



**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/

6:00 PM, JUNE 16, 2020

REVISED JUNE 12, 2020

IN-PERSON PARTICIPATION (IF PERMITTED AT THE TIME OF THE MEETING): Members of the public may be able to attend the meeting in-person, depending on the status of Illinois State Senate Bill 2135. In the event that Senate Bill 2135 is signed into law prior to the meeting, members of the public will be able to provide real-time comments in-person in the Council Chambers located in Village Hall at 6900 North Lincoln Avenue. However, pursuant to Executive Order 2020-38 issued by the Governor, no more than 10 people may gather at Village Hall for the meeting. Accordingly, the opportunity to view the virtual meeting at Village Hall is available on a “first come, first-served” basis. If Senate Bill 2135 is *not* signed into law prior to the meeting, the public may provide comments to the Village Board using the instructions below for Public Forum.

AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

1. Minutes of the Committee of the Whole Meeting of June 2, 2020

IV. Regular Business

1. Discussion Concerning FY 2021 Budget Update (6:00-6:20 P.M.)
2. Discussion Concerning Zoning Landscape Standards, Applicability, and Relief (6:20-7:10 P.M.)
3. Discussion Concerning Strategic Plan (7:10-7:25 P.M.)
4. Discussion Concerning Special Meeting Dates for Summer Schedule (7:25-7:30 P.M.)

V. Public Comment

Statement Regarding Public Comment

Village residents wishing to respectfully share thoughts about any matter concerning the Village of Lincolnwood Board of Trustees may do so by submitting an email to administration@lwd.org prior to the commencement of the meeting. Emails received will be read aloud during Public Comment. We ask that you keep your emailed response to under 200 words to allow time for others to be heard and for the Board to progress through the public meeting agenda. The Board typically does not immediately respond to public comments or engage in open dialogue, but we are of course actively listening to your comments. Thank you for your understanding of these guidelines.

VI. Closed Session

VII. Adjournment

DATE POSTED: June 11, 2020

DATE REPOSTED: June 12, 2020

All Village Board meetings are broadcast live to residents on Comcast Cable Channel 6, AT&T U-VERSE Channel 99, RCN Channel 49, and online at Lincolnwood.tv at 7:30 p.m. Rebroadcasts of Village Board meetings can be viewed one week following the live broadcast at 1:00 p.m. and 7:30 p.m. on cable television or online at lwdtv.org or on the Lincolnwood Mobile App.

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JUNE 2, 2020**

Draft

Call to Order

Village President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees VIA gotomeeting to order at 6:02 P.M. Tuesday, June 2, 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, Hlepas Nickell, Sargon, Cope, Patel
ABSENT: None

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 (Arrive 7:10 P.M.).

Approval of Minutes

The minutes of May 19, 2020 Committee of the Whole meeting were presented for approval.

Trustee Hlepas Nickell moved to approve the minutes of May 19, 2020 Committee of the Whole meeting, seconded by Trustee Sargon.

Deputy Clerk McFarland called the roll.

Ayes: Trustees Ikezoe-Halevi, Sargon, Patel, Cope, Hlepas Nickell, Klatzco
Nays: None

The motion passed.

Regular Business

1. Discussion Concerning Alternative Camp Care for Summer 2020

This item was presented by Melissa Rimdzius, Parks and Recreation Director, using PowerPoint.

Ms. Rimdzius provided a recap for the Village Board of the May 19 Committee of the Whole meeting and the decision not to have summer day camps for the summer of 2020 due to COVID-19. Ms. Rimdzius stated that at that Committee of the Whole meeting staff received direction from the Village Board to look into alternative day care.

Ms. Rimdzius stated there were two surveys sent out regarding general camp and child care. Ms. Rimdzius spoke of a new child care program called FUNdamental Care and Development and outlined the details of the program such as hours, age range of the children, locations and fees.

Ms. Rimdzius spoke of the safety and cleaning precautions that would take affect for the program.

Ms. Rimdzius stated the majority of the program is outside unless weather dictates otherwise and also spoke of the safety steps being taken during activities.

Ms. Rimdzius laid out the steps that would be taken if there was any exposure to COVID-19.

Ms. Rimdzius stated that if staff is exposed and contracts COVID-19 they would need to quarantine and would continue to be paid during that time.

Ms. Rimdzius stated if everything goes as planned the fee being charged for the program should cover the costs to run the program.

Ms. Rimdzius asked for Village Board feedback on the program.

President Bass asked if the program included special needs children. Ms. Rimdzius stated each child would be assessed and if special needs are required staff would work with MNASR.

Trustee Klatzco asked if MNASR canceled all their camps for the summer. Ms. Rimdzius stated she did not know but did know they were doing virtual programs. Trustee Klatzco asked about the numbers of students, if it was being limited to 20. Ms. Rimdzius stated yes. Trustee Klatzco asked about back-up counselors for the programs. Ms. Rimdzius stated they would do a rotation of staff for each group. Trustee Klatzco asked about the fact that now that it is not a day camp but child care do the rules change. Ms. Rimdzius stated there was not much of a change in the guidelines between the two.

Trustee Sargon asked for a rough figure regarding cost if someone was exposed during the program. Ms. Rimdzius stated it depends and the cost is for over a nine week period. Ms. Rimdzius went over the cost if time off was needed or if had to close. Trustee Sargon asked about operating at a loss. Ms. Rimdzius stated there is a financial risk. Trustee Sargon asked if

there was a way to increase capacity at the end of June if we hit Phase 4. Ms. Rimdzius stated the issue was space and that if the weather is fine we have room but if it rains we do not have enough room.

Trustee Hlepas Nickell asked the average age of the staff anticipating hiring. Ms. Rimdzius stated 18 on up would be the age of the majority of staff. Trustee Hlepas Nickell asked regarding net revenue included credit card fees. Ms. Rimdzius stated it did not include credit card fees. Trustee Hlepas Nickell also asked if the Community Center was open for rental and if not when might that occur. Ms. Rimdzius stated it is not open for rental at this time and not sure at what phase that might happen. Ms. Rimdzius stated that staff is monitoring state guidelines and seeking as to what other communities are doing. Trustee Hlepas Nickell stated she was apprehensive about doing the day care program due to the risk and felt it wasn't a reliable alternative for people that really need day care. Ms. Rimdzius stated this is a pilot program for other municipalities as well.

Trustee Patel asked if Skokie or Niles was offering anything similar that Lincolnwood might be able to partner with. Trustee Patel stated he is okay offering the service but would like to possibly partner with Skokie. Ms. Rimdzius stated that Skokie's program is resident only at this time.

Trustee Cope stated he is in favor of the program and stated we should try and accommodate those that are in need of the program and does not see why we cannot accommodate that need.

Trustee Ikezoe-Halevi asked if there was going to be a waiver for parents to sign prior to starting. Ms. Rimdzius stated there will be a waiver. Trustee Ikezoe-Halevi asked if there would be a temperature check for Children. Ms. Rimdzius stated yes, the temperature would be taken at the car before entering the day care area. Trustee Ikezoe-Halevi asked if a child forgets their mask would the Village provide one. Ms. Rimdzius stated yes. Trustee Ikezoe-Halevi stated as a parent she depended on day care and summer camps in Lincolnwood for her children and stated she was in favor of this program of this.

President Bass polled the Village Board. There was consensus by the Village Board to proceed with the program and with the dates provided.

2. Discussion Concerning Business Reopening Strategies and Initiatives

This item was presented by Steve McNellis, Community Development Director, using PowerPoint.

Mr. McNellis stated there are several members of the business community attending: Peter Abraham, General Manager of Lincolnwood Town Center; Nicole Olsen, Walmart Pick-up Store Manager; Terry Lawler, Divisional Supervisor of Lettuce Entertain You Enterprises (L. Woods Tap & Lodge); Peter Bournas, Manager/Owner Psisteria Greek Tavern; Phil Stefani, Owner of Stefani Prime Restaurant; Erin Lyons, Executive Director, Lincolnwood Chamber of Commerce.

Mr. McNellis provided background on the Restore Illinois Plan, what businesses can open, and State guidelines.

Mr. McNellis stated that staff conducted a survey through the Northwest Municipal Conference (NWMC) to see what other communities are allowing in efforts to help local businesses re-open, and as to whether or not they are using municipal funds for re-opening initiatives.

Mr. McNellis presented possible strategies to the Village Board, such as business operations, and possible Village Code relief.

Mr. McNellis provided information regarding business operations which outlined what information the Village can provide to the local businesses.

Mr. McNellis spoke of certain Village Codes that could temporarily be relaxed until businesses are up and running again. Mr. McNellis stated that restrictions should have an expiration date whether it is a month, phase five or other.

Mr. McNellis spoke of the business promotion and outreach to assist the local businesses such as advertising for the businesses, promoting re-opening events.

Mr. McNellis stated there was a lot of conversation with the Economic Development Commission (EDC) and ideas that were presented at the EDC meeting.

Mr. McNellis stated that the EDC feels the Village should be more lax on the Village Code and fees as long as possible. Mr. McNellis also stated that the EDC spoke of signage easements but there should be guidelines.

Mr. McNellis presented staff recommendations to the Village Board some of which were outdoor advertising with feather signs to be displayed through Labor Day and to also allow for a small outdoor display table in front of the business. Mr. McNellis stated that one of the items presented would be in conjunction with the Lincolnwood Chamber of Commerce, highlighting a different business each week, and have that business attend a Village Board meeting to promote their business.

Mr. McNellis stated that one of the staff recommendation is to have a business roundtable.

Mr. McNellis stated that as part of Phase 2 it would include such items as a business fair and a buy local branding campaign.

Mr. McNellis stated staff is looking at consensus from the Village Board as to how to move forward.

President Bass welcomed the business owners that were in attendance.

President Bass asked Peter Abraham, General Manager of Town Center Mall, to speak. Mr. Abraham thanked the Village for their help during this trying time. Mr. Abraham agreed with

all of the staff recommendations that were presented. Mr. Abraham also stated that loosening of any regulations would be most helpful. Mr. Abraham stated that 25% of the mall is open at this time.

President Bass asked Phil Stefani, owner of Stefani Prime Restaurant, if he had any comments. Mr. Stefani stated this is a difficult time first with COVID-19 and now with the other issues. Mr. Stefani stated whatever the Village Board can relax now in the way of the Village Code or allow staff to deal with items as the businesses cannot wait until the next Village Board meeting. Mr. Stefani stated restaurants were not made to operate at 50%. Mr. Stefani stated that another municipality put aside money to assist the local businesses.

President Bass stated so you are in agreement with eliminating red tape to get things moving. Mr. Stefani stated that there are some great business leaders in our community that would not do harm and would like staff to be able to assist.

President Bass asked Erin Lyons, Executive Director, Lincolnwood Chamber of Commerce, to speak. Ms. Lyons stated the Chamber wants to support the businesses. Ms. Lyons stated if the Village could relax guidelines for signage and promote businesses that are open through social media. Ms. Lyons stated that anything that can be done for local businesses would be most appreciated.

President Bass asked each Village Board member for their opinion.

Trustee Klatzco stated he agreed with staff recommendations in loosening the red tape.

Trustee Sargon stated she agreed with Trustee Klatzco's comments. Trustee Sargon also spoke of possibly returning license fees to help the businesses. Trustee Sargon appreciates the Buy Local campaign. Trustee Sargon also spoke of a rebate program, a messaging campaign, whatever the Village can do to help. President Bass asked Trustee Sargon if she was in favor of an end date of early fall in regard to loosened restrictions. Trustee Sargon stated she was in favor of that.

Trustee Hlepas Nickell stated she is in total support of whatever the Village can do to help these businesses. Trustee Hlepas Nickell stated the Village should push the buy local and that social media is really the way to push this.

Trustee Patel spoke of the Special Village Board meeting on May 27 regarding outdoor seating and that the Village will do whatever it can to help local business. Trustee Patel stated that he has heard from residents regarding issues and stated this is a learning process and the Village will address issues and that the restaurants do not want to be a burden to the neighbors. Trustee Patel stated he had reached out to Mr. Merkel and Ms. Gaura about a rebate program that might incentivize Lincolnwood residents to go to local restaurants. Trustee Patel stated that perhaps there was the possibility of moving funds around to try and make a rebate program possible.

President Bass thanked Trustee Patel and stated this is something we are currently evaluating to try and help local businesses.

Trustee Cope stated we should do whatever we can to facilitate getting the businesses open. Trustee Cope stated he is very much in favor of businesses opening up as rapidly as possible. Trustee Cope stated he supports the guidelines that Mr. McNellis presented.

Trustee Ikezoe-Halevi thanked Mr. McNellis for his presentation and thanked Mr. Abraham and Mr. Stefani for participated and also stated she was for opening as quickly as possible.

President Bass stated that Mr. McNellis has his direction from the Village Board, that the consensus was they were in favor of staff recommendations.

3. Discussion Concerning Zoning Landscape Standards, Applicability and Relief

Trustee Patel suggested tabling this item due to time constraints and moving on to item four.

President Bass asked the Village Board if they concurred. There was Village Board consensus to table this item until a future meeting.

Trustee Patel made a motion to table to a future Committee of the Whole, seconded by Trustee Ikezoe-Halevi.

Upon roll call:

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

Nays: None

4. Discussion Concerning a Requested Text Amendment to Permit Car Washes in the B-2 General Business Zoning District

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

Mr. Hammel stated the following were present: Clay Rankin, Iron Real Estate, LLC; Chad Nieuwsma, Fuller's Car Wash Equipment Company; Matt Fuller, Fuller's Car Wash Equipment Company.

Mr. Hammel provided the Village Board with an overview of the regulator context of the requested use.

Mr. Hammel listed the items to be considered for this project to align with the Zoning Code as well as with the Comprehensive Plan.

Mr. Hammel stated staff is seeking referral to the Plan Commission to conduct a Public Hearing related to a potential Zoning Text Amendment to permit car washes in the B-2 General Business District as a Special Use, with any direction the Village Board may deem appropriate in terms of planning and zoning considerations or related regulations.

Steve Elrod, Village Attorney, advised the Village Board about the procedural process of this matter. Mr. Elrod stated this is for the Village Board to give their feedback before it goes to the Plan Commission for a Public Hearing. Mr. Elrod stated what is spoken tonight is not binding on any member of the Board if and when they consider the matter at a later date. At this particular point. Mr. Elrod stated the Village Board does not need to do a full review at this time, this is just to begin the process, and let the applicant know that it can proceed through the full public process.

President Bass asked petitioner, Matt Fuller for comments. Mr. Fuller stated he just opened a new car wash in another community and the residents did not want it at first but now they like it. Mr. Fuller stated that this is a four generation business and would be a good addition to the Village.

Trustee Klatzco stated the Village has a vision for our entry way and does not feel this would be a proper use.

Trustee Sargon stated the B-2 is not a great place to put a car wash due to the residential area.

Trustee Hlepas Nickell stated she doesn't feel this is a good use but rather for retail use in that area.

Trustee Patel stated there are other places where this use is contemplated but doesn't see a compelling reason to allow in a B-2 and doesn't see where the residents in that area would be for that use. Trustee Patel stated that he doesn't see where in any of the B-2 would be a good place for the car wash. Trustee Patel stated he would be in favor of multi-story and highest possible density use for that property.

Trustee Cope stated he agreed with everything that has been said thus far and doesn't see how this use would help this district.

Trustee Ikezoe-Halevi stated she was not in favor of a Text Amendment for a car wash in a B-2. Trustee Ikezoe-Halevi stated to Mr. Fuller that this does not preclude him coming back for another area.

Mr. Rankin stated that the Jiffy Lube across the street is a similar use. Trustee Patel stated it would be a legal non-conforming use and was not approved under the current code. Mr. Rankin stated he is willing to do what they did in Harwood Heights regarding in lieu of sales tax.

President Bass stated as Trustee Ikezoe-Halevi said, this does not preclude you from looking for another site in Lincolnwood.

Trustee Cope stated that what was stated here tonight does not preclude the petitioner from going before the Plan Commission.

President Bass asked for any public comment. There were none.

Adjournment

At 7:44 P.M. Trustee Sargon made a motion to adjourn the Committee of the Whole meeting, seconded by Trustee Hlepas Nickell.

Upon roll call:

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

Nays: None

Respectfully Submitted,

Caroline Dick
Deputy Village Clerk



MEMORANDUM

TO: President Bass and Members of the Village Board

FROM: Anne Marie Gaura, Village Manager

DATE: June 11, 2020

SUBJECT: **June 16, 2020 Committee of the Whole Meeting**

The Committee of the Whole (COTW) meeting is scheduled for **6:00 P.M.** on Tuesday evening. Please find below a summary of the items for discussion:

1. Discussion Concerning FY 2021 Budget Update (6:00-6:20 P.M.)

At the May 19, 2020 Committee of the Whole (COTW) meeting, staff provided an update to the FY2021 budget as the coronavirus pandemic was in full force and stay at home orders were put into place which have a serious financial impact on the budget. Staff recommended that the budget update for FY2021 for the General Fund would be presented in June when the Village Board has made decisions on which programs would be available in the Parks and Recreation Department due to the restrictions in place by the Governor as a result of the coronavirus pandemic. [Attached](#) is a memo from the Finance Director with staff recommendation of suggested updates for the budget.

2. Discussion Concerning Zoning Landscape Standards, Applicability, and Relief (6:20-7:10 P.M.)

Sections 6.10 through 6.18 of the Zoning Code include regulations related to landscaping. These sections include provisions related to the nature of landscaping that is required, under what circumstances such landscaping is required, and certain considerations when determining the appropriateness of Variation requests related to landscaping. [Attached](#) is a memo from the Development Manager highlighting some of the issues with the landscape standards in the Zoning Code. Staff is seeking direction from the Village Board in regards to this portion of the Village Code.

3. Discussion Concerning Strategic Plan (7:10-7:25 P.M.)

During the Warrant List consideration during the Village Board meeting on May 19, 2020, the Village Board raised a question regarding services related to the Strategic Plan that is being developed by the Northern Illinois University Center for Governmental Studies (CGS). A discussion ensued about whether these services with CGS would be needed in light of the current economic constraints of the Village. It is requested that the Village Board hold a discussion during the June 16 Committee of the Whole regarding the Board's direction on the Strategic Plan process. [Attached](#) is a memo from the Assistant Village

Manager in which staff is seeking direction from the Village Board regarding the Strategic Plan program.

4. Discussion Concerning Special Meeting Dates for Summer Schedule (7:25-7:30 P.M.)

During the summer months the Village Board normally utilizes a reduced schedule in which only one meeting is held in July and August, respectfully. Given the number of issues being addressed by the Village, it is requested that the Village Board reserve July 7th at 6:00 pm to hold for a possible meeting. [Attached](#) is a memo from the Assistant Village Manager where staff is requesting to hold a Village Board meeting in early July.

If you should have any questions concerning this matter, please feel free to contact me.



MEMORANDUM

TO: Anne Marie Gaura, Village Manager

FROM: Robert Merkel, Director of Finance

DATE: June 16, 2020

SUBJECT: FY2021 Budget Update

Background

At the May 19, 2020 Committee of the Whole (COTW) meeting, staff provided an update to the FY2021 budget as the coronavirus pandemic was in full force and stay at home orders were put into place which have a serious financial impact on the budget. Staff recommended that the FY2021 budget update for the General Fund would be presented in June when the Village Board has made decisions on which programs would be available in the Parks and Recreation Department. This was due to the restrictions in place by the Governor as a result of the coronavirus pandemic.

The aquatic center and the day camps account for approximately 70% of the revenue for the Parks and Recreation Department each year. Due to the pandemic, certain guidelines have to be followed to allow for these programs to run. The Village Board determined that for the safety of patrons, these programs would not operate this year along with many other programs. The effect of the pandemic has significantly reduced the revenue of the Parks and Recreation Department from approximately \$1.5 million to \$157,000 or a 90% decrease. There has also been a decrease in expenditures of \$1,485,113 or 53% due to the closure of these programs.

Staff has also decreased the revenue estimates for business licenses by \$37,000 as the Village Board approved a reduction of all business licenses fees by 25% due the effects of the pandemic. The amount to be refunded ranges from \$12.50 to \$160 per establishment. The Village has also reduced liquor license fees by 25%. The amount to be refunded ranges from \$250 to \$587.50 per establishment.

Besides the rebating of the above business and liquor licenses, Trustee Patel has suggested that the Village institute a program to provide incentives for residents to support the various restaurants in the Village. He suggested that \$25,000-\$35,000 be used to provide a voucher system for residents used to support this project. The above amounts have not been included in the updated budget and would have to come from excess fund balance reserves. Direction is requested from the Village Board on establishing an incentive program for restaurants with the maximum dollar amount.

As a result of the adjustments per above, the General Fund is budgeted to have a decrease in fund balance of \$2,913,679 for FY2021. This is an additional \$2,020,263 decrease from the adopted budget which projected a decrease in fund balance of \$893,416 and an additional \$233,363 from the update at the May 19th COTW. The General Fund does have excess fund balance reserves to absorb this deficit.

Recommendation

Staff is recommending the acceptance of the above adjustments to the FY2021 approved Operating Budget. At a minimum, Staff will continue to provide quarterly budget updates. If any negative revenue trends/ adjustment information becomes available Staff will immediately bring it to the Board's attention. If you have any questions, please let me know.

Documents Attached

1. PowerPoint Presentation

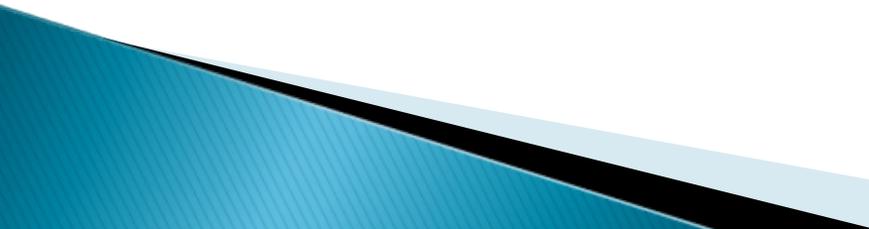
Village of Lincolnwood

Fiscal Year 2021 Budget Update

June 16, 2020



Budget Update Agenda

- “ Complete FY2021 General Fund Budget update – includes revenue and expense update due to Parks and Recreation program changes
 - “ Adjustments in revenues for pro-rated refund of business license/liquor license fees (three months) due to business shutdowns due to COVID –19
 - “ Changes from the previous presentation are in bold
- 

FY2021 General Fund Budget Update

	Adopted Budget FY2021	Proposed Updated Budget FY2021	Variances
Revenues	\$22,473,758	\$17,463,332	\$(5,010,426)
Expenditures	23,529,674	20,749,511	(2,780,163)
Surplus (Deficit)	(1,055,916)	(3,286,179)	(2,230,263)
Transfers – Net	162,500	372,500	210,000
Net Change to Fund Balance	(893,416)	(2,913,679)	(2,020,263)

FY2021 General Fund Revenue Adjustments

	Approved Budget Revenues FY 2021	Updated Budget Revenues FY 2021	Variance	%
Sales taxes	\$7,270,000	\$4,725,500	\$(2,544,500)	35%
Food and Beverage	550,000	357,000	(193,000)	35%
State income taxes	1,300,000	910,000	(390,000)	30%
Permit fees	1,541,800	1,318,600	(223,200)	14%
Investment income	220,000	140,000	(80,000)	36%
Property taxes	5,750,000	5,700,000	(50,000)	1%
Parks and Recs	1,523,665	157,939	(1,365,726)	89%
Other revenue	<u>4,318,293</u>	<u>4,154,293</u>	<u>(164,000)</u>	<u>3%</u>
Totals	22,473,758	17,463,332	(5,010,426)	22%

FY2021 General Fund Expense Adjustments

- List of expenditure adjustments by Department:

• Community Development	\$ 35,500
• Village Manager's/President	19,240
• Police Department	140,000
• I/T Department	171,000
• Public Works – All Departments	562,060
• Fire Department	36,000
• Salaries/Benefits	377,000
• Police Pension Costs – Gas tax	270,000
• Parks and Recreation	<u>1,169,363</u>
• Total Expense Adjustment	\$2,780,163

General Fund Capital Projects Expenditures

“ Water and Kiddie slides/ Diving board refurbishing –	\$105,000
“ Police shooting range design –	30,000
“ Police and Fire roof design –	15,000
“ Replacement of cardiac monitor –	<u>40,000</u>
Total	\$190,000

- “ These are the only capital expenses in the General Fund updated budget

Proposed FY2021 G.F. Transfer Activity

	Approved Budget	Updated Budget
Transfers Into General Fund:	Amount	Amount
Water Fund	\$200,000	\$ 200,000
NEID TIF	-	90,000
MFT Fund	-	120,000
	<u>200,000</u>	<u>410,000</u>
Transfers Out of General Fund:		
Debt Service (fire truck loan payment)	12,500	12,500
Private Sewer Line Assistance Fund	25,000	25,000
	<u>37,500</u>	<u>\$ 37,500</u>
Net Transfers	\$162,500	\$ 372,500

FY2021 General Fund Update

	FY2020 Projected	FY2021 Updated Projected
Fund Balance	\$9,652,503	\$6,738,824
Required Min. Fund Balance per Village Financial Policy (35%)	7,027,423	6,112,166
“Excess” Fund Balance Available for Equipment and Capital Projects	2,625,080	\$626,658

Questions



MEMORANDUM

TO: Anne Marie Gaura
Village Manager

FROM: Doug Hammel
Development Manager

DATE: June 16, 2020

SUBJECT: Discussion Regarding Zoning Landscape Standards, Applicability, and Relief

BACKGROUND

Sections 6.10 through 6.18 of the Zoning Code include regulations related to landscaping. These sections include provisions related to the nature of landscaping that is required, under what circumstances such landscaping is required, and certain considerations when determining the appropriateness of Variations requests related to landscaping. (These sections are supplemented by regulations found elsewhere in the Zoning Code. For example, Article 9 Signs includes regulations related to landscaping around the base of freestanding signs.) Recently, owners or tenants of several commercial properties have sought Variations from the landscape regulations included in these sections. These requests demonstrates one of the most consistent challenges related to the physical design of commercial properties in the Village – meeting all of the zoning requirements related to setbacks, transition or buffer yards, parking, and landscaping. In many instances, landscaping relief is granted in order to maximize compliance with other regulations.

Recently, commercial property owners, tenants, and some Village officials have expressed frustration with the inability to meet landscape standards and the length of the process required to seek relief through a Zoning Variation. In fact, since the start of 2017, ten properties have been granted Variations related to landscaping. At the same time, residents and some Village officials have expressed the importance of landscaping and its benefits to the character of the Village.

This memorandum explores three aspects of the current landscape regulations:

- What landscaping standards do these sections of the code establish;
- Under what circumstances they are applied; and
- The process for seeking relief if standards cannot be met.

This is intended to support a policy discussion among the Board so that staff can receive direction related to future Text Amendments that would aim to balance the desire to provide as much landscaping as possible with the constraints of commercial properties in the Village.

Zoning Standards for Landscaping

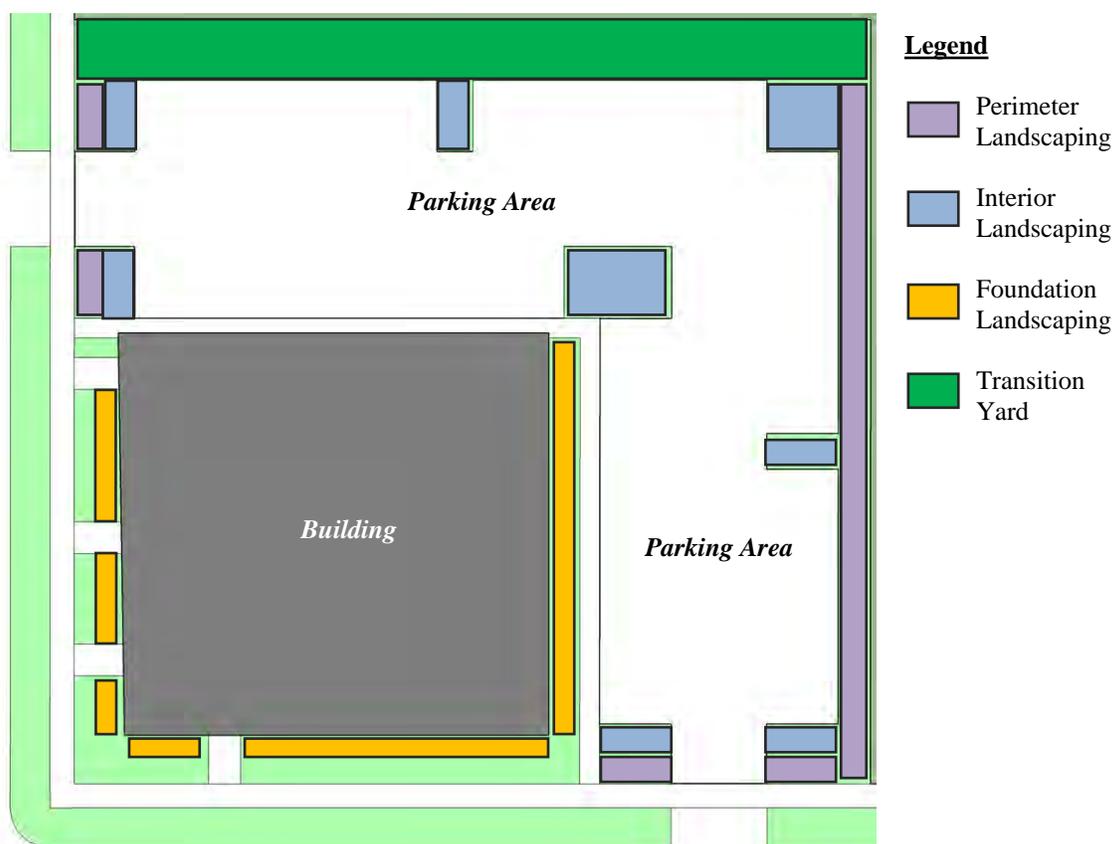
This section of the memorandum focuses on specific provisions related to landscaping. Since Variations generally relate to the location and dimensions of required landscape areas, other details, such as specific landscape materials, are not specially addressed.

Sections 6.14 through 6.16 establish the following requirements:

Section	Location of Required Landscaping	Dimension of Required Landscaping	Landscape Specifications
6.14(1)	Perimeter Screening around parking lots with five or more spaces	<ul style="list-style-type: none"> • 8 feet in width, or 5 feet in width if a short masonry wall with a height between 30 and 36 inches 	<ul style="list-style-type: none"> • Must create continuous screening except when disrupted by driveways, sidewalks, or sight triangles • Shrubs must be at least 3 feet in height at the time of planting • Landscape areas must be contained by a curb with a height of 6 inches • Can be substituted with a berm by recommendation of the ZBA
6.14(2)	Interior parking lot landscaping (landscape islands)	<ul style="list-style-type: none"> • At least the area of a legal parking space (162 square feet) • One island at the end of each parking row, and after each 20 spaces in a parking row 	<ul style="list-style-type: none"> • One tree per landscape island is required • Other permitted materials include grasses and groundcover • Landscape areas must be contained by a curb with a height of 6 inches
6.15	Building foundation landscaping	<ul style="list-style-type: none"> • 6 feet in width immediately adjacent to all sides of a building 	<ul style="list-style-type: none"> • Not required when a sidewalk or building entrance is present • Landscape areas must be contained by a curb with a height of 6 inches when abutting a parking lot or drive aisle • Permitted materials include trees, hedges, shrubs, evergreens and ground cover

6.16	Landscape buffer and screening between zoning districts	<ul style="list-style-type: none"> • Minimum 10-foot setback and contiguous landscape area abutting residential districts or uses, or a 5-foot wide landscape area with an 8-foot tall masonry wall 	<ul style="list-style-type: none"> • Screening height of 6 feet at the time of planting • Landscape area cannot be used for parking, loading, servicing or storage • Impervious surfaces are prohibited
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Typical Commercial Site Plan Showing Location of Required Landscaping



The following bullet points summarize how many Variations have been granted related to each of these requirements since the beginning of 2017 years:

- Section 6.14(1), perimeter landscape screening: 9 Variations
- Section 6.14(2), interior landscape islands: 6 Variations
- Section 6.15, foundation landscaping: 6 Variations
- Section 6.16, transition yard setback and screening: 2 Variations

In these cases, the ZBA and Village Board have often considered the fact that meeting the landscape requirements would require the reduction in on-site parking capacity. The Village has

generally supported the Variation of landscape standards instead of a reduction in parking requirements, though the Zoning Code provides no direct guidance to that effect.

Policy questions related to landscape standards are as follows:

- ***Are the current landscape requirements appropriate for commercial properties in Lincolnwood?***

Peer community research shows that Villages vary in how they regulate landscaping.

- Comparatively speaking, Lincolnwood's requirement of an eight-foot wide landscape perimeter screening area goes beyond what many other communities require. Other communities require screening with a width of five to seven feet and do not require a masonry wall for areas with a width less than eight feet.
 - For parking lot interior landscaping, some communities require a percentage of the parking area to be covered by landscaping. This allows the amount of landscaping to be dictated by the size of the lot or parking area, and does not specify certain locations (such as at the end of parking rows) where the landscaping is to be provided.
 - Foundation landscaping is often regulated in a manner similar to Lincolnwood, though some communities waive the requirement for building facades located less than ten feet from a lot line.
 - In terms of transition yards and buffers adjacent to residential districts, several communities have similar standards as Lincolnwood. However, some specifically waive the requirement of a transition yard when an alley separates commercial and residential properties.
- ***Does the Board feel certain zoning requirements (i.e. landscaping, parking, setbacks, etc.) are more important to enforce than others when Variation requests are considered?***

The Zoning Code does not establish priorities or which regulations ought to be varied instead of others. As previously noted, the Village has typically granted Variations related to landscaping when complying with those regulations would result in the loss of on-street parking.

Applicability of Landscape Standards

An important consideration in the administration and enforcement of zoning regulations is understanding when they are applicable. Section 6.11 of the Zoning Code establishes the following types of improvements as triggering the regulations described earlier in this report:

- Development that includes the construction of a new building;
- Properties developed as a Planned Unit Development;
- When a property is damaged and replaced to the extent that the improvement is greater than 50% of the replacement cost of the original structure;
- When the intensity of a use increases such that additional parking is required;
- When the gross floor area of the building is increased;
- When the exterior of the building is expanded or added to;
- When an existing parking area is expanded or reconstructed (as opposed to maintained);
or
- When an interior renovation occurs that impacts more than 50% of the gross floor area of the building.

It should be noted that this section of the Zoning Code was amended in 2009. That amendment, approved through Ordinance No. Z2009-368, had the following effects:

- 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 of landscape regulations for properties seeking Special Use or Variation approvals;
- Clarified the applicability of landscape regulations after damage or reconstruction of a property; and
- Removed the applicability of landscape regulations when there is a change in ownership of a property.

Policy questions related to the applicability of the landscape standards are as follows:

- ***Are there any additional circumstances or types of improvements that should trigger the landscape requirements?***

Peer community research shows that Villages address the applicability of landscape standards in different ways. Some use any expansion of a building as a trigger for landscape regulations, while others require that the building be expanded by a certain amount (25% or 50%) before landscape regulations apply. Generally, all researched communities rely on exterior improvements to the site or expansions of the building to trigger landscape regulations. Lincolnwood is the only community, among those researched, that identifies interior renovation of any magnitude as a trigger for landscape regulations.

- ***Are any of the current triggers problematic or overly burdensome?***

As previously noted, the 2009 zoning Text Amendment removed triggers related to Special Use or Variation approvals, and change in ownership of a property. Minutes of those Plan Commission/Zoning Board hearings and Village Board meetings do not provide detail regarding discussions related to these amendments. Also noted in the report is the interior renovation of an existing building has been the trigger for zoning regulations that have ultimately led to requests for zoning relief.

Relief from Landscape Standards

When landscape standards are deemed to be applicable and a property subject to them cannot provide landscaping in a manner that meets the standards, relief is then required in order to allow a project to move forward. Section 6.18 of the Zoning Ordinance states that relief must be sought according to the regular Variation process involving 1) a public hearing in front of the Zoning Board of Appeals and 2) final approval from the Village Board. Through that process, the Village can consider Variations to required landscaping and conditions aimed at meeting the intent of those regulations. However, the number of Variations sought related to landscape regulations may indicate that there is some level of misalignment between the standards, applicability, and configuration of properties to which those standards are applied.

Policy questions related to zoning relief from landscape standards are as follows:

- ***Should there be an opportunity for administrative relief from landscape standards?***
Some of the communities researched have provisions that allow for administrative relief from landscape standards. In those communities, the administrative authority is granted to the Director of Community Development or Zoning Officer. This reduces the amount

of time and expense a property owner may have to spend seeking approval for certain improvements.

- ***If so, what components of landscaping and/or what thresholds of relief should be subject to administrative determinations?***

In communities where administrative relief is authorized, it is usually done so with certain parameters and/or for certain aspects of landscaping. For example, Morton Grove allows landscaping to be waived when it would result in the reduction of existing parking of more than 5%. In Skokie, the Director of Community Development may approve an alternative landscape design when meeting the standards of the code would result in interference with parking, loading, or drive aisles, or if the site is otherwise “dimensionally deficient” to accommodate landscaping. Niles authorizes the Director of Community Development to reduce the size of a buffer yard when a hardship is demonstrated.

VILLAGE ATTORNEY REVIEW:

The Village Attorney has not been involved in this request to date.

DOCUMENTS ATTACHED:

1. Relevant Regulations

REQUESTED ACTION

Staff seeks direction from the Board regarding the policy questions set forth in this report. Based on that direction, should the Village Board wish to formally refer the matter to the Plan Commission for consideration of a Text Amendment, staff would accordingly schedule a Public Hearing.

Chapter 15. Zoning

Article VI. SITE DEVELOPMENT STANDARDS

Part D. Landscaping

6.10. Intent and purpose.

The intent and purpose of these landscape requirements is to promote, protect and preserve the general health and safety of the people of Lincolnwood and as part of the general welfare, ensure pedestrian safety and aesthetic compatibility among land uses. These regulations are intended to minimize the harmful or nuisance effects resulting from noise, dust, debris, motor headlight glare, the use of impervious ground material, artificial light intrusion, objectionable sights or activities, or similar incompatible impacts conducted or created by adjoining or nearby land uses.

6.11. Scope of regulations.

Except for residential dwellings, the regulations set forth in this Part D of Article **VI** shall apply as follows:

- (1) New development: when any development involves the construction of a new building.
- (2) Planned unit developments: when property is developed as a planned unit development.
[Ord. No. Z2009-368]
- (3) Property damage: when a structure, building, or use is redeveloped, restored or reconstructed after the destruction or damage, by fire, collapse, explosion or other casualty or act of God, of the structure, building or use exceeding at least 50% or more of the cost of replacement of the structure, building, or use, as determined by the Zoning Officer.
[Ord. No. Z2009-368]
- (4) Intensity of use increases: when the intensity of use of any existing building, structure or premises is increased through the addition of: one or more dwelling units; the gross floor area of a building is increased, such as to require the construction of one or more additional off-street parking spaces to meet the off-street parking requirement; when there is an exterior addition or enlargement of the building, structure or premises; or interior renovation to more than 50% of the floor area of a building, structure or premises.
[Ord. No. Z2009-368]
- (5) Expansion or reconstruction of parking areas: when any existing off-street parking area is expanded or undergoes pavement reconstruction.
[Ord. No. Z2009-368]

6.12. Landscape plans required.

For each property subject to these regulations the property owner shall submit a landscape plan to the Zoning Officer for his review with the building or other permit application, or at the time zoning relief is applied for, whichever is earlier. All landscape plans so submitted shall be at an appropriate scale, not smaller than one inch equals 50 feet. Completed landscape plans shall contain all information required on the application form, including but not limited to: ownership of the property in question; detailed landscape site plan information; detailed schedule of landscape materials; and, irrigation plans.

(1) Title block.

- a. Name and address of the property owner/petitioner.
- b. Name of registered landscape architect/contractor.
- c. Landscape architect's/contractor's firm name and address.
- d. Scale data, North arrow and date and date of any revisions.

(2) Landscape site plan information; location of existing conditions and proposed improvements.

- a. Property lines.
- b. Building outlines, with entry and exit points.
- c. Existing tree survey (six-inch caliper and above, with dripline), noting trees proposed for removal and planned for preservation.
- d. Identification of all proposed plant materials with planting bed locations and dimensions.
- e. Treatment of all ground surfaces (ground covers, sod, seed, seasonal beds, paving, impervious and pervious materials).
- f. Location of water detention sites.
- g. All utilities and lighting.
- h. Walls and fences (indicating height and material).
- i. Parking spaces and driveway aisles (spaces delineated including dimensions, curbing and handicapped spaces).
- j. Shopping cart collection points.
- k. Spot elevations and/or contours, existing and proposed.
- l. Berms, with one-foot-interval contours indicated.
- m. Sidewalks.
- n. Sign locations.
- o. Refuse/recycling disposal areas.
- p. Public rights-of-way/easements, including street widths/drives/approaches.
- q. Planters or planting boxes.
- r. Trash cans.

- s. Other exterior landscape amenities including exterior tables and benches and trash receptacles.
- (3) Schedule of proposed and existing landscape material.
- a. List of all proposed plantings, indicating common and botanical names, caliper, height or size and quantity.
 - b. List of all existing trees proposed for removal, six-inch caliper or greater, indicating caliper, common and botanical names.
 - c. List of all existing trees, six-inch caliper or greater, planned for preservation, indicating caliper size, common and botanical names.
- (4) Miscellaneous.
- a. Irrigation plan, including system details and sprinkler head locations, providing for underground irrigation of planting beds or a water supply outlet no greater than 150 feet from planting beds, if required.
 - b. Product or technical information, samples and/or photographs indicating color, texture or style of: lighting standards; benches, tables, trash receptacles; walls, and planter boxes.
 - c. Methods proposed to protect plants and plant beds.
 - d. Plan for erosion control during construction.
 - e. The estimated cost of the proposed landscaping.

6.13. Design planting and preservation criteria.

The landscape design, scale and nature of landscape material for any given site, shall be appropriate to the specific site and structures, and shall take into account the location of underground and above ground utilities. Earthen berms and existing topography shall, whenever practical, be incorporated into the landscape treatment of the site.

- (1) Landscape design and selection of plant material. New planting materials used in conformance with the provisions of this section, shall be:
- a. Of good quality of species normally grown in Northeastern Illinois.
 - b. Capable of withstanding the extremes of individual site microclimates.
 - c. Selected for interest in its structure, texture, color and for its ultimate growth.
 - d. Harmonious to the overall design and of good appearance.
 - e. In conformance with the American National Standards for nursery stock as approved by American National Standards Institute and issued as ANSI 2601, 1986.
 - f. In conformance with the Schedule of Prohibited Trees maintained by the Village Arborist.
 - g. In conformance with the Schedule of Recommended Plants maintained by the Community Development Department.
[Amended 3-2-2013 by Ord. No. 2013-3044]
- (2) Existing trees with a six-inch caliper or greater shall be preserved on the property as determined by the Zoning Officer. Trees that are preserved shall be counted toward compliance of the

requirements of this section.

- (3) Evergreens shall be incorporated into the landscape plan and treatment of a site, where appropriate to the site as determined by the Zoning Officer, particularly in required buffers for property zoned residential, the screening of refuse holding areas, and critical points of required parking lot screening.
- (4) Shrubs shall be used whenever possible. Shrubs used in sight triangles shall be low growth shrubs that do not exceed 30 inches in height at maturity.
- (5) Plant materials shall be placed against long expanses of building walls, fences and other barriers to soften their effect.
- (6) Where site characteristics or property dimensions limit the use or survivability of live landscaping as an effective screen, masonry walls shall be used for required screening subject to the regulations set forth in this Zoning Ordinance, Article III, Section 3.13, Fences and natural screening.
- (7) All masonry walls or decorative fencing which may be approved shall be constructed and installed in a durable fashion and shall have the finished side facing the street or property line subject to the regulations set forth in this Zoning Ordinance, Article III, Section 3.13, Fences and natural screening.
- (8) Installation of plant materials.
 - a. Plant materials of all types and species shall be installed in accordance with the minimum technical specifications of the Illinois Chapter of Landscape Contractors, including the guarantee and replacements sections.
 - b. Minimum plant sizes at time of installation shall be:
 - i. Shade trees: two-and-one-half-inch caliper.
 - ii. Ornamental trees: two-inch caliper or if in clump form, six feet in height.
 - iii. Evergreen trees: five feet in height.
 - iv. Shrubs required for screening: three feet in height; shrubs used for other purposes: 18 inches in height.
 - v. Ground cover: spaced no less than 12 inches on center.
 - vi. Perennials: spaced no less than is recommended for the particular species.
- (9) Tree preservation during construction.
 - a. Trees required or scheduled to be preserved shall be protected during construction as follows:
 - i. A protective barrier such as a snow fence, brightly colored plastic construction fencing, or chain link fencing, shall encircle and be erected one foot beyond the periphery of the dripline, or farther as site conditions may dictate necessary for tree protection during construction.
 - ii. Protective barriers shall be in place prior to the issuance of any building or development permit and shall remain in place until construction and site work is completed.
 - iii. No materials, construction equipment or vehicles shall be stored, driven upon or parked within any dripline.

- iv. Crushed limestone or other material detrimental to trees shall not be dumped, placed, or stored within any dripline or at a higher elevation where drainage could affect the health of the tree(s).
 - v. The existing grade within the dripline shall not be modified and shall be maintained to the fullest extent possible. Where grade changes of four inches or more are required surrounding the dripline, a low retaining wall or other permanent tree protection technique, as may be approved by the Zoning Officer, shall be used to ensure the long-term health of the tree designated for preservation.
 - vi. In the event an underground utility line is to be located within five feet of a tree designated for preservation, said utility line shall be augured to prevent damage to the tree's root system.
- b. Methods for tree protection shall be clearly specified prior to the issuance of a building permit. If, in the opinion of the Village Arborist, such methods are not adequate to protect trees designated for preservation, a building permit shall not be issued. If during construction, adequate methods are not employed so as to protect designated trees, the Zoning Officer may issue a stop order until such time as adequate preservation methods are employed.
 - c. If a deciduous tree designated for preservation is damaged, razed or removed as a result of construction, such tree shall be replaced with new trees at a rate of three inches in caliper of replacement trees to each one inch in caliper of damaged or removed tree. The Zoning Officer shall approve in writing a replacement tree plan that indicates the installation location and specific size and specie of such replacement trees.
 - d. If an evergreen tree designated for preservation is damaged, razed or removed as a result of construction, such tree shall be replaced with new evergreen trees at a rate of three vertical feet of replacement evergreen tree for each vertical foot of damaged or removed tree. The Village Arborist shall approve in writing a replacement tree plan that indicates the installation location, specific size and specie of such replacement trees.
 - e. Replacement trees shall only be of a species approved by the Village.
 - f. Alternative tree replacement location:
 - i. If the Village Arborist, determines that full tree replacement pursuant to Subparagraphs (9)c or d above will result in the unreasonable crowding of trees on the lot where construction activity is taking place, or would be otherwise inconsistent with current best practices, the Zoning Officer may designate that some or all of the replacement trees required be planted in the public right-of-way immediately adjacent to the lot where the construction activity is taking place.
 - ii. If the Village Arborist determines that the alternative tree replacement required in Subsection (i) above will result in the unreasonable crowding of trees upon the public right-of-way in accordance with current best practices, the Zoning Officer may reduce the number of replacement trees to be planted immediately adjacent to the public right of way, and require that replacement trees be located on other nearby public rights-of-way, or other suitable locations.
 - iii. All replacement trees designated for the public right-of-way or Village property shall only be of those species permitted by the Village, and shall be installed by the Village and not by the permittee.
 - g. In the event that the Village Arborist determines that the full replacement of protected trees as required by Subparagraphs c, d, and f above would result in unreasonable crowding of trees upon the lot where construction activity will occur, or on the immediately adjacent public right-of-way, a permittee may be allowed to pay the Village a fee in lieu of making such

replacement in kind. Upon collection of the tree replacement fee the Village shall deposit this fee into a special Village fund established and used to plant trees elsewhere in the Village. The Village has no obligation to grant such a request. If the request is granted, the following regulations shall apply:

- i. This fee shall equal the tree replacement value based upon the average cost per tree inch of trees planted by the Village during the previous fiscal year;
 - ii. The tree replacement fee must be received by the Village within 30 days after the date of the damage or removal for which the replacement is required;
 - iii. The Zoning Officer may issue a stop-work order if a permittee fails to pay the tree replacement fee within 30 days after the date of the damage or removal for which the replacement is required. No certificate of occupancy for the property in question shall be issued until the tree replacement fee has been received by the Village.
- h. For any tree designated for preservation that is damaged, razed or removed without the prior written approval of the Zoning Officer, a fine (as scheduled in the Village's Fee Ordinance) shall be assessed upon the owner of the property on which the trees were damaged or removed. All building permits or licenses for the property shall be revoked or suspended until said charge is paid and a replacement tree plan is prepared and approved by the Zoning Officer.

6.14. Minimum landscape requirements for off-street parking lots.

- (1) Perimeter screening required. Every off-street parking lot or parking area containing, five or more parking spaces shall be set back, buffered and screened from public view and adjacent property by a perimeter landscaped area having a minimum width of eight feet, or, where screening shall consist of a masonry wall, a minimum width of five feet.
 - a. The minimum width for the perimeter screening area shall be measured from the property line and shall not include any parking overhang.
 - b. Screening within the perimeter setback area shall consist of a masonry wall, densely planted hedge or massing of shrubs resulting in a 75% semi-opaque screen within one year of installation, installed in a manner so as to inhibit public views of the parking area.
 - c. Perimeter screening shall be continuous, except for breaks as may be permitted for sidewalks, driveways and sight triangles.
 - d. Masonry walls used for perimeter screening shall have a minimum height of 30 inches and a maximum height of 36 inches. Such walls shall have a finished surface which is the same or closely similar to the masonry of the principal building.
 - e. Shrubs planted as perimeter screening shall be at least three feet in height at time of installation.
 - f. The surface of the perimeter setback area shall be suitably covered with grass, ground cover or similar vegetation and periodically mulched. Impervious materials such as asphalt, concrete or a layer of stone is prohibited.
 - g. A six-inch continuous poured-in-place concrete curb shall separate all drive and parking surfaces from landscape areas.
 - h. Upon petition, the ZBA may recommend a creative alternate perimeter screening plan of berms, walls, shrubs, trees or other material, which has the effect of providing a minimum three-foot high visual screen of parking areas.

- (2) Interior landscaping requirements.
 - a. A planting island equal in area to a parking space shall be located at each end of a parking row and after each 20 parking spaces within a parking row.
 - b. One tree shall be required for each planting island required in Section 6.14(2)(a) above.
 - c. The surface of the planting island shall be suitably covered with grass, ground cover or similar vegetation and periodically mulched. Impervious materials such as asphalt, concrete or a layer of stone is prohibited.
 - d. A six-inch continuous poured in place curb shall separate and surround all interior landscape island areas.
 - e. All areas within or at the edges of parking lots which are greater than 50 square feet and not designed for parking stalls, drive aisles or shopping cart collection points, shall be curbed and landscaped with sod, ground cover, bushes or trees.
 - f. All landscaped islands shall have a minimum topsoil depth of three feet and mounded to a center height of six to 12 inches above top of curb height.

6.15. Minimum landscape requirements for foundation plantings.

- (1) A minimum setback and landscape area of six feet in width shall be located immediately along the front and sides of all buildings.
- (2) Except for building entryway areas and sidewalks as may be permitted, the surface of the required foundation landscape area shall be free of paving or other impervious surfaces and shall be landscaped.
- (3) A six-inch curb shall separate all foundation landscape areas from drive aisle and parking areas.
- (4) Foundation landscaping shall include shade trees, ornamental trees, hedges, shrubs, evergreens and ground cover in a manner which accents building entranceways and architectural features, softens large expanses of building walls, and screens mechanical equipment.

6.16. Landscape buffer and screening requirements between zoning districts.

- (1) A minimum ten-foot landscaped setback and screening area shall be located along the length of any property line located in the B-1, B-2, B-3, O, or M-B Zoning Districts when adjacent to property zoned residential.
 - a. Required screening shall be a minimum height of six feet at time of installation and may be comprised of berms, masonry walls, a double row of densely planted landscaping, or a combination thereof.
 - b. Screening shall be continuous along the property line.
 - c. Berms shall be utilized to the maximum extent feasible.
 - d. Evergreen trees and shrubs shall be used to the greatest extent feasible in a fashion so as to inhibit views from residential property.
 - e. The surface of the setback area shall be suitably covered with grass, ground cover or similar vegetation and periodically mulched. Impervious materials such as asphalt, concrete or a

layer of stone is prohibited. The landscape buffer shall not be used for the purposes of parking, loading, servicing, or storage.

- f. An eight-foot high masonry wall within a five-foot landscape setback area may be utilized as an alternative to meeting the minimum ten-foot width requirement. Masonry walls are subject to the regulations set forth, Article III, Section 3.13, Fences and natural screening, of this Zoning Ordinance.

6.17. Miscellaneous landscape requirements.

[Ord. No. Z2009-368]

- (1) Parkway landscaping requirements. Installation and maintenance of parkway landscaping within the public rights-of-way adjoining a property is governed by the Parkway Landscape Ordinance (Article 5 of Chapter 6 of the Village Code), as may be amended from time to time.
[Ord. No. Z2009-368; amended by 12-6-2011 by Ord. No. 2011-2979]
- (2) Landscaping of monument and pole/pylon signs required. Installation of landscaping surrounding monument and pole/pylon freestanding signs is required pursuant to Article XI of this chapter, as may be amended from time to time.
[Ord. No. Z2009-368; amended by 12-6-2011 by Ord. No. 2011-2979]
- (3) Water supply; underground irrigation. A water supply to irrigate landscaping is required within 150 feet of all landscaped areas. Installation of an underground irrigation system is recommended.
- (4) Changes to approved landscape plan. Any change to an approved landscape plan shall require the prior approval of the Zoning Officer.
[Ord. No. Z2009-368]
- (5) Landscape maintenance required. When landscaping is required pursuant to Part D of this article:
 - a. Property owners shall be responsible for ongoing maintenance, fertilization, repair and replacement of all vegetation, barriers and landscape planting materials.
 - i. Replacement plantings shall be no less than the minimum required size indicated in this Section Part D or the size indicated in the approved landscape plan, whichever is greater.
 - ii. The property owner shall make replacement plantings promptly after any plant has died but no later than 120 days after notification by the Village of violation of this ordinance, unless a time extension for inclement weather is given.
 - b. Planting beds shall be initially, and thereafter periodically, filled with soil and mulched in their entirety, with shredded bark or other organic equivalent.
 - c. Grass, sod and lawn areas shall be periodically and routinely mowed during the growing season. The grass height of any lawn area shall be as required by the Village Code.

6.18. Variations.

- (1) Application. When compliance with the requirements of this section for a preexisting building or use will reduce or interfere with the number of existing off-street parking spaces, parking and driveway aisle requirements, or off-street loading requirements, or when compliance is not feasible because of property configuration, a property owner may file an application for a variation from these requirements. The application shall be processed in accordance with Article V, Section 5.15 of the Zoning Ordinance.

- (2) Conditions. If the ZBA determines that a need for a variation exists, the ZBA may recommend, and the Board of Trustees may impose, any one or more of the following conditions and restrictions on the property benefited by a variation as may be deemed necessary to assure compliance with the purposes of this section, to reduce or minimize the effect of such variation upon other property in the neighborhood, or to implement the general purpose of this section.
- a. Additional or substitute landscape plantings or areas on-site.
 - b. Construction of masonry walls for screening.
 - c. Installation of decorative wrought iron fencing.
 - d. Removal of excess pavement areas.
 - e. Rearrangement or removal of on-site parking spaces and drive aisles.
 - f. Other conditions as determined by the ZBA or the Board of Trustees.
- (3) Zoning relief for other conditions affecting the property. In order to eliminate or minimize the degree of relief determined necessary from these landscape requirements, the ZBA may recommend, and the Board of Trustees may approve, relief from certain conditions affecting the property including, but not limited to: a) off-street parking requirements; b) driveway and walkway aisle dimensions; c) fencing and screening.

Consideration of such relief from these requirements shall not require any additional or separate public hearings on the matter, provided that notice thereof shall have been given in accordance with the requirements of Article V, Section 5.15(3)(c) of this Zoning Ordinance. In considering relief from the off-street parking requirement or required driveway aisle dimensions, the ZBA and the Board of Trustees shall consider the actual need and demand for off-street parking generated by the property.

- (4) Findings required. In determining whether in a specific case there are practical difficulties or particular hardships in the way of carrying out the strict letter of this Zoning Ordinance, there shall be taken into consideration the extent to which the following facts are established. In recommending or providing any relief, the ZBA and the Board of Trustees shall make the following findings:
- a. That the relief granted has been minimized to the greatest extent feasible.
 - b. That appropriate remedies have been employed as conditions so as to mitigate or compensate, to the greatest extent feasible, for the relief.
 - c. That the use of impervious surfaces on the property has been minimized to the greatest extent feasible.
 - d. That a physical separation exists between off-street parking areas and public sidewalks, which at a minimum shall mean a six-inch continuous poured in place nonmountable concrete curb, so as to create a barrier between public sidewalks and off-street parking and drive aisle areas.
- (5) Required conditions affecting the duration of a variation. A variation approved under this section Part D: Landscaping Standards shall contain the following conditions:
- a. That the owner of the property subject to the variation has an affirmative obligation to notify the Zoning Officer as set forth below.
 - b. If the property to which the variation applies becomes subject to: new development; application for a variation; increase in the intensity of use; or substantial building renovation;

or, expansion or reconstruction of parking areas the variation(s) previously granted pursuant to this section shall become null and void.

- (6) Certificate of occupancy. No certificate of occupancy for the property in question shall be issued until the all required landscaping has been installed satisfactorily, as determined by the Zoning Officer or his/her authorized designee. A temporary occupancy permit may be authorized by the Zoning Officer or his/her designee, due to weather conditions, provided a written commitment is provided by the property owner stating the completion date of the landscape installation. The Zoning Officer or his/her authorized designee may require a cash escrow deposit or performance bond equal to 100% of the cost of the landscaping prior to issuance of such temporary certificate of occupancy.

[Ord. No. Z2009-368]



MEMORANDUM

TO: Anne Marie Gaura, Village Manager

FROM: Charles Meyer, Assistant Village Manager

DATE: June 16, 2020

SUBJECT: Strategic Plan

Background

During the Warrant List consideration on May 19, 2020 Meeting of the Village Board a question was raised regarding services related to the Strategic Plan being developed by the Northern Illinois University Center for Governmental Studies (CGS). A discussion ensued about whether these services with CGS would be needed in light of the current economic constraints of the Village. It is requested that the Village Board hold a discussion during the June 16 Committee of the Whole regarding the Board's direction on the Strategic Plan process.

Discussion

Starting in the Fall of 2019 at the direction of the Village Board a Strategic Planning process was initiated. The Village has traditionally conducted a Strategic Plan every two to three years and Lincolnwood had contracted with CGS to address the following needs / outcomes:

- Identifying a long-term vision, setting organizational priorities and shaping the Village's strategic direction
- Providing a scanning analysis of the governing and community environment
- Facilitating a process to establish clear priorities and trackable short and long-term strategic goals
- Launching action planning of the consensus goals
- Providing a communicative summary document for use by the Village Board, staff and broader community

To date the process involved individual meetings with elected officials and facilitating public meetings to gather information to use for the plan. The remaining components for the process with CGS included meetings with senior staff members and two workshops with the Village Board to facilitate further discussion.

Given the current economic constraints and focus on the Village to respond to the ongoing pandemic, it is requested that the Village Board provide direction on the desired next steps for the Village. The three proposed directions for the Village Board's consideration include:

- 1) Does the Village Board desire to continue with this program as previously approved?
- 2) Does the Village Board desire to continue with this program in a modified capacity?
- 3) Does the Village Board desire to reschedule this project until the start of the next fiscal year, in FY22?

Based on the direction provided by the Village Board, staff will facilitate the next steps in this process and provide updates accordingly to the Village Board.

Financial Impact

Depends on the option selected by the Village. Currently an invoice for \$7,500 exists for the Village for remaining services, but if the Village were to discontinue the process then an invoice for only services rendered but not yet completed would be provided to the Village.

Recommendation

It is the recommendation of this memorandum that this is discussed at the June 16, 2020 Committee of the Whole.

Documents Attached

1. PowerPoint Presentation

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the page, framing the central white area.

Strategic Plan

June 16, 2020

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?



MEMORANDUM

TO: Anne Marie Gaura, Village Manager

FROM: Charles Meyer, Assistant Village Manager

DATE: June 16, 2020

SUBJECT: Special Meetings

Background

During the summer months the Village Board normally utilizes a reduced schedule in which only one meeting is held in July and August, respectfully. Given the number of issues being addressed by the Village, it is requested that the Village Board reserve July 7th at 6:00 pm and August 4th at 6:00 pm to hold for possible meetings. The meetings would be Special Committees of the Whole to allow for a setting to allow the Village Board to give direction to staff on various projects. Given the Village Board's current schedule, there is a long list of pending agenda items for future Committees of the Whole. In scheduling meetings for the first Tuesday of July and August, respectfully, then the Village Board would have additional time to review policy discussions. In planning the topics of discussion, it would also be recommended that the Village hold short Special Meetingd of the Village Board on July 7th and August 4th at 8:00 pm to approve time sensitive items. The tables below provide a summary of topics that would be discussed:

July 6th Special Committee of the Whole (6:00 pm)

- 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)
 - This item was originally Tabled until October, but given ongoing conversations regarding marketing Lincolnwood to businesses, efforts to position the Village post-COVID with programs like, "Shop Local, Lincoln Would" I think it may be apropos for us to bring this back now to get the Board's direction on if they want to restart this process.

July 6th Special Village Board Meeting (8:00 pm)

- A time sensitive item may need to be addressed at this meeting along with the Warrant List

August 4th Special Committee of the Whole (6:00 pm)

- 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 (8:00 pm)

- Consideration of a Consultant for the Northeast Industrial District Tax Increment Financing District (Community Development)
- Warrant List

It is requested that the Village Board discuss these meeting dates and confirm their availability for these meetings.

Financial Impact

None

Recommendation

It is the recommendation of this memorandum that this is discussed at the June 16, 2020 Committee of the Whole.

Documents Attached

1. PowerPoint Presentation

Special Meeting Dates

June 16, 2020

July 6 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 6 Special Meeting of the Board of Trustees

- ◆ A meeting may be requested for a time sensitive issue

August 4 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 4 Special Meeting of the Board of Trustees

- ◆ Consideration of a Consultant for the NEID TIF (Community Development)

Policy Direction Requested

- ◆ It is requested that the Village Board discuss a special meeting on July 7th