



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING September 29, 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
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 7:20 p.m., and Village Clerk Mastandrea called the Roll.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning and Land Use

2.11 **Preliminary Evaluation of an Impervious Surface Variance and Fee Waiver (1207 / 24325 Riverwoods Road – Ascension of Our Lord Greek Orthodox Church)**

Planning & Development Manager Zozulya provided a summary of preliminary evaluation of an impervious surface variance and fee waiver for Ascension of Our Lord Greek Orthodox Church. The request includes a variance to increase impervious surface from 30% to 35.62% of the total lot area due to a proposed parking expansion for the church. Staff reviewed the site and do not feel it would be a detriment to the community. Planning & Development Manager Zozulya provided detail regarding the approval process and noted this is simply a preliminary evaluation by the Village Board.

Trustee Raizin stated she remembered when there was a Public Hearing for the approval of the plans for the church, and one of the issues she remembered had to do with flooding. Trustee Raizin asked if flooding would be addressed in the presentation. Planning & Development Manager Zozulya stated the petitioner's presentation would address flooding, and noted the church has made a submittal to the Lake County Stormwater Management Commission (SMC). SMC has issued preliminary approvals related to the request. A final permit from SMC will be required before this item comes back before the Board for final approval.

Mr. Mike Firsel, attorney for Ascension of Our Lord Greek Orthodox Church introduced Maria Metropulos, President at Delko Construction Company, and contractor for Ascension of Our Lord Greek Orthodox Church.

Mr. Firsel provided a presentation regarding preliminary evaluation of an impervious surface variance and fee waiver (1207 / 24325 Riverwoods Road – Ascension of Our Lord Greek Orthodox Church) including a proposed site plan and landscape plan.

Trustee Hancock asked if this plan is approved, how many parking spots will the church still need. Mr. Firsel stated the church felt the 50 parking spots proposed would be sufficient. Trustee Hancock asked if the church was still using Daniel Wright Junior High School for overflow parking, and what holidays the church would need additional parking. Mr. Firsel stated the only holiday the church would need additional overflow would be Easter. In Easter's past, the church has used overflow parking at the Junior High School with busing to the church. Mr. Firsel noted he anticipates this practice would continue for holidays. Trustee Hancock asked if they would still allow double parking and incorrect curb usage. Mr. Firsel stated this is not allowed now, but it is also not enforced. Trustee Hancock stated it is not clear that the current request will alleviate the need for parking. Trustee Leider encouraged communication with the parishioners to abide by parking laws.

Trustee Grujanac asked if there was any opposition to making the extra parking area crushed gravel rather than pavement. Ms. Metropulos stated crushed gravel is not the best choice when mixing it with the elements. Ms. Metropulos stated the best option would be an asphalt lot with the proper detention to account for any storm water. Trustee Raizin asked if there was any considerations to surface that allows for water flowing through it. Mr. Firsel stated they would consider all options when bringing this to the Zoning Board but would incorporate feedback from the Village Board at this meeting into consideration of the parking lot surface type.

Trustee Hancock stated his opinion was to stress the importance of the original intent of the church when it was developed.

It was the consensus of the Board to refer this to the Zoning Board for a Public Hearing regarding the proposed impervious surface area variance.

2.12 Consideration of an Ordinance Amending Title 6 (Zoning), Chapter 14 (Administration & Enforcement) of the Lincolnshire Village Code to Revise Regulations Regarding Administration and Enforcement Processes (Village of Lincolnshire)

Planning & Development Manager Zozulya provided a summary of a proposed Ordinance amending Title 6 (Zoning), Chapter 14 (Administration & Enforcement) of the Village Code.

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

2.13 Consideration of an Ordinance Amending Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to Regulate Electric Vehicle Charging Stations (Village of Lincolnshire)

Planning & Development Manager Zozulya provided a summary of a proposed Ordinance amending Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Village Code to regulate electric vehicle charging stations. The Zoning Board & Architectural Review Board (ARB) had the following conditions for Board consideration: the requirement for bollard installations to protect EV equipment; removal of inactive equipment; and approval process to install EV charging stations. Staff recommended bollards should be left as an optional equipment protective structure, as property owners and EV operators can determine the appropriateness of bollards, curbs, or other devices for their location. Staff also recommended not requiring a written notice to property owners to remove inactive equipment, as staff will likely become aware of inactivity or maintenance issues through field inspections or complaints and will communicate with the property owner regarding removal requirements. The proposed text amendments still provide for the 90-day removal window of when equipment becomes inactive, thereby attaching some urgency to removal. Finally, staff sought direction from the Board regarding the approval process for EV charging station installations, as the Zoning Board and ARB felt complete review and approval could be handled exclusively by the ARB.

Village Attorney Simon asked the Board how they wanted to handle the approval process for EV charging station installations. Trustee Grujanac asked for staff's recommendation. Planning & Development Zozulya deferred to the Village Board for direction on the approval process. After further discussion, it was the consensus of the Board to require ARB review and final approval by the Village Board, and to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

2.2 Finance and Administration

2.21 Receipt of Presentation and Request from Visit Lake County Regarding Funding for Fiscal Year 2021(Village of Lincolnshire)

Village Manager Burke introduced Maureen Reidy, President of Visit

Lake County; and Brad Lajoie, General Manager for Marriott Lincolnshire. Village Manager Burke provided background and a summary of the report by Visit Lake County for their 2021 budget request.

Ms. Reidy provided a presentation regarding Visit Lake County's mission, marketing initiative during the pandemic, recovery strategies and upcoming plans, community partnering efforts, and marketing strategies relative to Lincolnshire and other community partners.

Mr. Lajoie provide an overview and statistics regarding current conditions of the Lincolnshire Marriot Resort as a result of the pandemic. Mr. Lajoie advocated for the Village's continued membership and financial contribution Visit Lake County. Mr. Lajoie noted the sales and marketing team at the resort has reduced significantly and all hotels are coming to rely on the work of Visit Lake County to market and secure business for hotels in the region.

Ms. Reidy asked the Board to consider investing \$31,175 for 2021.

It was the consensus of the Board to discuss this request during Special Committee of the Whole Budget Workshop Meetings.

2.22 Consideration of an Ordinance Disposal Ordinance (Village of Lincolnshire)

Village Manager Burke provided a summary of the proposed annual disposal Ordinance.

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 Proposed Amendments to the Village of Lincolnshire Personnel Policy Manual Pertaining to Holidays/Floating Holidays (Chapter); Vacations (Chapter 10); Sick Leave (Chapter 11) (Village of Lincolnshire)

Village Manager Burke provided a summary of proposed amendments to the Village of Lincolnshire Personnel Policy Manual pertaining to holidays/floating holidays, vacations, and sick leave.

Trustee Raizin noted the policy changes seem to work for the current year and asked if this should be adequate moving forward. Village Manager Burke stated one objective is to strive for parity with the union employees who have the ability to carry over vacation time of up to 80 hours annually.

Trustee Hancock asked if an employee was at the Village for many years, could they roll over 25 vacation days to have a total of 50 days the next year. Village Manager Burke stated the maximum carry over

at one time would be one-year accrual of vacation time. A conversation regarding the accrual time for each year followed. Trustees Hancock and Leider stated they have seen a cap of 15 days carried over in other organizations and recommended possibly capping the amount of carryover days in the policy to 15 days.

It was the consensus of the Board to place this under General Items on the next Regular Village Board Meeting.

2.3 Public Works

2.31 Presentation of Update on Various Drainage Project (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided an update on various drainage projects. Assistant Public Works Director/Village Engineer Dittrich noted staff is in the process of reviewing proposals for engineering services related to various storm water improvement projects identified in the Village-Wide Drainage Study. Assistant Public Works Director/Village Engineer Dittrich noted staff is planning to bring various engineering services contracts to the Village Board at the October 13, 2020 meeting for approval so that engineering work on the Village-Wide Drainage Projects can begin in the current year. He noted the 2020 Budget currently includes \$260,000 which was intended to provide funds to jump start projects coming out of the Village-Wide Drainage Study.

Staff received 15 Requests For Qualifications (RFQ's) and is currently working with the following consultants, who have been selected based on the qualifications they presented in their RFQ, on negotiating contracts for the Village Board's approval: Windsor Drive Drainage Improvements – HR Green; Lincolnshire Drive North Drainage Improvements – Christopher Burke Engineering; Lincolnshire Drive South Drainage Improvements – Ciorba Group; Surrey Lane Drainage Improvements – Gewalt Hamilton. The Surrey Lane Drainage Improvement Project is currently included in the 10-Year Capital Improvement Plan, but not until 2026.

2.4 Public Safety

2.5 Parks and Recreation

2.51 Consideration of a Contract with Durabilt Fence, Wheeling, Illinois to Install 2,050 Linear Feet of Split 2-Rail Fence at Rivershire Park in an Amount not to Exceed \$55,845.00 (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of a contract with Durabilt Fence, to install 2,050 linear feet of split 2-rail fence at Rivershire Park in an amount not to exceed \$55,845.00.

Trustee Hancock asked staff to clarify the location of the proposed fence. Public Works Director Woodbury stated the initial bid would

start at Cold Stream and go to the old turn-around driveway on Londonderry Lane.

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

2.52 Presentation of Update on Village of Lincolnshire Bicycle / Pedestrian Plan (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided an update on Village of Lincolnshire bicycle/pedestrian plan.

2.6 Judiciary and Personnel

3.0 UNFINISHED BUSINESS

4.0 NEW BUSINESS

4.1 Trees and Overgrown at Whytegate

Trustee Raizin asked if the trees at Manors of Whytegate discussed last year were replaced. Village Manager Burke stated many of the trees have been replaced, but would have to check to see if all of them had and would report back. Trustee Leider recommended looking into the overgrowth in this area to see if it needs some maintenance.

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 8:37 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk