

**VILLAGE OF DOWNERS GROVE**  
**Human Service Commission**  
**Minutes**  
**December 5, 2007**

**Commission Members Present:** Members: Lynn Bedalov, Theresa Carlquist, Diane Johnson, Scott Jacaway, Dave Dahm and Lisa Stach

**Members Absent:** Chairperson, Jeff Rogers, Kathryn Engel-Accettura, and Catherine Rivera

**Staff Liaison:** Andrew J. Matejcak, Director of Counseling and Social Services

- I. Roll Call:** The meeting was called to order at 6:38pm. A quorum was obtained.
- II. Approval of Minutes:** With a full quorum present, unapproved minutes from previous meetings including September and October, as well as November's minutes were approved.
- III. Public Comment:** No public comments were made.
- IV. Discussion:**

The Commission introduced themselves to the newest HSC member, Dave Dahm who had previously served with the, then, Tourism and Events Commission. Mr. Dahm also shared his extensive service with the DG Park District, current career and continued involvement in refereeing youth sports.

In preparation for the upcoming TCD III the commission discussed the opportunity to utilize the anticipated Citizen's Survey to ask the residents questions about social concerns and needs. The commission discussed the need to begin work on formulating some questions that could be further refined to fit the format of the survey questions. Staff reported that the format of the survey and the questions themselves have not been determined. Other questions including the number of questions the HSC could include and the survey's launch date were also addressed by staff by noting those issues and timelines had not yet been developed beyond the desire to have the Citizen's Survey be available as additional input prior to the actual TCD III.

Staff presented a copy of the Senior Citizen's Resource Guide for overview and sought suggestions for improvements and changes. Included were suggestions for a contact number/person that users could contact the Village staff to make suggestions and improvements. The suggestions segued into a conversation about how the Village might better solicit the feedback of the residence to the Village. Staff reported on the new software module being implemented that enhances customer service through efficient tracking from service requests to resolution and customer follow up. Additional suggestions included the creation of a resource guide for residents that included other services like the one specifically for the seniors.

It was decided due to planned absences that the HSC would meet in February. They decided each member would develop 12 questions for the upcoming Citizen's Survey that would cover a broad range of human services related topics. The questions would then be consolidated at the February meeting and become available for inclusion in the Citizen's Survey.

- V. Adjournment:** The meeting closed at 8:01pm

Submitted by: Andrew J. Matejcak, Staff Liaison

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
DOWNERS GROVE PUBLIC LIBRARY  
February 13, 2008**

**MINUTES**

**ROLL CALL**

President Daniels called the meeting to order in the Library Meeting Room at 7:34 p.m. Trustees present: DiCola, Greene, Humphreys, Read, Vlcek, Daniels. Trustees absent: none. Also present: Library Director Bowen, Assistant Director Carlson. Visitors: Resident John Mochel.

**APPROVAL OF MINUTES**

The Board reviewed the minutes of the regular meeting of January 23, 2008. It was moved by Vlcek and seconded by Greene **THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 23, 2008 BE APPROVED AS WRITTEN.** Ayes: DiCola, Greene, Humphreys, Read, Vlcek, Daniels. Abstentions: none. Nays: none. Motion carried.

**PAYMENT OF INVOICES**

The Board reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by DiCola **TO APPROVE PAYMENT OF OPERATING INVOICES FOR FEBRUARY 13, 2008 TOTALING \$60,100.45 AND ACKNOWLEDGING PAYROLLS FOR JANUARY TOTALING \$156,503.87.** Ayes: DiCola, Greene, Humphreys, Read, Vlcek, Daniels. Abstentions: none. Nays: none. Motion carried.

**OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**- FY 2007 Financial Reports**

The Board packet contained financial reports for December 2007. The expenditure report included payments made in 2008, but charged to the FY 2007 budget. The revenue report included the revenue from the last half of December that had been incorrectly charged to the 2008 fiscal year. Also included was a spreadsheet summarizing the finances of the FY 2007 showing the impact on the library's fund balance available in FY 2008.

The spreadsheet showed: 1) the revenue projections that were used in 2007 budget, 2) the revised projections used in the 2008 budget, which were based on the actual revenue for the first half of 2007, and 3) the actual revenue and expenditures for 2007. When the 2008 budget was adopted last summer, the library projected it would begin 2008 with a fund balance of \$2,043,607. When calculating the fund balance using the actual 2007 revenue and expenditures, the library actually began 2008 with a fund balance of about \$2,230,670. The library needs a

balance of about \$1,800,000 to fund the library until the first property tax collection in June. There may be some adjustments during the audit, but these should be very close to the library's final figures.

Several lines were significantly higher than anticipated. The personal property replacement tax increased significantly. This may be a combination of higher interest rates and improvement in the state's economy. Similarly, investment income more than doubled. Higher interest rates was probably one factor. The biggest factor, however, may be the library's need to carry a fund balance of nearly 50% of the annual budget due to the change to the calendar fiscal year. The change to the calendar fiscal year may have provided an unexpected bonus in revenue from interest. Given the fragile state of the current economy, Bowen said he does not want to assume that revenue in these lines will continue at this level, so he will wait a fiscal year or two before he changes his future projections too much.

### **- Report on trends of library usage**

When the Board reviewed the monthly statistics on library usage at the last board meeting, there was some concern that library usage may be declining. The Board asked that library usage be charted for the last three years. Bowen selected gate count (number of visitors), circulation, and number of reference questions as the most indicative of library usage, and Carlson created graphs comparing these factors over the last five calendar years.

Bowen apologized for some miss-statements in his memo to the Board. He had reviewed annual statistics created when the library operated on a May-April fiscal year before Carlson completed the charts comparing January-December fiscal years.

- The correct calendar year comparison of Circulation shows a decline each year since the high in 2004.
- Except for a decline during the building project, the gate count has increased almost every year to its peak in 2006 with a drop in 2007.
- The number of reference questions has always fluctuated a little from year to year, although it has been pretty steady the last 4 years.

Bowen reviewed monthly department reports for months when there were unusual spikes in reference or circulation, such as July 2004, and there was no indication of a significant event that appeared to trigger the spikes and no particular subject that patrons were interested in. It was just very busy with general reference questions and a lot of material being checked out.

Bowen stated that it would be easy to assume that the decline is primarily related to the Internet, but he believes that there are other factors to consider as well. In 1996 Indian Prairie Library (Darien and Willowbrook) opened a new library building, moving from a former convenience store into a new 40,000 square foot building. In 1997 the Woodridge Public Library opened a new, larger library, as well. The Downers Grove Library's first decline in circulation was in FY1997/98, during the library's building project. For many years Downers Grove had been the library in the area. Because of the disruption during the building project, many residents turned to neighbor libraries for library service. In some cases, residents of Darien, Willowbrook, and Woodridge discovered that their home libraries were now much better facilities with much better collections than they used to be. In other cases, Downers Grove residents who live or work in the southern part of the Village discovered that there were other libraries with strong collections that

are more convenient. And finally, Bowen pointed out that Downers Grove is landlocked, with very little room for new residential development that will increase the population.

## **REPORT FROM THE ADMINISTRATION**

The library received notification from AT&T that they are getting out of the pay phone business and will no longer provide service to the pay phone in the library lobby after the first of June. PTS will take over this service and the change may actually be an improvement. The new service pays a commission on receipts over \$100 per month. They checked AT&T records and found that the phone in the lobby averages about \$140 per month, so the library may actually make a few dollars a month from the new service. On the day of the transfer of service, AT&T will remove their cash box and name from the machine, and PTS will install their own smart cash box in its place. The smart cash box will let PTS monitor the amount of money in the machine and trigger a collection when it is nearing capacity. There have been times in the past that the library had to call AT&T and tell them the phone was full and would not accept coins, so patrons could not use it.

The library purchased an ice sculpture for the past weekend's festival. Bowen was afraid the sculpture might be lost when the sun came out on Friday, but the cold temperature saved it.

SWAN has experienced some problems with the system going down several times in the last couple of months, including the past couple of days. SWAN staff did confirm that the upgrade scheduled to be installed in two weeks includes a patch to fix these problems.

Bowen has asked the departments to submit requests for grants for library materials from the Foundation donation and from the per capita grant. He challenged the departments to consider the community and identify areas of the collection that might be promoted outside the library. He pointed out some examples such as the active community of knitters that meet at the local Knitch store and the nearby Yoga Among Friends which has brought in nationally known teachers for public lectures. These locations might be places to promote the library's collections on knitting and yoga. He will be interested to hear what community locations the staff identifies for promotion of subject collections they will further develop with the Library Foundation and per capita grants.

A library student at Dominican University recently interviewed several library staff as part of her research for a paper on work cultures of libraries. She is interested in asking some questions of a trustee, and all the trustees expressed their willingness to answer her questions so Bowen will provide the student with contact information for the trustees.

Copies of the new edition of the *Illinois Library Laws*, just published by the Illinois Library Association, were given to the trustees. In addition to the Local Library Act which is the law that covers Downers Grove and similar village libraries, the book includes the recent revision of the Library Record Confidentiality Act. ILA has also published a new Financial Manual for Illinois Public Libraries. One copy was ordered for the office. It mainly focuses on the levy process and would be very useful for a library district that has to do its own property tax levy and construction levies, but does not have much on day to day finances. It does have a chapter on working within a municipality's budget which does a good job of explaining the relationship between a library and the Village. Bowen will copy that section for the Board, and will use it in the orientation of new trustees in the future.

The library will be advertising shortly for the newly created part-time position of Technical Assistant. This person will work with Ted Waltmire to provide much needed IT support for the library.

The Grove Foundation would like to fund an author visit for the library for the third year in a row. They funded Scott Turow in 2006 and partially funded E.L. Doctorow for The Big Read in 2007. They would prefer to fund their own author event again this year. The past two years the Grove Foundation gave the library \$1,000. If they donate the same amount this year, we will most likely engage a local author or an author who will be in the Chicago area for another event. Staff have provided author suggestions, and Carlson has talked with Anderson's Bookshop regarding authors who are scheduled to be in the area this year. The Grove Foundation would like the event to be held this spring or next fall. At this late date it may not be possible to schedule an author for the spring, so the event may be scheduled in the fall. Staff, however, want to be sure this author event does not conflict with the Library Foundation fundraising event.

### **TRUSTEES REQUEST FOR INFORMATION AND ANNOUNCEMENTS**

Trustees expressed their appreciation for all the snow and ice removal that the library's custodians and monitors have done this very snowy winter. It was suggested that the library consider purchasing an electric snow blower for the handicapped walkway, and Carlson reported that this is being considered.

Trustee Humphreys mentioned that the Village is going to begin issuing warnings regarding the Village ordinance banning overnight parking on streets in the downtown business district when it snows.

Trustee Read reported that it was announced at a recent meeting of the MLS Board that Representative Bobbie Rush has introduced an initiative that will provide grants to several MLS libraries in his district. He inquired if Downers Grove had heard anything about the grants that local representatives had submitted. Bowen reported that Representative Bellock had informed him that of the ten grants she submitted on behalf of local libraries, there is still a chance that one may actually be approved. Downer Grove's grant did not survive.

Trustee DiCola had a recent conversation with a Glen Ellyn Library trustee, and learned they have had many problems with their relatively new building which used Dryvit insulation and finish systems. Thankfully, the Downers Grove Library did not use Dryvit.

### **OPPORTUNITY FOR PUBLIC COMMENT**

None.

### **ADJOURNMENT**

The meeting was adjourned at 8:29 p.m.

VILLAGE OF DOWNERS GROVE  
PLAN COMMISSION MEETING FEBRUARY 11, 2008, 7:00 P.M.

Chairman Jirik called the February 11, 2008 meeting of the Plan Commission to order at 7:00 p.m. and asked for a roll call:

**PRESENT:** Chairman Jirik, Mr. Beggs, Mr. Cozzo, Mrs. Hamernik, Mr. Matejczyk, Mr. Quirk, Mr. Webster

**ABSENT:** Mrs. Rabatah, Mr. Waechter

**STAFF PRESENT:** Mr. Jeff O'Brien, Senior Planner

**VISITORS:** Mr. Scott Krafthefer, 1501 Ogden Partners, LLC; Mr. Mark Thoman, 1109 61<sup>st</sup> Street, Downers Grove

Chairman Jirik led the audience in the reciting of the Pledge of Allegiance.

Minutes of January 7, 2008 - The January 7, 2008 Plan Commission minutes were approved on motion by Mr. Matejczyk, seconded by Mrs. Hamernik. Motion carried by voice vote of 7-0.

Mr. O'Brien, Senior Planner stated that due to deficiencies in the notices sent out, the two hearings for the telecommunications towers would not be held. He stated no action would be taken by the Plan Commission on files PC 02-08 and PC 03-08 this evening. The petitions were re-noticed for the March 3, 2008 Plan Commission meeting. A brief update followed.

Chairman Jirik proceeded to explain the protocol for the meeting.

**FILE NO. PC-01-08** – A petition seeking 1) Rezoning from M-1, Light Manufacturing to DT, Downtown Transition; 2) Final Planned Development Approval; 3) Final Plat of Subdivision Approval; 4) Special Use Approval. The property is located on the Southeast corner of Rogers Street and Prospect Avenue, commonly known as 715-719 Rogers Street, Downers Grove, IL (PIN 09-08-206-002,-001); Scott Krafthefer, Petitioner; 1501 Ogden Partners, LLC, Owner

Chairman Jirik swore in those individuals who would be speaking on File No. PC-01-08.

Mr. O'Brien reported the petitioner is requesting to rezone 715-719 Rogers Street (southeast corner of Rogers and Prospect) from M-1 Light Manufacturing to DT, Downtown Transition to develop 16 townhouses. A Planned Development with a minor variance is being requested, which is a minor encroachment into the front yard setback as it relates to the height of the stairs from grade. One out-lot (Lot 17) will be created for common areas and a private drive. A Special Use is being requested to develop townhouses exceeding one unit per 4,000 square feet of land area. A site plan was reviewed, noting ingress and egress routes. The site will consist of four buildings. One building fronts Rogers Street and contains five townhouses. A second building fronts Prospect Avenue and contains seven townhouses. The remaining two buildings and four townhouses are centered on a courtyard within the center of the site. Guest spaces and the trash enclosure will be located at the south end of the parking lot. Each two-bedroom townhome will be three stories in

height with an attic. The primary facades will be clad with Brick with limestone accent bands. Material samples will be required before a building permit is issued.

The site will be accessed by two, 20-foot driveways located along Prospect Avenue. The first drive is located adjacent to the south property line, while the second drive is located approximately 60 feet south of the Prospect Avenue and Rogers Street intersection. The interior road network provides access to 16 rear-load, attached two-car garages. Four guest parking spaces are provided at the southeast corner of the site. The petitioner is providing 36 parking spaces. The Village's parking requirement calls for 32 parking spaces.

The site will provide approximately 19% of green space with the requirement being 15%. Screening to the east will be a combination of plantings and fencing and landscaping along the railroad tracks. Detention is being proposed for the site but in order to preserve run-off, the detention will be placed at the southeast corner. A new water main will be installed along Prospect Avenue and tie into existing water mains along Rogers Street and Warren Avenue.

Per subdivision requirements, donations for the school and park districts will total approximately \$33,000.00 as well as a fee-in-lieu for parkway trees. The petitioner will install a new curb and gutter with two new 20-foot wide curb cuts along Prospect Avenue. The Prospect Avenue parkway will be restored, and a sidewalk will be installed on the east side.

Staff recognizes that the subject property is designated for office, research, and manufacturing uses but also believes the site is too small for industrial uses unless consolidated with another parcel. The proposed use is consistent with the surrounding residential uses nearby which include single-family and multi-family uses. Staff believes the proposed rezoning is consistent with the area and property size and provides a nice transition from the light manufacturing zoning to the residential zoning.

To date, one resident contacted the Village to ask questions but had no concerns with the development. The petitioner did speak to the surrounding residential and manufacturing neighbors and heard no objections. Staff recommended approval of the proposal subject to staff's conditions in its report.

Commissioner comments/questions included clarification of the Warren Avenue dedicated right-of-way and the fact that it could not become an extension of Warren Avenue. The four units to the east will have internal access. The Fire Department reviewed the proposal, and all units will have dedicated alarm systems and will be tied into the Village's operation center. A question followed on the recommended "banding" (No. 10 in staff's recommendations) of the building, wherein Mr. O'Brien explained the recommended limestone band would offset the massing of the front elevations of the buildings.

Mr. Scott Krafthefer, Petitioner, 1501 Ogden Partners, LLC and also 4525 Middaugh Avenue, Downers Grove, Illinois, confirmed staff's statements about the significant grade of the site, which was the reason for the variance, request. Mr. Krafthefer discussed the slope of the site and some of the units' layouts. Regarding the on-site stormwater detention, the three-foot ABS piping will be buried in the southeast quadrant of the site. While not the optimal solution for the site, Mr. Krafthefer intends to either purchase land from the railroad or negotiate a drainage easement for the 100 foot by 130-foot parcel next-door. Mr. Krafthefer stated he was seeking approval of the

development based on either doing the underground piping or working out an easement with the railroad. Details of the architecture followed.

Mrs. Hamernik asked to see the facades of the units looking from the railroad tracks. As to the proposed green space, Mr. Krafthefer was comfortable with the amount being provided. Mr. Matejczyk confirmed with the petitioner that if the land could be purchased from the railroad the petitioner would install a detention basin and landscape it.

Chairman Jirik opened up the meeting to public comment.

Mr. Mark Thoman, 1109 61<sup>st</sup> Street, Downers Grove, asked whether the petitioner constructed the development at Washington and Rogers Streets, wherein Mr. Krafthefer confirmed he did. Mr. Thoman asked that staff reflect the correct name of the developer, i.e., 1501 Ogden Associates, LLC, in the Village documents. Mr. Thoman referenced one of the recommendations a housing market study commissioned by the Director of Community Development to rezone the specific area from manufacturing to multi-family residential. In future use discussions, he stated this was one of three strips of land identified for redevelopment as multi-unit residential. He asked that the commission consider not rezoning the site as Downtown Transition but for one of the multi-family units instead. He asked that staff and the commissioners pay attention to the water detention area since it was a low-lying area. He suggested the developer work with the Village to assist in gaining access to the railroad easement for additional retention area. Mr. O'Brien stated the petitioner would be required to comply with all of the site management regulations, which occur at the time of application of building permit. As to the landscaping plan, Mr. Thoman asked for consideration to incorporate a variety of tree species. He supported the development in general.

Seeing no more public, Chairman Jirik closed the public comment portion of the meeting.

Mr. Beggs asked Mr. Thoman what he saw as the difference between a Special Use in a manufacturing district versus a transitional residential district, wherein Mr. Thoman said it was more to the intent of the future use as laid out by the Village. He discussed some of the lot coverage differences, noting precedence could also be set if Downtown Transitional zoning continues to be zoned to the lots to the east as additional Downtown Transition, which could bring in higher density uses not appropriate for low-lying areas. He also added that stormwater detention ties into the picture as well. Mr. Beggs said his point was to raise awareness on what points should be discussed. Mr. Thoman said his concern was the southeast corner, and the site should be a detention area to provide additional green space as well as a permeable area for water.

Regarding the above discussion on Downtown Transitional zoning versus R-6 zoning, Mr. Krafthefer responded by explaining the proposed use fit within the neighborhood given the surrounding area, and he would consider expanding it eastward. As to the on-site stormwater site, he stated an engineer reviewed it, and it fit appropriately. There had been no flooding on the site. As to the tree selection, he agreed with the comments made and would look at varying the species of trees to be planted after consulting with the Village Forester.

Mr. Matejczyk discussed stormwater detention, noting professional engineers addressed the issue, and the site would be improved. He did not see it as an issue. In addition, the development was appropriate for its location, and it increased density in the Village's core area. He supported the proposal. Chairman Jirik reminded the commissioners that as long as compliance was achieved, it



was up to the developer to achieve it, and it was being done. Mrs. Hamernik preferred the landscaping as a useable area.

Mr. Cozzo asked for staff's opinion on the Downtown Transitional (DT) zoning versus R-6 zoning, wherein Mr. O'Brien explained the DT zoning was chosen because the property abutted DT zoning on the east. On the north, it abuts R-5 zoning and on the south, it abuts DT as well. Staff chose the DT zoning before any of the previously-referenced study was completed. He also noted the study was under review by an ad-hoc committee and had not be formally accepted by that committee and submitted to the Village Council which was why the information was not in staff's report. Staff felt the DT zoning was appropriate because it was an intensive residential district or a low intense commercial district. Examples followed. Given the historical use and current use of the site, staff felt the DT zoning would provide a good mix along the railroad tracks and a good transitional use.

Chairman Jirik conveyed the previous zoning discussions that took place in prior years regarding the area between Fairview and the Village's downtown. He agreed that by keeping the DT zoning open the ability to create a corridor between the two different uses, i.e.; manufacturing and residential, left room open for interesting development. Mr. Beggs concurred, pointing out the development that was taking place along the northern edge of the railroad tracks west of Forest. He thought it was desirable for that piece of property. His only concern had to do with what the market will bear for such proposals in the future.

Mr. Webster noted there was high density along the tracks east and west of downtown Downers Grove and to forecast who will live along the tracks in the future was not a concern. Consequently, he believed those who chose to live near a transportation corridor also chose to put up with certain "annoyances" that others might not be willing to do so. He believed comparing the R-6 zoning versus Downtown Transitional was "splitting zoning hairs." Mr. Matejczyk also added the future trend would be higher density along transportation hubs, given what is occurring in the economy. He believed the petitioners also recognized that same market. Returning to the standards, Mrs. Hamernik stated the proposal was very close to meeting the standards and the bulk regulations with one request for a variance. She believed the proposal met the Village's standards.

**WITH RESPECT TO FILE NO. PC-01-08, MR. MATEJCZYK MADE A MOTION THAT THE PLAN COMMISSION FORWARD A POSITIVE RECOMMENDATION OF THE ZONING MAP AMENDMENT, FINAL PLANNED DEVELOPMENT WITH A VARIATION, FINAL PLAT OF SUBDIVISION, AND SPECIAL USE FOR THIS PETITION TO THE VILLAGE COUNCIL SUBJECT TO THE FOLLOWING STAFF CONDITIONS:**

- 1. THE ZONING MAP AMENDMENT, FINAL PLANNED DEVELOPMENT WITH A VARIATION, FINAL PLAT OF SUBDIVISION, AND SPECIAL USE SHALL SUBSTANTIALLY CONFORM TO THE PRELIMINARY ARCHITECTURE PLANS PREPARED BY SCOTT KRAFTHEFER AND SUBMITTED ON JANUARY 3, 2008 ; THE PRELIMINARY ENGINEERING PLANS PREPARED BY ROBERT P. SCHLAF, P.E., DATED JANUARY 2008; THE PRELIMINARY LANDSCAPE PLANS PREPARED BY J.G.S. LANDSCAPE ARCHITECTS DATED DECEMBER 7, 2007; AND THE FINAL SUBDIVISION PLAT PREPARED BY PROFESSIONAL LAND SURVEYING, INC. DATED DECEMBER 10, 2007, EXCEPT AS SUCH**

**PLANS MAY BE MODIFIED TO CONFORM TO VILLAGE CODES AND ORDINANCES.**

- 2. PRIOR TO VILLAGE COUNCIL CONSIDERATION, THE PETITIONER SHALL PROVIDE ONE (1) PAPER COPY AND ONE (1) MYLAR COPY OF A PLAT OF SUBDIVISION.**
- 3. PRIOR TO THE RECORDING OF THE PLAT, THE PETITIONER SHALL PAY TO THE VILLAGE A TOTAL OF \$32,734.56 AS SCHOOL AND PARK DONATIONS (\$23,971.20 TO THE PARK DISTRICT, \$6,409.28 TO ELEMENTARY SCHOOL DISTRICT 58, AND \$2,354.08 TO HIGH SCHOOL DISTRICT 99) SUBJECT TO VERIFICATION BY THE DEPARTMENT OF COMMUNITY DEVELOPMENT.**
- 4. PRIOR TO ISSUANCE OF ANY DEVELOPMENT PERMITS, THE PLAT OF SUBDIVISION SHALL BE RECORDED WITH THE DUPAGE COUNTY RECORDER AND THREE (3) COPIES OF THE RECORDED PLAT SHALL BE SUBMITTED TO THE VILLAGE.**
- 5. A DESCRIPTION OF BEST MANAGEMENT PRACTICES THAT ARE INCORPORATED INTO THE SITE DESIGN AND HOW THEY WILL FUNCTION SHALL BE PREPARED AND SUBMITTED DURING BUILDING PERMIT REVIEW. THE APPLICABLE DESIGN CRITERIA SUCH AS SOIL TYPE, VEGETATION, AND LAND COVER CONDITIONS DRAINING TO THE BEST MANAGEMENT PRACTICE ALONG WITH APPROPRIATE CALCULATIONS SHALL BE INCLUDED.**
- 6. THE PROPOSED BUILDINGS SHALL HAVE A MANUAL AND AUTOMATIC DETECTION SYSTEM INSTALLED THROUGHOUT IN A MANNER ACCEPTABLE TO THE FIRE MARSHAL. ALL AREAS OF EACH BUILDING SHALL BE PROTECTED.**
- 7. A MINIMUM 20 FOOT WIDE FIRE LANE AS APPROVED BY THE VILLAGE SHALL BE PROVIDED THROUGHOUT THE ENTIRE DEVELOPMENT. THE PROPOSED DECKS SHALL NOT ENCROACH INTO THE REQUIRED FIRE LANE.**
- 8. THE VILLAGE SHALL ASSUME OWNERSHIP OF THE WATER MAINS AS PART OF THE ACCEPTANCE OF THE SUBDIVISION'S PUBLIC IMPROVEMENTS. AN EASEMENT ON THE PLAT OF SUBDIVISION SHALL BE PROVIDED WHICH GIVES THE VILLAGE THE RIGHTS TO MAINTAIN & REPAIR WATER MAINS AND FIRE HYDRANTS.**
- 9. FIRE HYDRANTS SHALL BE INSTALLED NO MORE THAN 300 FEET APART ON ALL PROPOSED WATER MAINS, INCLUDING THE MAIN ALONG PROSPECT AVENUE AND THE LOOPED MAIN AND SHALL BE AT LEAST FOUR FEET FROM ANY CONNECTIONS.**
- 10. THE LIMESTONE BAND BETWEEN THE LOWER AND FIRST LEVELS SHALL CONTINUE ACROSS THE BUILDINGS ON LOTS 2, 5, AND 10.**
- 11. PRIOR TO THE ISSUANCE OF ANY BUILDING PERMITS, THE PETITIONER SHALL SUBMIT MATERIAL SAMPLES OF THE PROPOSED BRICK, SYNTHETIC LIMESTONE, SPLIT FACE CONCRETE BLOCK, STUCCO, CEDAR SIDING, FIBERGLASS COLUMNS AND SHINGLES FOR REVIEW BY THE DEPARTMENT OF COMMUNITY DEVELOPMENT.**
- 12. PRIOR TO THE ISSUANCE OF ANY DEVELOPMENT PERMITS, THE PETITIONER SHALL PAY TO THE VILLAGE A \$500 FEE-IN-LIEU PER**

**VILLAGE APPROVED PARKWAY TREE SUBJECT TO VERIFICATION BY THE DEPARTMENT OF COMMUNITY DEVELOPMENT.**

**THE MOTION WAS SECONDED BY MRS. HAMERNIK. ROLL CALL:**

**AYE: MR. MATEJCZYK, MRS. HAMERNIK, MR. BEGGS, MR. COZZO, MR. QUIRK, MR. WEBSTER, CHAIRMAN JIRIK**

**NAY: NONE**

**MOTION CARRIED. VOTE: 7-0.**

Staff discussed the upcoming agenda for the March 3<sup>rd</sup> and March 10<sup>th</sup> meetings. Mr. O'Brien stated the Annual Report in the commissioners' packets was being forwarded to the Village Council. Questions or comments on the Annual Report were to be directed to Mr. O'Brien. Chairman Jirik appreciated staff's work, noting the work was invaluable to the Village.

On other matters, Mr. O'Brien stated there are a number of top priorities within the Strategic Plan that will be coming forward as well as the start of the comprehensive plan. Details followed. He encouraged the commissioners to view the Village's web site to see when upcoming meetings will be held.

Chairman Jirik stated he would like to hold a discussion between the Village Council, the Plan Commission and planning staff regarding the work product that is developed by this Commission to advise and support the orderly growth of the Village. Ideas should be sent to Mr. O'Brien. As an outcome, he would like to identify training and developmental activities and to have a commitment to hold these types of meetings annually with all three bodies. Mr. Matejczyk agreed feedback would be beneficial. Mr. O'Brien stated he has spoken to the Village Manager's office already about this matter, and he expects a date in late spring or early summer.

In general, Mr. O'Brien stated the Village Council is very hesitant to go against recommendations by the Plan Commission unless there is an extreme circumstance. He also stated because the Plan Commission and its staff work well together, the Village Manager has used the Plan Commission meetings as a model for other Boards and Commissions to follow.

**MR. BEGGS MOVED TO ADJOURN THE MEETING. MRS. HAMERNIK SECONDED THE MOTION. THE MEETING WAS ADJOURNED AT 8:15 P.M.**

/s/ Celeste K. Weilandt  
Celeste K. Weilandt  
(As transcribed by MP-3 audio)