



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING August 22, 2022

Present:

Mayor Brandt
~~Trustee Harms Muth~~
Trustee Pantelis
Trustee Wright
Village Attorney Simon
Village Treasurer/Finance Director Rossi
~~Public Works Director Woodbury~~

Assistant Public Works Director/Village Engineer Dittrich

~~Trustee Grujanac~~
Trustee Mitchell
Trustee Raizin
Village Clerk Mastandrea
Village Manager Burke
Chief of Police Leonas

Assistant Village Manager/Community & Economic Development Director Roesler
Planning & Development Manager Zozulya

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:18 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 Approval of a Professional Services Agreement with Teska Associates, Inc. for the 2022 Comprehensive Plan Update at a Cost not to Exceed \$143,000 (Village of Lincolnshire)

Planning & Development Manager Zozulya provided background on the Comprehensive Plan Update and a summary of a professional services agreement with Teska Associates, Inc. for the 2022 Comprehensive Plan Update at a cost not to exceed \$143,000. The presentation included consultant proposals, Teska’s timeline, and budget costs associated with the update.

Mr. Michael Blue, Principal of Teska provided a presentation regarding the 2022 Comprehensive Plan Update including introduction of the team including Valerie S. Kretchmer & Associates, and Hey & Associates; information about Teska and their plan for the update; a highlight of recent Teska plans; details of the Comprehensive Plan; reasons to update the plan; process of implementation; and highlights of Lincolnshire’s plan.

Ms. Erin Cigliano, Principal of Teska provided a presentation regarding the 2022 Comprehensive plan including community engagement and marketing strategy the firm anticipates using during their work with Lincolnshire.

Mr. Blue concluded the Comprehensive Plan Update presentation with

details of the project schedule.

Trustee Raizin noted her opinion would be to include some information regarding the update at some of the Lincolnshire organizations' events and not just Lincolnshire sponsored events. Ms. Cigliano confirmed these events can be discussed as a part of the communication plan.

A brief conversation regarding goals of the communication and engagement efforts for the comprehensive plan update followed.

Trustee Mitchell asked the consulting team, if in their experience, they have found it better if there is a special committee focused on this type of update. Mr. Blue stated the decision of creating a steering committee or not is based on community preference. In communities where there is a Plan Commission, they have found this is a good group to work with. Teska will work on developing the right approach and looks forward to polling all the community organizations and Village representatives to see what will work best for Lincolnshire. Mayor Brandt suggested including the business community as well in this endeavor.

Trustee Mitchell asked if Teska could provide additional information on experience they have had with other Lake County communities.

Mr. Blue stated Ms. Cigliano is currently the planner in Deer Park, and he was the Community Development Director for 11 years in Highland Park. Village Manager Burke noted Teska has done other projects and completed work for Lincolnshire previously.

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 Pre-Application Review Regarding a Text Amendment to Title 6 (Zoning), Chapter 5B (R2A Single Family Residence District) to Establish an Impervious Surface Ratio Cap in the R2A District

Planning & Development Manager Zozulya provided a summary of a pre-application review regarding a text amendment to Title 6 (Zoning), Chapter 5B (R2A Single Family Residence District) to establish an impervious surface ratio cap in the R2A District.

Trustee Mitchell asked if the impervious surface cap limits the amount of impervious surface an owner can put on a lot. Planning & Development Manager Zozulya noted impervious surface means any hard surface that does not allow water to infiltrate the soil and confirmed the impervious surface cap would limit the amount of hard surface on a lot.

Trustee Mitchell asked if the recommendation is to be more in line with the rest of the Village. Planning & Development Manager Zozulya confirmed the recommendation is being presented to be more in line with the rest of the Village based on ratios previously established for other zoning districts.

Staff’s recommendation for impervious surface for this zoning district is 35% which would be in line with the R2 district.

Planning & Development Manager Zozulya noted, based upon staff’s analysis, one property with an impervious surface of 37% would become legally nonconforming because of the proposed text amendment. This property would not be required to eliminate existing improvements; however, the homeowner would not be able to add any new improvements that add impervious surface without reducing existing impervious surface. Planning and Development Manager Zozulya noted some homeowners opt to remove obsolete structures and replace them with new ones when new projects are planned.

Trustee Raizin asked if the impervious surface ratio should be different if a residence has conservancy behind their home. Planning & Development Manager Zozulya proposed having a sliding scale based on lot area and conservancy area. Village Attorney Simon stated this would depend on the purpose of the impervious surface ratio cap; it is one tool, included among a number of tools the Village has in place to control the bulk and visual clutter. Village Attorney noted his opinion of not looking at the impervious surface in isolation but in conjunction with the other tools being enforced in the zoning ordinance.

Trustee Wright asked if the Village has the responsibility to inform the lot that is in non-conformance of the potential cap. Planning & Development Manager Zozulya stated the Village does not have a legal requirement but would send out a courtesy notice to the affected owner.

Trustee Mitchell asked what the other Trustees thought about having different ratios for different neighborhoods and asked if every lot should have the same limit. Mayor Brandt stated the cap is based on the lot size. The other pieces of the zoning code that direct where the buildings can be located on the lots; setbacks are different in different zoning districts which affects the density of a neighborhood.

Trustee Mitchell asked if the lot sizes in this district would have a comparable limit to other areas that have the same size lots. Planning and Development Manager Zozulya noted the next comparable district is R3 and their limit is 40%. Trustee Mitchell asked why the recommendation for this district would not be 40%. Planning & Development Manager Zozulya stated when staff looked at the current spread, and that R2A has conservancy they felt 35% was reasonable.

It was the consensus of the Board to refer this to the Zoning Board.

2.2 Finance and Administration

2.21 Approval of a Resolution Approving Closed Session Meeting Minutes and Authorizing the Village Clerk to Make Certain Closed Session Meeting Minutes Available to the Public for Inspection – First Review – 2022 and Authorizing the Destruction of Certain Audio Recordings of Closed Session

Minutes (Village of Lincolnshire)

Village Manager Burke provided a summary of the semi-annual Resolution approving closed session meeting minutes and authorizing the Village Clerk to make certain closed session meeting minutes available to the public for inspection – first review – 2022 and authorizing the destruction of certain audio recordings of closed session minutes.

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
- 2.4 Public Safety
- 2.5 Parks and Recreation
- 2.6 Judiciary and Personnel

3.0 UNFINISHED BUSINESS

4.0 NEW BUSINESS

5.0 EXECUTIVE SESSION

5.1 Executive Session Regarding 5 ILCS 120/2(c)(1) Appointment, Employment, Compensation of Specific Employee (Village of Lincolnshire)

Trustee Wright moved, and Trustee Mitchell seconded the motion to go into Executive Session Regarding 5 ILCS 120/2(c)(1) Appointment, Employment, Compensation of Specific Employee. The roll call vote was as follows:

AYES: Pantelis, Mitchell, Wright, Raizin

NAYS: None

ABSENT: Grujanac, Harms Muth

ABSTAIN: None

Mayor Brandt declared the motion carried and the Board went into Executive Session at 8:15 p.m. and came out of Executive Session at 8:37 p.m.

6.0 ADJOURNMENT

Trustee Wright moved, and Trustee Raizin seconded the motion to adjourn. The voice vote was unanimous, and Mayor Brandt declared the meeting adjourned at 8:38 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk