1. CALL TO ORDER AND ROLL CALL

Village President Charlot called the meeting to order at 7:00 p.m. and Deputy Village Clerk R. Drew Irvin called the roll.

The following were present:

Village President: Regis Charlot

Trustees: Mary Cole  
Taryn Fisher  
Shana Fried  
Katharine Hatch  
Stephen Rappin

Absent: Susan Rider, Village Trustee

Also Present: Peter Friedman, Village Attorney  
R. Drew Irvin, Village Administrator  
Bettina O’Connell, Finance Director  
Erik Gehrke, Deputy Police Chief  
Jeff Hansen, Village Engineer  
Mike Croak, Building Codes Supervisor  
Clara Gable, Assistant to the Village Administrator (AVA)  
Lauren Chermak, Administrative Intern

2. PLEDGE OF ALLEGIANCE

President Charlot led the Pledge of Allegiance.

3. CONSIDERATION OF THE MINUTES OF THE JUNE 12, 2023 REGULAR VILLAGE BOARD MEETING

Trustee Cole moved to approve the June 12, 2023 minutes as submitted. Trustee Hatch seconded the motion. The motion passed on a unanimous voice vote.

4. ITEM #4 – NON-AGENDA ITEMS AND VISITORS
President Charlot 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.

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

President Charlot stated he would, if there were no objections, take agenda items #15, #7A, #9A and #9B then return to the regular order of the meeting. There were no objections from the Board.

6. **ITEM #1 5 - AN ORDINANCE GRANTING VARIATIONS TO CONSTRUCT A SECOND STORY ADDITION ON AN EXISTING DETACHED GARAGE (618 Maple Avenue, a Lake Bluff Landmark Property)**

President Charlot said Charles and Vanessa Clarke submitted a variation application for relief necessary to construct a second story addition on their existing detached garage. Their home was recently designated a local landmark and the Historic Preservation Commission (HPC) conducted and terminated an advisory review of the proposed work, having no concerns or issues. He said the applicant is seeking the following variations:

a. **Maximum accessory structure height:** The existing garage meets the maximum height of 17 ft. At 20 ft., the proposed garage addition is 17.6% greater than allowed.

b. **Maximum floor area ratio:** The existing garage is 713.6 sq. ft. and the proposed renovation would bring it to a total of 1,573.6 sq. ft., meaning the detached garage would increase in size by 859 sq. ft. (164.0 sq. ft. of which is due to the garage’s eaves). The total FAR for the property is currently 17.2% greater than code allows and with the garage addition would 36.5% greater (increase of 19.3%).

c. **Minimum rear yard setback:** The existing garage is 2.9 ft. from the rear property line. The proposed garage addition puts the floor area for the accessory structure over 1,000 sq. ft., which triggers the garage to meet the principal structure setback of 18.7 ft.

d. **Requirement that an accessory building be located at least 5 ft. from the principal building:** The existing garage is located less than 5 ft. from the principal building; the house’s chimney is approximately 4.4 ft. from the detached garage (approximately 12% less than required).

President Charlot said while the applicant does not qualify for the Village’s new allowance of a one-time 10% floor area bonus given to landmarked homes as it already exceeds 110% of the maximum floor area, they do qualify for the new “Special Consideration for Historic Properties”, which requires the Joint Plan Commission and Zoning Board of Appeals (PCZBA) and Village Board to take into account the historical nature of landmarked homes when considering variance requests. President Charlot further reported on June 21, 2023 the PCZBA unanimously voted (6-0) to forward a favorable recommendation to the Village Board on these requests, subject to the conditions that drainage and fire code requirements are addressed during the building permit review. It was clear that the PCZBA considered the request for floor area relief valid since, per
code, the floor area totals include the home and garage addition’s large eaves (equaling 807 sq. ft.). 15 letters of support have been received from nearby properties and no opposition letters were received.

In response to a question from Trustee Fisher, Rob Douglas, project architect, said the exquisite prairie style home has been well preserved and the objective is to create more home office space without impacting the main house. He commented on the FAR calculation impact which included 870 square feet of eaves on the new garage and existing house. He said the intent is to construct an addition over the detached garage and take the opportunity to mirror the garage roofing features with the main building. Trustee Fisher said the plans are beautiful then she thanked him for the explanation.

As there were no further questions from the Board, Trustee Rappin moved to approved first reading of the ordinance. Trustee Hatch seconded the motion. The motion passed on a unanimous voice vote.

7. ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT: Sustainability and Community Enhancement Ad Hoc Committee June 20, 2023 Meeting Report (Consideration of a 2 Year Exemption Request for 20+ Acre Properties from the Seasonal Ban on Gas Powered Leaf Blowers)

Village Administrator Irvin said on June 7 the Village received a request from Liz and Dick Uihlein to consider a 2-year exemption from the recently enacted seasonal ban on gas-powered leaf blowers for their 20+ acre property located along Sheridan Road. As you recall, at its June 12, 2023 meeting the Village Board referred the request to the Sustainability and Community Enhancement ad Hoc Committee (SEC). He further reported on June 20, 2023 the SEC discussed the request and voted unanimously to recommend the request not be approved by the Village Board because approval would be, in their analysis, (i) contrary to the goals of the seasonal ban on the use of gas-powered leaf blowers (improve the aural tranquility and air quality of the Village) and (ii) inconsistent with the findings of the Regional Leaf Blower Working Group.

Trustee Fisher said the SEC is a trusted, intelligent, thoughtful committee and the Board should listen to their recommendation.

President Charlot opened the floor to public comments and Village Administrator Irvin introduced the queued caller.

Village Resident Pam Russell expressed her agreement with the SEC’s recommendation and said she thinks the seasonal ban is a great change and she is hopeful that it will continue.

Following a comment from President Charlot, it was the consensus of the Board to direct Staff to advise the requestors of the Village Board and SEC recommendation not to approve the request.
8. ITEM #9A – VILLAGE PRESIDENT’S REPORT: Appointment of Susan Wicks to the Architectural Board of Review, Paul Lemieux and Mark Dewart as Co-Chairpersons Business Advisory Ad Hoc Committee and Raffi Elchemmas as Village Clerk

President Charlot said he recommends the appointment of Susan Wicks to fill the final vacancy on the Architectural Board of Review. If Approved, Ms. Wicks term will expire on April 30, 2025. The Village President also recommends the appointment of Paul Lemieux and Mark Dewart as Co-Chairpersons of the Business Advisory Ad Hoc Committee.

President Charlot said a vacancy in the office of the Lake Bluff Village Clerk was created on October 10, 2022 and it was determined by the President and Board of Trustees that Village Administrator R. Drew Irvin would fulfill the responsibilities and duties of Village clerk until the next election. As you are aware, no one filed a petition to serve as Village Clerk and the position remains open with Village Administrator Irvin continuing to perform the duties of the Office of Village Clerk. At this time, President Charlot is recommending that Raffi Elchemmas serve as Village Clerk until the next election. This appointment is subject to the consent of the Board of Trustees. Should the Village Board approve the appointments, the new Village Clerk can be sworn in on the evening of June 26, 2023.

Following comments from the Board expressing appreciation to the volunteers, Trustee Fisher made a motion to approve the appointments. Trustee Hatch seconded the motion. The motion passed on a unanimous voice vote.

9. ITEM #9B – SWEARING-IN OF VILLAGE CLERK

President Charlot administered the Oath of Office to Village Clerk Raffi Elchemmas and the appointed official took his position at the dais.

10. ITEM #6A – WARRANT REPORT FOR JUNE 13 – JUNE 26, 2023 AND MAY 2023 PAYROLL EXPENDITURES

President Charlot reported expenditure of Village funds for payment of invoices in the amount of $91,305.66 for June 13 – June 26, 2023 and expenditure of payroll in the amount of $289,258.01 for May 2023 for a total amount of $380,563.67.

As there were no questions from the Board, Trustee Fried made a motion to approve the warrant report. Trustee Hatch seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Cole, Fisher, Fried, Hatch, Rappin
Nays: (0)
Absent: (1) Rider

11. ITEM #6B – MAY 2023 FINANCIAL REPORT
At President Charlot request, Finance Director Bettina O’Connell provided a brief summary of the May 2023 Financial Report highlighting major revenue sources and expenditures for the period.

- The monthly sales tax revenue on a cash basis for May of FY24 is $276,872 which is $38,659 or 16.2% greater than the FY23 cash basis receipts for the same period.
- General Fund FY24 total revenues of $1,246,828 are $174,597 greater than the FY23 year to date revenues.
- FY24 current expenditures are consistent with or less than budgeted for the total General Fund; the FY year to date expenditures of $449,994 are $13,976 less than the expenditures for the same period in FY23.

As there were no further questions from the Board, Trustee Hatch moved to accept the Finance Report. Trustee Fried seconded the motion. The motion passed on a unanimous voice vote.

12. **ITEM #8 – VILLAGE ATTORNEY’S REPORT**

Village Attorney Friedman had no report.

13. **ITEM #10, #11 AND #12 – CONSENT AGENDA**

President Charlot introduced the following Consent Agenda items for consideration:

10. Correspondence Delivered in the June 9 and 16, 2023 Informational Reports;
11. Second Reading of an Ordinance Granting a Variation from the Village’s Floor Area Ratio and Impervious Surface Coverage Restrictions (525 East Center Avenue); and

As there were no questions from the Board, Trustee Cole moved to approve the consent agenda. Trustee Hatch seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Fisher, Fried, Hatch, Rappin, Cole
Nays: (0)
Absent: (1) Rider

14. **ITEM #13 – A RESOLUTION APPOINTING CLARA GABLE AS THE VILLAGE’S ALTERNATE DELEGATE TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY (IRMA)**

President Charlot said the Village of Lake Bluff is one of 72 member agencies of the Intergovernmental Risk Management Agency (IRMA) – a member-owned, self-governed public risk pool. The pool continues to perform well and remains a financially secure, rate stable and
membership-driven organization. He further stated IRMA’s continued success as an intergovernmental risk management pool can be largely attributed to the member community’s interest and participation in the organization; historically, the Village has been highly participatory in IRMA’s governance. For example, Finance Director Bettina O’Connell currently serves on the IRMA Administration & Finance Committee and Chief of Police Matt Smizinski serves on the IRMA Chiefs of Police Steering Committee. Village Administrator Irvin previously served on IRMA’s Executive Board including as IRMA’s President from 2014-2015.

President Charlot said IRMA’s contract and bylaws provide that the Village must designate a Delegate and an Alternate to represent the Village on IRMA’s Board of Directors. Village Administrator Drew Irvin has served as the Village’s delegate to the IRMA Board since 2008 and, with her IRMA orientation now complete, it is recommended that Clara Gable, Assistant to the Village Administrator, be appointed as the Village’s alternate delegate.

As there were no questions from the Board, Trustee Rappin moved to adopt the resolution. Trustee Fisher seconded the motion. The motion passed on unanimous voice vote.

15. ITEM #14 – A RESOLUTION AUTHORIZING DISSOLUTION OF THE GOVERNMENT INFORMATION TECHNOLOGY CONSORTIUM (GovITC)

President Charlot said for the past 8 years, the Village has been part of an Information Technology Consortium (GovITC) made up of 6 communities that joined forces to (i) develop and share IT services, staffing and equipment, and (ii) find efficiencies, reduce risk, and provide a collaborative environment for innovation and continuous improvement. While the consortium was successful in (i) reducing certain expenses and (ii) elevating IT service and security, the lack of uniform operating environments and changing organizational expectations hampered GovITC’s success. As previously reported, the two largest members of GovITC are looking to dissolve the consortium to pursue different service arrangements to further their respective organizational goals just as GovITC’s service contract with InterDev concludes at the end of June. President Charlot further stated to ensure continuity of IT services for the Village, the Village Board authorized a 3-year agreement with InterDev, LLC (the firm that has been the contractor for the consortium) at its last meeting. The final step in this process is the Village Board’s consideration of a Resolution that will authorize the GovITC Board and Village staff to take all actions necessary to effectuate the dissolution.

Following a brief discussion, Trustee Fisher moved to adopt the resolution. Trustee Hatch seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Hatch, Rappin, Cole, Fisher, Fried
Nays: (0)
Absent: (1) Rider

16. ITEM #16 – TRUSTEE’S REPORT
Trustee Hatch shared information regarding the successful Adult Fair event which she and Trustee Cole recently attended.

17. ITEM #17 – CONSIDERATION OF THE JUNE 12, 2023 EXECUTIVE SESSION MEETING MINUTES

Trustee Cole made a motion to approved the June 12, 2023 Executive Session Meeting Minutes as submitted. Trustee Hatch seconded the motion. The motion passed on a unanimous voice vote.

18. ITEM #19 - ADJOURNMENT

Trustee Cole moved to adjourn the regular meeting. Trustee Fried seconded the motion. The motion passed on a unanimous voice vote.

The meeting ended at 7:37 p.m.

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Raffi Elchemmas
Village Clerk