



# VILLAGE OF LINCOLNSHIRE

## MINUTES COMMITTEE OF THE WHOLE MEETING September 11, 2023

Present:

Mayor Brandt	Trustee Grujanac
Trustee Kelly	<del>Trustee Mitchell</del>
Trustee Pantelis	Trustee Raizin
Trustee Wright (Arrived at 7:14 p.m.)	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
Village Treasurer/Finance Director Rossi	Chief of Police Leonas
Public Works Director Woodbury	Assistant Village Manager/Community & Economic Development Director Roesler
Planning & Development Manager Zozulya	Management Analyst McLaughlin

### 1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:11 p.m., and Village Clerk Mastandrea called the roll.

### 2.0 ITEMS OF GENERAL BUSINESS

#### 2.1 Planning, Zoning, and Land Use

#### **2.11 Receipt of Report Regarding Comprehensive Plan Preliminary Plan Opportunities (Village of Lincolnshire)**

Assistant Village Manager/Community & Economic Development (CED) Director Roesler provided a summary of the Comprehensive Plan Preliminary Plan Opportunities noting planning is taking place for the next open house where the public would have more direct opportunity to provide input on some of the subarea plans and quarter plans to be shared with the Village Board tonight.

Mr. Michael Blue, Principal with Teska Associates, Inc., the consultant for the Comprehensive Plan Update, provided a presentation regarding the Comprehensive Plan Preliminary Plan Opportunities including the consultant team, involved staff, Steering Committee, and the timeline of the process.

Assistant Village Manager/CED Director Roesler noted staff plans to bring a report to the Board soon regarding near-term Economic Development strategies and initiatives being thought about, but also demonstrating to the Board that we are actively and aggressively pursuing economic development opportunities. Staff does not want to necessarily wait for the plan to be adopted or drafted before the conversation pertaining to economic development tools is started with the Board.

Mr. Blue continued his presentation and shared maps and possibilities

for various subareas and corridors and identified areas of focus in the Comprehensive Plan Update process. A discussion of the CityPark subarea and possible long-term planning vision followed.

Trustee Kelly asked if there were additional considerations for connecting trails. A brief conversation regarding opportunities and concerns for existing and additional trails to connect all major subareas followed.

Mr. Blue continued with his presentation with planning considerations for the Corporate Center subarea.

Village Attorney Simon asked if there was any consideration to create a transition or buffer area in the Corporate Center between uses so the proposed industrial uses are not right up next to the potential residential areas. Mr. Blue stated all the pads in this location reflected on the subarea concepts include some sort of buffer, whether it is open space, a berm, landscaping, or a fence if near an incompatible use.

Trustee Raizin stated there seem to be competing interests for some of the amenities in the Corporate Center subarea and asked how they see the school portion working into that. Mr. Blue stated they wanted to acknowledge the need for adding capacity/space for the local schools. Another thing that came into mind was that this area is somewhat separated from a lot of activity, so that is where the consideration regarding possible future school location developed. Given the area around the lake is contemplated to be an activation area, other areas in the vicinity were seen as potential school sites. Village Manager Burke stated part of the thought was about bringing people into this area. If nine months out of the year, the area is activated with pickup and drop off of children and families, and you are changing some of the traffic patterns, some of the areas around the lake might have additional spin-offs or see increased commercial development from folks staying, coming, and traveling to the retail areas as well.

A conversation regarding potential options for the Corporate Center subarea followed. Trustee Wright stated she liked the idea that the expectation for this area is to be an experience of community and coming together. Village Attorney Simon stated putting residential in the Corporate Center may have the potential to activate CityPark retail as well.

Trustee Grujanac noted concern the proposed plan seems to be six separate pods and stated this is an opportunity to show a connection between all the subareas showing a fluid vision of what we want Lincolnshire to look like. Assistant Village Manager/CED Director Roesler stated one of the focuses for the work to be done throughout the process is to encourage flexibility. We are not under any presumption the village could support six different cultural uses in these different subareas. The Village is in support of cultural or destination entertainment uses throughout the village, and we are willing to explore options for any of these parcels when they come

forward.

Mr. Blue continued the presentation with planning considerations for the Hewitt site.

Trustee Wright asked about what the 1.75-acre commercial sites proposed for the Hewitt site may include. Mr. Blue noted an acre has the potential to typically hold about 10,000 square feet of retail. A Walgreens is about 13,000 square feet of retail. So, these proposed commercial centers reflected on the Hewitt subarea plan are relatively small.

Mr. Blue continued the presentation with planning consideration for Par-King Skill Golf; subarea points of focus including Marriot Lincolnshire Resort, Indian Creek South, Village Green, Banner/Glen Grove, Aptakisic Road, Riverwoods Road, Milwaukee Road, Half Day Road; and next steps.

## **2.12 Consideration Proposed Text Amendments to Title 12 (Sign Control) of the Lincolnshire Village Code to Establish Regulations for Government Signs and Provide Direction of Updated Size, Pricing, and Sign Code Variances for Proposed Village Electronic Message Ground Sign (Village of Lincolnshire)**

Planning & Development Manager Zozulya provided a summary of proposed text amendments to Title 12 (Sign Control) of the Lincolnshire Village Code to establish regulations for Government signs and provide direction of updated size, pricing, and Sign Code variances for the proposed Village electronic message ground sign replacing the existing manual kiosk sign.

Trustee Raizin noted concern for the proposed size and asked if it would be the biggest sign in Lincolnshire.

Mayor Brandt asked if it must be put in the location of the markup and noted concern with how big the proposed sign appears to be.

Village Manager Burke stated the markup of the area is not the exact location of the new sign, it will be more in proximity to where the existing sign is currently located.

Mayor Brandt asked what the screen size is proposed to be. Planning & Development Manager Zozulya stated the screen size is proposed to be 4'-5" tall and 8'-3" wide.

Mayor Brandt asked about the size of the Stevenson High School sign and the Marriott sign. Planning & Development Manager Zozulya noted both signs are much larger than the proposed Village sign.

A conversation regarding the sign size, logo design, and the logo and leaf placement on the proposed sign followed.

Mayor Brandt asked staff their opinion regarding the logo and leaf on the proposed sign. Assistant Village Manager/CED Director Roesler noted his opinion there may be a bit of redundancy with the leaf element and the "L" with the leaf embedded in it. Assistant Village Manager/CED Director Roesler noted during the branding process, one of the focus areas was having no words attached to the visual brand so if someone sees the leaf element, they recognize it as representing Lincolnshire. Planning & Development Manager Zozulya stated her opinion is if we had to choose between the logo and the leaf, she would stick with the leaf and incorporate the logo on the side or base because the leaf is a unique element. Village Manager Burke stated that from a consistency standpoint, retaining the logo would be good for branding across the community.

A conversation ensued regarding the logo and the leaf on the proposed kiosk sign and the color of the logo background.

Mayor Brandt asked staff to bring back exhibits for Board consideration regarding modifications to the proposed kiosk sign. Of note, was whether to include the logo on the sign or if the "L" should be white with a green background or green with a white/grey background like other planned signs.

Planning & Development Manager Zozulya stated the kiosk sign variances are a moot point right now because the size of the sign has not been settled and the text amendment part is going to be needed regardless. Currently, these types of electronic message board signs are only allowed for gas stations. Marriott and Stevenson both got special dispensations. Staff is proposing to create a new government sign district where electronic ground signs would be allowed for taxing bodies, such as the Village, the library, schools, and the Fire Protection District. The taxing body would need to own the property where the sign is located, lease the property, or have an easement over the property. This would be a new addition to the Sign Code.

There was consensus among the Board to pursue text amendments to the Sign Code to provide regulations for government signs. The Board also directed staff to bring additional kiosk sign options for further discussion prior to referring it to the Architectural Review Board.

## 2.2 Finance and Administration

### **2.21 Consideration of Approval of a Professional Services Agreement with InterDev, LLC for SharePoint File Migration Services (Village of Lincolnshire)**

Assistant Village Manager/CED Director Roesler provided a summary of a Professional Services Agreement with InterDev, LLC for SharePoint file migration services. The main benefit of this project would be for all village staff to know where they need to go to access a file at any time. There will be one place everyone is going to and a file structure consistent across all departments to better manage the prolific proliferation of data.

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

## **2.22 Consideration of Proposed Goals for Fiscal Year 2024**

Village Manager Burke provided an update on the proposed goals for the organization and respective departments for 2024.

There were no comments or discussions.

## 2.3 Public Works

### **2.31 Consideration of Approval of an Ordinance Authorizing and Adopting by Reference the Lake County Watershed Development Ordinance (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of an Ordinance authorizing and adopting by reference the Lake County Watershed Development Ordinance.

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

### **2.32 Consideration of Granting a Non-Exclusive Access and Utility Easement for Verizon Wireless (Verizon Wireless)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of granting a non-exclusive access and utility easement for Verizon Wireless.

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

### **2.33 Consideration of Joint Purchase Agreement with Morton Salt, Inc. in the Amount of \$41,105 for the Purchase of Rock Salt for the 2023-2024 Winter Season (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a joint purchase agreement with Morton Salt, Inc. in the amount of \$41,105 for the purchase of rock salt for the 2023-2024 winter season.

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

### **2.34 Approval of a Resolution Authorizing Participation in the ComEd Green Region Program for the Blue Star Memorial Revitalization Project (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a Resolution authorizing participation in the ComEd Green Region Program for the Blue Star Memorial Revitalization Project.

It was the consensus of the Board to place this item on the Consent

Agenda for approval at the next Regular Village Board meeting.

- 2.4 Public Safety
- 2.5 Parks and Recreation
- 2.6 Judiciary and Personnel

### **3.0 UNFINISHED BUSINESS**

#### **3.1 Move Studio Windo Signage**

Village Manager Burke had a memo passed out regarding Move Studio window signage to provide context and to share the history of preliminary research staff did on window signage for discussion at a future meeting.

Assistant Village Manager/CED Director Roesler noted staff is not recommending any code changes regarding signs or how we regulate the signs. The primary issue with Move Studio signage is the area in which the sign is taken up. It exceeds 25% of the window area. If the board wants staff to explore amending the zoning code to allow for larger window signage, we can do that.

### **4.0 NEW BUSINESS**

#### **5.0 EXECUTIVE SESSION**

##### **5.1 5 ILCS 120/2(c)(1) Appointment, Employment, Compensation of Specific Employee**

Trustee Grujanac moved, and Trustee Wright seconded the motion to go into Executive Session Regarding 5 ILCS 120/2(c)(1) Appointment, Employment, Compensation of Specific Employee.

The roll call vote was as follows:

AYES: Grujanac, Pantelis, Kelly, Raizin, Wright  
NAYS: None  
ABSENT: Mitchell  
ABSTAIN: None

Mayor Brandt declared the motion carried and the Board went into Executive Session at 8:51 p.m. and came out of Executive Session at 10:01 p.m.

### **6.0 ADJOURNMENT**

Trustee Grujanac moved, and Trustee Pantelis seconded the motion to adjourn. The voice vote was unanimous, and Mayor Brandt declared the meeting adjourned at 10:02 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk