



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING July 13, 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

Utilities Superintendent Geib

Assistant Public Works Director/Village

Engineer Dittrich

Planning & Development Manager Zozulya

This was a remote video-conference meeting

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:29 p.m., and Village Manager Burke called the Roll.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning and Land Use

2.11 **Preliminary Evaluation of a Major Amendment to the Lincolnshire Commons Center Planned Unit Development - Area of Special Sign Control for 940 Milwaukee Avenue Building (940 Milwaukee Avenue – Lincolnshire Propco, LLC)**

Planning & Development Manager Zozulya provided a summary of a preliminary evaluation of a major amendment to the Lincolnshire Commons Center Planned Unit Development - area of special sign control for Fat Rosie's, Taco & Tequila Bar 940 Milwaukee Avenue.

Mr. Steven Bauer, attorney for Meltzer, Purtill & Steele LLC, representing Propco, LLC, owner of 940 Milwaukee Ave. provided a presentation of the proposed preliminary evaluation of a major amendment to the Lincolnshire Commons Center Planned Unit Development - area of special sign control. Mr. Bauer indicated the building on the site plan with vantage points from Milwaukee Avenue; current sign specifications compared to proposed signs; sign layout showing scale; building elevations including proposed signs depicted in the proposed locations; and summary of proposed amendments to the area of special sign control for the shopping center.

It was the consensus of the Board to refer this item to the Architectural Review Board.

2.12 Continued 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 (Village of Lincolnshire)

Planning & Development Manager Zozulya provided a summary and update 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. Following the June 8 meeting, Electrify America withdrew their application due to their schedule and approval timeline constraints, and notified staff of their intent to seek new locations in other communities. Given the Board's general support for the text amendment with revisions, coupled with the fact Adlai E. Stevenson High School and Walgreens have existing Level 2 charging stations; future requests are likely. Staff requests the Board's consideration of the proposed code amendment which addresses Board concerns regarding approval process, height, equipment maintenance/removal, and impervious surface.

Trustee Pantelis asked if these look like the ones in the downtown Lake Forest parking lots. Planning & Development Manager Zozulya stated she is not familiar with the mentioned Lake Forest charging stations. Trustee Pantelis stated she would like to see a picture of the proposed. Village Attorney Simon noted proposed regulations to describe a specific appearance, but limit the height, impact on surrounding properties, and impervious surface.

Trustee Leider stated technology is changing so quickly, and asked if there were any concerns that the restrictions included would get dated fairly quickly. Village Attorney Simon stated they tried to address this with respect to the height noting the regulations say "the height to be the smallest practicable size," with the burden on the applicant to follow this regulation. If staff comes across a smaller unit in another area, they can challenge the applicant to re-size.

Mayor Brandt asked if the Board should have any checks and balances or do it the way a few of the other communities do; with a simple building permit application. Trustee Grujanac suggested reviewing these type of applications for the time being. The remaining Trustees stated they would be satisfied if it was reviewed by the Architectural Review Board (ARB).

Trustee Leider asked if there are any limitations as to how close one of the stations is to another, so they could set a limit to the amount of stations within the radius of the Village. Village Attorney Simon stated this type of rule could be referred to the ARB for consideration. Mayor Brandt asked if there could be limitations per PUD. The proposed states it is allowed in all non-residential districts and for multi-residential which has a PUD or Special Use. A conversation regarding allowance in various zoning districts followed.

Assistant Village Manager/Community & Economic Development (CED) Director Gilbertson asked if it was the Board's desire to allow the ARB ultimate authority to approve these or does the Village Board wish to see the final design and have final approval. Village Manager Burke suggested having final review and approval by the Board initially, since there are so few, and noted this could change in the future if the Village Board wishes.

It was the consensus of the Board to refer this to the Architectural Review Board.

2.13 Consideration of 2020 Food Truck Friday, Heroes Night, and Pop-Up Art Market Events (Village of Lincolnshire / Amdur Productions)

Planning & Development Manager Zozulya provided background related to possible Food Truck Friday and Heroes Night events with the recommendation to cancel these events due to the COVID-19 pandemic.

It was the consensus of the Board to cancel the remaining Food Truck Fridays and Heroes Night.

Ms. Amy Amdur presented a plan for a proposed pop-up art market - Lincolnshire Art Walk. The proposed festival would have 50 artists instead of 110. Ms. Amdur presented their COVID-19 safety plan to host the event.

Trustee Raizin asked how long it would take an Eventbrite visitor to walk through. Ms. Amdur stated she estimated the maximum visit to be approximately 45 minutes for each ticketed guest.

