



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING September 26, 2023

Present:

Mayor Brandt
Trustee Kelly
~~Trustee Pantelis~~
Trustee Wright
Village Attorney Simon
Village Treasurer/Finance Director Rossi
Public Works Director Woodbury

Planning & Development Manager Zozulya

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

Assistant Village Manager/Community & Economic Development Director Roesler
Management Analyst McLaughlin

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:09 p.m., and Village Manager Burke called the roll.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning, and Land Use

2.11 Pre-Application Review Regarding a Rezoning, Planned Unit Development Designation, Plat of Subdivision, and Related Text Amendment (300 Olde Half Day Road - Vernon Area Public Library/ Village of Lincolnshire)

Planning & Development Manager Zozulya provided a summary of the pre-application review regarding a rezoning, Planned Unit Development designation, Plat of Subdivision, and related Text Amendment requested by the Vernon Area Public Library considering potential campus improvements. In multiple meetings with staff and discussing various ideas, it was determined the best course of action is for the library to consolidate the zoning designation on the property to E-Small Scale Office and obtain a Planned Unit Development designation for an assembly use to allow more flexibility. The library is also proposing a resubdivision to consolidate four existing lots into one lot. This will provide development flexibility by maximizing bulk and parking allowances. Staff proposes to revise the "library-public" definition in Chapter 2 (Definitions) of Title 6 (Zoning) to add educational, enrichment, and recreational programming. The definition has not been updated since 1992. Staff seeks direction from the Board on the proposal, with the potential for public input and feedback throughout the process.

Mr. Stephen Territo, Head of Library Operations for the Vernon Area Public Library, thanked Village staff for their time and effort and the Village Board for reviewing this submittal. Mr. Territo stated the

Vernon Area Public Library is currently in the planning process and is finalizing the details of a strategic plan for the years 2024 – 2027. The ideas presented are high-level concepts developed over time and will evolve once the library selects an architect.

Trustee Wright asked if consolidating the four lots and changing setbacks, would open space in front of the library. Planning & Development Manager Zozulya confirmed this would give the library a new footprint and setbacks to work with and potentially help expand the parking lot while opening new opportunities.

Trustee Wright asked if the PUD would change the non-permeable surface ratios. Planning & Development Manager Zozulya stated unless the library seeks PUD exceptions above and beyond what is specifically permitted for this property, then they will be held to the underlying zoning district standards; all the requirements from the E-Small Scale Office zoning would apply.

Trustee Raizin stated she has reviewed the wish list and suggested as this moves forward to the Architectural Review Board (ARB) and Village Board, they consider landscaping and screening from adjacent properties.

Village Attorney Simon asked about the plan for locating a textile recycling bin on the site because this is something that has been scrutinized in the past. Mr. Territo stated it has not been determined at this point. The library would like to look at the site as a whole and then have a formal request as part of the PUD presentation. Village Attorney Simon suggested the Vernon Area Public Library talk with staff about the background and how they looked at textile collection bins in other places in the community.

It was the consensus of the Board for the Vernon Area Public Library to move forward with their plans and present them to the Village Board for consideration.

2.12 Continued 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 and update of the 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.

Planning and Development Manager Zozulya presented the following three options for Board review and direction:

1. A sign with both the logo and the leaf sculptural element.

2. A sign with the logo but without the leaf sculptural element.
3. A sign with the leaf sculptural element but without the logo.

A conversation regarding the options provided and branding followed.

It was the consensus of the Board to select option three with the leaf facing toward the pedestrian path side.

Mayor Brandt asked what was budgeted for the sign. Planning & Development Manager Zozulya noted the budget amount is \$130,000. Board members noted cost estimates for sign option 3 are below the budgeted amount.

It was the consensus of the Board to refer option three for the proposed Village electronic ground sign to the Architectural Review Board for design review, sign variances, and recommendation, in conjunction with the proposed text amendments to create regulations for government signs.

2.13 Receipt of Report Regarding Existing Window Signage Regulations and Related Code Enforcement Procedures (Village of Lincolnshire)

Assistant Village Manager/Community & Economic Development (CED) Director Roesler provided a report to the Board regarding existing window signage regulations and related code enforcement procedures noting staff feels current code regulations are appropriate to regulate sign size.

Trustee Wright suggested clarifying for businesses what percentage of windows could be covered.

Village Manager Burke stated a business can provide privacy and screening from the sun without installing a sign, and this is the consideration businesses have to work their way through. All the sign examples reflected in the staff memo are considered window signs regardless of whether they function to provide shade or privacy screening.

Trustee Raizin noted concern about what might be the difference between a shade and a sign and suggested making this clearer for businesses. Village Attorney Simon noted a sign is anything that contains a message or a picture that expresses a commercial message.

Village Manager Burke noted staff will engage with the property owners, especially in these specific sign districts about window signage. Village Attorney Simon suggested staff publish a Business Spotlight article to solicit feedback from the business community on sign regulations.

Mayor Brandt asked if glass doors are considered windows. Assistant Village Manager/CED Director Roesler stated signage can occupy up to

25% of the glass door area.

A conversation regarding window signage regulations ensued.

Trustee Kelly asked if there were any citizen concerns. Assistant Village Manager/CED Director Roesler noted there were no citizen comments since the last meeting, and the owner of Move Studio has been invited to the meeting.

Mayor Brandt asked the Board to provide direction to staff. Trustee Raizin noted she would like to see clarification on how window coverage for signage is calculated. Trustee Wright noted she would like staff to publish a Business Spotlight article and solicit feedback. Trustee Kelly stated he understood the need for a west-facing business with the sun blaring in, having shades drawn, and coming up with nice signage advertising the business and showing they are open for business.

Mayor Brandt stated the Board is saying we do not want any action taken against these few businesses at this time. The Board would like staff to gather more information with some options to possibly increase the percentage of window coverage, to possibly tie coverage area to square footage, or possibly tie it into a PUD or special sign area.

Assistant Village Manager/CED Director Roesler asked the Board to view the security glass feature at the Vernon Area Public Library and noted staff would advise businesses to pursue this type of application for privacy screening which meets current regulations. Trustee Kelly stated if the businesses are leasing space, this type of improvement would need to go through the owner.

Planning & Development Manager Zozulya informed the Board that both temporary and permanent window signs do not require a permit. She noted staff encourages businesses to submit their proposal to staff for informal review to ensure compliance prior to window sign installation. Village Manager Burke shared some of the recently installed window signs triggered him to question the Community and Economic Development team to look at where else we have this type of signage since no permit is needed.

It was the consensus of the Board to have staff research options and report back to the Board.

2.2 Finance and Administration

2.21 Receipt of Annual Police Pension Fund Report (Village of Lincolnshire)

Village Treasurer/Finance Director Rossi introduced Mr. Steve Lee, President of the Police Pension Fund.

Mr. Steve Lee, President of the Police Pension Fund provided background information regarding the Police Pension Fund and noted

who makes up the current Police Pension Board.

Mr. Lee provided a presentation regarding the Police Pension Fund including the annual actuarial process and 2022 highlights. Mr. Lee noted this past year, Lincolnshire's Police Pension Fund money was transferred to a state-wide pool of assets for all police pension funds as required by state law. The pooled assets are intended to result in better investment returns, lower administrative costs, and more expertise leading to higher investment earnings for all funds.

Trustee Kelly asked why administrative expenses increased by approximately \$10,000 between 2021 and 2022. A conversation regarding administrative expenses followed. Mr. Lee stated he would investigate the administrative expenses and report back to the Board.

Mr. Lee continued his presentation with information on mortality assumptions, retirement assumptions, disability discrimination rates, investment returns, a summary of the 2023 actuarial valuation, trends in participants and payroll, market value assets, and financial condition indicators.

A brief conversation regarding Village contributions followed.

Mr. Lee continued his presentation regarding the Village's formal funding policy, future assumptions, recommended versus actual contributions, projected funding policy, projected financial condition indicators, funded status of Lincolnshire versus downstate police pension plans, and contribution rate based on funded status. Mr. Lee noted Lincolnshire's Police Pension Fund is one of the best-funded in the state and well above the average of neighboring communities' funds.

Village Manager Burke stated staff will follow up with the auditors about Trustee Kelly's question noting he believes this is related to Gatsby 67 and 68 reporting.

2.22 Consideration of an Ordinance Disposing Surplus Property (Village of Lincolnshire)

Management Analyst McLaughlin provided a summary of the Ordinance disposing of surplus property.

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

2.23 Consideration of Requests from Citizens and Village Organizations Regarding Proposed Fiscal Year 2024 Budget (Village of Lincolnshire)

Village Manager Burke noted there have been no requests from the solicitation to citizens and Village organizations for the fiscal year 2024 budget.

2.3 Public Works

2.31 Consideration of an Agreement with Mark 1 Landscape of Bartlett, Illinois to Install Landscaping at Village Parks and Entryway Sign Areas in an Amount not to Exceed \$42,084 (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of an Agreement with Mark 1 Landscape to install landscaping at Village parks and entryway sign areas in an amount not to exceed \$42,084.

Mayor Brandt asked what the budget amount was for these improvements. Public Works Director Woodbury stated this item was included within the total budget of \$350,000. We are currently under budget for the 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 Riverside Foundation Oktoberfest

Mayor Brandt stated her appreciation to Public Works and Police for their hard work for the Riverside Foundation Oktoberfest 5K Race/Walk. Trustee Wright noted her opinion that they did a great job setting up and were out at the event very early that morning.

Mayor Brandt stated Half Day Brewing did an amazing job with their involvement in the event as well.

4.0 NEW BUSINESS

5.0 EXECUTIVE SESSION

5.1 5 ILCS 120/2(c)(6) – Setting Price for Sale of Village-Owned Property

Trustee Raizin moved, and Trustee Wright seconded the motion to go into Executive Session Regarding 5 ILCS 120/2(c)(6) – Setting Price for Sale of Village-Owned Property.

Village Attorney Simon, Assistant Village Manager/CED Director Roesler, and Planning & Development Manager Zozulya attended Executive Session

The roll call vote was as follows:

AYES: Kelly, Raizin, Wright

NAYS: None

ABSENT: Mitchell, Grujanac, Pantelis

ABSTAIN: None

Mayor Brandt declared the motion carried and the Board went into Executive Session at 8:37 p.m. and came out of Executive Session at 9:02 p.m.

6.0 ADJOURNMENT

Trustee Wright moved, and Trustee Raizin seconded the motion to adjourn. The voice vote was unanimous, and Mayor Brandt declared the meeting adjourned at 9:03 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk