

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
OCTOBER 26, 2015**

**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  
Jeff Hansen, Village Engineer  
Michael Croak, Building Codes Supervisor  
David Belmonte, Police Chief  
Jake Terlap, Public Works Superintendent  
Brandon Stanick, Assistant to the Village Administrator (A to VA)  
Franco Bottalico, Administrative Intern

**2. PLEDGE OF ALLEGIANCE**

President O'Hara led the Pledge of Allegiance.

**3. AWARDS AND PROCLAMATIONS**

President O'Hara read the Proclamation designating November 2015 as *Arts & Culture Month*.

Joanna Rolek, Executive Director of the Lake Forest/Lake Bluff Chamber of Commerce, stated the spirit of this proclamation is what makes Lake Bluff one of the Country's happiest towns. She stated the Chamber has assisted in creating the Artslink Alliance, to create an alliance of local arts and cultural entities to promote collaboration, three of which are Lake Bluff organizations (Artists on the Bluff, Lake Bluff History Museum and the Lake Bluff Library).

Kristin Ashley, President of the Artists on the Bluff, provided background information regarding the non-profit organization and its mission. She reported the Artists on the Bluff will host a special arts exhibit in the Lake Bluff Train Station Gallery in recognition of November as Arts & Culture month and advised of

other upcoming events hosted by the Artists on the Bluff. Ms. Ashley thanked the Village Board for recognizing November as Arts and Culture month.

President O'Hara reported Lake Bluff is a recognized Chautauqua Community. The summer arts community was established on the east side of Lake Bluff in the late 1800s to promote the existence of all arts amongst the participants that visited Lake Bluff during the summer. President O'Hara thanked the Chamber for promoting the arts.

**4. CONSIDERATION OF THE MINUTES**

Trustee Dewart moved to approve the September 28, 2015 and October 6, 2015 Board of Trustees Meeting Minutes as presented. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

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

There were no requests to address the Board.

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

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

**7. ITEM #13 – AN ORDINANCE AMENDING THE LAKE BLUFF ZONING CODE REGULATIONS TO ESTABLISH LIQUOR STORES (SIC 5921) AS A SPECIAL USE IN THE L-1 LIGHT INDUSTRY DISTRICT**

President O'Hara reported in September 2015 the Village received a zoning application from Wine Brokers of Illinois, LLC (Petitioner), a business specializing in the retail sale of fine and investment grade wines and liquor, concerning a request to operate a liquor store at 910 Sherwood Drive, Unit 20 (Property) as a special use. Because a liquor store is not an allowed use in the L-1 Light Industry Zoning District, the Petitioner submitted a two-part zoning application requesting:

- A text amendment to the Zoning Code establishing "Liquor Stores (SIC5921)" as a special use in the L-1 Light Industry District; and
- A Special Use Permit (SUP) to operate a liquor store at the Property.

President O'Hara reported at the conclusion of the public hearing on October 21<sup>st</sup> the Plan Commission and Zoning Board of Appeals (PCZBA) recommended the Village Board approve the request for a text amendment, as well as grant a conditional SUP to the Petitioner to allow the operation of a liquor store at the Property. The Petitioner has submitted a request to waive second reading of the ordinance.

President O'Hara invited the applicant to the podium. Mark Miara, Manager of Wine Brokers Illinois, LLC, stated the business deals in high-end wine and liquor and currently operates a facility in Green Oaks. He stated clients place orders for wine and liquor online, by phone or by appointment and noted walk-ins are not allowed. The local orders are delivered with the company's truck and some orders are shipped via UPS.

Village Administrator Drew Irvin provided the Board with information regarding the establishment of the industrial classification codes and how this proposed use relates to liquor stores.

Trustee Ankenman asked what distinguishes the business from other alcohol retail establishments such as Heinen's. Mr. Miara stated the clients call-in their order and the product is delivered to their home and/or business. Their clientele also donates wine so the business is also involved in charity events.

In response to a comment from the Board, Mr. Miara stated this is not a spontaneous retail establishment. The business currently operates in a 1,000 sq. ft. warehouse/office space in Green Oaks and is seeking a larger facility to expand operations.

As there were no further questions, 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) Ankenman, Christensen, Dewart, Grenier, Josephitis and Meyer  
Nays: (0)  
Absent: (0)

Village Attorney Peter Friedman stated the Board should consider adopting Agenda Items #14 and #15 prior to considering any request to waive second reading because the business has not been granted a special use permit or a liquor license to operate in the Village.