Ms. Amdur noted they would like to add 9 a.m. – 10 a.m. time frame for individuals who may wish to attend that have a compromised immunity.

Trustee Raizin asked if there would be sponsor booths. Ms. Amdur stated some of the sponsors would be happy to contribute face coverings with their logos, and another sponsor volunteered to work the sanitation areas.

Trustee Hancock asked if they would be requiring masks. Ms. Amdur stated they would require masks.

Trustee Hancock asked if food or drink would be served. Ms. Amdur stated no food or drink would be served.

Trustee Raizin asked if they would require a temperature check at the entrance. Ms. Amdur stated the pre-event and on-site messaging, would relay that if you are not well, do not come to the event. Ms. Amdur stated if the Board would require it, she could implement temperature checks.

Trustee Leider asked if they still had commitments from artists to fill the booth. Ms. Amdur stated currently she was over committed and would start by allowing the award winners and those artists with seniority at Lincolnshire's event as having priority.

Trustee Harms Muth and Mayor Brandt expressed their support in allowing the event.

Trustee Raizin asked if there would be live music. Ms. Amdur stated they would not have live music.

Village Attorney asked if this is being allowed in any other town. Ms. Amdur stated they are working with Glenview, Highland Park, Evanston, and Barrington.

Trustees Hancock and Harms Muth stated they were in favor, but would like to only have one entrance. Trustee Raizin stated she was in favor, but would like temperature checks.

It was the consensus of the Board to allow pop-up art market Lincolnshire Art Walk.

2.14 Consideration of Recommendation Regarding Planning and Escrow Fees in title 1 (Administration), Chapter 15 (Comprehensive Fee Schedule) of the Lincolnshire Village Code for Various Administration, Zoning, Sign Control, and Subdivisions & Land Development Fees; and Chapter 8 (Village Finances) Regarding Reimbursement of Village Expenses (Village of Lincolnshire)

Planning & Development Manager Zozulya provided a presentation of a recommendation regarding planning and escrow fees in Title 1 (Administration), Chapter 15 (Comprehensive Fee Schedule) of the Lincolnshire village code for various administration, zoning, sign control, and subdivisions & land development fees; and Chapter 8 (Village Finances) regarding reimbursement of village expenses.

Planning & Development Manager Zozulya asked for Board feedback regarding increasing escrow application fees to cover staff time related to forestry, building, and engineering services.

Trustee Pantelis asked if this is what staff is recommending. Planning & Development Manager Zozulya stated this is the recommendation from staff. Trustee Raizin asked other than Northbrook, do other municipalities charge for these types of services. Planning & Development Manager Zozulya stated no other municipalities charge for these activities; they do have escrow accounts but only for outside consulting fees. Village Manager Burke stated if the Village did not have staff available for these services, the community would have to pay for these fees. This would also ensure the applicants are on their game to put their best foot forward in the application process. Trustee Harms Muth stated if Lincolnshire would be the only municipality to charge for these types of fees, it would not interest her to do this at this time. Assistant Village Manager/CED Director Gilbertson provided a more in-depth explanation of the proposed fees for internal staff and the cost of doing business for these projects. Mayor Brandt noted staff is very lean compared to what it used to be which puts added stress on staff. It is important to ensure the Village is not losing money and have fees commensurate with staff review time.

Trustee Raizin stated if we are on the lower end of fees compared to other municipalities, and asked if it made sense to increase some of the other fees. Village Manager Burke stated covering the cost of the escrow is a way to look at operating costs for staff time and other review fees. The application fee has not been intended to cover the cost of business. Village Attorney Simon stated there is some relation to administering the regulations that are being enforced to the extent that the permit fees do not capture all the Village administrative expenses. It is appropriate to capture them through the escrow. Having them paid through the escrow is a way to guarantee that the permit fees do not exceed the Village's costs and protect the Village from charging too much permit fees.

Staff made the recommendation the Board consider an increase certain permit fees by a percentage each year. Trustee Leider stated he would rather look at increases each year through the budget process.

Planning & Development Manager Zozulya asked for Board direction regarding the one-time administrative fee for management of the escrow. Trustee Leider stated if others are doing it, he would approve a \$50.00 fee. All other Trustees supported implementation of such a charge.

It was the consensus of the Board to place this item on the Consent Agenda for approval with noted changes 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 H. Linden & Sons Sewer and Water of Plano, IL at a Cost not to Exceed \$127,278.00 for the Lincolnshire Drive Stand Pipe and Outflow Drainage Improvements (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a proposed contract with H. Linden & Sons Sewer and Water at a cost not to exceed \$127,278.00 for the Lincolnshire Drive stand pipe and outflow drainage improvements.

Trustee Harms Muth asked if this project is part of the Village-wide drainage study identified by Christopher Burke or completely different. Assistant Public Works Director/Village Engineer Dittrich stated this is a project staff brought forward as a result of last year's budget discussions. This project would help the drainage until the improvements identified by Christopher Burke can be completed. The proposed work improves the efficiency at which staff can deploy the pumps and hoses to assist in clearing water from Lincolnshire Drive during flood events.

Trustee Grujanac asked if the stand pipe leads into the recommendations provided by Christopher Burke. Assistant Public Works Director/Village Engineer Dittrich stated the stand pipe would serve as a backup if the other system failed. Assistant Public Works Director/Village Engineer Dittrich stated the lift station is recommended as part of the drainage study, and the proposed stand pipe would be a backup for this.

Mayor Brandt asked why the Village would spend this kind of money to use as a temporary fix. Assistant Public Works Director/Village Engineer Dittrich stated this is the reason staff split the bid, so if the Board does not want to spend the money on the stand pipe, they could award the base bid of \$60,000.00 for primary improvements to the storm water infrastructure outfall. Trustee Harms Muth asked how the \$60,000.00 would be used. Assistant Public Works Director/Village Engineer Dittrich stated the \$60,000.00 is to repair a head wall that has fallen into the Des Plaines River where the storm sewer discharge exits the Village's system. Mayor Brandt asked what the advantage would be to installing the stand pipe if it only gets the Village through two years; until the lift station is installed. Assistant Public Works Director/Village Engineer Dittrich stated the benefit would be to get the Village through until the lift station could be installed. If the Village decided down the road to not install the lift station and recommended

improvements, this would most likely be more expensive to do than what is currently bid.

Trustee Hancock asked if this project could be submitted to Lake County for grant money. Assistant Public Works Director/Village Engineer Dittrich stated they could apply for grant money, but this type of project would rank extremely low. In order to be awarded this grant money, the project would also need to be rebid next year.

Mayor Brandt asked if Lake County had their meeting to discuss the grant funds. Assistant Public Works Director/Village Engineer Dittrich stated Lake County had their meeting on Thursday, July 9. Christopher Burke attended the meeting. A ranking scale for projects was discussed, and this project would rank low on the scale. Mayor Brandt asked if any of the other potential projects ranked higher. Assistant Public Works Director/Village Engineer Dittrich stated the two project categories that the Village's main projects fit into are nuisance flooding and secondary roadway damage which are at the lower end of what the focus point is for the use of the grant funds. All improvements presented to Lake County get a point value assigned to it, and the type of flooding Lincolnshire is experiencing by Lake County definition and criteria, qualifies for nuisance flooding as opposed to businesses being shut down, structures being damaged, and primary roadways being flooded which are ranked higher in the County's criteria. Lake County Stormwater Management has a list of projects that they are working off of which will be ranked in the multi-year process a discussed at the meeting.

Trustee Harms Muth asked if the stand pipe solved some of the flooding issues. Assistant Public Works Director/Village Engineer Dittrich stated the stand pipe allows the Village to quickly get the pump hooked up, so this will help in speeding up flood response.

A conversation regarding pros and cons of approving this contract with the stand pipe 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.

2.32 Consideration of a Joint Purchasing Agreement with Al Warren Oil Company, Inc., Hammond, Indiana for the Purchase of Gasoline and Diesel Fuel (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of a joint purchasing agreement with Al Warren Oil Company, Inc. for the purchase of gasoline and diesel fuel.

Trustee Leider did not realize the Village buys and stores gas and asked if this is in fact true. Public Works Director Woodbury stated the Village has an underground storage tank for gas and an above ground

diesel tank. Trustee Leider stated from an environmental risk perspective, is this something the Village should continue to do and suggested the Village explore other options in the future. Public Works Director Woodbury stated one of the goals of the Fleet Forman is to explore a card program as a potential to eliminate the underground storage tank.

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

2.33 Consideration of Approval of a Contract with G. Fischer Commercial Construction at a Cost not to Exceed \$159,000.00 for Brick Repairs at Village Hall (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a proposed contract with G. Fischer Commercial Construction at a cost not to exceed \$159,000.00 for brick repairs at Village Hall including some areas of drainage that will get repaired as a result of these improvements.

Trustee Harms Muth asked where the bricks are located that are in need of repair. Assistant Public Works Director/Village Engineer Dittrich stated the bricks in need of repair are located where the Police Department is, by the employee entrance and the flagpole wall. Trustee Harms Muth asked when the last time some of the brick pavers were repaired. Assistant Public Works Director/Village Engineer Dittrich stated the only repairs done, have been by staff in-house; never professionally.

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

2.34 Consideration of Approval of a Supplement to an Existing Professional Service Agreement with Kluber Architects & Engineers in the Amount of \$5,950 for Tuckpointing Design, Bidding, and Construction Administration Service (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a supplement to an existing professional service agreement with Kluber Architects & Engineers in the Amount of \$5,950 for tuckpointing design, bidding, and construction administration service.

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

2.35 Consideration of a Professional Service Contract with Strand Engineering for Design and Bid Specification Preparation of Tank Mixers and Air Ventilation System at a Cost not to Exceed

\$24,950.00 (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a professional service contract with Strand Engineering for design and bid specification preparation of tank mixers and air ventilation system at a cost not to exceed \$24,950.00 at the west side reservoir due to gas levels increasing.

Trustee Leider noted he is going on the understanding of staff recommendations that these fees are reasonable. Assistant Public Works Director/Village Engineer Dittrich stated these contracts are negotiated fees. Strand is also doing the Villages' water model, and this is one of the reasons they are the recommended vendor.

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

2.36 Consideration of a Professional Service Contract with HR Green for the Development of an Emergency Response Plan and Completion of a Risk Resilience Assessment at a Cost not to Exceed \$38,220.00 (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a professional service contract with HR Green for the development of an emergency response plan and completion of a risk resilience assessment at a cost not to exceed \$38,220.00 as required by the United States Environmental Protection Agency.

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

2.41 Consideration of an Ordinance Amending Section 3-3-2-3 of Title 3 (Business & License Regulations), Chapter 3 (Liquor Control) of the Lincolnshire Village Code to Create one Class "B-1" Restaurant-Mixed Retail – Full Liquor License (Fat Rosie's Lincolnshire, LLC – Fat Rosie's Taco and Tequila Bar – 940 Milwaukee Avenue)

Chief of Police Leonas provided a summary of a proposed ordinance amending 3-3-2-3 of Title 3 (Business & License Regulations), Chapter 3 (Liquor Control) of the Lincolnshire village code to create one Class "B-1" Restaurant-Mixed Retail – Full Liquor License (Fat Rosie's Lincolnshire, LLC – Fat Rosie's Taco and Tequila Bar – 940 Milwaukee Avenue).

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

2.42 Consideration of Proposed Amendments to the Village Code for

Weight and Size Vehicle Limitations Allowed Upon Village Roadways Along with Comprehensive Fees for Permitting and Comprehensive Fine Sections for Violations of the Village Code (Village of Lincolnshire)

Chief of Police Leonas provided background and summary of proposed amendments to the village code for weight and size vehicle limitations allowed upon village roadways along with comprehensive fees for permitting and comprehensive fine sections for violations of the village code. Currently, the Village of Lincolnshire requires overweight vehicles in traffic to obtain a permit through the Police Department when the vehicles' weight exceed specific amount. The application is completed by the trucking company and submitted to Police Department for review by an officer certified in truck safety.

Trustee Raizin asked how the overweight vehicles are assessed when they come through. Chief of Police Leonas stated most of the trucks come voluntarily and officers are assigned truck duty so they can detect the trucks coming through. Lincolnshire also works with other Villages to know when they are coming through.

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

3.11 Overtime Savings – SCADA Project

Village Manager Burke noted with regard to overtime savings as a result of the SCADA Project, the memo mentioned 2,000 hours in overtime over five years which could range from \$15,000 - \$22,000 per year.

4.0 NEW BUSINESS

4.11 Tennis Courts

Village Manager Burke sent the Board an email regarding resident comments relative to tennis courts in the Village. With the Whytegate project there will be one pickle ball court and one tennis court, four tennis courts at Balzer Park, and one tennis court at Spring Lake Park for a total of six courts. The resident request was for the Board to change their minds regarding the pickle ball court at Whytegate

Trustee Leider stated he has no interest in a splash pad and there are other tennis courts in the community. As to how to use North Park, that is still in question and will be discussed further in the future. Trustee Harms Muth noted agreement with Trustee Leider and the decision for the pickle ball court was based on the survey done in asking about amenities for the entire

community.

4.12 Heroes Night

Trustee Raizin stated she knows Heroes Night has been canceled but if there is ever a year we need to celebrate heroes, it is this one. Trustee Raizin asked if staff could do something in honor of heroes and suggested ribbons tied trees throughout the community or similar activity.

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

Barbara Mastandrea
Village Clerk