

REGULAR BOARD MEETING
Village Hall, 102 S. Second Street

February 6, 2017 - 7:30 pm
Village of West Dundee

I. CALL TO ORDER:

President Nelson called the Regular Board Meeting to order at 7:32 pm.

II. ROLL CALL:

Present were Village President Christopher Nelson, Trustees Dan Wilbrandt, Michelle Kembitzky, Tom Price, Pat Hanley and Andy Yuscka. Trustee Billy Pflanz was absent.

Also present were Village Manager Joseph Cavallaro, Community Development Director Timothy Scott, Public Works Director Eric Babcock and approximately sixty (60) people in the audience.

III. PLEDGE OF ALLEGIANCE:

Trustee Yuscka led those in attendance in the Pledge of Allegiance.

IV. APPROVAL OF AGENDA:

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Yuscka to approve the agenda as presented. Motion passed unanimously by voice vote.

V. VILLAGE PRESIDENT'S REPORT:

President Nelson yielded the floor to Trustee Price, who read a Proclamation establishing February 20, 2017 as Nancy May Day in West Dundee, in recognition of her many contributions to the West Dundee community. Mrs. May passed away in December of 2016.

VI. REPORTS AND QUESTIONS FROM TRUSTEES:

Trustee Kembitzky recently met with Jeanette Palmer, Owner of Right At Home, located at 513 Main Street in West Dundee. She stated that Right At Home would like to present a free class to First Responders on how to identify and work with residents with Alzheimer's and dementia. She suggested that Public Works employees that work directly with the residents may also benefit from this information. Contact information was provided to Manager Cavallaro to pass on to team.

VII. VILLAGE STAFF REPORTS:

Deputy Clerk Tibbetts commented that the Village Newsletter will be mailed out to residents within the next 2 weeks.

Manager Cavallaro reminded the Board that a Special Board Meeting has been called for next Monday, February 13 and that a Regular Board Meeting is scheduled for Monday, February 20.

VIII. QUESTIONS FROM THE AUDIENCE:

A. Items on the Agenda:

Ms. Eileen McNamee provided an overview of the upcoming St. Patrick's Day Celebration in East Dundee. She noted that Nancy May had been involved in previous years and initiated the pre-parade chalk art activities. She stated that 15,000 people attended last year. The parade is scheduled for March 11 and the fireworks, if approved, will take place on March 17.

B. Items not on the Agenda: There were none.

IX. CONSENT AGENDA:

- A. Approval of Bill List: February 6, 2017
- B. Approval of Minutes: January 23, 2017 Regular Board Meeting
- C. Daily Liquor Permit Request - VFW Wedding Reception
- D. Letter of Understanding – Proposed IDOT Work for ADA Compliance
- E. Special Event & Daily Liquor Permit Request - Emmett's St. Patrick's Day Celebration & Big Wheel Rally
- F. Special Event & Fireworks Permit Application - St Patrick's Day Celebration Bandito Barney's

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

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

NAYS: None

X. RESOLUTIONS AND ORDINANCES:

- A. 318 Liberty St - Variations to Allow Expansion of Existing Garage (Trustee Price)**

Trustee Price outlined the variance request, stating that the homeowner wishes to expand their existing one-car garage to a two-car garage. He noted that the design was very well thought out and reflective of the architecture of the home and neighborhood. He advised that the Planning & Zoning Commission unanimously recommended the variance request.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to approve an Ordinance Granting a Variance from the West Dundee Zoning Ordinance Pertaining to Front Setback Requirement for Accessory Vehicle Storage Structures and Additions and Enlargements of Non-conforming Structures for Property Located at 318 Liberty Street in the Village of West Dundee, Illinois, subject to the following conditions:

1. Compliance with all documents including site plan as submitted with the Planning and Zoning Application; and
2. Compliance with all other applicable Village codes and ordinances.

Upon roll call, motion was approved unanimously.

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

NAYS: None

ABSENT: Trustee Pflanz

B. 939 W. Main St. - Ordinance Modifying a Special Use for a Previously-approved Planned Development Reducing Footprint and Units of Gardner Capital's Senior Housing Project (Trustee Price)

Trustee Price said that Gardner Capital's Senior Housing Project is requesting a modification of a previously-approved Special Use for a Planned Development in order to allow a reduction in the number of dwelling units from 85 to 61 and a reduction in the overall footprint of their proposed senior housing project.

Scott Puffer said the petition to reduce the number of dwelling units is due to a prospective cut in the low-income housing tax credit program under the new Federal administration. He said Gardner Capital was tasked with reducing construction expenses by \$2.5 million, and as a result it was decided to downsize the building's footprint and expand the green space.

Mr. Puffer added that the building will be four (4) stories, using the same materials and finishes as previously approved and there will be no changes for the monument sign at the entrance.

President Nelson asked if the interior details will still be the same, to which Mr. Puffer responded that they have been no changes to interior finishes.

Trustee Kembitzky asked about the intention to develop the property further in the future. Mr. Puffer said future developments plans are yet to be determined, but Gardner owns five (5) more acres, which could be developed as townhomes or villas or a similar apartment building pursuant to market demands.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to Approve an Ordinance Modifying the Special Use for a Planned Development for Gardner Capital Development's West Dundee Senior Residences to Allow Construction of a 61-unit Senior Housing Project, subject to the following conditions:

1. Compliance with documents including site plan as submitted with the Planning and Zoning Application;
2. Review and approval of engineering plans; and,
3. Compliance with all other applicable Village codes and ordinances.

Upon roll call, motion was approved.

AYES: Trustees Hanley, Yuscka, Pflanz, Wilbrandt, Kembitzky and Price

NAYS: None

C. Ordinance Amending Municipal Code Regulations Related to Commercial Business Signage and Issuance of Occupancy Permits (Trustee Price)

Trustee Price provided an overview of the recommended amendment to the sign code. The amendment is intended to provide a timeframe by which signage is approved installed in coordination with the anticipated opening of a new business. He stated that the proposed code amendment before the Board has been updated to reflect the Board discussion last week.

The amendment memorializes the obligations of the Village and business owner to provide for sign review in a timely manner and provides a 90 day timeframe for installation of signage once a business has received its occupancy permit. It also provides the opportunity to apply for an

extension of no more than 90 days for installation of signage and sets a deadline of 60 days for sign approval as it relates to issuance of an occupancy permit.

President Nelson asked if this code amendment would facilitate addressing existing businesses that lack appropriate signage, to which Director Scott advised that it would not.

XI. NEW BUSINESS:

A. Seasonal Decor - Garland and Banner Replacements (Trustee Yuscka)

Trustee Yuscka advised that much of the garland that is used to decorate the light poles on Main Street and the downtown area during the holiday season has reached the end of its useful life, and is recommended for replacement. A 30% discount is available from Temple Display if the purchase is committed to in February, with the option to finance the purchase until the start of the new Fiscal Year on May 1, 2017.

In addition, he noted that the light pole banners are also in need of replacement. Manager Cavallaro noted that the existing banners are 18 years old, and while the material has worn well, they are faded and dated. A budgeted amount of \$30,000 in FY 17/18 would allow for the purchase of both garland and banners.

Trustee Wilbrandt inquired about the snowflake lights used during the holiday season. Manager Cavallaro stated that the Public Works Department has evaluated the snowflakes and found that with some rehabilitation, they can continue to be usable for a number of years. Director Babcock estimated about 16 man hours would be dedicated to these repairs.

President Nelson inquired about the banner approval process. Manager Cavallaro stated that potential designs/colors would be presented to the Appearance Review Commission. It is expected that new banners could be selected, purchased and received by the Fall of this year.

The consensus of the Board was to commit to the garland purchase at the discounted price and facilitate budgeting \$30,000 in Fiscal Year 2017-2018 for replacement of both garland and banners.

B. Temporary Parking Lot Improvements - Former Ace Hardware Site (President Nelson)

President Nelson advised that he was contacted by downtown business owners with concerns regarding the reduction in parking relative to the demolition of Ace Hardware, until such time as the parking lot expansion is completed this summer.

He outlined two options for temporarily increasing the parking count in the south lot: (1) Move the construction fencing in as close as possible to the original building footprint and reopen the 20+ parking spaces to the south of the demolition site, or (2) prepare a change order with Copenhaver Construction to backfill and level the demolition site and remove the fencing to create a temporary parking area. There is no cost to the Village to reopen the former Ace parking area, but will require 8-12 man hours by Public Works. The cost to backfill and level the lot was estimated between \$3,400 and \$5,800.

The challenges of creating and maintaining a gravel parking lot in the downtown area were briefly discussed.

Direction was provided to staff to utilize the Public Works Department to move the construction fence to provide access to the existing parking area south of the demolition site.

Manager Cavallaro noted that Copenhagen has some final work to complete on the site, which staff will work to schedule as quickly as possible. Once completed, the fence can be moved and the parking area cleaned up for public use.

XIII. MISCELLANEOUS / FUTURE AGENDA ITEMS: There were none noted.

XV. ADJOURNMENT:

MOTION: Moved by Trustee Price seconded by Trustee Hanley to adjourn the Regular Board Meeting. Motion was approved by voice vote.

The Regular Board Meeting adjourned at 8:16 pm.

ATTEST:

Kim Tibbetts
Deputy Village Clerk

Christopher Nelson
Village President