

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
JULY 9, 2018**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

Village President O'Hara called the meeting to order at 7:00 p.m. in the Lake Bluff Village Hall Board Room, and Village Clerk Joy Markee called the roll.

The following were present:

Village President: Kathleen O'Hara

Trustees: Barbara Ankenman
Mark Dewart
Eric Grenier
Paul Lemieux
William Meyer

Absent: Aaron Towle

Also Present: Joy Markee, Village Clerk
Ben Schuster, Village Attorney
Drew Irvin, Village Administrator
Bettina O'Connell, Finance Director
David Belmonte, Police Chief
Jeff Hansen, Village Engineer
Mike Croak, Building Codes Supervisor
Glen Cole, Assistant to the Village Administrator (A to VA)

2. PLEDGE OF ALLEGIANCE

President O'Hara led the Pledge of Allegiance.

3. CONSIDERATION OF THE MINUTES OF THE JUNE 25, 2018 VILLAGE BOARD MEETING

Trustee Grenier moved to approve the June 25, 2018 Board of Trustees Regular Meeting Minutes as amended. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

4. ITEM # 5 – VILLAGE BOARD SETS THE ORDER OF THE MEETING

At the request of those present, Trustee Meyer moved to take Agenda Items #13, #14 and #15 then return to the regular order of the meeting. Trustee Lemieux seconded the motion. The motion passed on a unanimous voice vote.

5. ITEM #13 – AN ORDINANCE DESIGNATING THE RESIDENCE LOCATED AT 673 MAPLE AVENUE AS A LAKE BLUFF HISTORIC LANDMARK

President O’Hara reported on May 24, 2018, the Village of Lake Bluff received an application to designate the structure located at 673 Maple Avenue as a Historic Landmark. The Historic Preservation Commission (HPC) held a public hearing on June 13, 2018 and voted unanimously to recommend the Village Board approve the application, as it determined that the structure met the various criteria identified in the Historic Preservation Ordinance. She further reported a full list of the criteria identified by the HPC is enumerated in the draft Ordinance. This represents the 25th home designated as a landmark in Lake Bluff since the Historic Preservation Ordinance was established in February 2001 (of the prior 24, three have been demolished.).

President O’Hara reported the owner is currently seeking a front yard variation request that will be the subject of a public hearing held by the Plan Commission and Zoning Board of Appeals (PCZBA) on July 18, prior to the Village Board’s next meeting and the second reading of this Ordinance. If the PCZBA issues their recommendation the evening of July 18, both actions would then appear together on the Board’s agenda for review. She further reported in their application for a variation, the owner asserts that the variation is necessary to allow the reconstruction and expansion of a previous addition that is not compatible with the historic structure. The Historic Preservation Commission reviewed this request; recommended the PCZBA approve the requested variation; and discharged the structure from advisory review as not being inconsistent with the goals of the Historic Preservation Ordinance. Advisory review is required for changes proposed to a landmark, or for changes proposed to a structure during the pendency of a landmark application.

In response to a question from Trustee Grenier, Mr. Rob Douglass (owner) said the purpose for requesting an historic landmark designation is to protect the structure and he noted HPC support of the structure is a positive attribute. He provided background information on the structure noting it was built in the 1955s and is the only remaining example of a mid-century modern style home by architect, William Bergman. Mr. Douglass said he would encourage residents to pursue historic landmark designation on justified structures.

President O’Hara stated landmark designated structures could be used as an educational tool to increase community awareness on what Lake Bluff values. Mr. Douglass said he thinks it would be nice to increase awareness regarding these types of structures.

Trustee Lemieux moved to approve first reading of the ordinance. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

Trustee Meyer moved to waive second reading of the ordinance. Trustee Grenier seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Ankenman, Dewart, Grenier, Lemieux and Meyer
Nays: (0)
Absent: (1) Towle

Trustee Dewart moved to approve the ordinance. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Dewart, Grenier, Lemieux, Meyer and Ankenman
Nays: (0)
Absent: (1) Towle

6. ITEM #14 – AN ORDINANCE AMENDING THE LAKE BLUFF ZONING REGULATIONS TO ESTABLISH VETERINARY SERVICES FOR ANIMAL SPECIALITIES AS A SPECIAL USE IN THE L-1 LIGHT INDUSTRY DISTRICT

President O’Hara reported on May 25, 2018, the Village of Lake Bluff received a zoning relief application from Forest Bluff Animal Hospital and J.F. McCarthy, Inc. (Petitioner) to allow a veterinary hospital, dog day care, kennel, boarding, grooming, and training business as a special use in the L-1 Light Industry District. A similar type of establishment, Yuppy Puppy, operates in the same building pursuant to a special use permit granted in 2003 (Ord. 2014-16 & Ord. 2014-17). She further reported the PCZBA conducted a Public Hearing for the application at its regular May meeting and unanimously:

- Recommended the Village Board add the stated use as a special use in the L-1 Light Industry District; and
- Recommended the Village Board grant the Petitioner a Special Use Permit to operate said use at 968 North Shore Drive, subject to the following protective restrictions and conditions:
 - **Customer Entry At Front.** Customers must enter through the front of the building. An entry sign must be provided at the front, and three spaces must be reserved and marked for use solely by the animal hospital.
 - **Employee Entry At Rear.** The principal employee entrance must be through the rear of the building.
 - **Indoor Operations Only.** No outdoor runs or pens shall be permitted for the holding of animals. Counsel has recommended that this be accomplished through the text amendment (e.g. for all such uses), rather than for the special use (e.g. for this instance only).

President O’Hara reported during the application process, Staff discovered that the building does not meet the parking standards for the L-1 District. 64 stalls are required in total, but only 58 stalls are provided. This change in use triggers a requirement that the standards be met for the building. The applicant will not be able to receive a Certificate of Occupancy and commence operations until they either provide the additional necessary stalls or obtain a variation. She further reported this relief requires two ordinances, one to amend the zoning use table and one to grant the Special Use Permit. This item is the first step, amending the zoning use table.

In response to a question from Trustee Dewart regarding parking, Village Administrator Drew Irvin expressed his understanding that the property has the adequate asphalt area required to meet parking standards but it needs to be restriped to comply with Village regulations.

Member Lemieux stated the Village has considered these type of permitted uses on several occasions. The decision was made to relegate permitted non-sales tax generating business as a special use. He also commented that not including veterinary use as a permitted use was an oversight since human medical use is permitted as a special use.

Trustee Grenier moved to approve first reading of the ordinance. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

7. ITEM #15 – AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO FOREST BLUFF ANIMAL HOSPITAL AND J.F. MCCARTHY, INC TO OPERATE A VETERINARY SERVICES FOR ANIMAL SPECIALITIES AND DOG DAYCARE, BOARDING, GROOMING, AND TRAINING BUSINESS IN THE VILLAGE’S L-1 INDUSTRY ZONING DISTRICT

President O’Hara stated this agenda item is the special use permit request for the aforementioned agenda item.

As there were no questions, Trustee Dewart moved to approve first reading of the ordinance. Trustee Lemieux seconded the motion. The motion passed on a unanimous voice vote.

8. ITEM #6A – WARRANT REPORT FOR JULY 1-15, 2018 AND JUNE 2018 PAYROLL EXPENDITURES

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$445,487.97 for July 1-15, 2018 and expenditure of Village funds for payroll in the amount of \$264,882.41 for June 2018, which results in total expenditures of \$710,370.38 for the period.

In response to comments from Trustee Lemieux, Finance Director Bettina O’Connell explained the expenditures associated with Eder, Casella and Co. (load fixed asset information on software) and Stephen A. Laser Association (new police officer assessment).

As there were no further questions from the Board, Trustee Meyer moved to approve the Warrant Report. Trustee Grenier seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Grenier, Lemieux, Meyer, Ankenman and Dewart
Nays: (0)
Absent: (1) Towle

9. ITEM #4 – NON-AGENDA ITEMS AND VISITORS

President O’Hara stated the Village President and Board of Trustees allocate fifteen minutes for those individuals who would like the opportunity to address the Village Board on any matter not listed on the agenda. Each person addressing the Village Board of Trustees is asked to limit their comments to a maximum of five (5) minutes.

There were no requests to address the Board.

10. ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT

Village Administrator Irvin stated a printed copy of the 2023 Village Strategic Plan was provided at the dais and will be available online (*lakebluff.org*) and published via various media sources. The Strategic Plan will be used as marketing material for residents and commercial developers interested in the Village. Also provided is a brief summary outlining several Strategic Plan action items which have been completed as of today. Village Administrator Irvin thanked AVA Glen Cole for his work on the project.

Village Administrator Irvin reported on the ongoing Village road resurfacing and patching program as well as an upcoming project for repairs to the stormwater outfall at the intersection of Sylvan Road and Glen Avenue. Staff was not able to formally submit the request for Board action on this agenda due to the planned resurfacing and only recently learned about the poor pipe condition. The plan is to begin work as soon as possible and submit a ratification request to the Board at a future meeting.

Village Engineer Hansen showed a picture of the deteriorated pipe and noted there is a budgeted amount of \$25,000 for the project. A camera inspection of the pipes shows significant deterioration. He explained why the corrugated metal pipes creates a problem for the Village's storm sewer system noting the Village stopped installing metal pipes in the 1960s. Village Engineer Hansen commented on the original plan which Staff did not pursue because it required repaving over an existing pipe on Sylvan Road. He described how three contractors he contacted could not complete the work in the timeframe provided. Village Engineer Hansen said he recently received an email from Campanella and Sons, Inc. stating the company could perform the work at a cost of \$24,480 before the street is resurfaced. Village Engineer Hansen provided information on the location of the damaged pipes then showed an illustration of the existing conditions and proposed improvements.

Member Dewart expressed his understanding that the pipe will extend from the manhole under the street downward to the outfall. He asked if the Village has experience with the proposed contractor. Village Engineer Hansen stated the Village consultant, Gewalt Hamilton recommended Campanella and Sons, Inc. because this type of work is within their capabilities.

In response to a comment from Member Lemieux, Village Engineer Hansen said the plan is to accept the low bid amount of \$24,480.

Village Administrator Irvin stated the formal ratification request will be presented for consideration at the next Village Board meeting.

11. ITEM #8 – VILLAGE ATTORNEY'S REPORT

Village Attorney Schuster had no report.

12. ITEM #9 – VILLAGE PRESIDENT'S REPORT.

President O'Hara stated the 4th of July Parade was well attended and she thanked the Parade Committee, Staff and public safety personnel for doing an outstanding job. She also reported on the upcoming Criterium Bike race, block party and Bluffinia summer concerts.

13. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE

President O'Hara introduced the correspondence from the Informational Reports on June 29, 2018.

Trustee Lemieux moved to accept the correspondence as submitted. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

14. ITEM #11 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT WITH ATP ENTERPRISE GROUP, INC OF NORTHFIELD, ILLINOIS FOR PAINTING AND STUCCO REPAIR AT VILLAGE HALL

President O'Hara reported on Wednesday, June 27, bids were opened in the Village Hall Board Room for the Village Hall Exterior Paint and Stucco Repair project. ATP Enterprise Group, Inc. has submitted the lowest responsive and qualified bid with total bid of \$58,569 for the base bid and all three options which includes: painting the upper tower, replacing the broken glass panes in the glass roof at the front entry, and replacing a window in the conference room that has a rotted sash. The Village's FY2019 budget includes \$65,000 for these improvements. She further reported ATP Enterprise Group has done similar work in the past for the City of Highland Park, the Village of Libertyville, and the City of Rolling Meadows. The Building Codes Supervisor recommends that an award be made to ATP Enterprise Group, Inc. in the amount of \$58,569 plus unit costs for any trim that may need to be replaced.

As there were no questions from the Board, Trustee Dewart moved to adopt the resolution. Trustee Grenier seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Lemieux, Meyer, Ankenman, Dewart and Grenier
Nays: (0)
Absent: (1) Towle

15. ITEM #12 – A RESOLUTION APPROVING A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH CHRISTOPHER B. BURKE ENGINEERING, LTD (Village Wide Storm Sewer Model)

President O'Hara reported the Village's 2018-2020 Biennial Budget includes \$150,000 for (i) the creation of a storm sewer model of the major storm sewer lines and frequently flooded areas within the Village and (ii) the further evaluation of possible projects to lessen the flooding of the West Scranton underpass. The Village has retained Christopher B. Burke Engineering, LTD (CBBEL) in the past for major drainage studies and system modeling. This week the Village received a proposal from CBBEL to build upon the storm sewer models that CBBEL previously created for specific areas of the Village and create a model that includes the majority of the Village. She further reported the major tasks included in the proposal are:

- Surveying portions of the existing storm sewer system
- Creating hydrologic models of the storm sewers
- Working with the Village to develop and estimate the costs of conceptual solutions
- Analyze two potential project options to reduce underpass flooding.

President O'Hara reported the proposal submitted by CBBEL is purposely written for the work to be billed on a time and materials basis not to exceed \$129,475. The timeline of the project is such that the work in the current fiscal year would not exceed the combined budgeted amount of \$125,000.

Following a request from President O'Hara, Village Engineer Hansen explained how a model of the major storm sewer lines and frequently flooded areas will help the Village budget and gauge the impact of future projects. The project includes a survey that will help Staff determine the depth of the pipes, and a condition analysis.

In response to questions from Trustee Lemieux, Village Engineer Hansen said Staff will have access to the Village wide storm sewer model when the project is completed. He said Staff could work with the model but it would require a \$5,000 annual software license agreement. He said CBBEL has budgeted approximately \$26,000 of their time to find possible solutions.

Trustee Grenier inquired of the project selection process. Village Engineer Hansen stated that since the 2017 storms the Village has gone through the standards for new construction focusing on keeping Village roadways dry and passable during a 10 year storm, and keeping storm water out of homes during a 100 year storm. The process will map out all the street flooding for a 10 year storm, identify the cost needed to keep the streets passable during a 10 year storm and help prioritize Village projects.

In response to comments from Trustee Grenier, Village Engineer Hansen stated the Village has alleviated a lot of home risks associated with street flooding. The viaduct study shows where pipes could be installed to assist with some of the neighborhood flooding issues. Village Engineer Hansen explained the public comment segment associated with the project.

Trustee Grenier asked if Campbell Court is included in the study. Village Engineer Hansen stated the Campbell Court model is already complete and he said this model will provide the Village with information regarding other residential areas within the Village.

Trustee Dewart stated the Finance Committee discussed the beginning of a process for coupling the report from CBBEL to the Village own internal prioritization along with professional and local input. The Village will be responsible as an organization for prioritizing the projects.

President O'Hara discussed the viaduct area and the State's responsibility for maintenance. Village Engineer Hansen provided information on the State standards and possible repair options associated with the viaduct area. He said one of the goals for this study is to reach a point where funding can be sought.

Village Administrator Irvin said the State has been analyzing upsizing the pipe to the 25 year flood level which is not consistent with current IDOT standards. Village Engineer Hansen said the existing 100 year old pipes are installed under the basement of two homes and everyone would prefer to find an alternate path. A discussion followed.

In response to a question from Trustee Ankenman, Village Engineer Hansen explained how the Park District Golf Course's green space affects the viaduct area. He said the areas west of Green Bay Road drains into the Skokie River and noted Staff is studying the West Terrace neighborhood which also drains into the Skokie River because there are issues in that area. He said the future of the Lake Bluff Golf Course is unknown and he does not know if money should be spent at this time to analyze that area.

As there were no further questions from the Board, Trustee Grenier moved to adopt the resolution. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Meyer, Ankenman, Dewart, Grenier and Lemieux
Nays: (0)
Absent: (1) Towle

16. ITEM #16 – A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH BENJAMIN HISTORIC CERTIFICATION, LLC (For an architectural survey of certain areas of the Village)

Village Administrator Irvin stated Staff continues to negotiate an agreement with Benjamin Historic Certification, LLC and the agreement will be presented at a future Board meeting.

17. ITEM #17 – TRUSTEE’S REPORT

There was no Trustee’s report.

18. ITEM #18 – EXECUTIVE SESSION

At 7:45 p.m. Trustee Meyer moved to enter into Executive Session for the purpose of discussing Appointments (5 ILCS 120/2(c)(3)) and Property Disposition (5 ILCS 120/2(c)(6)) Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

There being no further business to discuss, Trustee Meyer moved to adjourn out of executive session. Trustee Ankenman seconded the motion and the motion passed on a unanimous voice vote at 8:43 p.m.

19. ITEM #19 – ADJOURNMENT

Trustee Grenier moved to adjourn the regular meeting. Trustee Meyer seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:43 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Joy Markee
Village Clerk