



**MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, March 11, 2019**

Present:

Mayor Brandt	Trustee Harms Muth
Trustee Grujanac	Trustee Hancock
Trustee McDonough	Trustee Servi
Trustee Leider	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
Finance Director/Treasurer Peterson	Public Works Director Woodbury
Chief of Police Leonas	Assistant Village Manager/Community &
Planning & Development Manager Zozulya	Economic Development Director Gilbertson
Assistant Public Works Director/Village Engineer Dittrich	

ROLL CALL

Mayor Brandt called the meeting to order at 7:17 p.m., and Village Manager Burke called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of the February 25, 2019 Committee of the Whole Meeting Minutes

The minutes of the February 25, 2019 Committee of the Whole Meeting were approved as submitted.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.11 Preliminary Evaluation Regarding Rezoning 2 Hotz Road from R1 Single-Family Residential to E Small-Scale Office and a Major Amendment to an Existing Special Use (Ordinance #09-3083-06) for Lincolnshire Animal Hospital for Parking Expansion (Lincolnshire Animal Hospital)

Planning & Development Manager Zozulya provided a summary of preliminary evaluation regarding rezoning 2 Hotz Road from R1 Single-Family Residential to E Small-Scale Office and a major amendment to an existing special use (Ordinance #09-3083-06) for Lincolnshire Animal Hospital for parking expansion. Planning & Development Manager Zozulya provided background information regarding potential development for 2 Hotz Road and stated the animal hospital is not looking to add to building footprint but to parking for their facility. The animal hospital has obtained a preliminary approval from the Lake County Stormwater Commission regarding detention and wetland

mitigation, but a final permit would be required before sign-off from the Village. Planning & Development Manager Zozulya provided next steps if the project is referred; it would go to the Zoning Board for Public Hearing and Architectural Review Board (ARB) for design review prior to coming back before the Board for final review and potential approval.

Mr. Stu Clark from Lincolnshire Animal Hospital provided a presentation regarding preliminary evaluation regarding rezoning 2 Hotz Road from R1 Single-Family Residential to E Small-Scale Office and a major amendment to an existing special use (Ordinance #09-3083-06) for Lincolnshire Animal Hospital for parking expansion. Mr. Clark stated they reached out to residents at Westage, and the animal hospital has committed to address the few concerns neighbors raised with landscaping and traffic. Mr. Clark stated they reached out to the Benish residence, and they requested the animal hospital put up a fence along the property. Mr. Clark noted the animal hospital would be happy to install the fence. Mr. Clark stated the animal hospital reached out to all other residents and did not have any other feedback. The animal hospital will continue to keep residents informed and provide them with plans if approved to move forward.

Trustee Hancock asked if the two lots are combined would they become one lot, and would this then change buildable land and zoning. Planning & Development Manager Zozulya stated that by code there is no lot consolidation required; the lots would be under the same ownership but remain two separate parcels. Village Attorney Simon stated the code does not require the lots consolidate but since it is under the same ownership, the Village would be entitled to treat it as one common zoning parcel.

It was the consensus of the Board to refer this to the Architectural Review Board and Zoning Board for review and recommendation to the Village Board.

3.12 Consideration of an Ordinance Amending Title 12 (Signs) of the Village of Lincolnshire Village Code Regarding Temporary Signs in the Residential Sign District (Village of Lincolnshire)

Planning & Development Manager Zozulya provided an update and summary of an Ordinance amending Title 12 of the Village of Lincolnshire Code regarding temporary signs in residential sign district. Concerns were brought up with regard to a recent sign code change regarding duration and size of signs. After discussions with the Board, it was consensus not to revisit the size and leave the recently changed dimensions as 4' in height and 2 square feet in area. Planning & Development Manager Zozulya noted the Board referred a discussion of regarding display period to the ARB for a Public Hearing and recommendation. The ARB determined the display period be opened up. The ARB determined that as long as there is a product being

marketed for sale/lease; an event going on; or a project pending there should not be a sunset for when the signs are required to be removed. The only requirement would be to remove the sign within five days of the event or activity concluding. The ARB also considered signs displayed for more than a year be replaced if additional display time is needed to ensure they remain in good condition. However, the ARB determined this additional sign replacement requirement was not needed as the temporary sign regulations already have stringent requirements regarding sign upkeep and penalties for non-compliance.

Trustee Hancock asked if a house is up for sale for three years, could a sign be up for the entire three years. Planning & Development Manager Zozulya confirmed, based upon the recommendation of the ARB, the sign could be up for three years. Trustee Hancock stated his opinion such signs should have some sunset period for temporary residential signs.

Trustee Leider noted concern with larger developments that go on for years; the original sign never comes down and is in poor condition. Trustee Leider stated he did not believe the ARB addressed this concern. Village Attorney Simon stated the concern is how the sign looks and is maintained, and noted the ARB determined that there is already a tool in place to enforce this, but it has not been as strictly enforced as it could be. The ARB directed staff to enforce the provision in the sign code which states “a sign must remain in good condition during the entire display period. Corrective action must be taken immediately if there are problems and a sign in disrepair should be immediately removed by the Village”. Village Attorney Simon added this maintenance rule applies to every sign throughout the Village. The lack of a deadline only applies to the residential sign districts. Trustee Leider stated if you force a natural refresh, then staff does not have to go policing the signs in residential areas.

Trustees Leider and Hancock recommended putting a time limit on residential realtor signs. Trustee Hancock recommended having a sign up for 9 months then off for thirty days before going back up again.

Mr. Joe Roth, Local Government Affairs Director for the Illinois Association for Realtors noted his opinion in terms of time limit would be a year and one day (366 days) since a typical contract between the seller and the realtor is for 365 days.

Ms. Karen Feldman, resident at 4 Windsor Drive asked what specific issues the Board has with real estate signs, and noted her opinion regarding sign appearance. Trustee Hancock stated his issues are signs being up too long. Ms. Feldman noted real estate is seasonal, and the realtors take contracts for a year. Ms. Feldman stated she supports the 366 day time frame as requested by Mr. Roth.

Ms. Edie Love, resident of 24 Berkshire noted concern with the size stipulations stating her opinion is it hurts the seller who may already be struggling to sell. Ms. Love noted her opinion was the smaller signs did not look as professional as the bigger signs. Ms. Love stated she was in favor of the 366 day time frame requested by Mr. Roth.

Ms. Julianne Spilotro, resident of 8 Plymouth Court volunteered to police the non-professional looking signs noting her opinion is the signs the local realtors put up are professional looking.

Trustee Harms Muth noted the sign code revisions were not done to target realtors, but the Supreme Court mandated residential signs be addressed consistently. Trustee Harms Muth stated she would be in favor of the 366 day time frame, but did not feel the size should be revisited.

A conversation regarding refresh time for temporary residential signs followed. Trustee Leider suggested a 30 day refresh time.

Ms. Jill Raizen, resident at 7 Farrington Circle asked if the code would apply to all signs and used the example of “proud parent of.....” signs. It was confirmed the code would apply to all temporary residential signs.

It was the consensus of the Board to place this item on the Consent Agenda with revisions for duration to allow for 366 consecutive days with a refresh time of 30 days on temporary residential signs for approval at the next Regular Village Board Meeting.

3.13 Consideration of a Resolution Reallocating 2019 Lake County Private Activity Bond Clearinghouse Cap to the Village of Buffalo Grove, Illinois in the Amount of \$770,280 (Village of Lincolnshire)

Planning & Development Manager Zozulya provided a summary of an annual Resolution reallocating 2019 Lake County Private Activity Bond Clearinghouse (PABC) cap to the Village of Buffalo Grove. Lincolnshire has participated in PABC since 2000. Lincolnshire’s 2019 allocation is \$770,280, based on the total estimated population of 7,336 (\$105 per capita), as determined by the State.

It was the 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 Resolution Authorizing Publication of the 2019 Official Zoning Map of the Village of Lincolnshire (Village of Lincolnshire)

Planning & Development Manager Zozulya provided a summary of an annual Resolution authorizing publication of the 2019 official zoning

map of the Village of Lincolnshire with changes from last year.

Mayor Brandt asked if it would make sense to wait a few weeks to see if the lot proposed for the animal hospital gets re-zoned. Planning & Development Manager Zozulya stated the potential rezoning of the animal hospital lot will not comply with the deadline required by the state for posting the new zoning map.

It was the 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 of an Ordinance Authorizing the Disposal of Surplus Property (Village of Lincolnshire)

Assistant Village Manager/Community & Economic Development (CED) Director Gilbertson provided a summary of a typical bi-annually Ordinance authorizing the disposal of surplus property.

It was the 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 of Approval of a Contract for the Construction of the Village's 2019 Crosstown Watermain (Segment 1) Improvement Project with Lenny Hoffman Excavating, Inc. of Wilmette, Illinois in an Amount not to Exceed \$876,979.22 (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of approval of a contract for the construction of the Village's 2019 crosstown watermain (segment 1) improvement project with Lenny Hoffman Excavating, Inc. in an amount not to exceed \$879,979.22. Assistant Public Works Director/Village Engineer Dittrich noted this is the first of three crosstown watermain projects being done over the next few years.

Mayor Brandt asked what the budget was for this project. Assistant Public Works Director/Village Engineer Dittrich stated the Engineers Estimate of Cost was over \$1.1 million. Trustee Hancock asked how much overruns can there be with this type of a project. Assistant Public Works Director/Village Engineer Dittrich stated typically they look at 10% as an allowance for this type of work but the scope of this job is fairly well defined. Trustee Hancock asked if there are check-in points for this type of work. Village Manager Burke noted no extra work gets done until the Village authorizes it, and a change order process with levels of authorization is built into the process.

