

**REGULAR BOARD MEETING**  
**Village Hall, 102 South Second Street**

**May 19, 2014 at 7:30 pm**  
**Village of West Dundee**

**I. CALL TO ORDER:**

President Nelson called the Regular Board Meeting to order at 7:30 pm.

**II. ROLL CALL:**

Present were Village President Nelson, Trustees Wilbrandt, Kembitzky, Price, Hanley and Yuscka. Trustee Pflanz was absent.

Also present were Village Manager Cavallaro, Village Attorney Brechin, Community Development Director Tymoszenko, Public Works Director Babica, and fifteen (15) people in the audience.

**III. PLEDGE OF ALLEGIENCE:**

Trustee Price led the Board and the audience in the Pledge of Allegiance.

**IV. APPROVAL OF AGENDA:**

Trustee Price asked that the CMAP Home Study Final Report be presented after the Consent Agenda.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Price to approve the agenda as modified. Upon roll call, motion was unanimous.

**V. VILLAGE PRESIDENT'S REPORT:** There was none.

**VI. REPORTS AND QUESTIONS FROM TRUSTEES:** There were none.

**VII. VILLAGE STAFF REPORTS:**

Manager Cavallaro told the Board the June 16, 2014 meeting will be held at Public Safety Center#2 and the Board will be touring the Carrington neighborhood.

**VIII. QUESTIONS FROM THE AUDIENCE:** There were none.

**IX. CONSENT AGENDA:**

- A. Approval of Bill List: April 30, 2014**
- B. Approval of Bill List: May 19, 2014**
- C. Ratification of Debit Purchases: April 2014**
- D. Approval of Minutes: May 5, 2014 Regular Board Meeting**
- E. Consent to Represent: Zukowski, Rogers, Flood and McArdle**
- F. Special Event and Daily Liquor Permit Request for VFW-Band Fundraiser**

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Hanley to approve the Consent Agenda as written. Upon roll call, motion was approved.

**AYES:** Trustees Kemitzky, Price, Hanley, Yuscka, and Wilbrandt

**NAYS:** None

**ABSENT:** Trustee Pflanz

**X. UNFINISHED BUSINESS:**

**A. CMAP Home Study Final Report (Trustee Price)**

Trustee Price introduced this item for discussion explaining that the Village began working with the Chicago Metropolitan Planning Agency (CMAP), the Metropolitan Planning Council and Metropolitan Mayors Caucus on a regional and local Housing Study aimed to promote a regional approach to housing demand and supply issues last year.

Director Tymoszenko said the opportunity to work on this study with CMAP was very timely and appealing as we had a strong desire to better understand current and future housing needs in order to plan for future housing demands, improve conditions for business retention, attraction and expansion, and to assist the Village Board with policy and planning decisions about housing development and safeguard the existing housing stock.

Director Tymoszenko introduced Jonathan Burch from CMAP, who gave a presentation to the Board on the final report and some recommendations for future consideration and action. He said some of the recommendations are already being implemented through our Downtown Planning effort, Retail Study and efforts to finalize and amend annexation and/or development agreements.

Mr. Burch addressed future population estimates of West Dundee through 2040, having a balanced housing profile, i.e. large lot, small lot, townhomes and multifamily as well as the capacity for new housing.

The recommendations are: (1) Focus multi-family developments including amenities and walkability; (2) Downtown West Dundee including a parking study (explaining managing parking more effectively and thinking creatively on how to handle parking) and improving bike and pedestrian access; (3) Haeger Property including neighborhoods with many housing types as well as a gridded street pattern north of Jelkes Creek; (4) working with Carpentersville to explore the future of Spring Hill Mall; (5) Considering the necessity of minimum living area standards when crafting new zones; (6) and fostering openness.

Mr. Birch explained that in order to foster openness, the Village should include a statement of welcome for peoples of all backgrounds in the Welcome Packet and to make sure all documents are available in a variety of languages, based on local needs, and accessible to persons with disabilities. He said to provide information on how to file housing discrimination complaints, to ensure the Village evaluates whether proposed designs comply with the Fair Housing Act (compliance with the Accessibility Act) and adopt a visibility list (design unit to move around space) should also be included.

Mr. Burch said he would have a PDF of the report available next week for posting to the Village website.

## **XI. RESOLUTIONS AND ORDINANCES:**

### **A. Ordinance Amending Zoning ORD Chapter 12 Admin & Enforcement (Trustee Price)**

Trustee Price said the proposed ordinance and text amendment is to update language and terms, rectify conflicts and to bring the section into compliance with Village Ordinances and procedures and state and federal laws.

Director Tymoszenko said that the Planning and Zoning Commission held public hearings to discuss the text amendment and recommended by unanimous vote to approve the revisions to bring the Administration and Enforcement chapter of the zoning ordinance into compliance with the Municipal Code sections regulating the Planning and Zoning Commission and the Department of Community Development.

**MOTION:** Moved by Trustee Price and seconded by Trustee Hanley to approve Ordinance 14-14, An Ordinance Amending the West Dundee Zoning Regulations Chapter 12: Administration and Enforcement. Upon roll call, motion was approved.

**AYES:** Trustees Price, Hanley, Yuscka, Wilbrandt and Kembitzky.

**NAYS:** None

**ABSENT:** Trustee Pflanz

## **XII. NEW BUSINESS:**

### **A. Chubby Bullfrog Façade Grant Request (Trustee Price)**

Trustee Price said the Chubby Bullfrog has received Village Board approval to allow them to move forward with the construction of an outdoor dining patio. He said Mike Morrison, one of the owners, is seeking a façade grant to provide funding assistance for the completion of the project.

Director Tymoszenko said the Planning and Zoning Commission, Appearance Review Commission and Liquor Commission and Village Board have reviewed and recommended for approval for the construction of an outdoor patio. She said Mr. Morrison has submitted a request for façade improvement grant for economic development assistance to add this amenity to the business.

Mr. Morrison explained to the Board his desire to want a permanent outdoor area, the type of design he is looking at and his desire to expand in the future to the building adjacent to his business.

Discussion took place regarding his lease (he is in the 3<sup>rd</sup> year of a 5 year lease), plans to renew the lease for another 5 years with expansion into the other building, safety of the outdoor patio, buffers to protect diners, (planters, parking blocks and columns) reconfiguring the parking lot and the amount of a façade loan and the desire to see a rendering and make sure it meets what was previously approved.

Direction was given to put together a grant agreement and plan for the June 2 Board meeting.

**B. St. Catherine's Electronic Sign Request (Trustee Price)**

Trustee Price said that St. Catherine's Church is proposing to install a new freestanding identification sign with an LED electronic changeable copy panel at the Church. He said an electronic sign is permissible at this property, but the Church is requesting a larger display area than the ordinance authorizes.

Director Tymoszenko said the sign ordinance regulates the electronic and manual display area for such signs. She explained that the changeable copy section shall not occupy more than twenty-five percent of the copy area, shall be in proportion to the entire sign and shall have similar treatment so it is integrated into the sign face. She further explained that electronic background and text colors must be a color already present in the sign design and that white and ivory numerals and letters and solid, dark backgrounds are encouraged.

Dan Biggins and Robert Grant representing St. Catherine's answered questions from the Board regarding the sign including the size issue, the length of the text messages, the size of the letters, and where the new sign board would be located.

Director Tymoszenko said St. Catherine's is requesting special consideration for two display regulations for the electronic changeable copy sign: (1) to allow the display of the electronic portion to be at 50% of the sign face instead of 25% which would require a text amendment and (2) to allow for the sign to display multiple colors and images would require an exception to be granted.

Direction was given to have the text amendment and coloration presented at the June 2, 2014 Board Meeting for approval.

**C. 2014/15 Street & Infrastructure Program and Roadway Improvements (Trustee Price)**

Trustee Yuscka opened this discussion on the 2014-15 Street and Infrastructure Program which is proposed to include the resurfacing of S. Fifth Street, Huntley Road patching and resurfacing and Huntley Road improvements, reconstruction and widening.

Director Babica said that based on conversations with Baxter and Woodman and Village Staff, the proposal is to budget \$800,000 for this year's program. He said in order to keep the engineering costs as low as possible, staff and Baxter and Woodman are recommending that the program be prepared similar to an IDOT general maintenance program, which includes a location map, summary of quantities, typical sections and other project details for the contractor to complete the work.

Director Babica said that the resurfacing of S. 5<sup>th</sup> Street would be from South Street to Edwards. He also said that Kittridge and Glenmoor in Tartans need resurfacing.

Director Babica said that Huntley Road from Tartans Drive to Sleepy Hollow Road is in dire need of temporary resurfacing and patching. He said he is proposing a combination approach to do the minimal necessary patching, repairs and resurfacing of this section of the roadway this year, using Public Works employees, in order to make it serviceable until the proposed widening and reconstruction takes place in 2016. He did say that a contractor will be utilized for the eastern

portion of Huntley Road, east of Hamilton, specifically including the turn bays approaching Tartans Drive as these are much larger areas and in need of larger equipment and time commitments.

John Ambrose, from Baxter & Woodman, spoke about the Huntley Road improvements, reconstruction and widening and the revised estimates to complete the Phase 2 engineering, right-of-way acquisition and Phase 3 construction between Sleepy Hollow Road and Elm Avenue along with the potential sharing of costs with the Village of Carpentersville.

He also said that the Kane-Kendall Council of Mayors and IDOT are allowing the Village to consider 11 foot lane widths instead of 12 feet as an opportunity to reduce costs and the overall roadway footprint.

Manager Cavallaro asked the Board for direction to prepare an Intergovernmental Agreement with the Village of Carpentersville for a joint Phase 2 engineering program of Huntley Road improvements and widening with West Dundee as the lead agency. He also asked for authorization to solicit a Request for Qualifications for Phase 2 engineering services and for acknowledgement of the reduced scope of roadway work. This will be presented at a future Board meeting.

Discussion followed regarding which portions of Kittridge and Glenmoor should be resurfaced, miscellaneous patching from Boncosky to Fairhills Drive, questions about crack sealing and why it is done, how traffic will be controlled while the patching and resurfacing of Huntley Road is being done and the timeline for bids for the resurfacing projects (final engineering by June, bids in July and a start time in August/September).

After discussion, staff was directed to prepare a professional services agreement with Baxter and Woodman for the 2014 street and infrastructure program for the June 2, 2014 Board Meeting.

**XIII. MISCELANEOUS:** There was none.

**IV. ADJOURNMENT:**

**MOTION:** Moved by Trustee Hanley and seconded by Trustee Kembitzky to adjourn the Regular Board meeting. Motion was unanimous.

The Regular Board Meeting adjourned at 9:33 pm.

**ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President