

Approved 05/04/16

VILLAGE OF DOWNERS GROVE  
COMPREHENSIVE PLANNING AD HOC COMMITTEE MEETING

VILLAGE HALL COMMITTEE ROOM  
801 BURLINGTON AVENUE  
APRIL 6, 2016 - 7:00 P.M.

Chairman Gorman called the April 6, 2016 meeting of the Downers Grove Comprehensive Planning Ad Hoc Committee meeting to order at 7:00 p.m.

**ROLL CALL:**

**PRESENT:** Chairman Dave Gorman, John Luka, Carine Acks, Ed Kalina, Irene Hogstrom, Mark Thoman, Jim Wilkinson, Marge Earl, Daiva Majauskas

**STAFF:** Community Development Dir. Stan Popovich and Management Analyst Megan Miles

**VISITORS:** Michael Cassa, President, Economic Development Corporation, 5159 Mochel, Downers Grove; Don Rickard, Chairman, Plan Commission; John Houseal, Devin Lavigne & Ian Tobin with Houseal Lavigne Associates

**COMPREHENSIVE PLANNING AD HOC COMMITTEE INTRODUCTION**

The chairman invited members to introduce themselves. Community Development Dir. Stan Popovich discussed that this committee will be reviewing two projects over the next six months, including the Comprehensive Plan update and the Downtown zoning regulations. A review of the schedule followed. Once the Ad hoc committee has completed its work, recommendations will be forwarded to the Plan Commission for review and, ultimately, to the Village Council by December 2016. Agendas will be posted on-line.

**INTRODUCTION OF COMPREHENSIVE PLAN UPDATE**

A. Introduction of objectives, roles and responsibilities, deliverables and schedule:

Dir. Popovich summarized that the goal of the committee is to provide a detailed update to the village's five-year Comprehensive Plan (Plan) update. Details followed. The committee will be also be reviewing 63<sup>rd</sup> and 75<sup>th</sup> Streets as new key focus areas to be added to the Plan.

B. Project initiation workshop: Mr. Devin Lavigne explained how he intended to bring the plan and its map forward for the members to review. A history on how the village's comprehensive plan came about was explained. A break down of the various chapters within the comprehensive plan followed. Mr. Lavigne discussed that the current comprehensive plan was recognized in 2012 by the American Planning Association in Illinois as the best plan in the state. Further explanation of the review process followed by Mr. Lavigne.

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Mr. John Houseal explained there was a difference of putting together a comprehensive plan initially versus a plan update. He further explained how he envisioned the revisions to the document would be made, including the two new sub-areas. Members were encouraged to provide their input. Mr. Lavigne emphasized that this committee was a working group and he would be providing information to the members prior to the meeting in order for members to understand what would be discussed and to be a target for the meeting.

Mr. Devin Lavigne asked members for their input on how they liked the plan, where the plan could be revisited, and, if there were other themes to be considered. He and Director Popovich also emphasized the plan was more of a reference guide versus a book that was read cover to cover.

Members noted active transportation such as sidewalks, bike paths, and in general, easier access to different areas. Mr. Lavigne agreed this area needed to be reviewed since it had “emerged” over the past five years. It was suggested a review of the transitional nature of the downtown area, review of retail in the 63<sup>rd</sup> Street corridor (at the Woodward intersection). Further comments included that the plan could facilitate a more vibrant downtown area and the Ogden Avenue corridor. One member noted re-establishing the implementation steps that follow each of the chapters; and create a Low Density Office Research Management zoning classification for the downtown area in order for doctors or lawyers to relocate in such developments.

Mr. Houseal pointed out for members that zoning was not planning; zoning was a tool to implement planning recommendations, and these two areas would be tracked simultaneously because if a regulatory strategy were to be created for the village to follow, the downtown or some of its downtown districts would have to be defined and zoned differently but, at the same time, converge at some point.

Continuing the input, members also suggested:

- a review of pedestrian walkways over or under train stations
- consider the types of non-traditional businesses the village wants to attract
- the possibility of residential parking permits
- the review of the sign ordinance and a review of 63<sup>rd</sup> Street at the Meadowbrook Shopping Center
- review the Public Transportation chapter since PACE was updating its plan
- reviewing historic preservation since the village had new tools now
- review the plan in the context of why would someone want to move to the village, why would a resident want to stay in the village, why would a person shop in the village, why is the Village desirable?
- protecting the village’s urban forests
- reviewing neighborhood sustainability/sense of place as the village modernizes
- keeping the plan as short as possible with numerous graphics but continue to honor the TCD3 report
- considering a branding plan to tie in various downtown areas
- reviewing zoning code as it relates to stormwater and lot coverage plan
- considering a use for Hidden Lake

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The chairman summarized that he preferred to keep the information in the plan that the committee believed should remain, and discuss it thoroughly, as opposed to just pulling it out.

C. Public Comment: Chairman Gorman opened up the meeting to public comment.

Mr. Cassa encouraged the committee to take advantage of the Economic Development Commission. If the committee was going to designate a certain part of the village as a particular type of use, such as office or retail, Mr. Cassa suggested that the committee consider whether there was a demand for the use. Also, he recommended that the village consider attracting the Millennial workforce to the local economy and ensure they can live in the village, have transportation and enjoy leisure time. It was a top priority for other cities.

Mr. Luka agreed the ratio of renters to homeowners was much different than in the years 2007-2008 and Millennials were not interested in home ownership as much as prior generations. Millennials wanted nice amenities with night life and access. The resident believed there had to be a new thought process. He did like the village's comprehensive plan.

Discussion followed on the convergence of the Millennials and the Baby Boomers and how housing models will be changing in the future to encompass both demographics in vertical housing (multi-family) structures. Home ownership was not a priority for either of the two demographics. Ideas and conversation flowed on this topic.

## **INTRODUCTION OF DOWNTOWN ZONING REVIEW**

- A. Introduction of objectives, roles and responsibilities, deliverables and schedule
- &
- B. Project initiation workshop:

Mr. Houseal reminded the committee that the village was parallel tracking a downtown regulatory strategy as well. The goal was to define the downtown better: what was the transition and what did it mean in terms of the sense of place of the transition area? Once that was defined, Mr. Houseal said it would be easier to draft a regulatory strategy to guide development that invests in the downtown.

Mr. Houseal proceeded to ask members for their input as to what they saw as issues to the downtown zoning uses, transitions, or development that has pushed the village to look at the downtown zoning, land uses, or built form currently. (Dir. Popovich provided a map of the downtown business zoning district and transition area for members to view.) Dialog followed that the committee will have to determine, through discussion, whether it wants one downtown district or possibly smaller individual districts, and look at the transitional zones between commercial and residential within the downtown districts. The City of Geneva was cited as an example of how it uses the downtown district and transitions from commercial to residential yet it defines the transitional zoning first.

Further discussion was raised on whether economic development gets suppressed in transitional areas so that something better and more useful to the community gets developed. Mr. Lavigne explained it was more of an appropriateness of character in certain areas. Details followed on how

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he would define transitional zones and how he would define specific zones outside the transitional zone.

Turning the discussion back to members' input about the downtown area, Ms. Majauskas stated the downtown lacked "any sort of wow." It was uninviting and there was no vision. Other comments included the strip of land with industrial buildings on the south side of Rogers Street, between Maple and the downtown, impacted both the downtown and the Fairview/Maple area. The EDC plan recommended the consideration of multi-family or light office uses for the area. Overall, the area was unattractive.

It was then mentioned how various strategic zoning changes were made to the Village of LaGrange which eventually changed the downtown area completely in a successful way.

Mr. Lavigne summarized that members should focus on what will make the downtown better, what uses should exist, the character of the downtown, and to not focus on codes or regulations because his firm would draft those. Asked if staff kept an inventory of what businesses were working well and what businesses were moving into the new buildings, Mr. Popovich said that Linda Kunze with the Downtown Management Corporation would have that information.

Mr. Houseal encouraged members to walk or bike the downtown, and not drive, to get ideas, take notes, and get to know the areas. Conversation then led to the unattractiveness of the downtown alleys, parking garages, etc. (Dir. Popovich said he would provide pattern books to the members in the future.)

Mr. Houseal mentioned that members could contact him anytime through Mr. Popovich and, in turn, he would disseminate any information to the committee members.

Members were then asked to read Chapters 1 through 3 of the Comprehensive Plan and to hold off any discussion about the downtown zoning.

C. Public Comment: No comments.

### **ADJOURNMENT**

**THE MEETING WAS ADJOURNED AT 8:42 P.M. ON MOTION BY MR. LUKA SECONDED BY MS. EARL. MOTION CARRIED UNANIMOUSLY BY VOICE VOTE OF 9-0.**

/s/ Celeste K. Weilandt  
Celeste K. Weilandt

(As transcribed by MP-3 audio)

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
MARCH 23, 2016, 7:30 P.M.  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to order.** President Wendee Greene called the meeting to order at 7:30 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, President Wendee Greene. Member absent: Trustee Susan Eblen.  
  
Also present: Director Rick Ashton, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, IT Manager Dale Galiniak, Downers Grove Resident Ed Pawlak.
3. **Welcome to visitors.** President Greene welcomed visitors and thanked them for their interest in the work of the Library.
4. **Approval of Minutes.**
  - a. February 24, 2016, Regular Monthly Meeting, Including Executive Session. It was moved by Humphreys and seconded by Earl THAT the Minutes of the January 27 meeting be approved as circulated. Roll Call: Ayes: Earl, Humphreys, Jaros, Read, Greene. Nays: None. Abstentions: None.
5. **Financial Matters.**
  - a. February 2016 Financial Report. Ashton reported on the figures.
  - b. Approval of March 2016 Invoices. It was moved by Jaros and seconded by Read THAT March 2016 invoices totaling \$97,111.46 and credit memos totaling \$35.45 be approved and February payrolls totaling \$213,508.54 be recognized. Roll call: Ayes: Earl, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.
6. **Public Comment on Agenda items.** President Greene invited comment. There was none.
7. **Public comment on other Library business.** President Greene invited comment. There was none.
8. **Unfinished Business.**
  - a. Proposed Purchasing Policy. Requested action: approval.

Ashton presented the proposed policy, which included minor editorial changes from the document discussed by the Board at its February meeting.

It was moved by Jaros and seconded by Humphreys THAT the proposed policy be approved. Roll call: Ayes: Earl, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.

**9. New Business.**

- a. Recent Customer Feedback. Requested action: receive report. Reid presented the report (attached), the result of analysis of customer feedback data collected from July 2015 through January 2016. She emphasized that the findings of the analysis were not surprising. The analysis gives Library staff an informational base for several elements of the service commitments the Library makes to its customers. Reid thanked IT Manager Dale Galiniak for assistance with the statistics and graphics. She also thanked Adult and Teen Services Librarians Mieko Fujiura-Landers and Janet Cole for the hands-on work of compilation and classification of the data.

It was moved by Jaros and seconded by Humphreys THAT the Board formally receive the report. Roll call: Ayes: Earl, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.

- b. Appreciation for the Friends of the Library. Requested action: approve letter.

Greene presented the letter and personally thanked Joanne Hansen, Friends of the Library President, who was unable to be present. It was moved by Jaros and seconded by Humphreys THAT the proposed letter of appreciation (attached) be approved. Roll call: Ayes: Earl, Humphreys, Jaros, Read, Greene. Nays: none. Abstentions: none.

- 10. Report of the Director.** Ashton presented his written report (attached). He emphasized that the growth in public use, as reflected in the February 2016 statistical report, is a very positive sign that is not in line with national trends.

In addition, he presented an addendum to the report (attached), including the following items:

- i. Acoustical Panel Project Change order.
- ii. Tentative Tax Rates and Tax Extensions.
- iii. Public Library Association Presentation.

Noting that it was his final Board meeting as Director of the Downers Grove Public Library, Ashton thanked the Board for its support throughout his four and one half years in the position. He expressed his appreciation to the staff and the community for the professional and personal opportunity he had experienced. He wished the Library great future success.

Members of the Board expressed their thanks for his service. Humphreys said, "You are leaving the Library better than you found it." Greene commented, "You made it look easy."

**11. Board Member comments and requests for information.**

Earl reported that he had attended the Friends of the Library board meeting in February. He commended their support for the Library and their ongoing efforts to increase membership and support.

Greene reminded the Board about arrangements for the next phases of the Library Director search. About March 28, Board members will receive electronically from Bradbury Associates the candidate materials and evaluation tools. Dale Galiniak will be present to provide technical support for the Skype-based semifinalist interviews. Various Library meeting, conference, and program rooms have been reserved for use as needed. She is investigating the use of an off-site conference room for finalist interviews. Bradbury Associates will be present to assist with both the semifinalist and finalist interview processes.

**12. Adjournment.** President Greene adjourned the meeting at 8:06 p.m.

## Analysis of “How Did We Do?” Forms

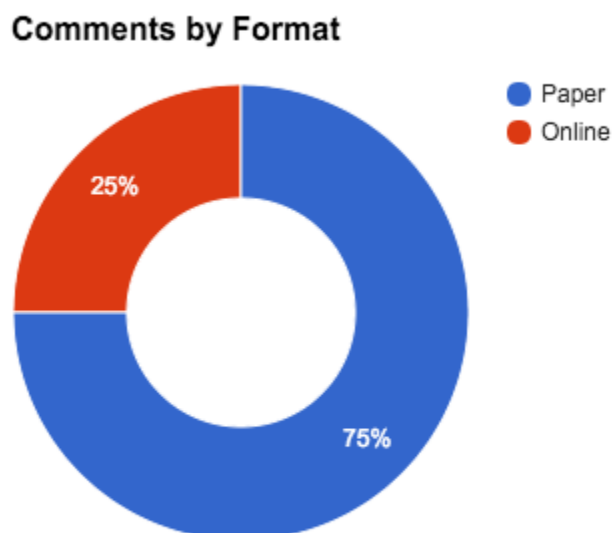
### Summary:

*From July 2015 through January 2016, we received 113 “How Did We Do?” comment forms from patrons via our website and in-person. We collected the data from these forms and analyzed the results in Google Spreadsheets in order to develop conclusions on how we are performing and locate areas of potential improvements.*

### Top Findings:

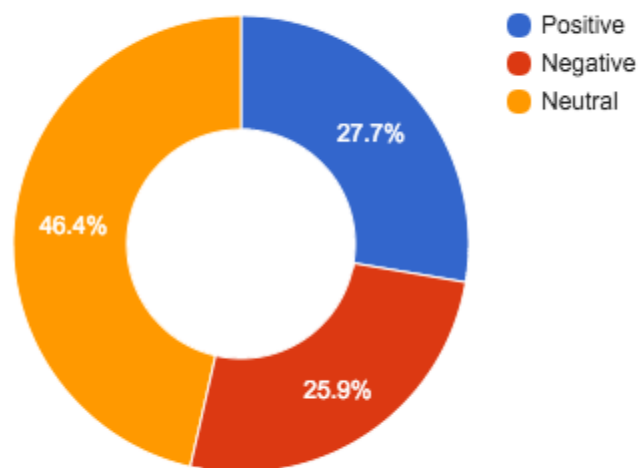
- The top three areas patrons were most likely to comment on were our Building (36.28%), our Staff (30.09%) and our Catalog (9.73%)
- Comments were more likely to be Neutral suggestions (46.02%) than Positive (28.32%) or Negative (25.66%) comments
- Patrons were more than three times as likely to submit comments In Person (75.22%) than Online (24.78%)
- Patrons were overwhelmingly positive in comments about our staff’s performance (82.35%), making up almost one quarter (23.89%) of all submissions

