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These minutes were corrected by the Board of Trustees at its Committee of the Whole Meeting of December 10, 2012 as follows: Item 3.21, paragraph two, seventh line should read “informed the Board, spring break is also the week of **March 25** and”, Item 3.21, paragraph two, last line should read “see **if** there is a quorum.”

MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, November 26, 2012

Present:

Trustee Brandt	Trustee Feldman
Trustee Grujanac	Trustee McDonough
Trustee Saltiel	Trustee Servi
Mayor Blomberg	Village Clerk Mastandrea
Village Manager Burke	Police Chief Kinsey
Director of Public Works Hughes	Director of Community Development McNellis
Director of Financial Systems Roelker	Village Attorney Simon
Village Treasurer Curtis	

ROLL CALL

Mayor Blomberg called the meeting to order at 7:05 p.m. and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES**2.1 Acceptance of the October 30, 2012 Special Committee of the Whole Budget Meeting Minutes**

The minutes of the October 30, 2012 Special Committee of the Whole Budget Meeting were approved with the following changes: Item 2.11, paragraph one, first line should read “Village **Manager** Burke thanked the Board...”, Item 2.11, paragraph 6, first line should read “Village **Manager** Burke proceeded to review...”

2.2 Acceptance of the November 5, 2012 Special Committee of the Whole Budget Meeting Minutes

The minutes of the November 5, 2012 Special Committee of the Whole Budget Meeting were accepted as submitted.

2.3 Acceptance of the November 12, 2012 Committee of the Whole Meeting

Minutes

The minutes of the November 12, 2012 Committee of the Whole Meeting were accepted as submitted.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.11 Consideration of Referral to the Village Board regarding a proposed amendment to an Ordinance granting final PUD plan approval for Lincolnshire Commons, to permit a multi-tenant retail building for vacant Lot C, at the southwest corner of the development (General Growth Properties, Inc.)

Director of Community Development McNellis explained when Lincolnshire Commons was originally approved; the Master Development Plan depicted an 8,000 square foot restaurant. This was to be a stand alone restaurant, and the parking was accounted for in the original plan. General Growth Properties, who is the owner of the property, has determined a multi-tenant concept would be better in the current economy, and as a result, are proposing to amend the PUD. The proposal in the Board packets is for a 5,000 to 8,000 square foot multi-tenant building. Staff believes the proposed outdoor seating and landscaping would benefit the site. The petitioner is requesting the PUD Amendment be referred back to the Village Board, but initially, this would need to be referred to the Architectural Review Board for design review.

Caryn Torres, General Growth Properties representative came before the Board and summarized the reason for the request. Ms. Torres mentioned, General Growth Properties has taken into consideration past Board comments when presenting their plan.

Corey Resman from DLR Group, Architect for General Growth Properties provided a presentation of the proposed project.

Trustee Saltiel requested an elevation and landscape plan be presented at the next meeting to depict an 8,000 square foot building on the lot. Trustee Saltiel asked if there were any pre-leases. Ms. Torres noted leases were in negotiations, but not signed. Trustee Saltiel asked what type of tenants General Growth Properties expected to lease. Ms. Torres informed the Board, General Growth is looking at both retail and fast casual restaurant uses. Trustee McDonough asked if the elevations for

the proposed building were similar to Kona Grill. Mr. Resman explained DLR did not work on Kona Grill and did not have the drawings, but the proposed building would be approximately the same scale and size as Kona Grill. Mr. Resman noted he research and provide the comparable elevations for delineation showing both the proposed building and Kona Grill for comparison. Trustee Brandt asked what time frame General Growth Properties had with regard to leasing and completing construction. Ms. Torres said General Growth Properties is proposing to have the leases signed as the process moves forward with approvals from the Architectural Review Board and they are shooting for the building to open in late summer/early fall of 2013.

There was a consensus of the Board to refer this to the Architectural Review Board for design review.

3.12 Consideration of Referral to the Zoning Board Regarding a Proposed Amendment to an Existing Special Use Permit for Marathon Gas, 435 Milwaukee Avenue, to Permit a Dunkin Donuts Restaurant, with Drive-Thru, as an Accessory Use (GTM/North Shore Management, dba Dunkin Donuts)

Director of Community Development McNellis explained the project was to place a Dunkin Donuts use inside the Marathon gas station and utilize an existing drive-thru window. The site would be improved to add new parking spaces and define the drive-thru entrance. Director of Community Development McNellis said this would also involve some clean up, adding a trash enclosure and landscaping. Director of Community Development McNellis noted the proposal incorporates several signage exceptions to be considered and staff believes the project will be an improvement and will modernize the site. The petitioner's request is to refer this to the Zoning Board for a Public Hearing on the special use amendment and Architectural Review Board for design review.

Steve Brooks, architect representing Dunkin Donuts, came before the Board and gave a presentation of the proposal.

Mayor Blomberg inquired if the existing brick would be painted. Mr. Brooks said they are trying to keep the existing brick on the building as is. Trustee Saltiel suggested more clean up of the site, enhancing the perimeter walls and suggested making the building look more compatible with what is currently going on in the downtown would be appropriate. Trustees Brandt and Grujanac agreed with Trustee Saltiel and mentioned

this was a great opportunity to clean up the site. Trustee Feldman asked if Mr. Brooks had access to the Fresh Market plans. Director of Community Development McNellis noted the Fresh Market plans were provided to the petitioner. Trustee Grujanac suggested staff provide Dunkin Donuts with McDonalds plans as well. Director of Community Development McNellis asked what material the Board would like to see around the building. Trustee Saltiel suggested Hardyboard.

Mr. Karim Khoja, Franchisee for Dunkin Donuts, provided a summary of what Dunkin Donuts wanted to accomplish as a tenant of the building. Mr. Khoja brought up other projects Dunkin Donuts has ongoing in the area, but stated the others were not within gas stations and were buildings Dunkin Donuts owned. Mr. Khoja thanked the Board for their input and suggested he would be willing come back with more options for the Board to consider.

Trustee McDonough asked if the petitioner thought there should be more parking. Mr. Khoja thought parking was adequate for a gas station since most business would be done through the drive-thru. Trustee Servi asked about hours of operation. Director of Community Development McNellis said he believed the gas station was open twenty-four hours, but Dunkin Donuts would be open from 5:00 a.m. – 12:00 a.m.

It was the consensus of the Board to have the petitioner come back with revised options for review prior to referral.

3.13 Consideration of Zoning Board Recommendation Regarding Proposed Revisions to Chapter 13, Nonconforming Buildings and Uses, and Associated Definitions in Chapter 2 of the Lincolnshire Zoning Code (Village of Lincolnshire)

Director of Community Development McNellis noted approximately one year ago, the Village Attorney reviewed and revised the Nonconforming Building and Uses section of the Zoning Code to eliminate inconsistent regulations and language and make the Code easier to understand. Director of Community Development McNellis summarized the changes in the Code.

Village Attorney Simon explained the existing Code provides for a rule, requiring elimination and then creates many exceptions to the rule. The proposed revisions have simplified the Code to eliminate most of the exceptions and narrow it down to specifics by adopting no expansion and no replacement of existing non-conformities.

Trustee Saltiel asked how many properties are nonconforming and are expected to be affected by the change. Director of Community Development McNellis explained the Village did not have a comprehensive list of all non-conforming situations; however, the Village does have a list of nonconforming uses and thought most could easily be re-zoned. Trustee Saltiel mentioned he was pleased with the job the Zoning Board did on the revisions.

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

3.14 Consideration of a Zoning Board Recommendation Regarding a Plat of Resubdivision for the Lincolnshire Downtown (Village of Lincolnshire/Inland Real Estate Corporation)

Director of Community Development McNellis reviewed the various lots on the plat and said the Zoning Board unanimously recommended approval.

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

3.2 Finance and Administration

3.21 Consideration and discussion of the 2013 Village Calendar and Meeting Schedule (Village of Lincolnshire)

Village Manager Burke noted the packets include a list of meeting dates based on the Village Boards regular meeting schedule as well as a calendar reflecting all the anticipated meeting dates for the standing Boards and Commissions. The list of meeting dates show anticipated date changes due to holidays.

Trustee Servi inquired if the Village was closed on Columbus Day. Village Manager Burke confirmed the Village is open on Columbus Day, but noted there were issues making a quorum in the current year for this date. Therefore, staff is proposing the meeting date in October be shifted to Tuesday. Trustee Feldman mentioned the March 25, 2013 date could be an issue since Passover begins on this date. Trustee Brandt informed the Board, spring break is also the week of March 25 and mentioned she would not be in attendance on the March 25, 2013 date. Trustee Saltiel suggested leaving the March meeting on the Calendar and see if there is a quorum.

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

3.22 Consideration and Discussion of an Ordinance Amending the Fiscal Year 2012 Budget and Authorizing the Transfer of Funds from Cash Reserves/Revenues from the General, Water & Sewer Operating, Water & Sewer Improvement, Vehicle Maintenance, TIF and Park Development Funds (Village of Lincolnshire)

Director of Financial Systems Roelker explained it is Village policy to require individual expenditure accounts, exceeding their budget by \$5,000 and 10%, be brought to the Board for approval to transfer.

Trustee McDonough requested bringing items to the Board as they come up and not all at once for approval. Director of Financial Systems Roelker noted these issues have been brought up prior. Village Manager Burke provided an example as some accounts might have been brought up to the Board as authority to execute a contract, but not a request to transfer funds and the timing of when the funds affect the specific account does not occur when the contract is approved.

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

3.23 Consideration and discussion of an Ordinance Levying Taxes for Corporate Purposes of the Village of Lincolnshire, Lake County, Illinois for the Fiscal Year Beginning the first day of January, 2013 and Ending December 31, 2013 (Village of Lincolnshire)

3.24 Consideration and Discussion of an Ordinance Abating Taxes for Corporate Purposes of the Village of Lincolnshire, Lake County, Illinois for the Fiscal Year Beginning the First Day of January, 2013 and Ending December 31, 2013 (Village of Lincolnshire)

Mayor Blomberg opened up Items 3.23 and 3.24 together.

Director of Financial Systems Roelker explained this is a point in the budget process where the Board decides what portion of the property tax needs to be levied to the residents of the Village.

Trustee McDonough inquired if the pension amount and assessed

valuation amount would drop and if there is a way to find out what will happen to the assessed valuation. Director of Financial Systems Roelker thought it could drop but it would be a small amount and most likely could stay the same.

There was a consensus of the Board to place these items on the Consent Agenda for approval at the next Regular Village Board Meeting.

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

Director of Financial Systems Roelker summarized the Ordinance and informed the Board this gets adjusted down each year.

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

3.26 Consideration and Discussion of an Ordinance Abating and Reducing Certain Taxes Heretofore Levied to Pay Debt Service on SSA Bonds of the Village of Lincolnshire, Lake County, Illinois (Westminster Way Transportation Special Service Area Number One Special Tax Bonds)

Director of Public Works Hughes summarized the Ordinance and noted the Village will need to levy approximately \$500 additional in 2013 to pay down the debt.

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

3.27 Consideration and discussion of an Ordinance Amending Title 1-15 of the Lincolnshire Village Code – Comprehensive Fee Schedule (Village of Lincolnshire)

Director of Public Works Hughes highlighted some of the fee changes previously discussed. Changes proposed include an increase in proposed water rates by .10 per 1,000 gallons, connection fees for sanitary sewer will decrease by \$35.00 and the water connection fee will increase by \$20.00. Director of Public Works Hughes pointed out the reduced fees for field use at North Park to LSA are incorporated into the Code change as well.

Village Attorney Simon noted the Board approved the Community Calendar Policy at the Regular Village Board Meeting earlier, which allows the Board to assess a fee to post on the calendar. Village Attorney Simon inquired if it is the intention of staff not to charge a fee for posting. Director of Community Development McNellis confirmed no fee would be charged for posting at the current time, but the Village would have a right to do so by the Ordinance.

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

3.3 Public Works

3.31 Consideration and Discussion to Approve a Contract with the Lowest Responsible Bidder, Best Quality Cleaning, for Custodial Services (Village of Lincolnshire)

Director of Public Works Hughes reported this year the Village attempted to participate in a municipal partnering initiative with other communities to obtain custodial services for the Village Hall, Public Works Facility and Spring Lake. Due to different needs of the Village, staff concluded the municipal partnering was not a viable option. Staff proceeded to bid out the services and recommends awarding the contract to the lowest responsible bidder, Best Quality Cleaning.

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

3.4 Public Safety

3.5 Parks and Recreation

3.6 Judiciary and Personnel

4.0 **UNFINISHED BUSINESS**

Village Attorney Simon reminded the Board to complete their annual Open Meetings Act Training if not complete for the year.

5.0 **NEW BUSINESS**

Director of Public Works Hughes reported, the week of December 3, 2012, Public Works was going to begin televising the sanitary sewers. The televising will occur north of Route 22. The purpose of the project is to take a look at some of the sewers and

Redzone Robotics is the contractor to perform the televising.

Trustee Brandt thanked Village Manager Burke for informing the Board of the receipt of the transfer tax and thought this would motivate the Board to move forward with needed water system improvement projects. Manager Burke reported staff is currently assembling information to bring back to the Board regarding proposed water system improvements and financing options.

6.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Servi seconded the motion to adjourn. The voice vote was unanimous and the Mayor declared the meeting adjourned at 8:36 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk

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