



## **MINUTES**

### **COMMITTEE OF THE WHOLE MEETING**

### **Monday, November 11, 2019**

Present:

Mayor Brandt	Trustee Harms Muth
Trustee Grujanac	Trustee Hancock
Trustee Leider	Trustee Pantelis
Trustee Raizin	Village Clerk Mastandrea
Village Attorney Simon	<del>Village Manager Burke</del>
Finance Director/Treasurer Peterson	Public Works Director Woodbury
Chief of Police Leonas	Assistant Village Manager/Community &
Planning & Development Manager Zozulya	Economic Development Director Gilbertson

#### **1.0 ROLL CALL**

Mayor Brandt called the meeting to order at 7:09 p.m., and Village Clerk Mastandrea called the Roll.

#### **2.0 ITEMS OF GENERAL BUSINESS**

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

##### **2.11 Consideration of an Ordinance Rezoning the Property Commonly Known as 2 Hotz Road from R1 Single-Family Resident to E Small Scale Office (Lincolnshire Animal Hospital – 420 Half Day Road)**

##### **2.12 Consideration of an Ordinance Granting an Amendment to a Special Use Granting Variations for an Animal Clinic (Lincolnshire Animal Hospital – 420 Half Day Road)**

Mayor Brandt opened up Items 2.11 and 2.12 together.

Planning & Development Manager Zozulya summarized the proposed ordinance rezoning the property commonly known as 2 Hotz Road from R1 Single-Family Resident to E Small Scale Office and a proposed ordinance granting an amendment to a Special Use granting variations to allow parking expansion onto the 2 Hotz Road property for Animal Hospital operations; to locate parking spaces in a front and corner side yard; and to locate a yard fence in a required corner side yard setback. The petitioner first presented to the Board in March, then proceeded to the Zoning Board for a public hearing as well as review by the Architectural Review Board (ARB) in April. Both advisory boards unanimously recommended approval. The ARB had one condition regarding placement of wood chips near the walkway, which the petitioner agreed to install but Lake County Stormwater Management (LCSMC) did not allow. Staff concurs with LCSMC's position.

Dr. Patrick Emmelot introduced himself and Stuart Clark, owners of the Animal Hospital. Dr. Emmelot presented additional detail on the request including current and proposed site plans, fencing, parking, landscaping, and electrical.

It was the consensus of the Board to place items 2.11 and 2.12 on the Consent Agenda for approval at the next Regular Village Board Meeting.

**2.13 Preliminary Evaluation of a New Special Use with Variations to Ratify Existing Improvements for a Proposed Building Addition (Daniel Wright Junior High School – 1370 Riverwoods Road)**

Planning & Development Manager Zozulya provided a summary of petition for a new Special Use with variations to ratify existing improvements for a proposed 1,800-foot building addition at Daniel Wright Junior High School. This has been published for a Public Hearing at the Zoning Board for the November 12 Zoning Board meeting due to timing and is scheduled to proceed to the ARB the following week.

Planning & Development Manager Zozulya provided additional detail on the property. It was developed in unincorporated Lake County in 1972 and annexed by the Village in 1989 in the R1 Single-Family zoning district.

Planning & Development Manager Zozulya noted School District (SD) 103 proposes the building addition to address growing enrollment and create additional classroom space.

Dr. Scott Warren, Superintendent for Lincolnshire-Prairie View School District 103, thanked the Board and introduced Ken Florey, Attorney with Robbins Schwartz, representing SD 103.

Mr. Florey introduced Scott Gaunkey, Director of Facilities for Lincolnshire-Prairie View School District 103; Matt Bickel, Lead Architect with Wold Architects and Engineers; Leo Morand, Engineer with Gewalt Hamilton Associates, Inc.; Jodi McCarthy, Engineer with Gewalt Hamilton Associates, Inc.; and Terry Fielding, Construction Manager with International Contractors, Inc.

Mr. Bickel provided an introduction and background of the petition.

Ms. McCarthy provided information relative to storm water improvements for the proposed school addition.

Mr. Bickel continued the presentation with proposed architectural renderings.

Mr. Florey continued the presentation listing the variation requests.

Mr. Bickel provided more detail for these variation requests.

Mr. Florey provided a list of Special Use standards for zoning variations.

Trustee Leider suggested keeping the architecture natural without being too modern.

Mayor Brandt asked when construction would begin if the petition is approved. Mr. Bickel stated the project would go to bid in January with the intention of starting construction as early as March.

Mayor Brandt noted concern regarding Village projects scheduled for Riverwoods Road that could affect the proposed construction at the school.

Dr. Warren noted summer school will not be at Daniel Wright in 2020 due to the proposed project.

It was the consensus of the Board to refer this to the Zoning Board for a Public Hearing and to the Architectural Review Board.

**2.14 Consideration of Zoning Board Non-Recommendation Regarding Text Amendments to Single-Family Residential Bulk Regulations in Title 6, Chapters 5A (R1, R2 and R3 Single-Family Residence Districts) and 5B (R2A Single-Family Residence District) of the Lincolnshire Village Code (Village of Lincolnshire)**

Assistant Village Manager/CED Director Gilbertson provided an update and summary regarding the Zoning Board's non-recommendation regarding text amendments to single-family residential bulk regulations in Title 6, Chapters 5A (R1, R2 and R3 Single-Family Residence Districts) and 5B (R2A Single-Family Residence District) of the Lincolnshire Village Code. Assistant Village Manager/CED Director Gilbertson stated the Zoning Board thought the current code was sufficient to regulate single-family residential bulk and had concern with staffs' initial proposal in that it may create legally non-conforming structures. Assistant Village Manager/CED Director Gilbertson added that staff developed a modified, less restrictive recommendation regarding square footage caps in the R2A and R3 zoning districts, in light of the Zoning Board's unfavorable recommendation. Assistant Village Manager/CED Director Gilbertson noted the Board may elect to do the following: (1) direct staff to prepare an ordinance for the November 25 Regular Village Board meeting, and vote to overturn the Zoning Board's unfavorable recommendation; (2) direct staff to conduct additional research on FAR or other zoning-specific bulk regulations; or (3) conclude consideration of zoning bulk regulations.

A conversation regarding how this project was initiated followed. Trustee Hancock noted his opinion is one structure may have a

detrimental impact on existing homes in the area.

A conversation ensued regarding current allowances and restrictions.

Assistant Village Manager/CED Director Gilbertson noted the architectural portion regarding bulk regulations still needs to come back to the Village Board, as Board's direction to staff included investigating zoning and architectural components to regulate single-family residential bulk.

Trustee Hancock reiterated his concern regarding the size of homes being built.

Village Attorney Simon noted some of the concerns by the Board would require a property owner to seek a variance and demonstrate hardship relative to exceeding maximum home size.

Trustee Leider asked if the Zoning Board had concerns with the concepts or the numbers presented. Trustee Harms Muth, Zoning Board liaison, stated the Zoning Board did not like the legal, non-conforming homes that would have been created under a previous proposal and did not understand what problem the Board is trying to solve. Trustee Harms Muth restated the Zoning Board's position of the existing regulations being able to adequately address home size.

A conversation regarding concerns of larger homes, what the code allows, and potential code changes relative to bulk regulations followed.

Village Attorney Simon stated for the Village Board to approve anything without further study, it would require a two-thirds vote of the Village Board to overturn the Zoning Board's unfavorable recommendation.

Trustee Leider stated he would be in favor of a change but would defer to staff regarding which proposal they recommended for approval. Trustee Leider stated he is supportive of being more restrictive and does not have a problem going back to the Zoning Board to explain the concerns. Trustee Raizin was in agreement with Trustee Leider's recommendation.

Trustee Pantelis stated she is in favor of being as restrictive as the Board thinks makes sense for the Village.

Trustee Grujanac stated she is in favor of the more restrictive proposed code changes.

Trustee Hancock stated he is in favor of either the past proposal or revised proposal, noting he would like something more in place for the R1 and R2 areas.

Trustee Harms Muth stated her opinion was that the current code is adequate, but if the majority of the Board was in favor, she would agree to the revised proposal since it would leave less homes in legal, non-conforming compliance status. Trustee Harms Muth suggested other members of the Village Board articulate their concerns to the Zoning Board so they have a better understanding of the motivation for the project and the problem the Village Board is trying to address.

A conversation regarding the current and possible non-conforming homes followed.

Trustee Leider stated his proposal would be for the Board to move forward with the original maximum home size cap ratio of 13,000 square feet for R1, 8,000 square feet for R2, 7,000 square feet for R2A, and 5,500 square feet for R3. Mayor Brandt stated, if this is what the Board is in agreement with, it will need a super majority vote and all Trustees will need to be at the next meeting for this vote.

Trustee Raizin suggested the Board reach out to the Zoning Board on the issues. Assistant Village Manager/CED Director Gilbertson stated his opinion is that this issue has been communicated well with the Zoning Board and believes it is just a matter of difference in philosophy or perspective. Assistant Village Manager/CED Director Gilbertson stated there is a Zoning Board Meeting tomorrow, November 12, and he will inform the Zoning Board of the Village Board concerns and recommendations again.

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

### **2.21 Consideration of Approval of the Fiscal Year 2020 Budget (Village of Lincolnshire)**

Assistant Village Manager/CED Director Gilbertson provided a summary of the proposed Fiscal Year 2020 Budget which incorporates Board-directed changes from the Special Committee of the Whole Budget Workshop Meetings.

Mayor Brandt asked if staff knew what the Village might receive in Motor Fuel Tax revenue. Assistant Village Manager/CED Director Gilbertson stated he did not know but would find out and report back to the Board.

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 an Ordinance Levying Taxes for Corporate Purposes of the Village of Lincolnshire, Lake County, Illinois for Fiscal Year Beginning the First Day of January, 2019 and ending December 31, 2019 (Village of Lincolnshire)**

Finance Director/Treasurer Peterson summarized the annual ordinance to levy taxes. The 2019 estimated property tax levy to be collected in Fiscal Year 2020 is \$1,667,500. The property tax revenue reflected in the Proposed 2020 Budget will be used to fund police protection services, police pension contributions, Social Security obligations, and Illinois Municipal Retirement Fund expenses. The total proposed levy is exclusive of election costs and debt retirement, which is equivalent to last year's contributions.

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 an Ordinance Abating and Reducing Certain Taxes Heretofore Levied to Pay Debt Service on Special Service Area (SSA) Bonds of the Village of Lincolnshire, Lake County, Illinois (Sedgebrook Special Service Area Number 1 Special Tax Bonds)**

Assistant Village Manager/CED Director Gilbertson provided a summary of the annual Ordinance abating and reducing certain taxes heretofore levied to pay debt service on Special Service Area (SSA) Bonds of the Village of Lincolnshire for Sedgebrook Special Service Area Number 1 Special Tax Bonds.

Finance Director/Treasurer Peterson clarified that the Village is not refunding or paying off these bonds in 2020.

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

**2.24 Consideration of an Ordinance Amending Chapter 15 of Title 1- Comprehensive Fee Schedule of the Lincolnshire Village Code Related to the Establishment of Fees and Charges for Service (Water and Sewer Connection Charges and Rate) (Village of Lincolnshire)**

Assistant Village Manager/CED Director Gilbertson provided a summary of the annual ordinance amending Chapter 15 of Title 1- Comprehensive Fee Schedule of the Lincolnshire Village Code related to the establishment of fees and charges for service (water and sewer connection charges and rate) which Highland Park and Lake County are passing on as the service providers for the Village. The average household will see an approximate increase of \$4.48 per month.

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

**2.25 Consideration of Proposed Changes to Police Pension Funding Policy (Village of Lincolnshire)**

Finance Director/Treasurer Peterson provided a summary of proposed changes to Police Pension Funding Policy, including updated retirement, termination, and disability rate tables; updated percentage of disabilities assumed in the line of duty; updated percentage of deaths assumed in the line of duty from; and updated percentage of marriages assumed.

Village Attorney Simon noted with regards to the consolidation bill being considered by the Illinois General Assembly, if this bill passes, the Police Pension will be more in line with the Illinois Municipal Retirement Fund. There will be a Board that takes over all the actuarial assumption power and will tell the Village what it is compelled to contribute.

A brief discussion regarding other potential mandates followed.

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

**2.26 Consideration of the 2020 Calendar and Meeting Schedule (Village of Lincolnshire)**

Assistant Village Manager/CED Director Gilbertson provided a brief summary of the proposed 2020 calendar and meeting schedule.

Mayor Brandt stated adjustments can be made even if it is approved.

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

2.3 Public Works

**2.31 Consideration of a Joint Purchasing Agreement with Morton Salt, Inc. in the Not-to-Exceed-Amount of \$33,325.00, and Compass Minerals America, Inc. in the Not-to-Exceed Amount of \$28,611.00, for the Purchase of Rock Salt for the 2019-2020 Winter Season (Village of Lincolnshire)**

Public Works Director Woodbury provided a summary of a joint purchasing Agreement with Morton Salt, Inc. in the not-to-Exceed-amount of \$33,325.00, and Compass Minerals America, Inc. in the not-to-Exceed amount of \$28,611.00, for the purchase of rock salt for the 2019-2020 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.

**2.32 Consideration of a One-Year Supplemental Statement of Work with Geographic Information Systems (GIS) Consortium Service Provider, Municipal GIS Partners (MGP) for Geographic Information Services (Village of Lincolnshire)**

Public Works Director Woodbury provided a summary of a one-year supplemental statement of work with Geographic Information Systems (GIS) consortium service provider, Municipal GIS Partners (MGP) for geographic information services in an amount not to exceed \$62,640.00.

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 Public Safety
- 2.6 Parks and Recreation
- 2.7 Judiciary and Personnel

**3.0 UNFINISHED BUSINESS – None**

**4.0 NEW BUSINESS – None**

**5.0 EXECUTIVE SESSION**

Trustee Grujanac moved and Trustee Leider 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, Hancock, Pantelis, Grujanac, Leider, and Raizin. NAYS: None. ABSENT: None. ABSTAIN: None. Mayor Brandt declared the motion carried and the Board went into Executive Session at 8:56 p.m. and came out of Executive Session at 9:05 p.m.

**6.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 9:06 p.m.

Respectfully submitted,  
**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk