

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
MEETING HELD VIA GOTO MEETING AND
AVAILABLE LIVE AT WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/
JUNE 16, 2020**

Call to Order

Village President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees VIA gotomeeting to order at 6:08 P.M. Tuesday, June 16, 2020, meeting held via GOTO Meeting and available live at WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/, County of Cook, and State of Illinois.

Before calling the roll the Village President read into the record the requirements for public comments for later in the meeting.

On roll call by Deputy Village Clerk Heather McFarland the following were:

PRESENT: President Bass, Trustees Ikezoe-Halevi, Klatzco (Via GoToMeeting), Hlepas Nickell (Via GoToMeeting), Sargon (Via GoToMeeting), Patel (Via GoToMeeting)

ABSENT: Trustee Cope

A quorum was present.

Also present: Anne Marie Gaura, Village Manager; Chuck Meyer, Assistant Village Manager; Heather McFarland, Assistant to the Village Manager; Jon Bogue, Management Analyst; Robert Merkel, Finance Director; Andrew Letson, Public Works Director; Steve McNellis, Community Development Director; Jay Parrott, Police Chief; Anna Kaperski-Walsh, Superintendent Parks and Recreation Department; Melissa Rimdzius, Director of Parks and Recreation; Doug Hammel, Development Manager; Steve Elrod, Village Attorney (Arrived at 7:10 P.M.).

Approval of Minutes

The minutes of June 2, 2020 Committee of the Whole meeting were presented for approval.

Trustee Hlepas Nickell moved to table the minutes of June 2, 2020 Committee of the Whole meeting, seconded by Trustee Ikezoe Halevi.

Village Clerk Herman called the roll.

Ayes: Trustees Ikezoe-Halevi, Sargon, Patel, Hlepas Nickell, Klatzco

Nays: None

The motion passed.

Regular Business

1. Discussion Concerning FY2021 Budget Update

This item was presented by Robert Merkel, Finance Director, using PowerPoint.

Mr. Merkel provided an overview of the process related to the updated Budget. Mr. Merkel stated that there was a \$2.9 million change in the fund balance in response to decreases related to COVID-19. Mr. Merkel stated that in addition to revenue adjustments there were expenses adjustments that were reflected and included \$2.8 million dollars in change. Mr. Merkel provided a summary of the changes that were implemented included a removal of the majority of capital expenditures with the exception of time-sensitive and vital programs in the total amount of \$190,000. Mr. Merkel added that at the end of FY 21 the Village will have an excess of \$626,000 above the minimum balance allowed by policy for the Fund Balance.

President Bass requested feedback from the Board of Trustees.

Trustee Klatzco stated that he spoke with Mr. Merkel and feels confident that Departments have done a good job in making adjustments.

Trustee Sargon stated that she did not have any changes.

Trustee Hlepas Nickell stated that she did not have questions on the data presented by Mr. Merkel but asked if the federal government is taking actions to assist local communities. Mr. Merkel stated that there was pending legislation. Village Manager Gaura stated that she would be participating in a conference call on Monday with Cook County where they will be discussing how CARES money will be dispersed to local communities and that she will be reporting it back to the Board.

Trustee Patel stated that he had been in touch with Mr. Merkel and that the Village needs to be prepared for serious challenges going forward and in hearing from industries that feed our tax base they will be troubled for the foreseeable future. Trustee Patel added that for the residents the Village will need to look at service levels going forward to possibly address these shortfalls.

Trustee Ikezoe-Halevi stated that she wanted to thank staff for their efforts.

The Mayor stated that the consensus of the Board was to proceed forward with the recommended programs and dates as presented by staff.

At the conclusion of the discussion, Mr. Merkel stated that it has been discussed about setting aside \$25,000 for a voucher program to assist Village businesses by issuing vouchers to residents that would be used locally. Mr. Merkel shared this idea with the Board to receive feedback. Trustee Patel added that since the Village has a food and beverage tax with significant revenues generated through the Village and affected by this pandemic we could redirect funds that we've previously had in the Budget and said that \$25,000 to \$35,000 could be allocated in the Budget to assist residents and be directed to businesses.

Mayor Bass said that the residents have been impacted greatly and the improvements done by restaurants to survive have been great and thinks that the Village should entertain the concept as presented and see if this could be utilized.

