

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
APRIL 25, 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 Village Clerk Aaron Towle 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

Also Present: Aaron Towle, Village Clerk  
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 May 2016 as *National Historic Preservation Month*.

**4. CONSIDERATION OF THE MINUTES**

Trustee Ankenman moved to approve the April 11, 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. Robin McAfee (Resident) inquired of the process to volunteer and serve on the Village's advisory boards. President O'Hara stated residents must complete the advisory board/commission application available on the Village's website. Advisory Board appointees are made by the Village President with consent from the Board of Trustees.

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

There were no requests to change the order of the meeting.

**7. ITEM #7A – WARRANT REPORT FOR APRIL 16-30, 2016**

President O'Hara reported expenditure of Village funds for payment of invoices in the amount of \$148,019.95 for April 16-30, 2016.

As such, the total Expenditure for this period is in the amount of \$148,019.95.

As there were no comments from the Board, Trustee Josephitis moved to approve the Warrant Report. Trustee Dewart 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)

**8. ITEM # 8A – VILLAGE ADMINISTRATOR'S REPORT**

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

Trustee Dewart moved to accept the report. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

**9. ITEM #9 – VILLAGE ATTORNEY'S REPORT**

Village Attorney Peter Friedman had no report.

**10. ITEM #10 – VILLAGE PRESIDENT'S REPORT CONCERNING APPOINTMENTS TO VILLAGE ADVISORY BOARDS AND COMMISSIONS**

President O'Hara reported 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 residents are recommended for reappointment:

Architectural Board of Review (2 year term):

Robert Hunter  
Stephen Rappin  
Carol Russ

Board of Fire & Police Commissioners (3 year term):	Craig Pierson
Historic Preservation Commission (4 year term):	Janie Jerch
Joint Plan Commission and Zoning Board of Appeals (3 year term):	Sam Badger Elliot Miller Gary Peters
Senior Resources Commission (2 year term):	James Blanda

In addition, the Village President also recommends reappointment of the following chairpersons and vice chairperson to one year terms:

- Architectural Board of Review Chair – Robert Hunter
- Historic Preservation Commission Chair – Janet Nelson
- Historic Preservation Commission Vice Chair – Robert Hunter
- Plan Commission and Zoning Board of Appeals Chair – Steven Kraus

Following a brief discussion, President O’Hara stated Michael Goldsberry has elected to resign, but will continue to serve on the Joint Plan Commission and Zoning Board of Appeals until a new member is appointed.

Trustee Christensen moved to approve the recommended appointments to the various Village advisory boards. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

**11. ITEM #11 – ACCEPTANCE OF THE CORRESPONDENCE**

President O’Hara introduced the correspondence from the Informational Reports on April 8 and 15, 2016.

Trustee Meyer moved to accept the correspondence as submitted. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

**12. ITEM #12 – A RESOLUTION APPROVING THE APPOINTMENT OF THE BUILDING COMMISSIONER AND DEPUTY BUILDING COMMISSIONERS**

President O’Hara reported in accordance with Village Code, the Village Board considers the recommendation of the Village Administrator regarding the annual appointment of certain Village Officials (Section 6 of Title I). Pursuant to the Village Code, the positions requiring Village Board consideration on an annual basis are the Building Commissioner and Deputy Building Commissioners. As such, it is recommended that R. Drew Irvin be reappointed as the Village’s Building Commissioner and Michael Croak and Jeff Hansen be reappointed as Deputy Building Commissioners for the Fiscal Year beginning May 1, 2016 and ending April 30, 2017.

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

**13. ITEM #13 – A RESOLUTION PROCLAIMING MAY AS NATIONAL BIKE MONTH AND THE WEEK OF MAY 16-20, 2016, AS BIKE TO WORK WEEK**

President O’Hara reported the League of American Bicyclists, in 1956, established National Bike Month as an opportunity to showcase the many benefits of bicycling and encourage more people to ride bicycles. The League of American Bicyclists, bicycle clubs, schools, park and recreation departments, police departments, hospitals, businesses and civic groups throughout the nation will be promoting bicycling as a leisure activity as well as an environmentally-friendly alternative to using an automobile during the month of May. National Bike to Work Week 2016 will be held May 16<sup>th</sup> to May 20<sup>th</sup>. She further reported to promote bicycle safety and education, the Village of Lake Bluff encourages children, adult bicyclists and motorists to complete an interactive online learning quiz created by the League of Illinois Bicyclists found at *BikeSafetyQuiz.com*.

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

**14. ITEM #14 – AN ORDINANCE AMENDING THE LAKE BLUFF ZONING REGULATIONS CONCERNING RESIDENTIAL POOL HOUSES**

President O’Hara reported on January 23, 2016 the Village received a zoning application from Mr. Edward Fiorentino, property owner of 611 Lansdowne Lane, requesting:

- A text amendment to the Zoning Code establishing residential pool houses that have heat, light and bathing or shower facilities as a special use in the Village’s Residence Districts; and
- A Special Use Permit to maintain and operate a residential pool house that has heat, light and bathing or shower facilities at 611 Lansdowne Lane physical fitness facility at the Property.

She further reported the Property Owner is requesting this text amendment because the Village’s current zoning regulations do not allow accessory structures, such as a pool house, to have heat, light and shower facilities. The purpose of such a provision helps to control density by limiting the number of dwellings in residential districts to one per lot. This concept has been discussed internally by Village Staff as an amenity to allow changing into bathing wear, resting, and storage of swimming pool equipment, provided that it is not used for overnight stays, and Staff respectfully requests the Village adjoin the petition and serve as Co-Petitioner. As a result it has been the past practice of the Village Board to waive the zoning application fee of \$750.

In addition, President O’Hara reported at the conclusion of the public hearing on April 20<sup>th</sup> the PCZBA unanimously voted to recommend the Village Board approve: i) a text amendment to the Zoning Code establishing residential pool houses that have heat, light and bathing or shower facilities as a special use in the Village’s Residence Districts; and ii) a Special Use Permit to maintain and operate a residential pool house that has heat, light and bathing or shower facilities at 611 Lansdowne Lane.

Trustee Meyer asked the Board to consider other types of accessory structures to have heat, light and shower facilities such as workshops or greenhouses.

In response to a question from Trustee Josephitis, Village Administrator Irvin stated accessory structures are subject to maximum gross floor area limitations pursuant to the Zoning Code. The objective of the existing regulation to not allow heat, light and shower facilities in accessory structures is to limit the

number of dwellings per zoning lot. The proposed text amendment would allow the same amenities as a principal structure and are specifically intended to not be used as an additional residence. This ordinance can be used as a tool for residents to acquire an SUP for accessory structures that have heat, light and bathing facilities.

In response to a question from Trustee Grenier, Village Administrator Irvin stated the PCZBA recommended this request for heat, light and bathing facilities for accessory structures require Village Board approval through the special use permit process.

As there were no further comments from the Board, Trustee Dewart moved to approve first 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)

**15. ITEM #15 – AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR THE PROPERTY LOCATED AT 611 LANSDOWNE LANE TO PERMIT THE OPERATION OF A RESIDENTIAL POOL HOUSE THAT HAS HEAT, LIGHT, AND BATHING AND SHOWER FACILITIES**

President O’Hara stated this is an ordinance granting a special use permit to 611 Lansdowne Lane for the item previously discussed.

Following a discussion, the Board referred the matter of allowing heat, light and bathing facilities in other accessory structures to the PCZBA.

As there were no further comments from the Board, Trustee Grenier moved to approve first reading of the ordinance. Trustee Josephitis 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)

**16. ITEM #16 – TRUSTEE’S REPORT**

There was no Trustee’s report.

**17. ITEM #17 – EXECUTIVE SESSION**

At 7:27 p.m. Trustee Meyer moved to enter into Executive Session for the purpose of discussing Property Disposition (5 ILCS 120/2(c)(6)), Potential Litigation (5 ILCS 120/2(c)(11)), Personnel (5 ILCS 120/2(c)(2)) and Executive Session Minutes (5 ILCS 120/2(c)(21)). Trustee Christensen 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)

There being no further business to discuss, Trustee Grenier moved to adjourn out of executive session. Trustee Meyer seconded the motion and the motion passed on a unanimous voice vote at 8:14 p.m.

**18. ITEM #18 – CONSIDERATION OF THE APRIL 11, 2016 EXECUTIVE SESSION MEETING MINUTES**

Trustee Christensen moved to approve the April 11, 2016 Executive Session Meeting Minutes as presented. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

**19. ITEM #19 – 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 8:15 p.m.

Respectfully Submitted,

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R. Drew Irvin  
Village Administrator

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Aaron Towle  
Village Clerk