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

3.32 Consideration of Professional Services Contract with BLA, Inc. for Water Main Improvement Construction Engineering Services (Crosstown Watermain – Segment 1) at a Cost not to Exceed \$103,315.91 (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a Professional Services Contract with BLA, Inc. for water main improvement construction engineering services (Crosstown Watermain – Segment 1) at a cost not to exceed \$103,315.91.

It was the 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

3.41 Consideration of a Request to Authorize Leasing of Sixteen HP Getac Laptops and Associated Docking Systems, Mounting Components, and Mobile Antenna System (Village of Lincolnshire)

Chief of Police Leonas provided a summary of a request to authorize leasing of sixteen HP Getac laptops associated docking systems, mounting components, and mobile antenna system.

Trustee Harms Muth asked if this item was budgeted. Village Manager Burke confirmed this was a budgeted item included in the 911 dispatch fund. Staff increased the appropriation for the 911 fund due to the need for connectivity to be improved when making the transition to the Deerfield 911 center.

Trustee Leider asked if both options presented were for leasing the equipment. Village Manager Burke confirmed both are lease options and explained the options. Trustee Leider asked if the savings for going with the 36-month lease was 4%. Village Manager Burke confirmed the savings of the 36-month lease noting staff just received the lease documents and would require Village Attorney review.

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

3.5 Parks and Recreation

3.51 Consideration of a Contract with Chicagoland Paving Contractors, Inc., Lake Zurich, IL to Resurface the North Park Tennis Courts in an Amount not to Exceed \$45,000 (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of a contract with Chicagoland Paving Contractors, Inc. to resurface the North Park

tennis courts in an amount not to exceed \$45,000 which is over budget by \$10,000. A brief conversation regarding bid pricing followed and staff felt rebidding would not produce a better price.

Trustee Hancock asked if the Board or staff ever considered paddle tennis courts. Assistant Village Manager/CED Director Gilbertson stated the Lincolnshire Club had a request to install paddle tennis courts back in May of 2018 and are still working out the details. Mayor Brandt stated the Village has not considered it partly due to cost. Public Works Director Woodbury noted staff will be looking into the possibility of pickle ball when color coating is needed to the existing tennis courts. Mayor Brandt suggested staff look into using recent Park Development funds received.

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

3.52 Preliminary Presentation Regarding Landscaping for Riverwoods Road Bike Path Between Whytegate Park and Daniel Wright Jr. High (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided exhibits regarding proposed landscaping for Riverwoods Road bike path between Whytegate Park and Daniel Wright Jr. High. Staff has worked with project designers and the Lake County Division of Transportation on recommended replacement plantings along the bike path to be located both on Village property and County right-of-way.

Mayor Brandt asked if the plan was to only plant deciduous trees and not evergreen trees stating it appears evergreens are coming out. Assistant Public Works Director/Village Engineer Dittrich noted the recommendation was not to plant evergreens, especially in the county right-of-way since salt does not do well with evergreens. Assistant Public Works Director/Village Engineer Dittrich suggested possibly planting evergreens behind the proposed bike path further away from the right-of-way. Mayor Brandt encouraged the evergreens be planted as part of the project.

Assistant Public Works Director/Village Engineer Dittrich indicated on the plans, areas of clearing and noted the area slopes and grading will need to get done for the path to be constructed. Mayor Brandt suggested possibly building the path arounds some of the trees and noted concern with tree removal. Mayor Brandt asked if there was a way to shift the path a little closer to Riverwoods Rd. or narrow the path, so as not to remove as much landscaping or possibly put additional plantings in for year round coverage. Trustee Grujanac asked if the new trees proposed are 3" caliper trees. Assistant Public Works Director/Village Engineer Dittrich confirmed the proposed trees would be 3" caliper trees.

Trustee Hancock asked if the path would go through any berms and if there was raised land that would be graded lower. Assistant Public Works Director/Village Engineer Dittrich stated there is a detention pond where the land is uneven between Whitmore and Brampton which will need to be cut into for the path. Mayor Brandt asked if there would be a retaining wall as there is along Route 22. Assistant Public Works Director/Village Engineer Dittrich stated there would not be a retaining wall necessary for this project.

Trustee Leider suggested having a consistent pattern for the path and not take the path through the roadway medians. Assistant Public Works Director/Village Engineer Dittrich noted on Whitmore and Brampton the path is going through the median to stay away from the open ditch and the county right-of-way. Trustee Leider stated he would like to see exactly what landscaping is coming out and what is replacing it. Trustee Leider suggested the east side of Riverwoods Road be addressed with what was recently taken out due to a separate construction project. Trustee Leider expressed his opinion planting along both sides of Riverwoods Road should be considered as part of this project. Assistant Public Works Director/Village Engineer Dittrich stated he believed there is limited room in the right-of-way between the path and the road along the east side of Riverwoods Road to accommodate plantings.

A conversation regarding tree removal and possible replacement on the east side of Riverwoods Road followed. Mayor Brandt requested staff provide a landscape plan showing deciduous and year round plantings proposed for both sides of the road.

Trustee Grujanac asked what she would be looking at if she went out to the site. Assistant Public Works Director/Village Engineer stated the green tags are trees that would be removed and the pink tags represent clumps of plantings/brush areas proposed to be removed.

Trustee Hancock asked staff to provide a detailed view of all areas where tree/brush removal is to take place along the proposed path. Staff noted they would prepare aerial imagery to show existing conditions along the route of the path. Trustee Hancock suggested reaching out to the developer to see if additional landscaping could be built into their plan. Trustee Leider suggested refraining from putting in the bike path until the developer agrees to put in additional landscaping in order to help with the project. Assistant Public Works Director/Village Engineer Dittrich noted the bike path is a Village project. Village Attorney Simon stated the developer already has tree replacement as part of their approved subdivision and asked the Board if they would want the developer to take trees away from other parts of the subdivision; further west and push additional materials towards the street. Trustee Leider stated he would not want the developer to take

trees from the west, but noted the desire to see the developer putting in larger trees along Riverwoods Road and working with the Village on this as a joint project for the landscaping.

Trustee Hancock asked who is paying for the bike path. Village Manager Burke stated 80% is grant funded, and 20% is Village funded. Trustee Hancock noted his opinion is these dollars are meant to be utilized in the best interest of our constituents; this is clearly benefiting a developer who is mid-stream and not meeting the standards the Village usually has. Village Manager Burke noted staff will have a conversation with the developer and would also need to have a conversation with the Illinois Department of Transportation (IDOT) regarding grant limits because the limits were approved for a distance from Whytegate Park to Daniel Wright, which could possibly start the process over with grant approval. Trustee Leider noted he did not want the process to start over but questioned if the process of when and how the grant would be used could be delayed in order to see if the developer is willing to help with the project. Mayor Brandt noted the Board should have put specific requirements in place for the path before the Whytegate subdivision was approved for development and noted the developer does not have to do anything with the path at this point.

Mayor Brandt asked how much money was in the tree bank fund. Village Manager Burke stated there is approximately \$250,000 in the tree bank fund. Trustee Hancock stated he would like to discuss the tree bank fund at another meeting since he and others have contributed to the tree bank fund and noted concerns it was being treated as a slush fund. Village Manager Burke noted neither Village staff nor the budget use the tree bank fund as a slush fund; there is no tree bank budget that is seen as an opportunity for spending. Village Manager Burke stated there is \$50,000 budgeted each year for use of tree bank funds for tree removals and tree plantings; the tree bank funds are in addition to address a concern that continues to be a conversation for the Village Board. Mayor Brandt noted the direction for the tree bank fund was to be creative in order to help with some of the dead trees removed throughout the Village. Mayor Brandt noted the funds are to be used for an area the Board agrees on in order to enhance the Village.

Mayor Brandt noted staff cannot go to a developer down the street and ask them to put in plantings that are not even on their development. Trustee Leider suggested staff approach them to see if they would be amenable to help. Mayor Brandt noted her opinion is that the Village cannot hold off putting in a path that was promised to the residents that staff has obtained a grant for.

Trustee Hancock asked if there can be an item on the agenda at the next meeting to discuss additional placement for tree bank funds.

Trustee Hancock voiced some concern with the aesthetics of Heathrow Scientific and suggested possibly using some of the tree bank fund for this project. A conversation regarding the Heathrow Scientific approved landscape plan and aesthetics of the site followed. Mayor Brandt gave staff some direction regarding the tree bank fund as it might possibly relate to Heathrow Scientific. Staff plans on having discussions with Heathrow Scientifics and the adjacent property owners to see what can be done on the border and surrounding the property. Village Manager Burke noted the Route 22 and Milwaukee Avenue right-of-way are not under the Village's jurisdiction.

A conversation regarding the approval of landscaping requirements for future projects followed.

Village Manager Burke noted for the record the developer for Whytegate is one the most responsive residential developers he has worked with and works hard at doing what is right by the community.

It was the consensus of the Board to have staff work with the developer and highlight the details of the grant before bringing this item back to the Board for presentation regarding landscaping for Riverwoods Road Bike Path between Whytegate Park and Daniel Wright Jr. High.

3.6 Judiciary and Personnel

4.0 UNFINISHED BUSINESS

5.0 NEW BUSINESS

6.0 EXECUTIVE SESSION

7.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 9:11 p.m.

Respectfully submitted,
VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk