



**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, September 10, 2018**

Present:

Mayor Brandt	Trustee Harms Muth
Trustee Grujanac	<del>Trustee Hancock</del>
Trustee McDonough	Trustee Servi
Trustee Leider	Village Clerk Mastandrea
Village Attorney Asprooth	Village Manager Burke
Finance Director/Treasurer Peterson	<del>Public Works Director Woodbury</del>
Chief of Police Leonas	Assistant Village Manager/Community &
Assistant Public Works Director/Village	Economic Development Director Gilbertson
Engineer Dittrich	Economic Development Coordinator Zozulya

**ROLL CALL**

Mayor Brandt called the meeting to order at 7:50 p.m. and Village Clerk Mastandrea called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of the August 27, 2018 Committee of the Whole Meeting Minutes**

The minutes of the August 27, 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 a 2-Lot Single-Family Subdivision (Achi) in Unincorporated Lake County (23344 N. Indian Creek Road)**

**3.12 Consideration of an Out-of-Village Water Service (23344 N. Indian Creek Road)**

**3.13 Consideration of a 2-Lot Single Family Subdivision (Elm Estates) in Unincorporated Lake County (23477 N. Elm Road)**

Mayor Brandt opened up Items 3.11 – 3.13 together.

Economic Development Coordinator Zozulya provided a presentation of a Single-Family Subdivision and Water Utility Connection in unincorporated Lake County - 23344 N. Indian Creek Road and 23477 N. Elm Road. Economic Development Coordinator Zozulya noted these

properties are within the jurisdiction of Lake County. However, Section 7-1-3 of Title 7, Subdivision Code, gives the Village the authority to review subdivision proposals within 1.5 miles of Village boundaries regarding all subdivision requirements in Title 7. All municipalities in Illinois have the same authority per State law. Therefore, the County requested the Village's review of these requests. If the Village Board approves the subdivision requests, the Village will certify the final plats of subdivision before they are recorded by the County. The Village's zoning requirements, such as lot size and frontage width, do not apply to unincorporated subdivision proposals within 1.5-miles of Village corporate limits. A total of five such requests have been reviewed and approved by Lincolnshire since 2007. In addition to reviewing the County request the owner is requesting out-of-village water service connection.

Trustee McDonough asked if both properties have one owner; is this why the request is grouped together. Economic Development Coordinator Zozulya stated there are two separate owners, but the common thread is both applicants are trying to subdivide in Lake County at the same time. Mayor Brandt stated historically the Village has taken the strong stance that they did not want to annex the properties but would allow for the water or sewer connections. Mayor Brandt expressed her opinion it does not make sense monetarily to pursue annexation. A brief conversation regarding annexation of the properties and how this would affect the Village of Lincolnshire followed.

Economic Development Coordinator Zozulya provided information regarding park, library, and school donations. Economic Development Zozulya noted the Village Attorney Simon stated impact fees would apply per the subdivision code since they fall within 1.5 of the Village's borders. A conversation regarding impact fees and fees not charged to similar properties in the past followed.

Economic Development Zozulya asked for Board direction regarding charging for application fees or subdivision fees. Staff suggested charging half of the current subdivision fee of \$1,000 since this type of application would not have to go through approval with the Zoning Board. Trustee Leider suggested a sliding scale based on lot size. Village Manager noted this is not the deposit typical applicants are required to post in escrow for fees the Village accrues. Village Manager Burke noted the escrows, as opposed to application fees, may be of varying sizes depending upon complexity of project and expected third party expenses of the Village.

It was the consensus of the Board for staff to collect an application fee of \$1,000 and collect donations fees per the subdivision code.

Economic Development Coordinator Zozulya noted staff worked with the County and the Indian Creek Road subdivider to arrive at the lot

layout. The Elm Road subdivision was already laid out per the Village of Lincolnshire's subdivision code. Trustee Grujanac asked if emergency vehicles could get into the Elm Road subdivision. Assistant Public Works Director/Village Engineer Dittrich stated there is a shared access easement.

Trustee Servi stated there has been some drainage issues in the Elm Road area and asked what criteria needs to be met for this to go to Lake County Storm Water Management. Public Works Director/Village Engineer Dittrich stated they would have to get a Stormwater Management permit for this subdivision prior to any work proceeding.

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

3.2 Finance and Administration

**3.21 Consideration and Discussion of Proposed Goals for 2019 (Village of Lincolnshire)**

Village Manager Burke provided a summary of the proposed goals for 2019. This will not come back for approval but can be discussed or modified during the Budget process which is currently ongoing.

Trustee Servi noted he would like to see a goal with more business outreach for both industrial and retail areas.

Mayor Brandt noted the Manager's Notes have a lot of what staff is doing with the businesses but agrees more can be done.

Village Manager Burke noted there is an approved Economic Development Strategic plan in place that guides staff on the month-to-month economic development activities of the Village.

Mayor Brandt highlighted several of the areas staff is working on and drives individuals to the Lincolnshire Facebook and Twitter pages.

Village Manager Burke noted staff will add a reporting goal.

3.3 Public Works

3.4 Public Safety

**3.41 Consideration of a Resolution Approving an Agreement Pertaining to the Regulations of Traffic and Parking on Lincolnshire-Prairie View School District #103 Property (School District #103)**

Chief of Police Leonas provided a summary of the proposed Resolution approving an Agreement pertaining to the regulations of traffic and parking on Lincolnshire-Prairie View School District #103 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.

**3.42 Consideration of Reciprocal Reporting Agreement Between Lincolnshire-Prairie View School District #103 and the Village of Lincolnshire (Village of Lincolnshire & School District #103)**

Chief of Police Leonas provided a summary of the proposed reciprocal Agreement between Lincolnshire-Prairie View School District #103 and the Village of Lincolnshire.

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

3.5 Parks and Recreation

3.6 Judiciary and Personnel

**4.0 UNFINISHED BUSINESS**

**5.0 NEW BUSINESS**

**6.0 EXECUTIVE SESSION**

Trustee Grujanac moved and Trustee Servi seconded the motion to go into Executive Session for the purpose of discussing personnel. The roll call vote was as follows: AYES: Trustees Harms Muth, Grujanac, Leider, McDonough, and Servi. NAYS: None. ABSENT: Trustee Hancock. ABSTAIN: None. Mayor Brandt declared the motion carried and the Board went into Executive Session at 7:48 p.m. and came out of Executive Session at 7:58 p.m.

**7.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee McDonough seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 7:59 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk