



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING April 10, 2023

Present:

Mayor Brandt - Remote
~~Trustee Harms Muth~~
 Trustee Pantelis
 Trustee Wright
 Village Attorney Simon
 Village Treasurer/Finance Director Rossi
~~Public Works Director Woodbury~~

 Planning & Development Manager Zozulya
 Management Analyst Cascone

Trustee Grujanac
 Trustee Mitchell
 Trustee Raizin
~~Village Clerk Mastandrea~~
 Village Manager Burke
 Chief of Police Leonas

 Assistant Village Manager/Community & Economic Development Director Roesler
 Assistant Public Works Director/Village Engineer Dittrich

1.0 ROLL CALL

Temporary Chair Grujanac called the meeting to order at 7:21 p.m., and Deputy Village Clerk Burke called the roll.

Deputy Village Clerk Burke noted Mayor Brandt is participating remotely.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning, and Land Use

2.11 Continuance of the Public Hearing to April 24, 2023, Regarding a Request to Designate the Property Commonly Known As 325 Marriott Drive as a Planned Unit Development in the Office Zoning District (325 Marriott Drive, LLC)

Temporary Chair Grujanac recessed the April 10, 2023, Committee of the Whole meeting and convened the Public Hearing regarding a request to designate the property commonly known as 325 Marriott Drive as a Planned Unit Development in the Office Zoning District (325 Marriott Drive, LLC)

Planning & Development Manager Zozulya provided a summary of the request to designate the property commonly known as 325 Marriott Drive as a Planned Unit Development in the Office Zoning District. Planning & Development Manager Zozulya noted On April 4, the property owner’s legal team communicated to Village Attorney Simon a request that the public hearing be opened and immediately continued to the April 24 Committee of the Whole meeting to provide additional time to review the terms and conditions of the draft PUD Ordinance prepared by the Village Attorney and staff. Therefore, there will be no information presented regarding the details of the application or the draft PUD ordinance tonight. Board action opening the previously noticed public hearing and a motion to continue the

public hearing to the April 24 date is requested. Should the public hearing be continued by the Village Board to April 24, 2023, no new public hearing notice will be required.

Trustee Wright moved and Trustee Pantelis seconded the vote to continue the Public Hearing to April 24. The roll call was as follows:

Aye: Grujanac, Raizin, Wright, Pantelis, Mitchell, Harms Muth
Nay: None
Absent: None
Abstain: None

Temporary Chair Grujanac declared the motion carried.

2.12 Receipt of Report Regarding Comprehensive Plan Existing Conditions (Village of Lincolnshire)

Planning & Development Manager Zozulya provided background regarding the Comprehensive Plan and noted the existing conditions report is the lay of the land; what is Lincolnshire today and how conditions today apply to the goal and objectives the Village will be reviewing and confirming as part of the final plan adoption slated for early next year.

Mr. Michael Blue, Principal for Teska Associates, Inc., the consultant for the Comprehensive Plan Update, provided a presentation regarding the Comprehensive Plan's existing conditions including the purpose of the Comprehensive Plan, project schedule, community engagement, mapping ideas, stakeholders interviews, surveying, results of the February 23 open house, current land use and zoning, demographics, diversity, areas of focus, market study, school districts, and other significant factors.

Trustee Mitchell asked if the website Teska created for the Comprehensive Plan would remain live, and can residents still submit comments through the project website. Mr. Blue confirmed the website would remain active, and Teska encourages residents to view all the information they have gone through with the Comprehensive Plan Update.

A discussion of resident engagement for the Comprehensive Plan Update and recent focus groups and resident survey followed. Mr. Andrew Dunham, Associate for Teska Associates, Inc. stated there is a contact page on the website for public sharing, thoughts, and comments as the process unfolds.

Mayor Brandt suggested an additional sub-area may need to be added related to the northwest corner of Olde Half Day Road and Milwaukee Avenue where the age-restricted apartment development was recently proposed. Village Manager Burke stated he believes this location is captured and will be addressed in the Milwaukee Avenue corridor sub-area included in the Comprehensive Plan Update documents.

Trustee Raizin suggested mentioning the Marriot for golf and tennis with the recreation information in the plan.

Mr. Blue stated the next Steering Committee meeting is scheduled for April 26. The committee will be looking at goals and objections.

2.2 Finance and Administration

2.3 Public Works

2.31 Consideration of Approval of Award of a Contract with Peter Baker of Lake Bluff, Illinois for 2023 Road Resurfacing in an Amount not to Exceed \$890,978.05 (Village of Lincolnshire)

2.32 Consideration of Approval of a Professional Service Contract with Baxter & Woodman Consulting Engineers for Construction Engineering Services for the 2023 Road Resurfacing Program at a Cost not to Exceed \$69,905 (Village of Lincolnshire)

2.33 Consideration of Approval for a Resolution for Improvement Under the Illinois Highway Code for Use of Motor Fuel Tax Funds (Village of Lincolnshire)

2.34 Consideration of Approval of a Resolution for Improvement Under the Illinois Highway Code for Use of Rebuild Illinois Funds (Village of Lincolnshire)

Temporary Chair Grujanac opened Items 2.31 – 2.34 together.

Assistant Public Works Director/Village Engineer Dittrich provided a summary of the proposed contract with Peter Baker, the professional service contract with Baxter & Woodman, the Resolution for improvement under the Illinois Highway Code for use of motor fuel tax funds, and the Resolution for improvement under the Illinois Highway Code for use of Rebuild Illinois funds as they relate to the 2023 road resurfacing project.

Trustee Harms Muth asked if the 2023 road resurfacing was for Elsinoor Drive, Cornell Drive, and Reliance Lane. Assistant Public Works Director/Village Engineer Dittrich confirmed these were the roads that would be resurfaced in 2023.

Assistant Public Works Director/Village Engineer Dittrich noted the roads affected by the 2023 planned drainage improvement projects are not included in the recommended bid award presented tonight. A conversation regarding this project and the work planned in the Windsor Court area for the 2023 drainage project followed.

Trustee Harms Muth noted concern with the cost of the project. Assistant Public Works Director/Village Engineer Dittrich stated construction costs have increased. Village Manager Burke noted there are \$111,000 in MFT storm sewer funds for the Elsinoor project contemplated as part of this work.

It was the consensus of the Board to place items 2.31 – 2.34 on the Consent Agenda for approval at the next Regular Village Board meeting.

2.35 Receipt of Report Regarding Drainage Project Update

Assistant Public Works Director/Village Engineer Dittrich provided a presentation regarding the drainage project update including background and improvements included in the drainage project including Lincolnshire Drive North, Lincolnshire Drive South, Coventry Lane, and Windsor Drive. Once more concrete information is received on grant funding to be awarded by Lake County, staff will provide another update to the Board relative to how this will affect the Capital Plan and the timing of project completion.

Trustee Wright asked how the delay in funding options impacts the Village. Assistant Public Works Director/Village Engineer Dittrich stated it affects the schedule of the improvements. Trustee Wright asked if the delay would affect the amount of potential damage. Assistant Public Works Director/Village Engineer Dittrich stated the delay will not result in further damage; staff will continue to do things operationally as they have in the past to address flooding should it occur.

Village Attorney Simon reminded the Board that last year the Village borrowed money and pledged the use of storm water utility fees to cover principal and interest payments on the debt. Village Attorney Simon noted the Village has a deadline to spend the money. The longer the Village waits, the less time it has to spend the money.

Trustee Harms Muth asked how long the Village can wait for the state to make decisions regarding the release of grant funds, before deciding to move forward with the improvements. Village Treasurer/Finance Director Rossi stated the Village has until May of 2025 to spend the storm water bond proceeds for these improvements. Village Manager Burke stated if staff does not hear anything from the county by the end of this year, a conversation would take place in the winter regarding starting to move forward with the projects in the spring regardless of receipt of a grant award to meet bond expenditure timing requirements.

Trustee Pantelis asked if the county has a deadline for the distribution of the money. Assistant Public Works Director/Village Engineer Dittrich stated the county has different buckets for distribution and each has a different deadline and time frame for release.

2.4 Public Safety

2.41 Consideration and approval of an Ordinance Amending Section 3-3-2-3 of Title 3 (Business & License Regulations), Chapter 3 (Liquor Control) to Create a Class "N" Banquet Liquor License (The Birchstone – 200 Barclay Blvd.)

Chief of Police Leonas provided a summary of an Ordinance amending Section 3-3-2-3 of Title 3 (Business & License Regulations), Chapter 3

(Liquor Control) to Create a Class “N” Banquet Liquor License (The Birchstone – 200 Barclay Blvd.)

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board meeting.

2.42 Consideration of an Amendment to the Intergovernmental Agreement (IGA) Between the Village of Lincolnshire and the Village of Libertyville concerning Administrative Adjudication (Village of Lincolnshire)

Chief of Police Leonas provided a summary of an amendment to the Intergovernmental Agreement (IGA) between the Village of Lincolnshire and the Village of Libertyville concerning Administrative Adjudication to allow for an increase in fees for the administrative hearing officer for current and future years.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board meeting.

- 2.5 Parks and Recreation
- 2.6 Judiciary and Personnel

3.0 UNFINISHED BUSINESS

4.0 NEW BUSINESS

4.1 Resident Concern

Village Manager Burke noted the resident at 116 Surrey Lane wrote a letter with concern regarding property caretaking at The Village Church. Staff noted The Village Church followed proper protocol; they obtained proper permitting for tree removal. The invasive material they removed did not need a permit for removal and is permissible under Village Code. It was the consensus of the Village Board that no further action is required on this matter and the actions taken by the church were in accordance with proper forestry practices.

5.0 EXECUTIVE SESSION

6.0 ADJOURNMENT

Trustee Harms Muth moved, and Trustee Raizin seconded the motion to adjourn. The voice vote was unanimous, and Mayor Brandt declared the meeting adjourned at 8:17 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk