

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES AND  
HISTORIC PRESERVATION COMMISSION  
SPECIAL WORKSHOP MEETING**

Monday, April 19, 2021

**6:00 P.M.**

40 East Center Avenue  
Village Hall Board Room

Due to the COVID-19 emergency and in accordance with Section 7(e) of the Open Meetings Act, this meeting will be held primarily virtually. At least one representative from the Village will be present at the Village Hall Board Room, 40 E. Center Avenue, Lake Bluff, Illinois, and the virtual meeting will be simulcast for members of the public who do not wish to view the virtual meeting from another location. Pursuant to the Executive Orders issued by the Governor, the number of people who may gather at Village Hall for the meeting is limited due to mandated social distancing guidelines and limitations on gatherings. Accordingly, the opportunity to view the virtual meeting at Village Hall will be available on a “first come, first-served” basis.

Members of the public may view and participate in the meeting via:

Online (**strongly recommended**): **lakebluff.org/VirtualSpecialMeeting**  
**OR**

Dial-in: **(312) 626-6799**. Enter meeting ID **822 8572 9210**. Press # when prompted for a Participant ID.

**IMPORTANT:** Additional instructions are available in the agenda packet immediately following the agenda.

The meeting will be live-streamed at **lakebluff.org/Channel19** and broadcast live on Comcast Channel 19. Once available, a recording of the meeting will be posted on the Village website and periodically rebroadcast on Channel 19.

**AGENDA**

1. CALL TO ORDER AND ROLL CALL
2. NON-AGENDA ITEMS AND VISITORS  
The Village President and Board of Trustees allocate fifteen (15) minutes during this item for those individuals who would like the opportunity to address the Village Board of Trustees 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.
3. HPC RECOMMENDATIONS TO THE VILLAGE BOARD REGARDING REVISIONS TO AND ADMINISTRATION OF THE VILLAGE’S HISTORIC PRESERVATION REGULATIONS
4. ADJOURNMENT

*R. Drew Irvin  
Village Administrator*

The Village of Lake Bluff is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact R. Drew Irvin, Village Administrator, at 234-0774 or TDD number 234-2153 promptly to allow the Village of Lake Bluff to make reasonable accommodations.

# VIDEO MEETING GUIDE

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**Format:** Our goal is to provide a meeting that is as similar as possible to an in-person experience. Members of the public will be given opportunities to speak at the start of the meeting and before each agenda item.



NORTH SHORE LIFE  
LAKE BLUFF STYLE

We will use Zoom Webinars for this meeting. In this product:

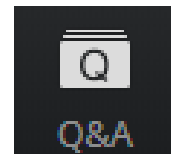
- Panelists (Trustees, Staff, etc.) control their own ability to speak and transmit video.
- Attendees (members of the public) can see the meeting, but cannot transmit audio or video unless recognized by the chair. (See below for how to be recognized.)
- One or more staff members will act as hosts and help organize the meeting.

## **Rules:**

- [An online guide to using Zoom is available here.](#) Please know that the Village cannot provide technical support. [You should test your ability to use Zoom ahead of time.](#)
- Ideally, all participants should join using the Zoom application so that they can experience the full meeting. While participants may call-in, this is a lower quality experience.
- All participants should use their real name (first and last) to identify themselves in the meeting. People using aliases or pseudonyms will not be recognized.
- All participants should stay muted unless they are actively speaking. Your mute may be enabled remotely if you are echoing or transmitting background noise.
- Elected officials participating with video should keep their video enabled at all times. Village Staff should disable their video unless they are participating in a discussion.
- In Lake Bluff meetings, text chat and private messaging features are disabled.

**Public Participation:** To participate in the meeting, members of the public can:

- Submit a comment or question using [Zoom's Q&A feature](#). Written items will be read aloud and answered as necessary. You can also ask to be recognized by the chair. You will be able to speak directly to the Board and may choose to send video.
- Phone users can dial \*9 and will be placed into a queue to be recognized by the chair.
- Email comments in advance to [vlb@lakebluff.org](mailto:vlb@lakebluff.org). Emails should list the meeting and date in the subject line (e.g. "April 13 Village Board meeting") and should identify the author by name. Emails will be shared electronically, and those that are 200 words or shorter will generally be read aloud by a staff member during the appropriate comment period.



## Village of Lake Bluff – Video Meeting Guide

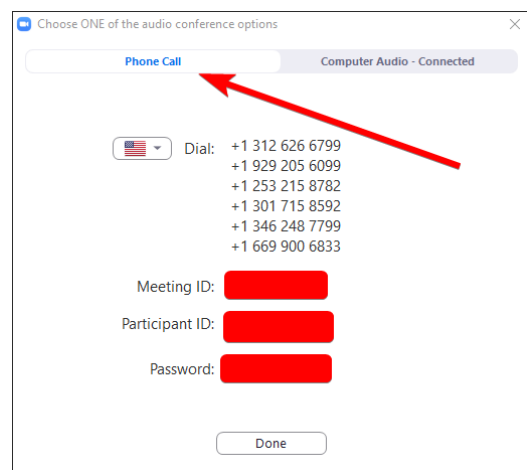
### Technical setup. The ideal attendee has:

- **Device:** The ability to transmit and receive video.
- **Audio:** Clear audio that does not echo or transmit background noise.
- **Connection:** A stable, high-quality internet connection.

	Device	Audio	Connection
<b>Ideal</b>	Zoom app on a desktop or laptop	A headset with microphone	Wired connection via Ethernet
<b>Okay</b>	Zoom app on a mobile phone or tablet	A headset (using built-in microphone) Using a phone to dial in	Connected wirelessly via WiFi
<b>Not ideal</b>	Calling into conference line (without Zoom app)	Computer speakers (using built-in microphone) Speakerphone on phone	Connected via 4G / LTE (cellular data) Using a phone to dial in
<b>Tips</b>	<ul style="list-style-type: none"> <li>• Use a stable surface so that your video doesn't move or shake.</li> <li>• Have a “boring” background that isn't distracting (e.g. others moving around).</li> </ul>	<ul style="list-style-type: none"> <li>• Pick a quiet place as your workspace.</li> <li>• Keep yourself muted when you are not talking.</li> </ul>	<ul style="list-style-type: none"> <li>• If you have to use WiFi, try to pick a workspace close to your router.</li> <li>• Discourage other household members from streaming video during the meeting.</li> </ul>

### Tips:

- You will appear more natural if you look directly at your camera when speaking. It may help you to put your camera near your monitor.
- While muted, you can [hold the spacebar to unmute yourself temporarily](#) (push-to-talk, like a walkie talkie). It will mute you again as soon as you release the spacebar.
- If you do not have a headset, you can use the Zoom application on your PC but [dial-in using your phone](#). This will let you see and share video, and also let you control if you are muted using your PC. This may reduce echo and background noise for those individuals without headsets.



*Joining via video but using a phone call for audio.*

## Village of Lake Bluff – Video Meeting Guide

### Frequently Asked Questions

**Q: How do I participate in a meeting?**

**A:** If you would like to participate in the meeting live, a URL will be listed on the top of the agenda that will invite you to join the meeting via Zoom. You can also dial-in using the phone number shown on the agenda, but this is a lower quality experience.

You can also watch the meeting live at [lakebluff.org/channel19](https://lakebluff.org/channel19) or by turning on Comcast Channel 19. Meetings are rebroadcast periodically.

**Q: How do I submit a public comment?**

**A:** An opportunity is provided for the public to comment on each agenda item before the Board votes. Additionally, a time is provided early in the agenda to address the Board regarding any matters not on the agenda. To submit a comment:

**Via Zoom.** Submit a comment or question using [Zoom's Q&A feature](#). Written items will be read aloud and answered as necessary. You can also ask to be recognized by the chair.

**Via Phone.** If you are participating by phone, you can dial \*9 and be recognized by the chair.

**Via Email.** Finally, you can email comments in advance to [vlb@lakebluff.org](mailto:vlb@lakebluff.org). Emails should list the meeting and date in the subject line (e.g. "April 13 Village Board meeting") and should identify the author by name. Emails will be shared electronically, and those that are 200 words or shorter will generally be read aloud by a staff member during the appropriate comment period.

**Q: How do I get technical support?**

**A:** Unfortunately, the Village cannot provide technical support. [An online guide to using Zoom is available here](#). Make sure to [test your ability to use Zoom ahead of time](#). If you are unable to use Zoom, you may use the call-in number, live stream link, and/or submit questions via e-mail.