUP with the following conditions:

- Hansa Coffee Roasters (Restaurant) shall be the exclusive Restaurant operating at this location;
- The Restaurant shall be a coffee shop that shall not prepare food on-site;
- The Restaurant shall operate from 6:00 a.m. to 9:00 p.m. Monday through Friday, 7:00 a.m. to 10:00 p.m. on Saturday, and 12:00 to 6:00 p.m. on Sunday;
- No more than 28 seats may be provided for customer use;
- The maximum space for the Restaurant shall not exceed 1,030 sq. ft.;
- The Restaurant shall meet regularly with Village Staff to review traffic, parking and other issues relating to business operations; and
- All Restaurant employees must obtain a Downtown Employee Parking Permit and park at the Train Station.

In addition, President O’Hara reported on March 28<sup>th</sup> the Village Board approved first reading of the ordinance. Since that time, Rich and Associates, the Village’s Parking Consultant and Village Engineer Jeff Hansen, have opined on the business owner’s request to amend the hours of operation to 6:00 a.m. to 10:00 p.m. on Friday and 7:00 a.m. to 6:00 p.m. on Sunday (no change to Mon-Thurs & Sat).

In response to a question from President O’Hara, Village Engineer Jeff Hansen stated the request to amend the Friday and Saturday hours of operation will not impact traffic or parking in the downtown.

Mr. John Davis, owner of Prairie Espresso, read his prepared comments expressing his belief the actions taken by Village Officials are leading the community away from being a “Village” and moving toward a “City”. Mr. Davis stated he leaves it up to the Board to make the right decision as this moment will define them as the representatives that will act in the best interest of the residents. Mr. Davis stated Hansa may be approved and have a Lake Bluff address, but will never be a part of the community.

President O’Hara expressed her agreement that tonight’s decision will define the Board. She referenced the Lake Bluff Strategic Plan noting the Vision Statement envisions the Village as a community whereby the business climate sustains a robust and stable local economy. The Village has developed and enacted policies and procedures to help strengthen the free enterprise system allowing businesses to grow and thrive. President O’Hara stated the Village is committed to fostering local economic growth by promoting practices that allow for economic sustainability through innovation and competition, all by allowing the market place and consumers to determine what businesses are in our community. The Board is charged with being a good and impartial government which does not allow the Village to be partial to certain businesses. Lastly, President O’Hara stated this philosophy is important for the Village business community because without it would lead to stagnation and empty storefronts.

As there were no further comments from the Board, Trustee Josephitis moved to approve second reading of the ordinance. Trustee Christensen seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Josephitis, Meyer, Ankenman, Christensen, Dewart and Grenier  
Nays: (0)  
Absent: (0)

Trustee Dewart moved to approve amendment of the hours of operation to 6:00 a.m. to 10:00 p.m. on Friday and 7:00 a.m. to 6:00 p.m. on Sunday. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Meyer, Ankenman, Christensen, Dewart, Grenier and Josephitis  
Nays: (0)  
Absent: (0)

**10. ITEM #16 – A RESOLUTION APPROVING A SIGN EXEMPTION REQUEST FOR 600 WALNUT AVENUE**

President O’Hara reported the signage requested for Hansa Coffee includes three awning signs, one facing each direction (north, south, and east) on the descending skirt and two window signs. Placing an awning sign on each side of the awning allows the business name to be visible to people approaching from any direction. The three awning signs require an exemption from Section 10-10-14B of the Village Sign Code which limits each business to one awning sign. The ABR reviewed the proposed signs at its February 2<sup>nd</sup> meeting and recommended the Village Board approve an exemption from the Sign Code to allow them.

She further 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 Josephitis, Mr. Robert Douglass, Managing Partner for Lake Effect Holdings, stated he signed a document with the Village assuming complete responsibility to remove the awning if the request was denied.

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

**11. ITEM #7A – WARRANT REPORT FOR APRIL 1-15, 2016 AND MARCH 2016 PAYROLL EXPENDITURES**

President O'Hara reported expenditure of Village funds for payment of invoices in the amount of \$169,971.18 for April 1-15, 2016.

President O'Hara reported expenditure of Village funds for payroll in the amount of \$379,400.03 for March 2016.

As such, the total Expenditures for this period is in the amount of \$549,371.21.

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

Ayes: (6) Ankenman, Christensen, Dewart, Grenier, Josephitis and Meyer  
Nays: (0)  
Absent: (0)

**12. ITEM #7B – MARCH 2016 FINANCE REPORT**

At President O'Hara's request, Finance Director Susan Griffin provided a brief summary of the March 2016 Finance Report highlighting major revenue sources and expenditures for the period:

- Sales tax revenue for May-December 2015 is \$1.93 million which is \$234,000 or 14% greater and home rule sales tax of \$542,000 is \$153,000 or 39% greater than the same period in 2014;
- Income tax revenue of \$554,000 for May 2015-March 2016 is 11% greater than the same period in 2014-15;
- Building permit revenue projection has been revised from \$660,000 to \$500,000 as some anticipated building activity is not expected to commence before May 1<sup>st</sup>;
- Capital project expenditures exceed the same period in the prior fiscal year by \$542,000; and
- Water billed consumption is down 6.09 million gallons. This resulted in a decline in water sales of \$18,000 (after accounting for the change in water rates).

Finance Director Griffin stated Staff continues to closely monitor the actions in Springfield and assess the implications to the Village of potential changes in State-shared revenue allocations, property tax limitation changes or pension law reform. In addition, she stated the Finance Committee is scheduled to meet on April 25, 2016 at 6:00 p.m. in the Village Hall Board Room.

Trustee Christensen moved to accept the Finance Report. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

**13. ITEM #8 – VILLAGE ADMINISTRATOR’S REPORT**

Village Administrator Irvin reported the North Shore Electricity Aggregation Consortium (NSEAC) have been actively pursuing additional services and programs that would benefit its residents. Over the past year electricity rates have been as competitive as ComEd and NSEAC has not locked in a price with an alternate supplier. However, market conditions have changed and it is possible that a resolution authorizing a contract to strike a price with Constellation Energy may be possible soon.

**14. ITEM #9 – VILLAGE ATTORNEY’S REPORT**

Village Attorney Peter Friedman had no report.

**15. ITEM #10 – VILLAGE PRESIDENT’S REPORT**

President O’Hara stated the Tri-Board, which consists of the Village, Lake Bluff School District #65 and the Lake Bluff Park District, met last week and discussed the state of each respective organization. President O’Hara reported on the on-going discussion, financial situation and potential expansion of an additional charter school for North Chicago School District #187. There have been discussions amongst surrounding communities allowing local officials to stay current of the ongoing issue.

**16. ITEMS #11 AND #12 – CONSENT AGENDA**

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

- 11. Correspondence Delivered in the March 25 and April 1, 2016 Informational Reports; and
- 12. Second Reading of an Ordinance Amending Title I of the Municipal Code of the Village of Lake Bluff Regarding the Comprehensive Fee Schedule.

Trustee Ankenman moved to approve the Consent Agenda. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

**17. ITEM #17 – TRUSTEE’S REPORT**

There was no Trustee’s report.

**18. ITEM #18 – EXECUTIVE SESSION**

At 7:51 p.m. Trustee Dewart moved to enter into Executive Session for the purpose of discussing Property Disposition (5 ILCS 120/2(c)(6)) and Executive Session Minutes (5 ILCS 120/2(c)(21)). Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Christensen, Dewart, Grenier, Josephitis, Meyer and Ankenman  
Nays: (0)  
Absent: (0)

There being no further business to discuss, Trustee Dewart moved to adjourn out of executive session. Trustee Josephitis seconded the motion and the motion passed on a unanimous voice vote at 8:24 p.m.

**19. ITEM #19 – CONSIDERATION OF THE MARCH 28, 2016 EXECUTIVE SESSION MEETING MINUTES**

Trustee Christensen moved to approve the March 28, 2016 Executive Session Meeting Minutes as presented. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

**20. ITEM #20 – ADJOURNMENT**

Trustee Josephitis moved to adjourn the regular meeting. Trustee Ankenman seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:25 p.m.

Respectfully Submitted,

---

R. Drew Irvin  
Village Administrator

---

R. Drew Irvin  
Deputy Village Clerk