

**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
MEETING OF THE COMMITTEE OF THE WHOLE  
GERALD C. TURRY VILLAGE BOARD ROOM  
APRIL 10, 2023**

**Call to Order**

President Patel called the Committee of the Whole Meeting of the Lincolnwood Board of Trustees to order at 6:03 P.M., Monday, April 10, 2023, in the Gerald C. Turry Village Board Room of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Upon roll call by Village Clerk Beryl Herman, the following were:

PRESENT: President Patel, Trustees Klatzco, Diaz-Herrera, Sargon, Saleem, Halevi, Martel

ABSENT: None

A quorum was present.

Also present: Village Manager Anne Marie Gaura, Assistant Village Manager Charles Meyer, Community Development Director Scott Magnum, Planning and Economic Development Manager Doug Hammel, Finance Director Denise Joseph, Assistant to the Public Works Director Brendon Mendoza, and Management Analyst Elijah Bebora.

**Approval of Minutes**

The March 16, 2023, Committee of the Whole Budget Workshop and the March 21, 2023, Committee of the Whole meeting minutes were presented for omnibus approval.

Trustee Sargon moved to approve the minutes of the March 16, 2023, Committee of the Whole Workshop and March 21, 2023, Committee of the Whole meeting minutes. Trustee Martel seconded the motion.

Upon Roll Call, the results were:

AYES: Trustees Klatzco, Sargon, Diaz-Herrera, Saleem, Martel, Halevi.

NAYS: None

ABSENT: None

The motion passed

**Regular Business**

**1. Strategic Plan Quarterly Update**

Management Analyst Elijah Bebora presented a Strategic Plan update to the Village Board. Mr. Bebora stated that in quarter one of 2023, nine goals with a total of 17 Action Plans were worked on or completed. He noted that 51 or 34% of all Strategic Plan Action Plans had been completed as of today. Goal number one, Define and Promote a "Service First" Culture, was worked on and is ongoing in quarter one of 2023. The action items worked on for goal one include continuing personnel training, cross-training across Departments, and employee

recognition in the staff newsletter. The second goal worked on is Undertake Community Development Improvements to Enhance Customer Service and Streamline Efficiencies. The goal is ongoing with an Action Plan of tracking Community Development metrics monthly occurring. The third goal worked on is Develop a Financial Forecast Plan for Village Revenues and Expenses. One action item for the goal has been completed, and another is ongoing. The third goal discussed was Identify Strategies to Host More Community-Building and Cultural Events to Celebrate the Village's Diversity and Continue to Promote a Sense of Welcoming/Belonging. Action Items include coordinating with the Multicultural Task Force for Lincolnwood Fest, adding Hanukkah and Lunar Year events in 2023 and 2024, and contacting faith-based communities are ongoing. The fourth goal worked on was Undertake Strategies to Complete the Redevelopment of Whistler's with an Action Item of discussion of the topic at an Economic Development Commission meeting.

Trustee Sargon stated that the Board should consider brainstorming different ways the Village can engage different members of the community.

The Board concurred with Trustee Sargon's suggestion.

Trustee Martel asked if there is something more the Village can do regarding the Whistler's site.

Community Development Director Scott Magnum stated that the Village could work with the property owner on items such as pricing.

Mr. Bebora discussed an ongoing goal of completing the Lincolnwood Town Center (LTC) Plan and identifying a purchaser. The progress of the Action is that Jones Lang Lasalle (JLL) began marketing the Town Center Mall property in the last quarter of 2022. Towards the end of the year, JLL received bids from a few interested parties and began considering offers. To the extent of staff's knowledge, JLL and Torchlight are still considering whether they will proceed with an offer, and no definitive action has been taken. The ongoing goal of Developing a Parks and Recreation Master Plan. The ongoing action of this plan is that the consultant has met with all Village Board members and staff. The first public input meeting was held on March 2, 2023, and valuable input was received. Mr. Bebora provided an update on goal 16 of the Strategic Plan Develop regarding a Village-Wide Sidewalk Accessibility Plan. The status of the goal is that the Village has been awarded a grant through the Chicago Metropolitan Agency for Planning (CMAP) to complete the ADA Transition Plan. Coordination with CMAP is ongoing. Mr. Bebora outlined the status of goal 16 regarding developing plans to locate, fund, and construct a Village-owned Dog Park. The status of the goal is that Hitchcock Design Group was awarded a waiver of competitive bidding to complete the dog park feasibility study, Hitchcock Design Group Proposal was reviewed by staff and submitted to the Village Board for approval, and two public input meetings and a community-wide survey specific to the Dog Park will occur in May 2023.

Mr. Bebora stated that 3 HR Green goals with a total of 3 Action Plans were worked on or completed. 69% of all HR Green Action Plans have been worked on or completed. The first HR Green goal worked on was goal 20: Improvement in Building Division Functionality: Communication Improvement. For this goal, a Standard Operating Procedure was written to document the creation and usage of the project submittal checklists. The second HR Green goal worked on was Improvement in Building Division Functionality: Permit Processing. For this goal, project submittal checklists have been established for 16 building permit types.

Trustee Sargon stated that she is happy to see the checklist completed because it streamlines the work being done.

President Patel stated that he would like to see the Strategic Plan presented to show where we are currently and how much has been done so the Board can quantify what goals have been met and overall progress.

Trustee Sargon stated that she would like to see the presentation of the Strategic Plan be more in-depth and highlight the goals that have been completed a little more.

Trustee Martel stated that not everyone knows what the Village is doing. He would like a format where the Strategic Plan is easier to read.

## **2. Stub Year 2023 Budget Presentation**

Finance Director Denise Joseph stated that The Village is transitioning from an April 30 fiscal year end to a calendar year end. Beginning January 1, 2024, the Village will operate and prepare financial reports on a 12-month calendar year. She stated that the Stub Year 2023 budget process began in early October 2022. Budgets were prepared by the departments and submitted to the Finance Department in early November. Internal budget meetings were held in November and December. Operating expenditures and revenues are understated in some areas (reflecting only eight months). Therefore, it is difficult to compare to prior years. Director Joseph stated that the Proposed Stub Year 2023 Total Budget is \$38.3 million. She said that on its surface, the Stub Year 2023 Proposed Budget appears out of balance – budgeted revenues are less than budgeted expenditures. However, of the \$22,252,853, \$2,585,346 is budgeted for capital investment offset by the use of fund balance reserves and grants. In addition, property tax revenue is budgeted at \$1.5 million less than the levy amount requested of \$6.3 million. Staff anticipates that the 2<sup>nd</sup> installment of property taxes may be delayed. Director Joseph stated that the next steps in the process are the consideration of approval of the Stub Year 2023 Budget (The full budget document will be provided and made available on our website before the meeting) and the consideration of approval modifications to the annual fee Resolution and consideration of approval of the salary schedule Ordinance at the April 24 Village Board meeting.

## **3. Discussion Concerning Patio or Impervious Surface (Flatwork) Permit Process**

Community Development Director Scott Magnum stated that at the March 21 Committee of the Whole, the policy direction given to staff was exempt flatwork projects from requiring stormwater mitigation, no matter the size of the added impervious surface, if the total impervious lot coverage remains below 50%. Keep the current threshold of 500 square feet of additional flatwork to require stormwater mitigation. Allow the homeowner to use conveyance by a swale, french drain, or other approved method to a location not closer than 5 feet of the front property line as a sole method to mitigate the additional runoff in lieu of detention requirements. For projects that are not otherwise exempt (A) and will not use conveyance to mitigate additional stormwater runoff (C), the revised Flatwork Permit and Stormwater Management Guide will pre-calculate the volume of detention required for additional impervious surfaces between 500 and 749 square feet (400 gallons), and 750-1,000 square feet (500 gallons) and provide suggested methods to achieve these volumes. Prohibit negative impacts on neighboring properties and require mitigation if impacts are found post-construction.

Staff proposes a revision to Village Code Sections 12-6-6-5 & 12-6-6-13, utilizes the MWRD definition of "impervious surface," establishes that any addition of more than 500 square feet of flatwork on a residential lot requires engineering review unless the total impervious surface percentage remains below 50% of the lot area and establishes a new Section 12-6-13 that identifies the amount of stormwater management needed depending on certain size flatwork improvements.

Director Magnum stated that staff requests consensus from the Village Board on the general changes in language to the Stormwater Management Regulations found in Chapter 12, Article 6 of the Village Code and the draft Flatwork and Stormwater Management Guide.

The consensus of the Village Board is to move forward with the item at the April 24 Village Board meeting.

#### **4. Discussion Concerning Deep Basement Permitting**

Community Development Director Magnum stated that there is a trend of deeper than typical basements. This brings concern about the continuous pumping of groundwater from the water table, which creates the risk of freezing water and/or gathering moss on Village sidewalks, damage to adjacent properties, and adding additional water into the storm system. Current regulations on first-floor height include height being limited to three feet above grade, which provides consistency and compatibility among the first-floor heights of residences. This may result in deeper excavation to increase ceiling height.

Director Magnum outlined policy recommendations which include prohibiting basements of a certain depth below grade, considering revisions to the maximum first-floor height regulations within the Zoning Ordinance, requiring soil borings and geotechnical report and/or a determination of water table for any basement exceeding a certain depth, such as 8-feet, require the drainage plan to demonstrate how groundwater discharge will be mitigated.

without negative impacts to the public right-of-way or adjacent properties to the satisfaction of the Village Engineer.

Trustee Halevi stated that we are going into uncharted water because the Village cannot determine which properties will be having stormwater go in. She asked how that is determined.

Trustee Sargon stated that this is the time to set forth guidelines, and she thinks the third policy consideration is the best option to go with to ensure groundwater doesn't pose a hazard to neighbors or the public. It is time to put it in the books to help residents.

Trustee Klatzco stated that there are instances in the Village where water constantly flows from residences, whether in summer or winter. He said that he is wondering if borings need to be a necessity or the decreasing of the depth of basements.

Trustee Martel asked if the main focus of the policy is for residential or commercial.

Director Magnum stated that the main focus is on residential units.

President Patel asked if the Village has any current regulations stating what a person is to do when they have a deep basement and are constantly moving water.

Director Magnum stated that there isn't any guidance in the Village Code on that issue.

President Patel stated that minimally what the Village should look to include in the Village Code is the ability of staff to intervene to regulate or enforce a condition that would be less unsafe.

Trustee Klatzco asked if new construction could connect their sub pumps to the sewer system.

Director Magnum stated that it is not allowed.

Trustee Diaz-Herrera stated that she agrees that there needs to be a policy in place to address the issue. She asked if the Village could find more information on communities with more groundwater pumping instances.

The consensus of the Village Board was to direct staff to draft policy for option policy #3, which will require soil borings and a geotechnical report, and/or a determination of a water table for any basement exceeding a depth of eight feet. Also, require a property owner to present a drainage plan to demonstrate how groundwater discharge will be mitigated without negative impacts on the public right-of-way or adjacent properties to the satisfaction of the Village Engineer. Furthermore, bring the draft policy to the Village Board for consideration, analyze the last ten new home construction for groundwater trends, and report back to the Village Board.

**Adjournment**

Trustee Martel moved to adjourn the Committee of the Whole at 7:22 P.M., seconded by Trustee Sargon.

The meeting was adjourned by roll call vote.

Meeting Adjourned

Respectfully Submitted,

  
Beryl Herman  
Village Clerk