



# VILLAGE OF LINCOLNSHIRE

## MINUTES COMMITTEE OF THE WHOLE MEETING January 29, 2024

Present:

Mayor Brandt - Remote  
~~Trustee Kelly~~  
Trustee Pantelis  
Trustee Wright  
Village Attorney Mack  
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  
Assistant Public Works Director/Village Engineer Dittrich

### 1.0 ROLL CALL

Temporary Chair Grujanac called the meeting to order at 7:12 p.m., and Village Clerk Mastandrea called the roll.

Trustee Grujanac requested a motion to allow Mayor Brandt to participate remotely. Trustee Wright moved, and Trustee Pantelis seconded the motion to allow Mayor Brandt to participate remotely. Upon a voice vote the motion passed in favor of allowing Mayor Brandt to participate remotely.

### 2.0 ITEMS OF GENERAL BUSINESS

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

#### **2.11 Pre-Application Review Regarding a Major Amendment to the Tri-State Planned Unit Development Ordinance to Increase Wall Identification Sign Dimensions (Bradford Allen Realty Services – 300 Tri-State International)**

Planning & Development Manager Zozulya provided a summary of the pre-application review regarding a major amendment to the Tri-State Planned Unit Development (PUD) Ordinance to increase wall identification sign dimensions proposed by Quill noting the building is in the southmost corner of the Tri-State campus, it is a five-building development. Quill requests a visible wall sign on the building. The current PUD Ordinance only allows one sign per frontage up to 3’ tall. Quill’s proposed design calls for a 5’ 1” tall sign. The only departure from current regulations is a height exception. The application materials submitted by the petitioner supplement images of existing Tri-State signage with comparable signs in other locations in Lincolnshire, specifically Thomas Price and Zebra Technologies because they are considered comparable signs given the height of the buildings, locations, and setbacks. Planning & Development Manager Zozulya noted staff does not have any concerns and feels it is a tastefully designed sign. If the Village Board refers this project to the

Architectural Review Board (ARB), the ARB will further evaluate the design and its compatibility with the building and with existing conditions and then prepare a recommendation for Village Board consideration.

Temporary Chair Grujanac asked if the Board would like to hear the overview from the petitioner.

Trustee Raizin asked if a very long name could also be five feet tall noting concern for future signs. Planning & Development Manager Zozulya stated the length of the sign is not driven by the PUD, where you see defaults to code, which means that the underlying code would control the length. Trustee Raizin asked if this would be applied to future signs. Planning & Development Manager Zozulya clarified that while the proposed sign amendment would allow for a taller height of 5' for future signs, the length would still be controlled by the village code and not exceed the maximum allowed length of 18'. Planning & Development Manager Zozulya explained a hypothetical future sign could have the maximum height allowed under the Quill proposal and maximum length allowed by code, but the actual design would still need to be proportionate.

Trustee Wright expressed concern about the approximate square footage shown for some of the example signs, particularly CDW. Trustee Wright noted she would like to see the PUD expectations for sign size addressed with the ARB to avoid very large signs becoming the norm. Trustee Wright noted the examples of signs from Zebra and Aramark seem more reasonable in allowing flexibility for names and logos while still being respectful of size.

Village Manager Burke asked for confirmation that Trustee Wright would like ARB to provide feedback on the framework of the PUD in terms of the overall signage per the building. Trustee Wright confirmed.

Mr. Victor Filippini with Filippini Law Firm, representing Quill addressed concerns about the Quill sign proposal setting a precedent for larger signage throughout the development. Mr. Filippini stated the intent is not to make all signs as big as the largest, and property ownership is working on a master sign plan that would be site-specific to each building based on factors like setbacks and building length. Mr. Filippini stated the ownership does not want one approval to set the standard, and the Quill sign proposal is just for that particular tenant, while the master sign plan will provide parameters for the rest of the office center.

Mayor Brandt noted her opinion that what makes the Tri-State PUD unique is being against the toll road, and the buildings are set back. Mayor Brandt noted the Village Board became comfortable with larger wall signage with CDW's initial request.

It was the consensus of the Board to refer the Pre-Application Review Regarding a Major Amendment to the Tri-State Planned Unit

Development Ordinance to Increase Wall Identification Sign Dimensions (Bradford Allen Realty Services – 300 Tri-State International) to the Architectural Review Board.

**2.12 Continued Consideration of Concepts and Expenses Related to the Village Hall Circle Drive Landscape Plan (1 Olde Half Day Road - Village of Lincolnshire)**

Planning & Development Manager Zozulya provided an overview of the Village Hall Circle Drive Landscape Plan. Planning & Development Manager Zozulya noted the existing mature Linden tree in the center is diseased and needs to be removed. Three options for replacement trees are being considered - single-stem, multi-stem, or evergreen. The landscaped area within the circle is proposed to be raised from 1.5' to 4.5'. Updated cost estimates for each tree option are provided in Table 1 of the memo, with the project budget being \$55,000. The Village Board's direction is sought on the type of center tree and other landscape features to update the Circle Drive.

Trustee Wright asked if Public Works is comfortable with the choices and do they have any feedback. Public Works Director Woodbury stated if the trees proposed for replacement are native to the area and can adjust to our winter temperatures, Public Works is comfortable with the choices. Public Works Director Woodbury stated staff would be more inclined to a single stem as opposed to a pine, noting the single stem tends to survive at a better rate. Village Manager Burke stated his thoughts are if you ask the certified arborist, they will say single stem and not the Evergreen species, given the stress the evergreens throughout the community have experienced the last number of years.

Mayor Brandt noted her opinion that she would be in favor of a larger per-caliber-inch tree. Public Works Director Woodbury noted that 8" caliber is recommended as the largest we should go by the contractor to ensure the survivability of the tree.

Trustee Grujanac noted concern with the taller grasses proposed and not having the area open enough to see Village Hall. Trustee Grujanac suggested opening the area a little.

The consensus of the Board was for a single stem higher caliber tree.

**2.13 Consideration of Approval of a Supplemental Professional Services Agreement with Hitchcock Design Group of Naperville, Illinois for Signage Design, Final Sign Execution, and Design Consulting Services at a Cost Not to Exceed \$17,500 (Village of Lincolnshire)**

Public Works Director Woodbury provided a summary of the proposed supplemental professional services agreement with Hitchcock Design Group of Naperville, Illinois for signage design, final sign execution, and design consulting services at a cost not to exceed \$17,500 noting the proposed agreement is for Hitchcock to assist with entryway

signage, landscaping, electrical work for the Circle Drive, and message board services.

Trustee Raizin noted concern with the growth around the Village of Lincolnshire knee wall sign and not being able to see it from Route 22 or Olde Half Day Road. Village Manager Burke stated staff will look at the maintenance of the bushes around the sign.

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

2.2 Finance and Administration

2.3 Public Works

**2.31 Consideration of Approval of a Contract with Sheridan Plumbing and Sewer of Bedford Park, IL for the Stafford Court - Farrington Circle Drainage Improvement Project in an Amount Not to Exceed \$192,262.50 (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of the proposed contract with Sheridan Plumbing and Sewer of Bedford Park, IL for the Stafford Court – Farrington Circle Drainage Improvement Project in an amount not to exceed \$192,262.50 noting this was bid out back in September and was over bid. It was decided at this time to reject the bid and try to rebid it with some more favorable conditions. Staff rebid this and it came back \$5,000 lower than the original bid, so staff is recommending approving the contract.

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**

**4.0 NEW BUSINESS**

**5.0 EXECUTIVE SESSION**

**6.0 ADJOURNMENT**

Trustee Wright moved, and Trustee Raizin seconded the motion to adjourn. The voice vote was unanimous, and Temporary Chair Grujanac declared the meeting adjourned at 7:47 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea

Village Clerk