

VILLAGE OF DOWNERS GROVE
COMMUNITY EVENTS COMMISSION
COMMITTEE ROOM
DOWNERS GROVE VILLAGE HALL
JULY 16, 2009

PRESENT: Chairman Geoff Neustadt, Mr. Dave Humphreys, Ms. Patti Marino,
Ms. Ellen Pendola, Mr. Rich Szydlo, Ms. Linda Kunze, ex-officio
Staff: Ms. Mary Scalzetti, Ms. Susan Larson
ABSENT: Ms. Tessa McGuire, Ms. Becky Rheintgen, Ms. Kelsey Navins
GUEST: Mr. Gordon Goodman

I. APPROVAL OF MAY 21, 2009 MEETING MINUTES

One change was noted to the minutes. The minutes of May 21, 2009 were then approved.

II. PUBLIC COMMENT

Mr. Gordon Goodman thanked the committee and staff on behalf of the Blodgett House for support with the Friday Night Benefit Concert; he reported that the Blodgett House raised over \$13,000.

III. DIRECTOR'S REPORT

A. Budget Preparation

Ms. Scalzetti mentioned that staff is currently working on the budget and that the report will be ready by next meeting. Ms. Scalzetti did report some preliminary numbers generated from the 2009 Heritage Festival.

Chairman Neustadt reported that the Village Council has been looking at the long range financial planning and have identified that all services and programs in the Village are open for discussion and modification. Heritage Festival this year reduced and implemented changes to cut back some areas of the festival but still provided a successful and efficient festival. Emphasis will be to focus on trying to create more revenue.

IV. OLD BUSINESS

A. Heritage Festival Critique

Ms. Scalzetti shared with the Committee the downtown business owners and public comments received about the Heritage Festival. Feedback was positive from the downtown businesses that participated in the Festival, they felt that utilizing a booth within the festival helped advertise and generate a steady traffic flow throughout the weekend to their downtown businesses.

Ms. Larson reported that comments about the festival were placed in comment boxes which were located at the Information Booth. Comments varied from the public hoping to see the return of fireworks as well as the Bingo tent to praise for the band selections, bike corral and bus service.

The Committee held a discussion regarding the benefit concert and talked about ways of trying to get a sponsor to perhaps provide sponsorship money prior to the festival to place a deposit and secure the benefit concert entertainment earlier.

Ms. Larson reported that Sunday's Car Show was a success with 103 pre-registrations and 82 day of registrations totaling 185. Perhaps adding additional food vendors will help create more revenue for the festival.

Ms. Scalzetti reported to the Committee about a few ride incidents and trip hazards at the festival.

B. July 4th Parade Critique

Despite the weather the attendance for the parade was very overwhelming; people enjoyed the parade even when it rained harder. Chairman Neustadt brought up an idea that was mentioned to him with regards to reversing the parade route resulting in the parade ending in the downtown area creating traffic for local downtown businesses.

V. NEW BUSINESS

A. Bike Race Update

Ms. Scalzetti reported that staff is currently finalizing plans on the upcoming bike race.

VI. ADJOURNMENT

The next meeting is scheduled for August 20, 2009.

**VILLAGE OF DOWNERS GROVE
COMMUNITY GRANTS COMMISSION
May 20, 2009 MINUTES**

I. CALL TO ORDER

Commissioner Geoff Neustadt called the Community Grants Commission meeting to order in the Village Hall Ante Room at 6:34 p.m.

Members in attendance: Geoff Neustadt, Dave Humphreys, Kathy Nybo, Renata Allelujka, Dimis Wyman, Melissa Nuttall, Emma Buckley (student member), Susan Brassfield (staff).

Absent: Pat Winter

II. PUBLIC COMMENTS AND QUESTIONS

There were none.

III. APPROVAL OF MINUTES OF COMMUNITY GRANTS COMMISSION MEETING JULY 7, 2008

Ms. Wyman moved to approve the minutes of the December 3, 2008 meeting, seconded by Ms. Nybo. All in favor. The Motion passed unanimously.

IV. NEW BUSINESS

Couple of meetings ago, the Commission met and discussed a more concise description of the program for applicants. Tonight the actual application itself was discussed. Commissioner Neustadt said the application needed to be looked at in three ways:

- 1) What do we as a Commission want to add.
- 2) What might staff want to add.
- 3) What from an applicant's perspective could be made clearer.

It was voiced that question #7 of the application should be expanded. It currently reads: *Please describe the promotional details of your program/project, including the location of the event or activity.*

The application must be worded so that it emphasizes the need for organizations to describe how they intend to promote their event. During presentations, the Commission offered suggestions to the New World Repertory Theater to better promote their event.

It was suggested that questions #6, #7 and #8 have the same format.

This year we don't know what the level of funding will be. It was suggested that it would be helpful during the grant review process, if there could be something in the application that would allow the Commission to separate one organization from the next.

Commissioner Neustadt stated that the Village has just started long range planning for expenses and revenue; it's looking poor but it is an OK position. Village Council hasn't gotten to the point of discussing Community Grants. The grant funding level for 2009 is \$79,519. Staff will provide the Commission with estimated 2010 grant funding levels based on 2008 Hotel Tax dollars.

The Village wants to go paperless. Commission discussed making the Community Grants application available on-line and whether handwritten applications will be allowed. Commissioner Neustadt will discuss further with Village Manager and IT staff. Staff will check with legal to determine any confidentiality issues. By allowing on-line submittal it will allow the Commission to review the applications electronically. Without taking an official vote, the Commission was in full consensus of providing the grant application electronically with space limitations. The goal was to have a concise dialogue box. The applicant will be allowed to submit supplemental information if needed. If it is determined that we can't provide an on-line application, then we should make the application available to submit in a Word Document.

Discussion led to the definition of 501(c)(3) organizations and there are three types of classifications – federal tax exempt, state tax exempt and not-for-profit. Tax exempt and not-for-profit are two entirely different classifications. The Commission needs to be careful that they don't exclude an organization because of a wrong interpretation of an organization's status. Staff to provide the Commission with the definition of a 501(c)(3) organization. It was agreed that the application should include language taken from Village ordinance. The application form should now read:

Verification of your organization's not-for-profit status which is defined in Village ordinance as an organization registered as not-for-profit with the Illinois Secretary of State, or an entity affiliated therewith, or an organization qualified as tax exempt pursuant to Internal Revenue Code, or an entity affiliated therewith, but shall not include any unit of government or taxing body.

It was noted that several questions in the application state "please" there needs to be uniformity for each question. Question #2, #6, #7, #9 are the most important questions.

It was suggested that question #7 should read:

Marketing/Advertising (Describe details of your project including marketing and advertising objectives).

The wording of Question #10 was discussed in length; it was discussed as to whether the Commission would want to mandate a survey. If we are mandating a survey then this must be conveyed to the grantees. The commission felt that the survey doesn't need to be scientific but it should allow one to quantify demographics.

It was suggested that question #10 should read:

Current Funding (Identify other project funding sources such as government/corporate/foundation in the form of grants/gifts/sponsorship).

The Commission reviewed the brochure and it was suggested that under the subheading *General Grant Program* that bullet points should start with the first letter being capitalized. It was also suggested that the order of bullet points be changed. Namely, the following bullet points should be first:

- Introduce new events or activities to Downers Grove
- Attract visitors to Downers Grove
- Take place in the Downers Grove area

The Commission stated that they preferred holding grant presentations over a two-day period rather than on a Saturday. This year grant applications will be due October 30th because the 31st falls on a Saturday. It was decided that presentations will be scheduled on Wednesday, November 18th and Thursday, November 19th beginning at 5:00 PM. The follow-up meeting will be held Wednesday, December 2nd at 6:30 PM.

Staff will make the requested changes to the forms and forward them to the Commission to review; Ms. Wyman will serve as editor on all changes made.

5. OLD BUSINESS

This was our student member, Emma Buckley, last meeting for her term expires. Commissioner Neustadt thanked her for her service and asked her to be an ambassador and talk up our program. Commissioner Neustadt noted that Downers Grove is the only community that allows students to vote. Ms. Buckley suggested that the Village sign up for *Face Book*; Commissioner Neustadt said the Village just signed up for *Twitter*.

ADJOURN

Commissioner Neustadt adjourned the meeting at 8:53 PM.

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
July 22, 2009**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:33 p.m. Trustees present: DiCola, Eblen, Read, and Daniels. Trustees absent: Greene, Humphreys. Also present: Library Director Bowen, Assistant Library Director Carlson. Visitors: none.

APPROVAL OF MINUTES

The Board reviewed the minutes of the regular meeting of July 8, 2009. It was moved by Read and seconded by DiCola **THAT THE MINUTES OF THE REGULAR MEETING OF JULY 8, 2009 BE APPROVED AS WRITTEN.** Ayes: DiCola, Eblen, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

PAYMENT OF INVOICES

The Board reviewed the list of invoices submitted for payment. It was moved by DiCola and seconded by Read **TO APPROVE PAYMENT OF OPERATING INVOICES FOR JULY 22, 2009 TOTALING \$41,549.52.** Ayes: DiCola, Eblen, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

None.

NEW BUSINESS

- Discussion of the FY2010 Budget and Financial Plan

Bowen sent the Board the main portions of the budget shortly after the last board meeting, along with a fairly detailed narrative. At this meeting Bowen presented the highlights.

Summary of Current Budget

When the 2009 Budget was adopted in August 2008, it projected revenue for the year to be \$4,154,365. After reviewing the actual revenue received through June 2009, those projections were revised to \$4,134,365.

The 2009 budget is \$4,131,403. Again based on the experience of the first half of the year, including the reduction in salary increases in 2009, Bowen expects that the library will actually spend \$3,995,597 or about 96.7% of the budget. Adding the projected revenue to the fund balance at the beginning of 2009, and subtracting the projected expenditures, Bowen expects that

the library will end 2009 with an operating fund balance of \$2,617,799. This compares favorably with the fund balance that was projected when the 2009 budget was adopted last year. Due to the January fiscal year the library must end the old year with a reserve of approximately 50% of the projected revenue of the new year in order to fund the budget until the first property tax collection in June

In the Board packet memo, Bowen reported that he would like to delay the carpet replacement that was originally budgeted for 2009, and move that project to 2010. That means the library will not spend any of the money that was budgeted from the Construction Fund.

Summary of New Budget

When the 2009 Budget and Financial Plan was adopted last year, it projected that revenue in FY2010 would be \$4,348,053. In the new plan Bowen revised the revenue projections for the long range financial plan, and this budget request is based on projected 2010 revenues of \$4,286,528. About \$60,000 less than was projected last year.

Last year's plan projected an operating budget for FY2010 of \$4,322,768. The actual budget that Bowen is requesting for 2010 is \$4,237,355, about \$85,000 (or 2%) less than was projected last year.

The carpet replacement that was originally budgeted in 2009 is included in the 2010 budget, with an additional \$6,000 which will be needed for moving book shelves and furniture.

Equipment Replacement Schedule

Bowen looked closely at the actual costs of repairs and replacements and made some adjustments to the equipment replacement and repair schedule that is part of this plan. The building project made it easy to plan for major repairs as everything was new and had known warranty periods. This plan include funds for major repairs to building systems, including replacement of the membrane roof when the warranty expires in 2014. The schedule also provides for timely upgrades and replacement of computers and related hardware and software. This plan provides for maintaining the building without the need to ask for additional revenue for repairs.

Revenue

With this financial plan the library faces considerably more challenges than have been faced in the past. Due to the economic crisis, some revenue lines, such as revenue from interest on investments are down. The library also faces steadily increasing health insurance costs, and the new challenge of meeting the library's obligation to IMRF, the Illinois Municipal Retirement Fund. IMRF's phased-in plan to recover the losses to its endowment will result in increases of 10% per year through 2018, when the rate will finally begin to gradually decrease back to the normal rate. Because the IMRF is such a big impact over a number of years, Bowen has provided projections out to 2021. These projections do include the IMRF increases for the phased-in plan, including taking into account the small relief from the payoff of the extra cost of the Village's last early retirement incentive that occurs in 2014.

In past years the library has planned to increase the property tax levy, the source of about 93% of the library's revenue by 5% each year. This increase has been sufficient to meet the needs of the library, and the library has always asked for no more than the amount that is needed to do its work and provide good services. Even in recent years when the EAV, the basis of the property tax, increased 7 to 9%, the library has only increased its levy the 5% that was needed to provide the level of library service that residents expect.

Library usage has increased significantly this year, as residents turn to the library in tough economic times. In spite of the economic crisis, the EAV of the Village actually increased 5.6%

last year. The increased library usage, combined with expenses, such as health insurance and IMRF that are increasing at a much greater rate than 5%, and the increase in the EAV of the Village, would likely justify asking for the projected 5% increase in the property tax to fund the 2010 operating levy. However, the library is also aware of the financial situation that residents are facing. With this budget Bowen has taken a hard look at what is needed to provide library services and is requesting a levy that covers what is needed to provide library services.

This budget request is about 2% less than projected for 2010 in the last plan. In the material sent to the Board over the last few weeks, Bowen included scenarios showing the impact on the fund balance of various percentage increases in the property tax levy. This budget request is based on a 4% (rather than the projected 5%) increase in the 2009 levy that will be collected in 2010. Over time the fund reserve dwindles to far below the 10% that has been the library's goal, until it finally begins to recover in 2019.

This budget proposal does assume that health insurance costs will increase 15% per year. There is some indication that this has been leveling out to a lower rate, so that may help future budgets. This plan also assumes staff salary increases of 3.5% each year. The library had intended to give 5% increases in 2009 and 2010 to help catch salaries up to comparable libraries. In preparation for dealing with the IMRF increases raises were cut to 3.5% in 2009 and in the budget request for 2010. If the financial crisis continues, the library will certainly look at adjusting this each year, but Bowen does not want to assume that this will have to happen. This crisis actually gives the library the opportunity to become slightly more competitive, even with the smaller salary increases, and Bowen would like to take advantage of this, if possible. Even if the library budgets for 3.5% in 2010, the Board will make the final decision on raises in the Spring of 2010 and will have the opportunity to adjust them if necessary.

Five-Year Plan

With this budget, Bowen has tried to acknowledge that things are bad, but not yet the worst case for the library. In anticipation of the Per Capita Grant being cut, Bowen has added a little money to some of the library materials lines, including about \$4,000 for reference databases, and about \$3,000 for audiovisual materials, since these are areas of the collection that the library typically uses the Per Capita Grant to enhance.

The Trustees had a lively discussion regarding the 4% or 5 % budget increase, raising the following issues:

- the reserve with which the Board is comfortable would be reduced very rapidly with 4% rather than 5% budget increases over several years;
- staff salaries have not kept up with those of other, comparable libraries in the area, and salary increases budgeted this year to help staff catch up were reduced 1.5%;
- the slight difference in the tax amount residents would pay for library services with a 4% vs. a 5% budget increase would not be noticed; however, cuts in library services, if necessary, would be noticed as library services are in higher demand during difficult economic times like these;
- the library has never asked for more than it needs to provide good services, and Director Bowen feels the library can provide the same level of services with a 4% increase next year;
- current economy and political situation call for tightening of budgets.

Those opposed to lowering the budget increase from 5% to 4% were open to decreasing it for only one year, and then returning to the 5% increase that they feel will be needed to maintain

good services and a healthy reserve. President Daniels agreed to “looking for efficiencies with slightly less money for a year, and not giving staff raises that the Board hoped to in order to catch up with other libraries,” but he was not agreeable to maintaining a 4% increase “on the backs of library employees.”

Director Bowen will prepare the full budget request and Five Year Financial Plan for approval at the next meeting requesting 4% increase in the property tax levy to fund FY2010, and assuming a 5% increase in future years. The full plan will include the narrative discussion of the plan and the budgets for the individual departments. As soon as the next draft is ready Bowen will send it to the Board, and make a copy available for public examination. This will be posted with a tentative agenda for the next meeting that will include an opportunity for public comment on the proposed budget.

- Discussion of problems caused by lack of sufficient bandwidth in library Internet access

The library has seen a number of changes in the way patrons use the library in the last year. At other meetings Bowen has mentioned that library public computers are being used for job searches, resume writing, and similar things, much more than for recreational activities than in the past. In addition, although harder to quantify, is the big increase in the number of patrons who bring their own laptops to the library and use the library’s wireless network. There is no mechanism to keep a count of this use, but by simply walking through the building during an afternoon one can see that there are people with laptops everywhere some days. The other way that this use is evident is through tracking bandwidth usage, and on an increasing number of days the network has slowed to a crawl or even come to a complete stop, because someone is downloading a very large file. A year ago the library would have this sort of problem once a month or so, but in the last few months it is happening several times a week.

When the 2009 budget was approved last year, the financial plan actually included funds for more bandwidth in 2010; however, Bowen believes the library cannot wait. The library currently has two T1 lines to provide Internet access. This is for public and staff computers, including access to the SWAN circulation system, which is located at MLS in Burr Ridge, and the public wireless network. The library gets its T1 lines through the Illinois Century Network (ICN) – the state network for public schools, libraries, and museums. There are several ways to get more bandwidth, and the library is investigating all of them, including cable and Opt-E-Man.

It looks like the best way may be to bring in a cable business line. One problem with T1 lines is that they are synchronous, which means that all of a T1’s bandwidth is available for data going in either direction – uploading from the library or downloading from the Internet. Bandwidth problems have usually come from someone in the library attempting to download a very large file. They can suck up all available bandwidth for their purpose, choking off all the other users, including staff. For example, the library is offering more computer training classes in the evening when more people are able to attend; however, the training computers are wireless and on several occasions the class’s Internet connection slowed almost to a stop because a patron in the library was using all the bandwidth.

Cable provides a specific amount of bandwidth for uploading and a much larger amount for downloading, where the demand usually is. A commercial cable provides approximately 10 times the bandwidth for downloading than a T1 line. The monthly cost is less than that of an additional T1. The library is aware that several other area libraries have added cable to supplement their T1 lines, and the library is working with the ICN staff to figure out the best way

to improve bandwidth. ICN staff's initial reaction was that cable was probably the way to go. ICN also provides cable through State contract and is getting a quote for the library.

Since patron use of the Internet involves more downloading of material, and staff use more uploading to SWAN, the plan is to separate the public access from the staff access, and to use cable (or whatever solution seems best) for the public access and reserve the full capacity of the two T1 lines for staff and SWAN use. Libraries that are using Comcast have reported that the service is very reliable, but cable does go down from time to time. The ICN has been phenomenal for reliability, so the library wants to maintain that reliability for the library, and particularly for SWAN. Knowing that this was likely coming, Bowen did allow a little extra in the 2009 budget for telephone services, so he thinks the library will be able to add cable service this fiscal year. If it appears that it will cost more than budgeted, Bowen will come back to the Board with a plan for increasing bandwidth.

- Action to cancel the regular meeting of August 12, 2009

Several trustees had indicated that they would likely be out of town for the first August meeting so a quorum may not be available.

It was moved by DiCola and seconded by Read **TO CANCEL THE REGULAR MEETING OF AUGUST 12, 2009**. Ayes: DiCola, Eblen, Read, Daniels. Abstentions: none. Nays: none. Motion carried.

REPORT FROM THE ADMINISTRATION

Bowen reported that he very much enjoyed the American Library Association (ALA) Conference the previous week. There was a record conference attendance of over 28,000 with 6,000 vendors and 22,000 librarians. Bowen and his wife attended the Gala fundraiser for the Freedom to Read Foundation that took place in the new Modern Art Wing of the Art Institute and which honored Judith Krug, the founder of the Freedom to Read Foundation and Director of the ALA Office for Intellectual Freedom. For the record, Bowen paid for the tickets to the Gala; the library did not.

Bowen noted remarks about the Summer Reading Clubs in the monthly department reports which were included in the Board packets. In June over 1,400 children read enough to reach the first level prize, and 1,196 children read to the second level. Perhaps the rainy weather had something to do with the large crowds in the Junior Room.

The Literature and Reference Departments have started a "Book a Librarian" program. A cardholder who wants personal help with a project for up to an hour can make an appointment with a librarian. This might include personal assistance researching a subject, such as genealogy, developing a personal reading (or listening or viewing) program, or instruction in using reference databases. Several patrons have scheduled time with a librarian since the library began promoting the service.

The library circulation for the month of June 2009 was the highest June circulation in the library's history. Year-to-date statistics for circulation, reference questions, program attendance, use of meeting and study rooms, and computer and database usage continue to go up, with 4% increases in circulation and reference questions, almost 15% increase in computer usage, and nearly 10% increase in library program attendance. As previously reported, the library's web page usage appears down due to the fact that the public computer browsers (MSIE or Firefox) were not opening to the library's website since the fall of 2008 when new computers were installed. This is in the process of being corrected. Also previously reported, the year-to-date

gate count comparison is not accurate due to several problems with the north counters. The counters are being checked regularly in order to catch future problems.

Donors and patrons enjoyed a beautiful day for the Garden Walk donor reception on July 19. Approximately 75 attended the event and several new bricks were purchased the following week. From the original installation of the Walk in 1999 to date, over 1200 bricks have been installed, raising over \$152,000. Nearly \$19,000 has been raised from the expanded Walk which was installed last summer. TribLocal articles about the event were published on June 25 and July 16; copies were provided for the Board.

Congratulations were offered to Publicity and Program Coordinator Carol Kania for her election to President of the LACONI-OPP (Library Administrator's Conference of Northern Illinois – Outreach/Promotion/Programming Section), and it was announced that Gretchen Rings, MLIS, had accepted the librarian position open in the Literature and AV Services Department. The library currently has eleven part-time job openings in several departments, including the Technology Assistant position for which the library was interviewing last spring when Technology Manager Ted Waltmire fell ill. The position was temporarily closed as Technology Assistant Dale Galiniak was able to increase his hours to cover both part-time positions through the summer. Mr. Galiniak will be returning to his full-time position and working only 18 hours for the library at the end of August so the second part-time Technology Assistant position has been reopened.

TRUSTEE ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

Trustee Read, an MLS Board member, reported that there will be significant reductions in resources for systems as they receive most of their funding from state per capita grants. Systems are talking with their members about which critical services must be preserved.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 9:20 p.m.

**VILLAGE OF DOWNERS GROVE
ZONING BOARD OF APPEALS
MINUTES OF JUNE 24, 2009 MEETING**

Call to Order

Chairman White called the meeting to order at 7:30 PM.

Roll Call

Present: Mr. Domijan, Ms. Earl, Mr. Isaacson, Mr. LaMantia, Ms. Majauskas, Ch. White

Absent: Mr. Benes

A quorum was established.

Staff: Jeff O'Brien, Planning Manager, Damir Latinovic, Planner

Minutes of April 22, 2009

Ms. Earl said she had some corrections to the minutes, which she provided to Staff before the meeting commenced.

Ms. Earl moved to approve the minutes of the April 22, 2009 Zoning Board of Appeals meeting as amended. Ms. Majauskas seconded the Motion.

AYES: Ms. Earl, Ms. Majauskas, Ch. White

NAYS: None

ABSTAIN: Mr. Domijan, Mr. Isaacson

The Motion passed 3:0:2 to approve the minutes.

Meeting Procedures

Chairman White said there was one item to be heard on the Agenda. He reviewed the procedures to be followed during the public hearing, and called upon anyone intending to speak before the Board to rise and be sworn in. Chairman White explained that there are seven members on the Zoning Board of Appeals, and for a requested variation to be approved there must be a majority of four votes in favor of approval. He added that the Zoning Board of Appeals has authority to grant the petition, without further recommendation to the Village Council.



ZBA-08-09 A petition seeking a setback variation for a monument sign for the property located approximately 30 feet west of Linscott Avenue, commonly known as 1229 Ogden Avenue, Downers Grove, IL (PIN 09-06-407-005); Kumon Math Center, Petitioner; Salahuddin & Nazneed Razi, Owners.

Petitioner’s Presentation:

Mr. Salahuddin Razi, “Sal,” co-owner of the business, said his wife teaches at the Kumon Math Center. He provided background information on the program, which is to assist children in improving their reading and math potential. The program is in its 16th year, formerly working out of the Seventh Day Adventist School at Maple Avenue and Lee Avenue. The Ogden Avenue location needs signage to advertise the business. The previous sign at the location was not in compliance with the Village Ordinance. The petitioner wants to install a sign in compliance with the Sign Ordinance including the front setback to Ogden Avenue, but a variation is requested to change the side setback because meeting the side setback would place the sign in the middle of their parking lot.

Ms. Majauskas said she read somewhere that the tenant space next to Kuman is vacant. Mr. Razi said that was correct. Ms. Majauskas said it appears as though the monument sign for Kuman takes up the entire sign. She asked what will happen if another tenant takes over the adjacent vacant space and wants signage. Mr. Razi responded that he and his wife own the property, and as part of an agreement with a prospective tenant they will not be allowed to have signage on the new monument sign. Only wall signs would be permitted for the second tenant.

Staff’s Presentation:

Mr. Damir Latinovic, Planner with the Village of Downers Grove, said that the property is 7,500 square feet and has a one-story commercial building with two leasable spaces. The Kuman Learning Center will occupy one of the spaces, and the petitioner is requesting a side yard setback variation to install a monument sign 2.5 feet from the west side property line. The setback will preserve the number of parking spaces on the existing parking lot. A monument sign in compliance with the Code would eliminate 2-4 parking spaces available for the Learning Center, which requires ten parking spaces. The site presently has eleven parking spaces. The adjacent vacant space is left with only one parking slot. Should another tenant move into the adjacent space, the owner would have to provide a shared parking agreement for approval by the Plan Commission before the vacant space can be occupied. The Kuman Learning Center will only be open 6-7 hours per week so the center is suitable to share the property with another office-like use.

Staff said the property previously had a nonconforming pole sign, which has been removed. Staff believes there is a unique circumstance associated with the property that warrants granting the requested variation for the following reasons: 1) the layout of the 60-foot wide

property presents a physical hardship upon the owner to install a monument sign which meets the side yard setbacks and preserves an adequate number of parking spaces; and, 2) if the monument sign is installed in compliance with the 25-foot side yard setback requirement, it would be located near the center of the existing front parking lot resulting in the loss of 2-4 parking spaces, essentially making the property unusable with less than the parking required by Code.

Mr. Latinovic then reviewed the Standards for Granting Variations, saying that staff believes the petitioner's request meets the standards under Section 28-1803 of the Zoning Ordinance, as stated on pages 3-4 of Staff's ZBA-08-09 report dated June 24, 2009. Based on the analysis of the standards, staff recommends approval of the requested side yard setback variation for a monument sign subject to the condition that the proposed plan for the monument sign shall substantially conform to the site plan and sign drawings attached to staff's report, except as the plans may be changed to conform to Village Codes, Ordinances and policies.

Mr. Domijan asked how much signage is allowed for the subject property based on the square footage. Mr. Latinovic responded that the building spanned the width of the property, which is 60 feet wide, the property could have a total of 90 square feet of signage for the 60 foot wide building. The Kuman Learning Center takes up exactly half of that with a frontage of 30 square feet. The tenant space is allowed 45 square feet of signage, with a maximum 24 square foot monument sign. Mr. Domijan said that typically a property with multiple rental spaces has space on the monument sign for the tenants. He asked how the Village would know if that vacant space is rented. Mr. Latinovic stated that they would have to have a Certificate of Occupancy to occupy the building and that would not be issued until all requirements, including parking, have been met. The petitioner would have to have their shared parking agreement approved by the Plan Commission.

Ms. Majauskas asked if there is any other type of business that needs less parking, such as one or two spaces. Mr. Latinovic responded that it depends upon the type of use. Storage areas typically require the least amount of parking. Ms. Majauskas said her concern is that if a variance is granted, the vacant space would become un-leasable. Mr. Latinovic said that the variance is only for the sign and has nothing to do with the vacant second space. The building has been purchased, and Kuman will occupy their portion of the space. If the petitioner does not obtain this variation request, they will probably just put up a wall sign. The petitioner is aware of the requirement for approval of the shared parking agreement.

Ms. Majauskas then noted the petitioner is asking for more than a 50% variance, and asked whether that was a problem. Mr. Latinovic said the 50% maximum variance applies only to setbacks for buildings. The Zoning Ordinance allows any provision from the Sign Code to be varied.

There being no further questions from the Board, Chairman White called for anyone who wished to speak either in favor of or in opposition to the petition. There being none, he called upon the petitioner for any further comments.

Mr. Razi explained the shared parking agreement would be acceptable for them. This is an after-school program, and they are open only on Sundays from 1-5 PM, and Wednesday evening hours. They will make sure that the business renting the vacant area does not have the same working hours and can share the parking facilities. Evening hours for Kuman are between 5:30 and 8:30 PM. They cater their hours to working parents. Mr. Razi said they believe it would be a good working arrangement with the shared parking agreement, and they would come to the Village for approval.

There being no further questions, Chairman White closed the opportunity for further public input.

No public input was received.

.....

Board's Deliberation

Chairman White asked for comments from the Board members. There were no comments in opposition to the petition.

Ms. Earl moved to approve the requested side yard setback variation for a monument sign associated with the ZBA-08-09 as presented with the following condition:

- 1. The proposed plans for the monument sign shall substantially conform to the site plan and sign drawings attached to the staff report dated June 24, 2009 except as such plans may be changed to conform to Village Codes, Ordinances and Policies.**

Ms. Majauskas seconded the Motion.

AYES: Ms. Earl, Ms. Majauskas, Mr. Domijan, Mr. Isacson, Mr. LaMantia, Chairman White

NAYS: None

The Motion passed, granting the request variation.

There being no further business, Chairman White adjourned the meeting at 7:55 PM.

Respectfully submitted,

Tonie Harrington
Recording Secretary