

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
SEPTEMBER 19, 2017**

Call to Order

President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 5:45 P.M., Tuesday, September 19, 2017, in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

Roll Call

On roll call by Village Clerk Beryl Herman the following were:

PRESENT: President Bass, Trustees Hlepas Nickell, Spino, Patel, Ikezoe-Halevi (5:50), Cope (6:05), Sugarman (6:20)

ABSENT: None

A quorum was present. Also present: Timothy Wiberg, Village Manager, Ashley Engelmann, Assistant Village Manager; Steven Elrod, Village Attorney; Heather McFarland, Management Analyst; Charles Meyer, Assistant to the Village Manager; Steve McNellis, Community Development Director; Andrew Letson, Public Works Director; Nadim Badran, Assistant to the Public Works Director; Doug Hammel, Community Development Manager; Robert LaMantia, Police Chief; Michael Hansen, Fire Chief

Regular Business

1. Discussion Concerning Proposed Zoning Code Text Amendments

The item was presented by Mr. Hammel using PowerPoint.

Mr. Wiberg stated that the goal here is to be responsible and development friendly, but maintain Village standards.

Residential First Floor Height

Existing Regulation:

*Minor Variation process used for property owners seeking relief.

*12 Variation requests since new Zoning Code adopted in 2008

Minor Variation Process

*Steps

- Application received

*Days

Timer begins

- Notice sent to surrounding properties max. 5 days
 - Notice period closes min. 10 days
 - Decision sent to surrounding properties max. 5 days
 - Appeal period closes min. 10 days
 - If approved, Variation granted max. 5 days
 - If denied – case goes to ZBA min. 60 days
- *Best case scenario: 30 days *Worst case scenario: 90 days

Proposed Amendment

*Amendment to Sections 4.11 and 4.12 of the Zoning Ordinance related to increase the maximum first floor height

Considerations

- *What number could capture most of the variations that have been requested?
- *Would modifying the standard to accommodate past requests result in a change to neighborhood character?
- *Should new construction and additions to existing homes be treated the same?
- *Are there certain instances that could be permitted to have a higher elevation through code provisions rather than changing the standard for all development?

Building Coverage for Two-Car Garage

Existing Regulation:

- *Minor Variations process used for property owners seeking relief
- *6 Variation requests since 2012

Challenges

- *Variety of lot sizes throughout Lincolnwood
 - Variety of compliant lot sizes
 - Non-compliant lot sizes
- *Era of development
 - Nature of residential amenities
 - ^Modern Kitchens
 - ^Two-car garages
 - ^Storage (i.e. sheds)

Case Study

- *R3 Zoning
- *Required minimum lot area: 5,400 sf
- *Based on minimum required lot area:
 - Max building coverage: 1,890 sf
 - Max lot coverage: 3,240 sf
 - Max FAR: 3,564 sf

Five additional case studies were exhibited.

Considerations

- *Should a two-car garage be considered the standard for Lincolnwood/
- *Should the Code provide flexibility in certain areas of the Village or on lots with certain characteristics?
- *What adverse effects might be caused if building coverage allowances are increased?
- *How does building coverage relate to lot coverage, FAR or other regulations?

Approval of Extended Hours of Operation

Current Regulations

- *Construction permitted:
 - Mondays through Fridays, 7AM – 6PM
 - Saturdays, 7AM – Noon
- *Construction NOT permitted:
 - Sundays
 - Six major federal holidays

Current Procedure for Relief

- *Applicant submits a request to the Village
- *Depending on the case, staff identifies relevant conditions
- *Ordinance drafted for Village Board consideration

Over the past six months, two requests have been approved through the Village Board Consent Agenda for extended hours of operation for improvements on private property.

Potential Alternative Process

- *Applicant submits a request to the Village
- *Staff administers any relevant conditions for approval
- *Village Manager considers approval
- *Work is completed and inspected

Two case studies were presented:

Case Study

- *Commercial property adjacent to residential alley
- *Parking lot crack sealing, coating and striping
- *Sought permission for Saturday afternoon/Sunday morning work to maintain business operations

Case Study

- *Staff requested that they notify neighboring properties of request prior to approval

*Village Board granted approval through Consent Agenda

Ordinance included a condition recommended by staff that additional notice was to be provided to neighbors prior to initiation of the work.

Considerations

- *Are there certain types of improvements that should qualify based on minimal potential impacts?
- *Are there certain districts where extended hours of construction should not be permitted?
- *What type of notifications or documentation should a petitioner provide?
- *Are there criteria the proposed work should meet in order to get approval?

Discussion and questions for Mr. Hammel.

Noise consideration needs to be addressed.

Consensus was that all three items to go to Plan Commission.

2. Discussion Concerning Proposed Modifications to the Stormwater Payment-in-Lieu Fee

This item was presented by Mr. Letson using PowerPoint.

Also providing information were Thomas Burke and Jim Amelio of Christopher B. Burke Engineering, Ltd. (CBBEL).

Purpose of Discussion

- *The Village's stormwater detention requirements are stricter than the Metropolitan Water Reclamation District (MWR)
- *The fee in lieu of detention appears to be undervalued compared to the cost of constructing underground detention.
- *Staff is recommending review of the current detention requirements

Detention vs. Retention

What is Detention?

- *Rain that cannot be absorbed into the soil and is collected on site and slowly released into the sewer system
- *Detention does not decrease the overall runoff from a property
- *Detention is typically provided by underground vaults, oversized pipes or above ground basins

What is Retention?

- *Rain that is collected and held permanently on the site by being absorbed into the soil
- *Retention decreases the amount of overall runoff from a property
- *Retention is typically provided by permeable pavement, chambers or pipes under paved surfaces and rain gardens

Current Village Code
12-6-6-6 Stormwater Detention

- *Disturbed area >0.5 acres and connected to a storm sewer, follow MWRD requirements
- *Disturbed area <0.5 acres and connected to a combined sewer, provide detention per Village Code

Requirements for Commercial or Multi-Family Developments

	Retention (Area of Disturbance)	Detention (Minimum Parcel Size)
MWRD	0.5 acre	3.0 acre
Lincolnwood (Storm Sewer)	Per MWRD (0.5 acre)	0.5 acre
Lincolnwood (Combined Sewer)	Per MWRD (0.5 acre)	0.0 acre

Neighboring Community Codes were exhibited:
Evanston, Morton Grove, Niles, Park Ridge, Skokie

Fee-in-Lieu of Detention in Neighboring Communities were exhibited:
Same as above.

Examples from three recent projects were presented.

Hardship Clause

- *Hardship Clause requires the Village Engineer to make a value judgement about a project
- *Recommend eliminating the hardship clause in cases where the project reduces the amount of impervious area on the site

Detention Credit

- *Construction of retention on a property is beneficial because it reduces the amount of stormwater entering the sewer system
- *Some area counties offer a detention credit based on the amount of retention constructed
- *A detention credit would reduce the burden on developers without negatively affecting the sewer system

Detention credits by county were presented:
Cook, DuPage, Kane

Recommendations

- *Increase fee-in-lieu of stormwater detention to \$30.00 per cubic foot – not to exceed 10% of project cost
 - Re-evaluate rate every five years
- *Credit toward detention for every cubic foot of retention provided
- *Remove hardship clause and allow fee-in-lieu if developer decreases the amount of impervious surface on the property

Staff Direction

Staff is seeking direction on the proposed amendments to the Village Code and Annual Fee Resolution

Questions and comments ensued.

Consensus was to send to Plan Commission.

3. Discussion Concerning Stormwater Management Projects

The item was presented by Mr. Letson using PowerPoint.

Purpose of Discussion

To provide an update on the design of the North Shore Avenue outfall sewer and seek feedback on the size and scope of the project.

Background

- *2007 – Village began the process of developing a Stormwater Master Plan (SMP)
 - SMP recommended 10 projects to provide a 10-year level of protection (storms with a 10% chance of occurring in a one year time period)
- *2012 – Ad Hoc Sewer Committee recommended the SMP be accepted and a pilot project be completed to evaluate the efficacy of street storage.
 - Pilot area bounded by Lincoln Ave/UP ROW (west), Pratt Ave (north), McCormick Blvd (east), Devon Avenue (south)

Street Storage Pilot Project

- *November 2013 – Gewalt Hamilton Associates (GHA) hired to develop design plans
- *2014 – New Village Engineer hired
 - Spring 2015 – staffing changes in GHA result in need for new design firm
- *July 2015 – Christopher Burke Engineering, Ltd. (CBBEL) hired to complete design
- *Fall 2015 – CBBEL identified the northeast corner of the pilot area as being at risk for negative impacts caused by the project during storms larger than a 10-year event
 - Recommended the pilot area be divided into two phases

*January 2016 – The Village Board endorsed a recommendation to separate the pilot project area into two phases

***Phase I**

- Installation of berms and restrictors throughout the pilot area except the area bounded by Drake Ave (west), Pratt Ave (north), McCormick Blvd (east), Arthur Avenue (south)
- Construction completed in Fall 2016

***Phase II**

- Complete the installation of berms and restrictors
- Install an outfall sewer on North Shore Avenue
SMP recommended the project as the 2nd highest priority

Outfall Sewer Design

*At the January 19, 2016 Village Board Meeting, direction was provided to evaluate various sized sewers

*June 2016 – Village awarded a contract to CBBEL to design the North Shore Ave outfall sewer to 30% completion

*Preliminary plans can be used to seek grant funding from the Metropolitan Water Reclamation District (MWRD)

*CBBEL is nearly complete with the 30% design and is seeking feedback on the size and scope of the outfall sewer

Option 1

*Trunk sewer runs on North Shore Ave from Drake Ave to the North Shore Channel

- Tributary sewers on Kimball Ave, Columbia Ave and Spaulding Ave
- Trunk sewer size: 48 inch to 60 inch

*Project includes completing the installation of berms and restrictors in the Phase 11 area

*Minimum size required to meet the 10-year level of protection

- Future expansion would not be possible

*Total Cost: \$3.9 million

Recommended Option

Option 2

*Trunk sewer runs on North Shore Ave from Drake Ave to the North Shore Channel

- Tributary sewers on Kimball Ave, Columbia Ave and Spaulding Ave
- Trunk sewer size: 84 inch (largest possible)

*Project includes completing the installation of berms and restrictors in the Phase 11 area

*Does not protect additional homes from basement backups

*Allows for future expansion to the west

- Potentially separate the east end
- Provide outfall for street storage projects in other areas
- No specific projects have been identified

*Total Cost: \$4.68 million

Option 3

*Trunk sewer runs on North Shore Ave from the former UP ROW to the North Shore Channel

- Tributary sewers on Kimball Ave, Columbia Ave and Spaulding Ave
- Trunk sewer size: 84 inch (largest possible)

*Project includes completing the installation of berms and restrictors in the Phase 11 area

*Allows for future expansion to the west

- Potentially separate east end
- Provide outfall for street storage projects in other areas
- No specific projects have been identified

Total cost: \$6.4 million

A summary of costs for the following areas was presented:

Engineering, Construction, Construction oversight, Remaining berms and restrictors

Funding Opportunities

*\$400,000 has been included in the FY2017/18 budget for completing the design of the relief sewer

*MWRD has previously funded similar projects

- 50/50 split with local agencies
- Another round of funding is expected in the near future

*The Water/Sewer Fund currently has approximately \$829,000 in reserves

- Remaining project cost would require additional local funds, either through bonding or increasing the sewer user fee (currently \$1.00 per 1,000 gallons of water used)

*A Water Fund Workshop will be scheduled in the near future to discuss funding strategies for this and other projects

Proposed Timeline

*2017

- Complete project design
- Seek funding participation from MWD

*2018

- Construction

Recommendation

*Staff recommends pursuing Option 1 (60 inch sewer, Drake Ave to North Shore Channel for the following reasons:

- Option 1 provides a 10 year level of protection of the area tributary to that sewer
- Increasing the size of the sewer does not provide protection for additional homes against basement backups
- Increasing the size of the sewer provides the potential for connecting to future improvements, however, no specific projects have been identified

Village Board Direction

*Staff is seeking direction as to the size and scope of the proposed North Shore Avenue Outfall Sewer

- Option 1: 60 inch (Drake to North Shore Channel)
- Option 2: 84 inch (Drake to North Shore Channel)
- Option 3: 84 inch (Former UP ROW to North Shore Channel)

Discussion ensued. There were questions regarding how the increased costs will actually help residents with flooding issues.

Board consensus was to go with Option 2

4. Discussion Concerning Police Department Lobby Modifications

The item was presented by Mr. Meyer using PowerPoint.

Background

*Current status

- Police Department lobby is closes outside of normal business hours
- Visitors utilize phone in vestibule to contact Skokie Dispatch in order to receive Police assistance
- In emergency, visitors may lock the exterior-facing vestibule door, preventing intruders from also entering the vestibule

Photos of the area were exhibited

Proposed Improvements

*Motion detector to alert Skokie Dispatch of a visitor's presence within the vestibule

*Skokie Dispatch is given the ability to remotely unlock and lock the door from the lobby to the vestibule

*A panic button to allow visitors to enter the lobby from the vestibule

- Panic button would have a timer to prevent an intruder from using the panic button to follow a visitor into the lobby

*Additional phone in lobby

*Placement of automated external defibrillator in the lobby

Timeline and Financial Impact

*If approved, it is anticipated that security system enhancements could be completed within three to four weeks with the AED being installed as soon as it arrives

*Anticipated cost for program is \$6,000 with a 50% matching grant from the Metropolitan Mayor's Caucus reducing the Village's expenses to \$3,000

Requested Direction

Staff is requesting direction on the proposed improvements to the Police lobby and vestibule.

The Board consensus was to go ahead with the improvements.

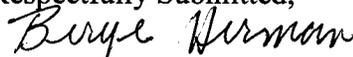
5. Discussion Concerning a Possible Crime Free Housing Ordinance

Due to time constraints, this item will be brought to a future meeting.

Adjournment

At 7:45 PM Trustee Spino moved to adjourn Committee of the Whole, seconded by Trustee Ikezoe-Halevi. The motion passed with a Voice Vote.

Respectfully Submitted,



Beryl Herman
Village Clerk