Mayor Bass asked if there was a consensus to explore this idea.

Trustee Klatzco stated that he concurred with Trustee Patel's recommendation to develop a plan to allocate monies for money spent at restaurants.

Trustee Sargon stated that she was in agreement with Trustees Patel and Klatzco and wants to use this for a catalyst and would want to make sure that this is a benefit for Lincolnwood residents and businesses only.

Trustee Hlepas Nickell stated that she thinks it is an interesting idea and would want to also know what is being done in regards to retail which has also been hit hard in the current conditions but wants to know how it would be tracked.

Trustee Ikezoe-Halevi stated that it may be a drop in the bucket for those having troubles now but it would be a good start.

The Mayor declared that the consensus of the group was to proceed forward with this program related to assistance for restaurants.

2. Discussion Concerning Zoning Landscape Standards, Applicability, and Relief

This item was presented by Doug Hammel, Development Manager, using PowerPoint.

Background

- Sections 6.10-6.18 of the Zoning Code include regulations related to:
 - Standards for the size and location of landscape areas
 - Triggers for the applicability of landscape standards
 - Guidelines for relief from landscape standards
- Since start of 2017, ten properties have been granted landscape Variations
- Staff has received comments regarding both the challenges of meeting landscape standards, and the importance of landscaping in maintaining an attractive community

Tonight's Discussion

- Summary of current landscape standards
- Discussion of circumstances that trigger landscape standards
- Discussion of methods of relief from landscape standards

Landscape Standards

- Section 6.14(1)
- Perimeter screening around parking lots
- 8' in width, or 5' in width with a masonry wall
- Continuous around parking area and contained by 6" curb

Landscape Standards

- Section 6.14(2)
- Interior parking lot landscaping
- One island at the end of each aisle, plus one after every 20 parking spaces
- Each island must be at least 192 s.f. and enclosed in a 6" curb
- One tree per landscape island

Landscape Standards

- Section 6.15
- Building foundation landscaping
- 6' in width adjacent to all sides of the building
- Not required when sidewalk or building entrance is present

Landscape Standards

- Section 6.16
- Landscape buffer/transition yard
- Required adjacent to residential lots or uses
- 10' setback with 8' landscape area, or 5' landscape area with masonry wall
- Cannot be impervious storage or supporting activities

Landscape Standards

- Since start of 2017:
 - 9 Variations regarding perimeter screening
 - 6 Variations regarding interior screening
 - 6 Variations regarding foundation landscaping
 - 2 Variations regarding transition yard/buffer
- Several Variation approvals cited need to preserve parking and other functional areas (i.e. loading, dumpster areas, etc.)
 - Zoning Code provides no direct guidance regarding priorities related to the use of land

Applicability

- Section 6.11 establishes certain instances when landscape standards are triggered:
 - Construction of a new building
 - Property developed as a Planned Unit Development
 - Property is damaged and replaced to the extent that the improvement is greater than 50% of the replacement cost of the original structure
 - Intensity of a use increases such that additional parking is required
 - Gross floor area of the building is increased
 - Exterior of the building is expanded or added to;
 - Existing parking area is expanded or reconstructed (as opposed to maintained)
 - Interior renovation occurs that impacts more than 50% of the gross floor area of the building
- In 2009, these triggers were amended as follows:
 - Differentiated between "pavement maintenance" and "pavement reconstruction"
 - Clarified that landscape regulations are applicable in instances of "pavement reconstruction" but not "pavement maintenance"

- Revised site plan submittal requirements
- Removed the applicability for properties seeking Special Use or Variation approvals
- Clarified the applicability after damage or reconstruction of a property
- Removed the applicability when there is a change in ownership of a property

Relief from Landscape Standards

- Section 6.18 establishes process and guidelines for relief from landscape standards:
 - Requires Variation with ZBA public hearing and Village Board approval
 - Enumerates potential conditions or restrictions that may be imposed
 - States that the Village may consider relief from other regulations to accommodate landscaping
 - States that Variations are null and void if certain improvements to the property are undertaken
- No administrative relief is provided

Peer Community Research

- Landscape Standards:
 - Communities typically require perimeter landscape areas of 5' to 7' in width
 - Some communities regulate parking lot interior landscaping by percentage rather than the number of required islands
 - Some communities waive foundation landscaping for facades closer than 10 feet from a lot line
 - Most communities require transition yards, but some waive the requirement when an alley exists between uses
- Triggers of Applicability:
 - Some communities state that a building must be expanded by a certain percentage before landscape standards apply
 - Only Lincolnwood relies on interior renovation to trigger landscape requirements
 - Means of Relief:
 - Some communities provide administrative relief for certain landscape components or under certain circumstances
 - Typically relate to reduction in landscape to preserve parking, or when transition yard/buffer requirement cannot be met due demonstrated hardship (i.e. existing building location)

Policy Questions

- Landscape Standards:
 - Are the current landscape requirements appropriate for commercial properties in Lincolnwood?
 - Does the Board feel certain zoning requirements more important to enforce than others when Variation requests are considered?
- Triggers of Applicability:
 - Are there any additional circumstances or types of improvements that should trigger the landscape requirements?
 - Are any of the current triggers problematic or overly burdensome?
- Means of Relief:

- Should there be an opportunity for administrative relief from landscape standards?
- If so, what components of landscaping and/or what thresholds of relief should be subject to administrative determinations?

At the conclusion of the presentation, Mayor Bass asked for feedback from the Board of Trustees.

Trustee Patel asked when the original landscape guidelines went into play and what the impetus was for these changes. Trustee Hlepas Nickell stated she was involved and the process started in 1998 under Mayor Grant and was designed to enhance beautification for the community. Trustee Hlepas Nickell stated that the goal of the program was to address zoning and planning issues that existed within the community for a long time. Trustee Patel said that two entities were involved in requests to adjust our standards with L'Woods and Loeber that had issues with complying with the regulations on Lincoln Avenue. Trustee Patel added that the number of variation requests tells the Village something about the Code and seeing the types of properties that have come through for variances and understanding the problems that we have on Lincoln Avenue and Touhy and would like the Village to look at the entire Code and see if staff can have administrative authority to look at parking and look at the landscaping more about quality as opposed to quantity. Trustee Patel added that he felt that in some instances the Village will trade parking for landscaping that is substandard but feels that staff can come up with solution to allow for beautification while not impeding development. Trustee Patel voiced concerns about the triggers and didn't want to have an onerous landscaping standard and feels that we have significant issues for businesses while still achieving the beautification of the Village.

Trustee Patel asked if staff could do some research on the genesis of this process and landscape ordinance.

Mayor Bass asked if Trustee Patel was in favor of the recommendations from staff. Trustee Patel stated that he was in favor of staff's recommendation and there is a lot of work staff can do.

Trustee Klatzco stated that some of the Codes are draconian and that the Village's Codes sometimes makes it difficult to do business. Trustee Klatzco stated that in the last four years he noted that some properties are required to follow the landscape ordinance and others on an adjacent lot or across the road does not need to follow

Trustee Sargon stated that this is something that should be revisited and that the Village has a lack of uniformity across the Board and there are some properties that trigger the Code requiring a property to come up to Code but other properties remain substandard. Trustee Sargon wanted to know why the Village has that standard for triggers as opposed to other communities. Trustee Sargon stated that she was in support of creating a process for administrative relief to expedite the process and trying to find scenarios where staff have the administrative relief so developers do not need to go through that process.

Trustee Hlepas Nickell stated that she has several questions on this topic due to its importance to staff. Trustee Hlepas Nickell asked for the PowerPoint to be provided in advance for these topics and other presentations as well so the Board has a chance to review this item. Trustee Hlepas Nickell stated that it may not be good for the Board and the staff to have these items be handled administratively as the vision may not be shared. Trustee Hlepas Nickell stated she would be interested in more research being done on what other communities are doing to see how they stay fresh. Trustee Hlepas Nickell added that we should utilize the knowledge base of the Beautification Commission. Trustee Hlepas Nickell said that she had been working through options with Steve McNellis and that the Village should not be haphazardly adjusting the standards administratively and there are other avenues that the Village can take in regards to landscaping standards. Trustee Hlepas Nickell added that planter boxes were an option to efficiently add landscaping and enhance beautification for businesses.

Mayor Bass asked if there was a consensus to move forward with this item. Trustee Hlepas Nickell asked that the Beautification Commission be added to this process. Mayor Bass stated that he did not see an issue with adding Beautification Commission to this process.

Trustee Ikezoe-Halevi stated that our Codes could be refined and that we could provide some administrative relief.

Trustee Sargon added that the Village has had several cases and guidelines could be put in place for specific situations and what those circumstances look like and ease some of those requests.

Trustee Hlepas Nickell clarified that the 50% rule was created because that is where the Village saw the biggest issues that they were seeking to address. Trustee Hlepas Nickell asked to have a streamline of the information provided to business when they change hands

The Mayor stated that the consensus of the Village Board was to proceed forward as discussed by the Village Board.

3. Discussion Concerning Strategic Plan

This item was presented by Charles Meyer, Assistant Village Manager, using PowerPoint.

Overview

- Village Board initiated Strategic Planning process in the Fall of 2019
- Work completed:
 - Individual interviews with Trustees completed
 - Public meetings held with stakeholders
- Next steps
 - Hold meetings with senior staff
 - Two workshops
 - Submit and finalize plan
- Request was made to have the Village Board discuss this topic

Policy Direction Requested

- Does the Village Board desire to continue with this program as previously approved?

- Does the Village Board desire to continue with this program in a modified capacity?
- Does the Village Board desire to reschedule this project until the start of the next fiscal year, in FY22?

Trustee Klatzco stated that he would like to delay it until FY 22 and publicize it more to get more input.

Trustee Sargon said that we should go through with the project and would be comfortable with extending it and trying to advertise it and get more feedback from the public and would want to look at the interviews as her perspective has changed as well on this item and focus more on this when we are in larger groups.

Trustee Hlepas Nickell stated that we need to do a couple of things including the meeting with the public was the same night as the Coffee with the Clerics. COVID-19 has changed the perspective. Trustee Hlepas Nickell asked about doing roundtables and coffee with the Village Board on a regular basis as we loosen up the standards for meeting with people and seek ways to engage the public. Trustee Hlepas Nickell stated that she is not inclined to spend money at this time.

Trustee Patel stated there is no reason to push this forward at this time.

Trustee Ikezoe-Halevi stated that she can see this going either way. She stated that if it goes to FY 22 there may be a Board that has a different perspective and if we wait that makes sense. Trustee Ikezoe-Halevi said that she was in favor of holding off.

Mayor Bass stated that he was in favor of holding off until FY 22. Mayor Bass stated that the direction of the Board was to solicit feedback from the vendor and wait until FY 22 to continue the project.

4. Discussion Concerning Special Meeting Dates for Summer Schedule

This item was presented by Charles Meyer, Assistant Village Manager, using PowerPoint.

Mr. Meyer stated that given the current backlog of topics and focus on responding to COVID-19 and wanted to see if the Village Board would be interested in holding meetings on July 7th and August 4th to address ongoing business items. It was discussed that the proposed meetings would include the following issues:

- July 7th Committee of the Whole
 - Flag Program Fees and Funding (Village Manager's Office)
 - Internship Opportunities (Village Manager's Office)
 - Community Job Board (Village Manager's Office)
 - Housing of Hens (Village Manager's Office)
 - Community Branding (Village Manager's Office)
- July 7th Special Meeting of the Board of Trustees

- Approval of a time sensitive issue and the Warrant List
- August 4th Committee of the Whole
 - Guidance Regarding Fall Events (Parks and Recreation)
 - Snow Removal (Community Development)
 - Code Enforcement (Community Development)
 - Political Signs Protocol (Community Development)
- August 4th Special Meeting of the Board of Trustees
 - Consideration of a Consultant for the NEID TIF (Community Development)

At the conclusion of the Presentation, Mayor Bass asked for feedback from the Board of Trustees.

It was the consensus of the Village Board to proceed forward with the proposed meeting dates.

Adjournment

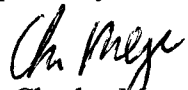
At 7:29 P.M. Trustee Sargon made a motion to adjourn the Committee of the Whole meeting, seconded by Trustee Patel.

Upon roll call:

Ayes: Trustees Ikezoe-Halevi, Patel, Hlepas Nickell, Sargon, Klatzco

Nays: None

Respectfully Submitted,



Charles Meyer

Deputy Village Clerk