VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
JULY 10, 2023  

APPROVED MINUTES  

1. CALL TO ORDER AND ROLL CALL  

Village President Charlot called the meeting to order at 7:00 p.m. and in the absence of the Village Clerk Raffi Elchemmas, 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  
Susan Rider  

Absent: Raffi Elchemmas, Village Clerk  

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

2. PLEDGE OF ALLEGIANCE  

President Charlot led the Pledge of Allegiance.  

3. AWARDS AND PROCLAMATIONS  

President Charlot said the Government Finance Officers Association established the Certificate of Achievement for Excellence in Financial Reporting Program in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal.
The Village of Lake Bluff was awarded the Certificate of Achievement for the Excellence in Financial Reporting for its fiscal year 2022 Annual Comprehensive Financial Report. This is the highest form of recognition in governmental accounting and financial reporting. President Charlot further stated despite receiving this award numerous times, Staff remains committed to continue working on improving the quality of financial documents and maintaining transparency. Staff is appreciative of the Village Board and Finance Committee’s support and guidance in these efforts.

President Charlot said the award reflects the Village’s spirit of democracy, openness and transparency then he expressed his appreciation to Finance Director O’Connell for her work.

4. **CONSIDERATION OF THE MINUTES OF THE JUNE 26, 2023 REGULAR VILLAGE BOARD MEETING**

Trustee Hatch moved to approve the June 26, 2023 minutes as submitted. Trustee Fisher seconded the motion. The motion passed on a unanimous voice vote.

5. **ITEM #5 – 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.

6. **ITEM #6 – VILLAGE BOARD SETS THE ORDER OF THE MEETING**

President Charlot stated he would, if there were no objections, take agenda item #12 then return to the regular order of the meeting. There were no objections from the Board.

7. **ITEM #12 – SECOND READING OF 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%).
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- **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. The Village Board approved first reading of the ordinance at its June 26 meeting.

Following an invite from President Charlot, Charles Clarke thanked the Board for their consideration and flexibility regarding the application.

Following comments from the Board, Trustee Rappin moved to approved the ordinance. Trustee Hatch seconded the motion. The motion passed on the following roll call vote:

| Ayes:        | (6) Cole, Fisher, Fried, Hatch, Rappin, Rider |
| Nays:        | (0)                                             |
| Absent:      | (0)                                             |

**8. ITEM #7A – WARRANT REPORT FOR JUNE 27 - JULY 10, 2023**

President Charlot reported expenditure of Village funds for payment of invoices in the amount of $361,968.53 for June 27 – July 10, 2023 for a total amount of $361,968.53. He said the Invoice Register Report shows checks with a status of “open” or “paid”. All checks with the status of “open” are computer generated checks for the Board’s final approval. Checks with the status of “paid” are manual checks processed.

Trustee Fisher inquired of the payment to Hazardous Cleanup, LLC for Jail Cell Sanitization, Village Administrator Irvin said this was an uncommon expenditure for a specific non-injury incident of a detainee.

Following a brief discussion, Trustee Fisher made a motion to approve the warrant report. Trustee Hatch seconded the motion. The motion passed on the following roll call vote:
9. **ITEM #8 – VILLAGE ADMINISTRATOR’S REPORT**

Village Administrator Irvin said he is grateful and thankful to Village Staff and everyone involved with planning the 4th of July Parade for ensuring the greatest degree of safety possible for the event.

Village President Charlot thanked the Lake Bluff Police Department, Public Works Department and other agencies for making the 4th of July Parade a safe and successful event.

10. **ITEM #9 – VILLAGE ATTORNEY’S REPORT**

Village Attorney Friedman had no report.

11. **ITEM #10 – VILLAGE PRESIDENT’S REPORT**

Village President Charlot reported that he and Village Administrator Irvin recently delivered a State of the Village at the Lake Forest Forest/Lake Bluff Chamber of Commerce Mayor’s Breakfast and different parts of the extended community.

12. **ITEM #11 – ACCEPTANCE OF THE CORRESPONDENCE**

President Charlot introduced the Correspondence Delivered in the June 23 and 30, 2023 Informational Reports.

Trustee Hatch moved to accept the correspondence. Trustee Rappin seconded the motion. The motion passed on a unanimous voice vote.

13. **ITEM #13 – A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH DAVEY RESOURCE GROUP, INC. FOR TREE INVENTORY AND URBAN FOREST MANAGEMENT PLAN SERVICES**

President Charlot said the Village was recently awarded an Urban and Community Forestry Grant through the Chicago Region Tree Initiative (CRTI)/Morton Arboretum. This grant provides a 50% match up to $50,000 dollars spent (grant cap of $25,000) and has three main requirements:

1. the Village’s Tree Ordinance must be updated,
2. all public trees must be inventoried, and
3. an urban forest management plan must be developed.

President Charlot said grant funds can be applied towards contracted services (e.g. on-going street tree maintenance program) and also to staff’s hourly rates for time spent on this project. Staff is currently working with the Sustainability and Community Enhance Ad Hoc Committee (SEC) and
PCZBA to update the Tree Ordinance, and recommends hiring Davey Resource Group to complete an inventory of all public trees and create an urban forest management plan at the proposed cost below:

<table>
<thead>
<tr>
<th>TREE INVENTORY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Computerized inventory data</td>
<td>$4.05/tree</td>
</tr>
<tr>
<td>Tree tagging</td>
<td>$0.75/tree</td>
</tr>
<tr>
<td>Davey Estimated Trees: 6,500</td>
<td>$31,200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>URBAN FOREST MANAGEMENT PLAN</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Data assessment with findings and recommendations</td>
<td>$5,250.00</td>
</tr>
</tbody>
</table>

Total: $36,450

President Charlot said while professional services are exempt competitive bidding, staff did reach out to a different provider that quoted a higher unit price for the inventory component. Staff has also confirmed with the CRTI that the Davey Resource Group, Inc. proposal covers all Grant requirements and expects, with known planned expenditures, that the Village will receive the maximum grant contribution of $25,000 – effectively covering 80% of the tree inventory leaving the Village to expend less than $12,000 from contingency funds to complete this needed work. Finally, engaging Davey Resource Group is advantageous as the Village recently acquired Davey’s TreeKeeper software program and, as part of scope of work, will have Davey inputting data into the Village’s new digital tree inventory system and then using that data to assemble an urban forest management plan.

Following a request from Trustee Rappin, PWS Jake Terlap said the practical use of the study will provide a legitimate updated tree inventory and the company based on the inventory will create a four year management plan that will coincide with the current Village plan. Lastly, PWS Terlap commented on how the trees would be tagged. Village Administrator Irvin elaborated on how the tree inventory could benefit the Village and the SEC discussion and presentation by a representative from Morton Arboretum regarding tree species list best practices for the Lake Bluff. A discussion followed. Trustee Rappin said trees are an important part of the character of Lake Bluff and this new tool will help Staff continue to be proactive in maintaining the Village’s tree canopy.

In response to a question from Trustee Fisher, PWS Terlap said the inventory will be uploaded into the Treekeeper software and could possibly be made available as a read only option for public viewing. President Charlot shared information regarding cities with online tree databases.

Trustee Fisher said she had heard concerns regarding the care of trees on the Stonebridge property and noted transparency is important because people are concerned about Lake Bluff trees. Village Administrator Irvin said anyone desiring information regarding tree information may submit a Freedom of Information Act.

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

Ayes: (6) Fried, Hatch, Rappin, Rider, Cole, Fisher
Nays: (0)
Absent: (0)
14. ITEM #14 – A RESOLUTION APPROVING AN UPDATE TO THE 2005 AFFORDABLE HOUSING PLAN

President Charlot said over the last several months at different Committee-of-the-Whole (COW) meetings, the Village Board has:

(i) heard a presentation from representatives of the Community Partners for Affordable Housing (CPAH) regarding their mission and services;
(ii) received an update from Village Attorney Peter Freidman regarding changes to the Illinois Affordable Housing Act;
(iii) reviewed a draft update to the Village’s Affordable Housing Plan; and
(iv) discussed revisiting the 2007 Request for Proposals for the area south of Illinois Route 176, west of Sunset Terrace, east of CLCJAWA, and north of West Sheridan Place for development as a Senior Living Facility.

President Charlot said as a follow up to item iii above, please find attached for your consideration an updated Affordable Housing Plan as discussed at the June 26, 2023 COW meeting. Again, the changes in the Plan largely reflect a memorialization of Village Board approved zoning code amendments since the adoption of the 2005 Plan and the “Lake Forest Opportunity” – a chance to invest in a planned affordable senior housing cottage development in west Lake Forest to secure some enhanced level of access for Lake Bluff seniors. This will be the first update to the Village’s Affordable Housing Plan since its creation almost 2 decades ago.

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

President Charlot stated he would, if there were no objections, take agenda item #8A then return to the regular order of the meeting. There were no objections from the Board.

15. ITEM #8A – VILLAGE ADMINISTRATOR’S REPORT: Informational Report Regarding Capital Improvement Program

Following a request from Village Administrator Irvin, VE Jeff Hansen provided an update on the 21 Capital Improvement Projects which amounts to approximately $2.7M. He reviewed the in-progress projects: Road and Pathway resurfacing, Washington Avenue Road Green Bay Road Pedestrian Crossing Improvements, MFT Street Rehabilitation, Glen Avenue Footbridge Replacement, Misc. Concrete Replacement, Green Bay Road Reconstruction, Green Bay Road bridge reconstruction.

VE Hansen reviewed the pending projects: Stormwater utility implementation, Deep tunnel storm sewer phase 1 engineering, misc. stormwater improvements, water tower washing, path resurfacing-PSB to Artesian Park, pavement maintenance, underpass handrail rehabilitation, Birch Rd Culvert, CBD Block 1 Streetscape, Green Bay Road Pedestrian Bridge to North Chicago, Non MFT Street Rehabilitation, Sanitary Sewer Evaluation and Improvements, Water Main Replacement between Sylvan Avenue and East Sheridan Place, Replacement of Misc. Hydrants and Valves and Develop Lead Service Replacement Policy. Lastly, VE Hansen sharing information regarding the Green Bay Road Reconstruction project.
In response to a comment from Village Administrator Irvin, VE Hansen commented on how inflation could impact the project and overage costs and he noted that the Village is responsible for 20% of every extra dollar. Village Administrator Irvin commented on the bid process goal with the request from the neighbors to have additional public crossing added along Green Bay Road to get people east to west.

Following a comment from President Charlot, VE Hansen said the watermain is not eligible for federal funding. The existing watermain will be repaired during the project and the plan is to install oversize storm pipes underneath the main road to hold the stormwater on Green Bay Road and solve the East Terrace neighborhood flooding issues. President Charlot thanked CMAP for funding the Green Bay Road project.

VE Hansen commented on the Green Bay Road bridge replacement project delay which involves the Illinois Historic Preservation recommendation to keep the iron tresses on the side of the bridge. A discussion followed.

In response to a question from President Charlot, VE Hansen said Green Bay Road will be closed during the reconstruction and traffic diverted and the bridge construction would require it to be closed for probably four months.

Village Administrator Irvin shared information regarding the budget process associated with the CBD Block One Streetscape plan stating the intent is to apply for grants to fund the project.

In response to a question from Trustee Fisher, VE Hansen said there is no formal easement for the Sylvan Avenue and East Sheridan Place water main pipe and commented on how repairs could occur for that area if needed. Village Attorney Peter Friedman said the Village has the ability to manage its stormwater pipes and would have governmental immunity as long as the pipe repairs are done reasonably and does not create a dangerous environment. A discussion followed.

**16. ITEM #15 – TRUSTEE’S REPORT**

Trustee Rider commented on the *New York Times* news article regarding unique noise problems associated with pickleball. She expressed her concern regarding the pickleball courts located in close proximity of the homes along Green Bay Road and asked if anyone has reviewed the noise ordinance associated with such activities. Village Administrator Irvin said the neighbors had expressed concern regarding the early start time (6:30 a.m.) which has changed to 8:00 a.m. and the Park District is working with the neighborhood regarding additional sound abatement options such as screening. Trustee Rider said screening may or may not resolve the issue and she think there is a role the Village needs to play in enforcing the noise ordinance. A discussion followed.

In response to a question from President Charlot, Village Attorney Friedman said each organization (Park and School Districts) must comply with local noise ordinances as well as State regulations. He said the Village has jurisdiction so the School District had to comply with local regulations regarding uses and things that can emanate off the property. Trustee Rider said if the Village ordinance could provide a solution she would encourage that it be considered. A discussion followed.
17. **ITEM #17 - ADJOURNMENT**

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

The meeting ended at 7:37 p.m.

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R. Drew Irvin
Village Administrator