



**MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, March 12, 2018**

Present:

Mayor Brandt	Trustee Feldman
Trustee Grujanac	Trustee Hancock
Trustee McDonough	Trustee Servi
Trustee Leider	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
Finance Director/Treasurer Peterson	Public Works Director Woodbury
Chief of Police Leonas	Economic Development Coordinator Zozulya

ROLL CALL

Mayor Brandt called the meeting to order at 7:15 p.m. and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of the February 26, 2018 Committee of the Whole Meeting Minutes

The minutes of the February 26, 2018 Committee of the Whole Meeting were approved as submitted.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.11 Consideration of an Ordinance Amending Ordinance #11-3191-13A Related to Marriott's Lincolnshire Resort Master Sign Plans (Directional and Wall Signs - Marriott Lincolnshire)

Economic Development Coordinator Zozulya provided a summary of a proposed Ordinance amending Ordinance 11-3191-13A related to Marriott's Lincolnshire Resort Master Sign Plans to identify the College Park Athletic Club (CPAC) as the new tenant of the racquet club building. The Architectural Review Board (ARB) reviewed the proposed changes and recommended approval subject to the petitioner providing appropriate treatment of the building wall to ensure the traces of the old box sign are not visible after removal.

Mr. Ken Pywell, Owner of Signarama Deerfield, representing CPAC provided a presentation highlighting the proposed changes to the Marriott's Lincolnshire Resort Sign Plans.

Trustee Servi asked if the current wall sign for the Racquet Club is

backlit. Mt. Pywell stated the box gets lit internally and shines through the letters.

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

3.12 Consideration of a Resolution Authorizing Publication of the 2018 Zoning Map (Village of Lincolnshire)

Economic Development Coordinator Zozulya provided a summary of the annual Resolution authorizing publication of the 2018 Zoning Map. Economic Development Coordinator Zozulya stated there are only two noted changes from the previous year; the 1-acre unincorporated residential property on W. Port Clinton Road annexed into the Village and added to the Stevenson High School property with R1 Single-Family Residence, Special Use designation and the 15-acre “Mons” property on Riverwoods Road rezoned from R1 Single-Family Residence to R2A Single-Family Residence.

Mayor Brandt asked for clarification for the record that when the Village adopts a Zoning Map it is not set in stone; it give the Board flexibility to change zoning. Economic Development Coordinator Zozulya noted the Mayor is correct in her statement and added that the Comprehensive Plan is a guiding document and not binding. As far as zoning, any property can be requested for re-zoning and go through the re-zoning process.

Trustee Leider asked for clarification regarding what the current zoning of the Hewitt/Aon property is. Economic Development Coordinator Zozulya stated the property is currently zoned OC – Office/Campus which is what the zoning was in 2007 and is being carried over into 2018.

Mayor Brandt asked if the Florsheim property is currently zoned Estate. Economic Development Coordinator Zozulya stated the Florsheim property is currently zoned Estate Residential in unincorporated Lake County. Mayor Brandt stated she has received questions regarding the Banner Day Camp property zoning and asked for zoning clarification. Economic Development Coordinator Zozulya stated the Banner Day Camp property is currently in unincorporated Lake County and is not sure of the class specification but thinks it is Estate Residential. Village Attorney Simon stated the Banner Day Camp property is zoned Agricultural.

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

3.2 Finance and Administration

3.21 Consideration of a Resolution Adopting a Records Retention Schedule (Village of Lincolnshire)

Village Manager Burke provided a summary of the proposed Resolution adopting records retention schedule which represents approximately three years of work staff had in working with the Secretary of State on establishing a formal schedule of all the Village's documents across all department.

Trustee Leider asked if Legal Council is comfortable with this resolution. Village Manager Burke stated Village Attorney Simon drafted the Resolution and is aware of the process staff has gone through working with the Secretary of State. Village Manager Burke stated prior to this, each department had their own schedule so the updated would combine all together and Administrative Assistant Sarah Maciareillo will be the keeper of the schedule.

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

3.3 Public Works

3.31 Consideration of Public Works Department Organizational Changes (Village of Lincolnshire)

Public Works Director Woodbury noted earlier this month long time Administrative Assistant, Kimberly Jurco announced her retirement after 27 years and as part of succession planning the Public Works Department is recommending replacing the Administrative Assistant position with Public Works Management Analyst. Public Works Director Woodbury provided a summary of this Department organizational change.

Village Manager Burke stated all will be invited to attend a reception for Kimberly Jurco the afternoon of May 1, 2018. Trustee Grujanac asked staff to invite the Park Board to the reception.

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

3.4 Public Safety

3.5 Parks and Recreation

3.6 Judiciary and Personnel

4.0 UNFINISHED BUSINESS

5.0 NEW BUSINESS

5.1 Update on Proposed Minor Revisions – Ascension of Our Lord Greek Orthodox Church, 1207 and 24325 Riverwoods Road

Economic Development Coordinator Zozulya provided a summary of the

proposed minor revisions – Ascension of Our Lord Greek Orthodox Church noting this item is for information purposes. The Church's representatives have approached staff with some positive changes which falls under the jurisdiction of the ARB and will be presented to the ARB on March 20, 2018. Economic Development Coordinator Zozulya highlighted the changes to include the exterior building material change from an E.I.F.S. (dryvit) material to a light color brick; changing the color of the dome to a non-glare lighter color; and changing the color of the windows, fascia, and mortar to colors to match the proposed brick.

The Board was in favor of the proposed changes presented.

6.0 EXECUTIVE SESSION

Trustee Grujanac moved and Trustee Servi seconded the motion to go into Executive Session for the purpose of discussing personnel and litigation. The roll call vote was as follows: AYES: Trustees Feldman, Grujanac, Leider, and Servi. NAYS: None. ABSENT: Trustees Hancock and McDonough. ABSTAIN: None. Mayor Brandt declared the motion carried and the Board went into Executive Session at 7:34 p.m. and came out of Executive Session at 7:43 p.m.

7.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Servi seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 7:44 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk