

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
JUNE 21, 2016**

Call to Order

President Turry called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:15 PM, Tuesday, June 21, 2016 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 Turry, Trustees Bass, Cope, Elster, Klatzco, Patel, Spino

ABSENT: None

A quorum was present. Also present: Timothy Wiberg, Village Manager; Douglas Petroschius, Assistant Village manager; Amanda Pazdan, Management Analyst; Steve McNellis, Director of Community Development; Charles Greenstein, Village Treasurer; Robert LaMantia, Police Chief; Charles Meyer, Assistant to the Village Manager; Laura McCarty, Director of Parks and Recreation; Ashley Engelmann, Public Works Director; Andrew Letson, Assistant Public Works Director.

Regular Business

1. Discussion Concerning Potential Changes to the Village's Engineering Regulations

This item was presented by Mrs. Engelmann and Village Engineer, Jim Amelio.

Background

*Christopher B. Burke Engineering, Ltd. (CBBEL) hired in 2014

*Reviewed Village Codes

*Provided Recommendations

Chapter 12 Water and Sewers

*12-2-1(C) Village Water Main Connection Required

- Add language to clarify the way a typical water main connection should be constructed for Residential and Commercial water services.

Construction detail was developed by CBBEL and is currently being used

*12-12-14 Manner of Filling Trenches

- Require that stone be used under paved or landscaped areas, which is in line with Illinois Department of Transportation standards

The current Village Code allows for existing material to be used as trench backfill

A diagram was presented.

*12-4-5 Footing Drains

- All sump pumps must discharge a minimum of 5' from the property line and not towards adjacent buildings

Current Village Code does not specify minimum distance of discharge from the property line

*12-4-6 Downspouts

- Downspouts shall discharge toward the front or rear of the property and shall not discharge towards adjacent buildings

Current Code does not allow downspouts to be connected to the sewer, but does not address location of discharge.

*12-4-7 Residential Drainage Systems

- Residential drainage systems, such as a pop-up shall discharge a minimum of 5' from the property line and not towards adjacent buildings

Modify existing requirement to include a minimum distance for discharge and a drywell. Engineering best practice.

*12-6-2 Definitions One Hundred Year Frequency Storm

- A design storm that has a 1% probability of being equaled or exceeded on a yearly basis, as defined by the Illinois State Water Survey

Updated definition per the Illinois State Water Survey

*12-6-2 Definitions Two Year Frequency Storm

- A design storm that has a 50% probability of being equaled or exceeded on a yearly basis, as defined by the Illinois State Water Survey

Updated definition per the Illinois State Water Survey

*12-6-6-7 Method of Discharge, 12-6-6-8 Excessive Release Rate Fee and 12-6-6-9 Restrictor Design and Size

- Eliminate the 3-inch minimum restrictor size requirement and the fee for excessive release rate

Allow smaller restrictor sizes. Engineering acceptable standards

Chapter 15 Zoning Code

*15-4-11 and 15-4-12 Bulk Regulation Tables

- Define how to calculate the top of Curb (T/C) elevation. Used to determine the allowable Finished Floor (F/F) elevation of a residential home.

Currently not defined

Changing Drainage Patterns

*Establish requirements regarding changes in elevations to the pervious portions of properties.

*Clarify which projects will require a permit

- Construction of new homes or buildings
- New garages or accessory structures of 500 sq. ft. or more
- Underground swimming pools
- Additions to existing structures of 500 sq. ft. or more
- Landscaping that changes the grade of the site
- Projects that require a foundation
- Land disturbing activity in a floodplain
- Land disturbing activity equal to, or greater than one acre
- Demolition of any building or structure

*Prohibit changes that would affect the natural drainage pattern

Chapter 6 Public Parks, Ways and Properties

*6-1-5(d) Include language that requires that the driveway approach is a minimum distance of 10 feet from a parkway tree

- Current Code requires that driveway approaches must be located as to avoid parkway trees

Staff Direction Requested

*Staff is seeking direction regarding the recommended Village Code updates

*Staff will work with the Village Attorney to draft an Ordinance for review by the Village Board.

Discussion ensued throughout regarding, among other things, sending to CORB, landscaping and parkway trees. Clarification was provided by Mrs. Engelmann and Mr. Amelio. Staff will craft language for the Village Attorney.

2. Discussion Concerning the Recommended Parks and Recreation Department Strategic Plan

This item was presented by Mrs. McCarty.

Background

- *Original plan was developed in 2005 and was a 10 year plan
- *Update of that plan provided in 2006
- *In 2008, a strategic planning process was held and facilitated by an outside consultant
- *A new plan developed for fiscal years 2009-2012, spanning three years versus 10 years
- *Plan was updated internally in 2012 and a new plan was developed for fiscal years 2012-2015
- *Plan updated again in 2016 for upcoming three fiscal years

Process

- *Met with Parks and Recreation Staff
- *Reviewed status of current initiatives
- *Brainstormed new objectives
- *Conducted strategic planning session with Parks and Recreation Board
- *Parks and Recreation Board approved new plan at May board meeting

Focus of the Plan

Includes Four Primary Goals/Initiatives

- *Under each Goal/Initiative there are anywhere between five -15 objectives
- *Each objective has been assigned to a Parks and Recreation staff member, with a fiscal year targeted for completion
- *Ultimately these objectives become personal goals for staff that are tied to the Department vision and big picture

First Goal – Maintain and Develop Parks to Meet the Needs of Residents and Program Users

Objective Examples Include:

- Implementing Playground equipment replacement plan
- Developing a plan to promote recreational use of new bike path
- Developing a plan to incorporate park history signage and kiosks at outdoor parks
- Evaluating overall aquatic policies, procedures and operations

Second Goal – Plan, Implement and Evaluate Quality Recreation Programs and Services to Meet the Needs of Lincolnwood and Area Program Users

Objective Examples Include:

- Continue to work closely with District 74
- Explore cooperative programming options with bordering park districts

- Plan and implement a minimum of three new program/events with each seasonal brochure
- Plan and implement an annual dog walk at Centennial Park

Third Goal – Strengthen and Improve Community and Regional Public Relations and Publicity Efforts

Objective Examples Include:

- Develop and implement department wide marketing plan
- Identify locations throughout the Village in which signage can be consistently displayed about upcoming programs and events
- Create a new Parks and Recreation Department logo

Fourth Goal – Supplement the Capital Budget through the use of Grants

Objective Examples Include:

- Research and apply for grant for renovation of Proesel Park playground
- Stay aware of Federal and State Grants

Summary

- *Improve programming an services
- *Establish vision for the community
- *Establish vision, goals and objectives for the department for the next three fiscal years
- *Increase awareness and branding of the Parks and Recreation Department within the Village of Lincolnwood

Future Considerations and Park Board Feedback

- *Work with an outside consultant when updating the plan the next time around
- *Update Department vision statement
- *Create new initiatives/goals and objectives
- *Add customer service focused goal
- *Conduct community survey

This item will appear on tonight's Consent Agenda for approval by the Board.

Adjournment

At 7:30PM Trustee Bass moved to adjourn Committee of the Whole, seconded by Trustee Cope. The motion passed with a Voice Vote.

Respectfully Submitted,


Beryl Herman
Village Clerk