Trustee Meyer moved to waive second reading of the ordinance. 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)

**8. ITEM #14 – AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO WINE BROKERS OF ILLINOIS, LLC TO OPERATE A LIQUOR STORE AT 910 SHERWOOD DRIVE, UNIT #20**

President O'Hara reported at the conclusion of the public hearing on October 21<sup>st</sup> the PCZBA recommended the Village Board approve the request for a special use permit to Wine Brokers of Illinois, LLC (Petitioner) to allow the operation of a liquor store at the Property with the following conditions proposed by the Petitioner:

- The business operates Monday through Friday, from 9:00 a.m. to 4:00 p.m.;
- Retail sales of alcohol will only take place over the telephone, online or in-person by appointment only; and
- The Petitioner will host no more than one tasting event per month limited to 25 people at any one tasting event.

President O'Hara reported the requested operation of a liquor store also requires a Class A Liquor License which allows the retail sale of pre-packaged alcohol for off-site consumption with limited tasting activities. The Petitioner has submitted a request to waive second reading of the ordinance.

As there were no questions, Trustee Christensen moved to approve first reading of the ordinance. Trustee Grenier 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)

Trustee Meyer moved to waive second reading of the ordinance. 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)

**9. ITEM #15 – AN ORDINANCE AMENDING TITLE III OF THE LAKE BLUFF MUNICIPAL CODE CONCERNING THE NUMBER OF LIQUOR LICENSES (Wine Brokers of Illinois, LLC)**

President O’Hara reported the Village is in receipt of a liquor license application from Wine Brokers of Illinois, LLC (Petitioner) for a Class A License; the Village Board considered the required zoning approvals to operate a liquor store at 910 Sherwood Drive, Unit 20. A Class A License authorizes the retail sale of pre-packaged alcohol for off-site consumption with limited tasting activities. Section 3-2-10 of the Municipal Code establishes the maximum number of alcoholic beverage licenses (by classification) available for issuance. She further noted the liquor regulations currently allow for three Class A Licenses (held by Target, 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 three to four. The Petitioner has submitted a request to waive second reading of the ordinance.

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

Trustee Dewart moved to bundle the request to waive second reading for agenda items #13, #14 and #15. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

Trustee Meyer moved to waive second reading of the ordinance. 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)

**10. ITEM #7A – WARRANT REPORTS FOR OCTOBER 1-15 AND OCTOBER 16-31, 2015 AND SEPTEMBER 2015 PAYROLL EXPENDITURES**

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$275,814.26 for October 1-15, 2015.

President O'Hara reported expenditure of Village funds for payment of invoices in the amount of \$142,118.29 for October 16-31, 2015.

In addition, President O'Hara reported expenditure of Village funds for payroll in the amount of \$267,920.52 for September 2015.

As such, the total Expenditures for this period is in the amount of \$685,853.07.

As there were no questions from the Board, Trustee Josephitis moved to approve the Warrant Reports. 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)

#### **11. ITEM #7B – SEPTEMBER 2015 FINANCIAL REPORT**

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

- Sales tax revenue for May-July 2015 is \$683,000 which is \$25,000 or 4% greater than 2014. Home rule sales tax of \$174,000 is \$23,000 or 15% greater than 2014;
- May has traditionally been the largest monthly receipt of state shared income tax revenue due to the filing of taxes in April. At \$332,000 May-October 2015 revenue is 15% greater than the same period in 2014;
- Building permit revenue represents 40% of the annual budget projection, as expected;
- Capital project expenditures exceed the same period in 2014 by \$679,000; and
- Water billed consumption is down 7.106 million gallons. This resulted in a decline in water sales of \$37,000 (after accounting for the change in water rates).

Finance Director Griffin reported Staff will continue to closely monitor the actions in Springfield and assess the implications to the Village of potential changes in State-shared revenue allocations, property tax limitations and pension reform. Also, she noted a Finance Committee meeting is scheduled for October 31<sup>st</sup> at 8:30 a.m. in the Village Hall Conference Room.

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

#### **12. ITEM #8A – VILLAGE ADMINISTRATOR'S REPORT CONCERNING THE CONSIDERATION OF A CENTRAL BUSINESS DISTRICT (CBD) WAYFINDING SIGN FOR THE TARGET DEVELOPMENT PROPERTY**

Village Administrator Irvin reported at the July 13, 2015 Village Board meeting, the Board reviewed an earlier version of wayfinding sign proposed by Target on the bike path along IL Rt. 176. The sign has been revised according to the comments received, including the request to focus more on Lake Bluff and provide easily understood map of the bike trails that would illustrate directions to the downtown.

Village Administrator Irvin stated he received a comment from Trustee Dewart to modify the sign to better identify IL Rt. 43 on the map.

In response to a question from the Board, Village Administrator Irvin stated the sign will be posted at the pedestrian landing located between IL Rt. 176 (on the south side of the bike path). He noted the sign is pedestrian scale and will not be visible to motorists.

It was the consensus of the Village Board to direct Staff to continue working with Target to finalize the signage.

**13. ITEM #8B – VILLAGE ADMINISTRATOR’S REPORT A REPORT FROM THE HISTORIC PRESERVATION COMMISSION REGARDING 306 E. WITCHWOOD LANE LANDMARK APPLICATION**

Village Administrator Irvin reported at its meeting on September 9, 2015 the Lake Bluff Historic Preservation Commission (HPC) unanimously voted to submit a landmark nomination application for the residence located at 306 E. Witchwood Lane (Property). The Village received a complete application for the Property on September 17<sup>th</sup> and the HPC conducted a public hearing to consider the matter on October 14<sup>th</sup>. After reviewing all information presented, the HPC unanimously recommended the Village Board not grant landmark designation status for the Property because it does not meet the landmark designation criteria outlined in the Section 9-14-4 of the Municipal Code. Village Administrator Irvin stated at this time, the Village Board should consider accepting the HPC’s recommendation or directing staff and legal counsel to prepare an ordinance granting landmark status.

In response to a question from the Village Board, A to VA Brandon Stanick stated after hearing comments from the beneficiary of the estate, the HPC felt it would be punitive to proceed with the landmark designation process. He noted the beneficiary of the estate does not reside in Illinois and would be difficult for him to attend any public hearings concerning the matter. He also stated there was a comment that this house was not special enough to warrant landmark designation.

Trustee Christensen stated he had attended the HPC public hearing as a neighbor to the property and the HPC went through a check list and recognized the house did not meet the criteria for designation.

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

**14. ITEM #8C – VILLAGE ADMINISTRATOR’S REPORT CONCERNING THE ELECTRONIC STORAGE AND DISPOSITION OF CERTAIN VILLAGE RECORDS**

Village Administrator 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.

**15. ITEM #8D – VILLAGE ADMINISTRATOR’S REPORT REGARDING THE DOWNTOWN SUB-AREA VISIONING PROJECT (Visual Preference Survey Results and Draft Design Guidelines)**

Village Administrator Irvin reported the Downtown Sub-Area Visioning Project was budgeted this year with the hope of getting out in front of potential redevelopment along E. Scranton and E. North Avenues. The purpose was to lay out a path for success should it get redeveloped. The Village envisioned accomplishing this by developing a set of draft design guidelines to help architects and planners that approach the Village which have already been through a public engagement process.

A to VA Stanick reviewed various portions of the Visioning Project noting specifically the community outreach activities including an online survey, request for photographs of favorite destinations and a community open house.

A to VA Stanick stated there was approximately 40 people that attended the June 24<sup>th</sup> community open house and the overall response from the outreach activities in short, was a resulting theme of draft design guidelines of “more of the same” in the sense of facilitating:

- Opportunities for local residents – shopping, services, employment and business development;
- Economic vitality – productivity, financial performance and fiscal health;
- Sense of place – an attractive and memorable visual image;
- Spirit of community – that which brings people together;
- Residential harmony – appealing living environments within and/or adjacent to the business district.

Village Administrator Irvin stated the project follows the 1998 Teska Plan for the CBD and the Village’s 1997 Comprehensive Land Use Plan. The proposed study further refines the current blueprint for Block 2 (which contains the Harlan Properties) and Block 3 (PNC property). He stated at this time, the Village Board should consider accepting the report and referring the draft design guidelines to the PCZBA and ABR for finalization.

Trustee Dewart moved to accept the report and refer the design guidelines as suggested. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

On a separate matter, Village Administrator Irvin stated Village Engineer Jeff Hansen continues to do a great job keeping the capital improvement projects moving. The Village recently received the Illinois Department of Transportation permits for the Rectangular Rapid Flashing Beacons Project at Sheridan Road/E. Scranton Avenue Intersection. The Village contractor, Pinner Electric, Inc. will begin work on the project as well as parking lot lighting improvements at the Metra train station lot with the goal to complete both projects by December 2015.

**16. ITEM #9 - VILLAGE ATTORNEY’S REPORT**

Village Attorney Peter Friedman had no report.

**17. ITEM #10A – VILLAGE PRESIDENT’S REPORT CONCERNING THE ESTABLISHMENT OF THE SUSTAINABILITY AND COMMUNITY ENHANCEMENT AD HOC COMMITTEE AND APPOINTMENT OF MEMBERS (Marina Carney, Brian Renner, Jill Danly, Nan Patterson, Liz Luitweiler, Alexandra Walinkas and Anne Sorensen)**

President O'Hara reported pursuant to the Lake Bluff Municipal Code, the Village President is empowered to appoint from time to time additional committees deemed necessary and proper. Over the past several years there have been certain policy matters and programs considered by the Village Board which may have benefitted by the counsel of a committee with specialized knowledge and interest in improving the sustainability of the Village and enhancing the community environment. As listed in the attached protocol, Village President O'Hara views the following opportunities as well-suited for the proposed Sustainability and Community Enhancement Ad Hoc Committee (SEC) to provide advice to the Village Board:

- Develop a Sustainability Plan that explores community goals and/or strategies relating to Social Equity, Energy Conservation, Climate Change, Economic Development, Disaster Mitigation, Public Health, Community Resiliency, and Green Energy Production;
- Develop a Village Beautification and Enhancement Program that addresses auto, pedestrian, and bicycle transportation routes. This Program should also provide beautification guidance and objectives on all Village-owned property;
- Examine the Village's progress in implementing the SWALCO Solid Waste 60% Recycling Task Force;
- Review the Village's stewardship role of certain natural assets (e.g. - Skokie Conservation Area, Lillian Dell);
- Review and Recommend Village regulatory modifications to further Village sustainability and beautification efforts; and
- Review the Lake County All Natural Hazards Mitigation Plan for alignment with Village sustainability goals and objectives.

President O'Hara reported staffing of the SEC will initially be provided by the Village Administrator and other Village Staff members including the new intern in the Village Administrator's office. Ideally, the proposed SEC will be able to meet informally until January when they can start their work in earnest.

Following a request from President O'Hara, newly appointed Co-Chair Brian Renner stated the Village Board has reviewed ravine erosion and sustainability issues among others and this committee will be able to look at the larger perspective and submit recommendations to the Village Board. He commented on the action taken while serving on the Green Committee for the Elementary School and noted he is looking forward to working with Staff to research grants, partnership opportunities and other alternative funding ways to bring sustainability into the Village.

Trustee Meyer moved to establish the Sustainability and Community Enhancement Ad Hoc Committee as presented and appoint the residents listed in the memorandum. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

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

President O'Hara introduced the correspondence from the Informational Report on September 25 and October 2, 9, and 16, 2015.

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

**19. ITEM #12 – A RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT POLICE VEHICLE (2016 Chevrolet Tahoe)**

President O’Hara reported the Village’s FY2015-16 budget includes \$35,000 for the replacement of a police vehicle pursuant to the vehicle and equipment replacement schedule. One 2011 Chevrolet Tahoe Police Package Vehicle with over 100,000 miles will be replaced. The Police Chief requests replacement of the 2011 Chevrolet Tahoe with a new 2016 Chevrolet Tahoe, through the State of Illinois Joint Purchasing Contract. She further reported the attached resolution requests the purchase of a 2016 Chevrolet Tahoe from Miles Chevrolet of Decatur, IL in the amount of \$36,810. An additional cost of \$6,000 is requested to transfer or replace, as needed, standard police equipment. Adequate monies are available in the Equipment and Replacement Fund to fund the overage.

In response to a question from President O’Hara, Police Chief David Belmonte stated the Police Department will retain the two full-size sport utility vehicles for use during inclement weather. Currently, the sedans are all equipped with four wheel drive, but does not allow sufficient ground clearance during heavy flooding or snow events.

In response to a comment from the Board regarding plans to convert the fleet to sport utility models, Police Chief Belmonte stated a transition of the entire fleet is not necessary as a mixture of vehicles is more cost efficient and appropriate for the Police Department.

As there were no further questions, Trustee Dewart moved to adopt the resolution. Trustee Josephitis 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)

**20. ITEM #16 – TRUSTEE’S REPORT**

Trustee Grenier stated the Tri-Board met last week to discuss shared needs and ensure all proposed projects are synchronous. The group discussed and expressed concern regarding storage space for signs, salt, etc. As a solution to address the lack of storage space the three agencies are seeking to consolidate efforts regarding the matter. He stated the Village discussed the SEC and other upcoming Village special events. The School District shared their plans for the renovations at the middle school and the Park District discussed the work by the Citizen Property Advisory Committee. A discussion ensued regarding the timeline of the wading pool project to be completed in 2016.

President O’Hara commented on the construction timeline for the proposed middle school renovations. She stated the existing building does not reflect the quality of education being achieved inside the building and the proposed plans will relocate the District Offices inside the new building. President O’Hara stated the proposed project will benefit the Village and help enhance its brand.

Village Administrator Irvin stated the east and middle school property is currently operating pursuant to an existing SUP for a residential zoning district. The PCZBA is discussing the establishment of institutional zoning to improve land use for governmental and other non-profit uses.

**21. ITEM #18 – CONSIDERATION OF THE MINUTES OF THE OCTOBER 6, 2015 EXECUTIVE SESSION MEETING**

Trustee Grenier moved to approve the October 6, 2015 Executive Session Meeting Minutes as presented. Trustee Christensen seconded the motion. The motion passed on a unanimous voice vote.

**22. ITEM #19 – ADJOURNMENT**

Trustee Josephitis moved to adjourn the regular meeting. Trustee Dewart seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 7:57 p.m.

Respectfully Submitted,

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R. Drew Irvin  
Village Administrator

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Aaron Towle  
Village Clerk