



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING June 8, 2020

Present:

Mayor Brandt
Trustee Hancock
Trustee Leider
Trustee Raizin
Village Attorney Simon
Chief of Police Leonas
Public Works Director Woodbury

Trustee Grujanac
Trustee Harms Muth
~~Trustee Pantelis~~
~~Village Clerk Mastandrea~~
Village Manager Burke
Treasurer/Finance Director Peterson
Assistant Village Manager/Community &
Economic Development Director Gilbertson
Administrative Intern Cascone

Planning & Development Manager Zozulya

This was a remote video-conference meeting

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:37 p.m., and Village Manager Burke called the Roll.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning and Land Use

2.11 Consideration of Approval of Unincorporated Kirsch Subdivision (23221 N. Indian Creek Road – TrueStory Homes, Inc.)

Planning & Development Manager Zozulya provided a summary of TrueStory Homes, Inc. request for review and approval of an unincorporated subdivision at 23221 North Indian Creek Road ("Kirsch Subdivision"). The property is within the jurisdiction of Lake County. However, State law and Section 7-1-3 of Title 7 of the Lincolnshire Village Code gives the Village the authority to review subdivision proposals within 1.5 miles of Village boundaries regarding all local subdivision requirements. Staff recommends approval of the two-lot subdivision request at 23221 North Indian Creek Road with the condition that the current property owners sign the Village's water/sewer agreement and voluntary annexation petition prior to the Village signing the plat of subdivision.

Mr. David Munaretto, representative of TrueStory Homes, Inc. provided a presentation regarding the proposed subdivision request for 23221 Indian Creek Road.

Trustee Raizin asked about the wetlands on the property. Mr. Munaretto stated the property is not in the wetlands, but there is a creek that runs through the back of the property.

Planning & Development Manager Zozulya noted the next steps in the process if it is the consensus of the Board to approve the subdivision contingent upon the property owner signing the water and sewer agreement, this would be on the consent agenda at the next Regular Village Board meeting for approval.

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

2.12 Preliminary Evaluation of a Text Amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to Permit and Regulate Electric Vehicle Charging Stations as an Accessory Use to Parking Facilities in All Zoning Districts (Electrify America, LLC)

Planning & Development Manager Zozulya provided a summary of a preliminary evaluation of a Text Amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village code to permit and regulate electric vehicle charging stations as an accessory use to parking facilities in all zoning districts.

Mr. Bryce Christensen with Kimley-Horn, Civil Engineering & Design Consultant for Electrify America, LLC, provided a presentation regarding a preliminary evaluation of a Text Amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to permit and regulate electric vehicle charging stations as an accessory use to parking facilities in all zoning districts.

Mayor Brandt asked why the location for this would be Bank of America versus some other location in Lincolnshire. Mr. Christensen noted Electrify America, LLC has an agreement with the sites to lease the parking spaces. Electrify America, LLC may be working on other sites in Lincolnshire but already has a nationwide agreement with Bank of America. Mayor Brandt asked why there were four proposed versus two; is there a savings to having more stations together regarding equipment. Mr. Christensen stated there is an economy of scale.

Trustee Leider stated he is supportive of the concept, but wanted to make sure this is the right place for this type of use. Trustee Leider noted he wants to be sure any installation of this type is visually attractive and meets Village standards.

Trustee Leider asked how these units are maintained once they are installed. Mr. Christensen stated there is a maintenance agreement; Electrify America, LLC owns and maintains all the equipment. Trustee Leider noted concern with approving the text amendment which would allow for this all over the Village in all zoning districts. Trustee Leider expressed concern about the potential for a variety of different

vendors performing these installations and not just Electrify America, LLC.

Mayor Brandt asked if this was approved under a Planned Unit Development (PUD) would they have to amend the PUD. Planning & Development Manager Zozulya stated the PUD would not have to be amended and would be allowed with a building permit only. The text amendment would set this up to be approved administratively without Board approval. Trustee Leider noted concern with the proposed approval process and suggested each proposed would need Board approval. Trustee Leider noted additional concern with the aesthetics of the charging stations.

Planning & Development Manager Zozulya noted approvals can go through just the Architectural Review Board (ARB) or approval by the ARB then the Village Board.

Trustee Grujanac asked how they will accommodate parking requirements as it relates to these charging stations. Village Attorney Simon noted the proposed code language addresses the parking requirements, and the number cannot be reduced below the minimum required.

Trustee Hancock asked how this generates revenue. Mr. Christensen stated electricity is sold at a per kwh to users who charge their vehicles. Mr. Ben Moore with Electrify America, LLC confirmed they generate revenue from the time connected to the dispenser. Users can purchase a subscription to Electrify America for the charging station use. The car owners are alerted on their phone that they have 10 minutes to relocate the car to allow others to charge. Trustee Hancock asked if the site location receives any revenue. Mr. Christensen stated there is a lease agreement between Electrify America, LLC and the site host.

Trustee Hancock asked for an explanation of the different levels of charging. Mr. Christensen stated a level 2 is a much smaller charging unit that would take longer to charge a vehicle and a level 3 will charge a vehicle in 30 minutes or less.

Trustee Hancock asked what would happen if a business went bankrupt that had the charging stations; would it be up to the land owner to have these removed. Mr. Christensen stated for the purpose of the text amendment, this could be something the Board may want to consider including in the code language.

Trustee Hancock asked if Bank of America considered nearby businesses use of the stations. Mr. Christensen stated it is anticipated to be used by the citizens of Lincolnshire and the general public. Trustee Hancock asked if other business owners were approached. Mr.

Christensen stated he did not know if or what other businesses may have been approached and staff may be able to answer this.

Mayor Brandt asked if Baseline needed to approve this. Planning & Development Manager Zozulya stated Bank of America is a separate zoning lot from the Village Green development property; so there is no approval needed by Baseline.

A conversation regarding Bank of America's parking lot size, the Village parking code requirements, and traffic in the area followed.

Trustee Hancock asked if there were any safety hazards with the equipment and keeping them out in the open. Mr. Christensen stated there are a number of safety mechanisms in place on the equipment in order to keep them safe.

Trustee Raizin asked if there was sales tax associated with the purchase of this power. Mr. Moore stated he believed there was sales tax associated with the fees charged for usage of the equipment. Mayor Brandt asked if he could predict what the annual sales tax was based on a similar project. Mr. Moore did not have this information available but would report back to the Board. Mayor Brandt asked for some data statistics for other stations in Illinois.

A conversation regarding next steps for the proposed text amendment followed. Trustee Hancock noted he would like to hear from the potential landlords and gather the statistics requested prior to moving this forward.

Village Attorney Simon asked if there was potential for the equipment to get smaller with time. Mr. Christensen stated he thought there was a chance the equipment could be condensed but it would be quite some time before this would happen.

Village Attorney Simon noted if the Board wants more control over aesthetics, these would need to be approved by the ARB case-by-case, then the Village Board.

It was the consensus of the Board for Electrify America, LLC to provide additional information on their business model, sales tax revenue statistics, customer statistics, feedback from Bank of America, other possible locations, and for staff to provide additional options for the text amendment approvals prior to moving this forward for approval.

2.2 Finance and Administration

2.21 Staff Report Regarding Reopening Village Facilities Plan – COVID-19 Policies and Procedures (Village of Lincolnshire)

Assistant Village Manager/Community & Economic Development (CED)

Director Gilbertson provided a report regarding reopening Village facilities and the COVID-19 policies and procedures. Staff has referred to the states guidelines along with a team including members from each department for feedback for the creation of this plan. The opening date of the office is scheduled for June 15.

Village Manager Burke noted the plan applies to the public coming into the Village hall and largely affects administrative staff. Police and Public Works have been working the entire time in their respective locations.

Trustee Raizin asked if there was any thought to having groups come in and having temporary markings set up to account for social distancing. Assistant Village Manager/CED Director Gilbertson noted signage will be posted regarding limitations for the conference rooms and this will be telegraphed ahead of time. Village Manager Burke noted in the near term, the rooms would only be used by staff; they are still closed to the outside organizations.

Trustee Leider suggested heightened facility cleaning due to sensitivities surrounding this issue. Village Manager Burke was in agreement with this and stated all shared work spaces would be cleaned upon arrival and end of use. The dedicated work spaces would fall under the current custodial services.

2.22 Staff Report Regarding Fourth of July Planning (Village of Lincolnshire)

Administrative Intern Cascone provided a report regarding a house decorating contest for the Fourth of July festivities.

Trustee Raizin suggested having a category for driveway art since it may be more cost effective and engage more people. Mayor Brandt stated a driveway art project may help engage younger individuals. Trustee Raizin suggested using the Village drone to capture the decorating.

Trustee Raizin asked for the status of the fireworks. Village Manager Burke noted per the direction of the Village Board, staff has continued to work towards a plan for fireworks with the display going higher to increase visibility throughout the community. The plan was to promote this locally. Staff would not try to facilitate traffic coming into the Village with the hope the residents would stay in their neighborhoods.

Trustees noted concern regarding the gathering of non-residents and potential of large crowds due to other communities not having fireworks. Trustee Hancock asked how the crowds would be managed. Village Manager Burke noted there will be police on staff, but at this point in time, they would not call back the entire police department to try and manage something they would not know what extent the

impact may be. The traffic lights will control any flow of traffic for vehicles coming into the community. Trustee Hancock asked how many communities are having fireworks. Village Manager Burke stated very few communities are having fireworks this year. Trustee Hancock suggested having a plan for traffic in the area due to being only one in a few having fireworks.

A conversation regarding additional staffing and possible issues surrounding the fireworks on the fourth of July followed.

Village Manager Burke noted staff can come back with a plan if this is the direction from the Board, and noted staff was not planning to be stationed in the parks to manage social distancing. Trustee Leider noted concern regarding crowd control since more people would be in the area due to the fireworks. Trustee Hancock stated he is not in favor of the fireworks on the Fourth of July. Mayor Brandt noted this was approved previously.

Mayor Brandt asked if they had a rain date planned. Village Manager Burke noted he would confirm the date of July 5 as the rain date.

Trustee Hancock stated he did not believe having the fireworks was voted on by the Village Board. He noted the celebration and display was discussed but no vote taken. Trustee Hancock stated he was not in favor of having this event without a plan for addressing possible large crowds coming into the Village. Mayor Brandt stated there was a previous discussion regarding the fireworks and the vendor was approved. The Budget was approved which included the fireworks display. Mayor Brandt stated her concern is a press release went out stating the fireworks would still be taking place.

It was the consensus of the Board for staff to work on a plan for crowd control and report back to the Board.

2.3 Public Works

2.4 Public Safety

2.41 Consideration of Proposed Amendments to Title 3 (Business and License Regulations), Chapter 3 (Liquor Control) and Title 1 (Administration, Chapter 15 (Comprehensive Fee Schedule and Chapter 17 (Comprehensive Fine/Penalty Schedule) of the Lincolnshire Village Code to Create New Liquor License Classifications and Permit Delivery of Alcohol and Outside Consumption of Alcohol (Village of Lincolnshire)

Chief of Police Leonas provided a summary of proposed amendments to Title 3 (Business and License Regulations), Chapter 3 (Liquor Control) and Title 1 (Administration, Chapter 15 (Comprehensive Fee Schedule and Chapter 17 (Comprehensive Fine/Penalty Schedule) of the Lincolnshire Village code to create new liquor license classifications

and permit delivery of alcohol and outside consumption of alcohol as a result of the Governor's order.

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

2.5 Parks and Recreation

2.6 Judiciary and Personnel

3.0 UNFINISHED BUSINESS

4.0 NEW BUSINESS

Chief of Police Leonas made comments relative to the fireworks discussion noting it was his understanding Lincolnshire is the only Lake County community having fireworks. The only other communities in Illinois he is aware of having fireworks is Crystal Lake and one in the Lockport area. Chief of Police Leonas stated they anticipate a lot of traffic and he will work up a plan for officers at the major intersections and parks for possible activity.

4.1 Police Procedures and Protocol

Mayor Brandt noted a message from the Mayor and Board was sent out regarding addressing Police procedures and protocols. Chief of Police Leonas and Village Manager Burke will be meeting with residents in response to a letter received asking for more information on these procedures and protocols.

Chief of Police Leonas thanked the Mayor and Board for their letter of support. Chief of Police Leonas also thanked Village Manager Burke for supporting him and his team. Chief of Police Leonas provided a report outlining the status of the Department today and some concerns and ideas moving forward for the team. The Police have both a Use of Force Policy and a Show of Force Policy. The Police Department tracks Use of Force and Show of Force incidents. Chief of Police Leonas noted the recruitment process helps with the character and selection of the police officers hired.

Chief of Police Leonas noted some of the concerns are community trust, police policies matching training to make sure they do what needs to be done, and Police morale on the heels of the COVID-19 pandemic. The supervisors have been speaking with the officers consistently and will continue to address these concerns. Long term concerns are recruitment and retention of officers.

A video conference will be taking place with the residents in the coming weeks and potential meetings with other organizations in the Village to keep them abreast of the policies and protocols of the department.

Trustee Hancock asked what the plan was once the Chief met with the community partners and would the results be reported to the Village Board.

Chief of Police Leonas stated his opinion is the community representatives may have recommendations/suggestions, and if the Department considers any of these, they would report back to the Board prior to implementation. Chief of Police Leonas stated they would report back to the Board when strategy decisions needed to be made.

Mayor Brandt stated her opinion is that she is extremely proud of the Department and all they do for the community. This will just open up ideas on how they can improve things. Mayor Brandt stated some of the Trustees wanted to be included in the resident meeting, but Chief of Police Leonas and Village Manger Burke will be the representatives for the Village at the meeting and they will see if they want the Board members involved after this, and it may call for a Special meeting.

Trustees noted their support and asked the Chief to provide any suggestions for the Board to help them in the future.

Trustee Grujanac stated she would like the community to know they have a voice and be heard. Trustee Grujanac noted she would be willing to participate in any way staff thought the members of the Board should be involved.

Trustee Hancock suggested the Department put out a report more frequently for the Board to review and have input on. Mayor Brandt noted the Police presents an annual report and suggested the Board review this and see what else the Board would like to see in the report.

The diversity of the department and communications to the residents was discussed.

5.0 EXECUTIVE SESSION

6.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Hancock seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 9:50 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk