

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
MEETING OF THE COMMITTEE OF THE WHOLE
GERALD C. TURRY VILLAGE BOARD ROOM
SEPTEMBER 7, 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., Thursday, September 7, 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 Herman, the following were:

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

ABSENT: Martel

A quorum was present.

Also present: Village Manager Anne Marie Gaura, Assistant Village Manager Chuck Meyer, Planning and Economic Development Manager Doug Hammel, Public Works Director John Welch, Assistant to the Public Works Director Brendon Mendoza, Assistant to the Village Manager Lamar Jones, Scott Magnum, Community Development Director

Approval of Minutes

The August 15, 2023, Committee of the Whole meeting minutes were presented for approval. Trustee Sargon moved to approve the minutes of the August 15, 2023, Committee of the Whole. Trustee Saleem seconded the motion.

Upon Roll Call, the results were:

AYES: Trustees Klatzco, Herrera, Sargon, Saleem, Halevi

NAYS: None

The motion passed

Regular Business

1. Demonstration of Land and License Software

Assistant Village Manager Chuck Meyer demonstrated the new land and license software, LLAMA, to the Village Board. Community Development Director Scott Magnum was in attendance.

Trustee Saleem said that his experience using the software has been very good.

President Patel encouraged residents to keep providing their feedback on using the new software. President Patel asked if there is a way to include a catch-all option when the options provided aren't what the user is looking for.

Mr. Meyer said that staff can add text instructing users to contact staff for an option that a user doesn't see.

Trustee Sargon asked at what point an applicant receives a notification that their permit has been approved.

Trustee Herrera asked if applicants are notified for every application step.

Mr. Meyer stated that for certain status changes, the applicant receives a notification.

Trustee Klatzco asked what happens when someone submits a permit and it is not approved.

Mr. Meyer stated that the applicant is notified.

Trustee Sargon requested that staff include the software email in the communications with residents.

2. Discussion Concerning a Comprehensive Plan Update

Planning and Economic Development Manager Doug Hammel stated that the Comprehensive Plan is a primary policy guide for functions under the purview of the Community Development Department that may lead to formal actions by the Village Board. Mr. Magnum participated.

The Comprehensive Plan has provided several benefits, including large developments such as District 1860. Comprehensive Plans every five to ten years or as substantial local changes occur. Staff is proposing that the Village update its Comprehensive Plan based on the following factors: the current Comprehensive Plan is now seven years old and would be eight to nine years old by the time a new one could be drafted and adopted. The 2022-2024 Strategic Plan calls for a review and update of the Comprehensive Plan as a short-term complex goal. The Village has undertaken localized subarea planning in several prominent areas of the community. Additional areas of the community have been identified by different advisory commissions as possible candidates for subarea planning. The Village's population has increased as per the 2020 US Census, with more to come due to District 1860, and real estate trends related to retail and office space continue to evolve.

The proposed base scope of work would be a review of demographic data, a review and inventory of past plans and reports, and a review of existing conditions throughout the community related to land use and development, multi-modal transportation and mobility, community infrastructure and facilities, parks and open spaces, and environmental areas. Public outreach includes one community workshop, regular meetings with a Comprehensive Plan Advisory Committee, and web-based questionnaires and mapping. The drafting of community-wide plans, recommendations, and graphics related to land use, transportation, community facilities, parks, open space, and environmental areas, and plan implementation. Presentations to the Plan Commission and Village Board as part of the formal public hearing and adoption process.

Mr. Hammel stated that staff requests that the Village Board Committee of the Whole provide feedback regarding the proposed base scope of work for a Comprehensive Plan update and possible add-on deliverables that could be included as part of that process.

Trustee Sargon asked if the Board still has a year or two before they have to start this process.

President Patel said a question the Board should ask is what the benefits of waiting are. A lot happens in Lincolnwood, and there are a lot of changes in the marketplace.

Trustee Diaz Herrera said that she thinks it's a good idea to see how much progress there has been since 2016.

The consensus of the Village Board as well as recommended by Manager Gaura was to bring the item back in November for further discussion.

3. Discussion Concerning Temporary Outdoor Dining

Community Development Director Scott Mangum stated that in the summer of 2020, the Village Board approved COVID-related allowances to support the business community.

The Village Code currently contemplates outdoor dining. The COVID-related allowances specifically allow required parking spaces to be taken offline to accommodate outdoor dining.

Director Mangum outlined several policy questions: Should restaurants be permitted to occupy outdoor dining areas and onsite parking spaces that are otherwise required in order to be in compliance with the Zoning Code? If so, should there be a maximum threshold (either a number of spaces or a percentage of required spaces) that can be taken offline for the purpose of accommodating outdoor dining? Does the Plan Commission concur with the Village's current policy that parking in a public parkway is available to the general public and, therefore, cannot be occupied by outdoor dining areas?

Following the discussion about the relative need and impact of using required parking spaces for outdoor dining, instead of recommending any permanent changes to the Zoning Ordinance, the Commission voted (5-1 to recommend that the temporary regulations be extended for one additional year until October 31, 2023.

Mr. Mangum stated that staff requests direction on whether to allow the temporary outdoor dining provisions to sunset on October 31, 2023, with no further action.

Trustee Sargon said that if not as many restaurants are using the COVID-era temporary outdoor dining, we can talk to that one restaurant that wants to make it permanent rather than a universal request.

Trustee Halevi stated that COVID cases are rising, which the Board should consider. If we are premature in doing this and have to go back to masking, we would have to go back to reinstating outdoor dining. She wants to air on the side of caution.

Trustee Sargon stated that because we are encroaching on parking spaces required by our Village Code, she would not be in favor of continuing to use the required parking spaces for outdoor dining spaces.

The consensus of the Village Board is to sunset the temporary outdoor dining program.

4. Discussion Concerning Pratt Avenue Bike Lane Project Overview

Public Works Director John Welch stated that in 2020, the Village successfully applied for Invest in Cook Funding to cover Phase I Engineering for the project. Upon completion of the Qualification Based Selection (QBS) Process in 2021, the Village Board authorized the execution of a Phase I design contract with Christopher B. Burke Engineering, Ltd. (CBBEL) for the Pratt Avenue Bike Lanes Project. An Open House was held on June 16, 2022, and the project was submitted to IDOT on August 16, 2022. An Illinois Transportation Enhancement Program (ITEP) application was submitted in September 2022 for Phase II, Phase III, and Construction. The application was successful, and the Village was recently notified of the selection on April 12, 2023. The Pratt Avenue Bike Lanes Project involves the installation of new pavement markings along the Pratt Avenue corridor between Lincolnwood Drive and McCormick Boulevard, along with the resurfacing of the roadway. Buffer-protected and barrier-protected lanes are proposed along the project, made possible by reducing parking along the street.

Director Welch stated that as part of the Phase I Qualification-Based Selection, the Village has the option to award Phase II and Phase III to the most qualified consultant. CBBEL has met the Village's expectations for performance in Phase I, and therefore, staff is recommending that Phase II be awarded to CBBEL. Staff recommends the following relating to the Pratt Avenue Bike Lanes Project: Approval to award Phase II Design Engineering to CBBEL. If the Village Board is in agreement with staff's recommendation, staff will follow up at the September 19, 2023, Village Board Meeting for formal approval.

Trustee Sargon asked if there was a public hearing process for the bike paths for the homes on Pratt Avenue that may lose parking spaces.

Director Welch stated that there were meetings during Phase I of the project.

Trustee Klatzco asked if residents have been notified that street parking spaces will be lost.

Village Engineer Daniel Dem stated that property owners were sent a letter providing information on what would happen and a paragraph outlining the loss of street parking spaces.

The consensus of the Village Board was to bring an Agreement for the Village Board's consideration at the September 19, 2023 Village Board meeting.

Adjournment

Trustee Sargon moved to adjourn the Committee of the Whole at 7:30 P.M., seconded by Trustee Herrera.

The meeting was adjourned by roll call vote.

Meeting Adjourned

Respectfully Submitted,

Beryl Herman

Beryl Herman
Village Clerk