### Charts:

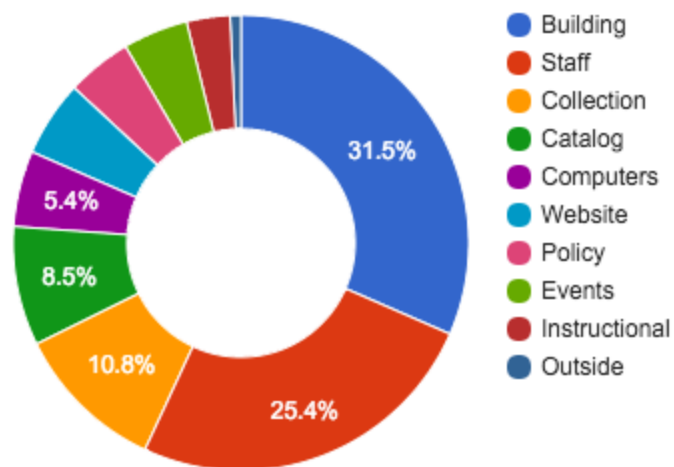




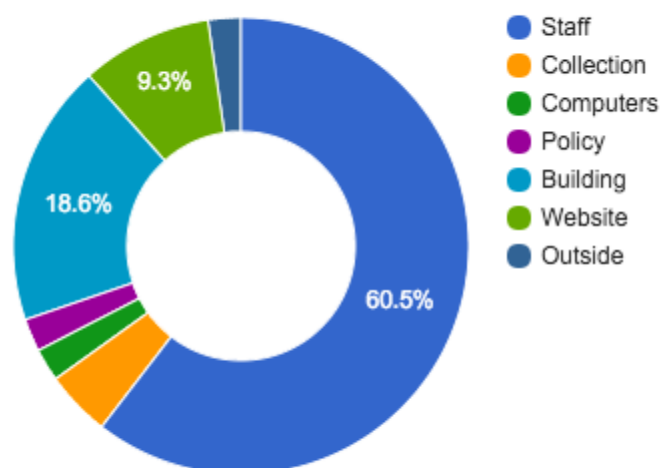
### Comments by Tone



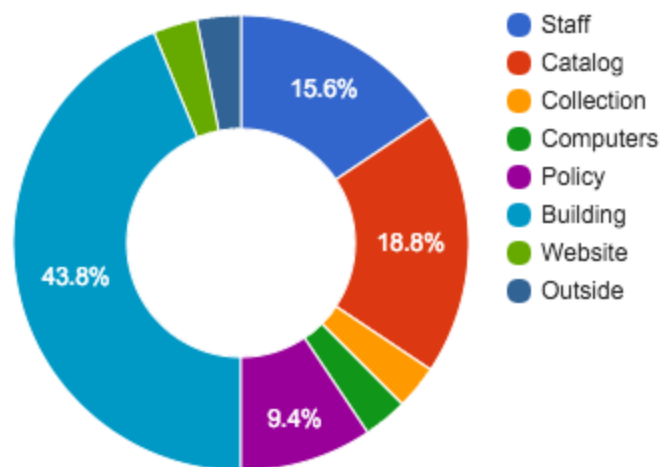
### Comments by Subject



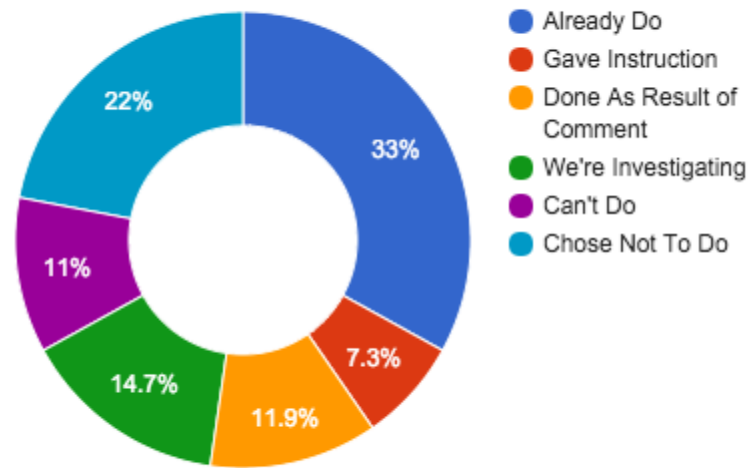
### Positive Comments by Subject



### Negative Comments by Subject



### Comments by Current Implementation Status



#### Responses:

Overall, our ability to respond to patron's comments and requests was really good. 52.2% of our responses to patrons were positive, meaning that we either implemented the change as a result of the suggestion, already did what the patron was commenting on, or were able to give the patron instruction that solved their problem.

All patron requests were assessed based on their feasibility and positive impact on the library. 11% of the suggestions were not possible for the library to do because of limitations of vendors or things outside the library's control. We chose not to do 22% of the suggestions because we deemed them not necessary, would be potential problems, or would not improve library services.

Some specific actions the library took as a result of patrons' comments include:

**Building:** The building renovation is still on a lot of people's minds, though the comments have begun to trend towards specific issues or comments with the library's facility. A good percentage of these comments have been reasonable requests, such as asking for additional whiteboards for two Kid's Room study rooms, which we act on whenever in the best interest for the library.

**Catalog:** The Sirsi-Dynix catalog migration caused a number of issues for our patrons, due largely to SWAN and Sirsi issues and limitations that were outside the library's control. Staff

reported issues in a timely manner to SWAN and have continued to work with SWAN to have problems solved.

Staff: Patrons have been responding very well to staff customer service, thanks in no small part to the new Customer Service Values Statement. Patrons have been shown to take customer service very seriously, and we strive to maintain their high opinion of our staff. Follow-ups and reminders of our values helps maintain our high level of support.

Collection Development: Patrons have used the comment form to request collection materials. All relevant requests get forwarded to the appropriate staff member in charge of collection development for that type of resource.

Computers, Website & Technology: Patron input is highly valued in developing our technology strategy. Patron comments help us decide where to dedicate resources. We upgraded our wifi and bandwidth after requests for more stable and faster service. We added Drop Down menus on our website due to patron requests.

## Method

To analyze the “How Did We Do?” comment forms, we examined the 113 submissions from July 2015 through January 2016 that were received written on the updated half-sheet “How Did We Do” form or sent via the “Feedback” link on the library’s website.

To organize the raw data, a spreadsheet was created to visualize certain aspects of the submissions (labelled Format, Submission, Tone, and Subject) and summarize the content. A link to the spreadsheet is available at the end of this document.

## Definitions

Format distinguished between paper or online submission of the “How Did We Do?” form.

Submission indicated if the form was signed or unsigned. To be considered signed first and last name had to have been included at minimum. If it was anonymous, only included a first name, or if the signature was illegible, we marked the submission as unsigned.

Tone differentiated between positive, negative, or neutral submissions. This category was a touch more subjective. To determine tone, we paid attention to the language used and attempted to listen to the comment as a whole. If the submission used any language that expressed dissatisfaction, it was marked as negative. Submissions were labelled as neutral if it did not include any language that indicated satisfaction or dissatisfaction, which did end up being the majority of submissions.

Subject categorized the topic of the submission. The categories we included were: staff, catalog, collection, computers, policy, building, events, website, instructional, and outside. Some received tallies in multiple categories if we found fit (for example, the suggestion to “enforce no eating or drinking in computer area” was categorized under both building and policies). The following is a summary for each category:

- Staff: complimenting DGPL staff in general or specific people.
- Catalog: comments relating to Enterprise--how things are displayed, account features, placing holds, searching, etc.
- Collection: included acquisition of materials, material displays, organization of materials on shelves, and cataloging comments.
- Computers: included comments not only about public computers, but anything related to non-circulation related equipment: wi-fi issues, mobile app, 3D printer, etc.
- Policies: covered code of conduct and submissions relating to Circulation policies: holds, renewals, account changes, etc.
- Building: this category received the majority of comments. General comments about the renovation fell under this category, as did comments about the furniture, library equipment, signage, and study rooms.
- Events: category included any feedback about programs we’ve put on or suggestions about programming the library should do.

- Website: related to DGPL's online presence exclusive from the catalog.
- Instructional: Patrons asking for help in how to perform a library-related task, such as renewing a book. Note that all Instructional submissions are neutral since they were requesting assistance and not commenting on a library service.
- Outside: category included comments related to the exterior of the building. This was limited to one submission about parking.

Some submissions were too vague to categorize; there were a few that just said "library is great" or "library is wonderful." For these, we did not mark any categories.

We limited the comment section for each submission to one phrase. A few had multiple suggestions for some things the library already does. To save space in the limited comment section, we did not include suggestions for things we already do and focused on the other part of their submission.

In addition, we also logged responses given to patrons by staff. We assessed both the delivery format (Email, Phone Call, Print, In Person, No Response Indicated, No Contact Available/Anonymous) and the general nature of the response.

Categorizing the delivery format was fairly straightforward. We logged formats as they were indicated on the form by staff. Some forms did not have the correspondence attached or notes about a response, and those were categorized as "No Response Indicated." Forms that were submitted anonymously or where the patron did not provide a phone number, email, or address were categorized as "No Contact Available/Anonymous."

We also categorized the nature of the response:

- Already Do: When a comment was made about how wonderful a staff member or the library is (i.e. we already use customer service values that results in wonderful staff), and if the patrons is asking for or commenting on something the library already does.
- Gave Instruction or Book a Tech: When the patron had a problem that we responded with instructions on how to do it or suggested Book a Tech to the patron.
- Done as Result of Suggestion: When we did/changed something to do what the patron wanted us to do.
- We're Investigating: When we decided to investigate what was asked and it has not yet been decided what we might or might not do.
- Can't Do: When the patron asked for something we can't do because of vendor restrictions (SWAN, 3M, etc) or things not under our control (parking.)



**DOWNERS GROVE  
PUBLIC LIBRARY**

1050 Curtiss Street  
Downers Grove, IL 60515  
(630) 960-1200  
[www.dglibrary.org](http://www.dglibrary.org)

March 23, 2016

Friends of the Library of Downers Grove  
c/o Ms. Joann J. Hansen  
19 Seventeenth Street  
Downers Grove, IL 60515

Dear Friends of the Library,

On behalf of the Board of Trustees of the Downers Grove Public Library, I am writing to thank you and to express the Board's sincere appreciation for the faithful, continuing support that you provide to the Library.

Your recent gift of \$6000, raised from your successful book sale and membership recruitment efforts, has enhanced the Library's services in a variety of ways. You have provided sponsorship of the ever-important Summer Reading Program, purchased early learning materials and equipment for the Kids Room, and purchased large-screen monitors for two conference and study rooms. These enhancements have strengthened the Library's services in especially important areas. We are most grateful.

In addition, the Library Board takes special note of the extraordinary service and commitment of your President, Joann (Joni) Hansen. For many years, Ms. Hansen's cheerful presence and enthusiasm have provided great encouragement and support to all of us. Her frequent presence at Board meetings reminds us of the valuable work you do. We extend our thanks.

With best wishes,

Wendee Greene  
President  
Board of Trustees

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MARCH 23, 2016**

**AGENDA ITEM 10**

**REPORT OF THE DIRECTOR**

- a. Food for Fines. The 2016 Food for Fines program will run from April 30 through May 8. In lieu of monetary payment for fines, Library borrowers may donate non-perishable food items. Each item will count as \$1.00 in payment of fines. Certain limits will apply, but the program will be quite flexible.

The donated food items will be given to the FISH Pantry, located in Downers Grove.

In 2015, the Food for Fines program collected 782 pounds of food, in lieu of \$584.25 in fine revenue foregone.

- b. Lynda.com. Recently a Library customer informed a staff member that the Library was saving him “about \$50 per month” in database subscription costs by making Lynda.com available to him without charge. This conversation resulted in some further investigation into the costs and benefits of this service, with the following findings:

Lynda.com is a popular on-line software training service. It offers unlimited access to a variety of courses at all levels, expert teachers, excellent support materials, and a very customer-friendly set of tools. In addition to many software courses, it includes courses on marketing, communications, and other business topics.

Individual subscriptions to Lynda.com range from \$19.99 to \$34.99 per month. In 2015, the Library paid \$464.42 per month for a license that offers virtually unlimited access to Downers Grove cardholders.

Customers can access the database from home, use a computer, tablet, or other mobile device, and create an account that allows tracking of progress and course completion certification. In 2015 there were 5,529 video viewings, or 295 hours of instructional time with an average log-in time of 19 minutes, and 26 courses completed.

- c. February Circulation Statistics. Growth in all service areas continues.
- d. Recent Media Coverage. Attached.
- e. Hail and Farewell. Working for the Downers Grove Public Library has been a great honor and a great pleasure. I am very grateful for the opportunity and the experience. Many thanks!



	A	B	C	D	E	F	G
1		<b>FEB. 16</b>	<b>%</b>	<b>FEB 15</b>	<b>%</b>	<b>FEB 14</b>	<b>%</b>
2	<b>Circulation</b>						
3	<b>Checkouts</b>						
4	Selfchecks	47,731	77%	43,626	77%	37,776	64%
5	Staff desk	14,662	23%	13,296	23%	21,626	36%
6	<b>Total checkouts</b>	<b>62,393</b>		<b>56,922</b>		<b>59,402</b>	
7							
8	<b>Renewals</b>						
9	Selfchecks	1,541		798		380	
10	Staff desk (incl. phone)	2,536		3,368		3,508	
11	Patron online renewals	9,906		6,663		6,161	
12	<b>Total renewals</b>	<b>13,983</b>		<b>10,829</b>		<b>10,049</b>	
13							
14	<b>Total item checkout &amp; renewals</b>	<b>76,376</b>		<b>67,751</b>		<b>69,451</b>	
15	Ebooks - Overdrive	3,859		3,771		3,151	
16	Ebooks - 3M Cloud Library	2,509		1,285		946	
17	Emagazines - Zinio	727		656		897	
18	Hoopla	377					
19	<b>Total Circulation</b>	<b>83,848</b>		<b>73,463</b>		<b>74,445</b>	
20							
21	<b>Reference Questions (Info Desk)</b>	156		150			
22							
23	<b>Reserves Processed</b>						
24	Received from ILL	7,896		6,196		6,472	
25	ILL sent	4,799		5,047		5,100	
26	OCLC requests processed	927		976		898	
27							
28	<b>Gate Count</b>						
29	North	28,114		23,018		21,825	
30	South	14,647		11,745		12,328	
31	<b>Total</b>	<b>42,761</b>		<b>34,763</b>		<b>34,153</b>	
32							
33	<b>Registrations</b>						
34	New resident library cards	147		162		169	
35	New fee cards	14		18		6	
36							
37	Current borrowers	31,205		29,640		29,047	
38	Active fee cards	126		128		150	
39							
40	<b>REVENUE:</b>	<b>Cash</b>	<b>Online</b>	<b>Credit Cards</b>	<b>Credit</b>	<b>Total</b>	
41			<b>Payment</b>	<b>at Desk</b>	<b>Cards at</b>		
42					<b>Selfchecks</b>		
43	<b>4410 Sale of Materials</b>	\$870.15		\$59.50		<b>\$929.65</b>	
44	<b>4502 Charges for Services</b>	\$543.91		\$198.98		<b>\$742.89</b>	
45	<b>4509 Fees for Non-Residents</b>	\$560.00		\$1,680.00		<b>\$2,240.00</b>	
46	<b>4571 Meeting Room</b>	\$160.00		\$280.00		<b>\$440.00</b>	
47	<b>4581 Fines</b>	\$2,302.89	\$619.85	\$1,888.81	\$2,550.25	<b>\$7,361.80</b>	
48	<b>4590 Cost Recovered for Svcs.</b>	\$263.00	\$99.00	\$669.90	\$161.30	<b>\$1,193.20</b>	
49	<b>4820 Contributions, Operating</b>	\$6,287.00				<b>\$6,287.00</b>	
50		<b>\$10,986.95</b>	<b>\$718.85</b>	<b>\$4,777.19</b>	<b>\$2,711.55</b>	<b>\$19,194.54</b>	

<b>DGPL Circulation - 3 year comparison</b>			
	<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Month</b>	<b>Total Circulation</b>	<b>Total Circulation</b>	<b>Total Circulation</b>
January	85,984	80,325	77,991
February	83,848	73,463	74,445



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Home / Downers Grove / Downers Grove Library director recalls 42-year career ahead of March 31 retirement

# Downers Grove Library director recalls 42-year career ahead of March 31 retirement

CHICAGO

51°

Weather from OpenWeatherMap

mist  
humidity: 87%  
wind: 9mph E  
H 59 • L 49

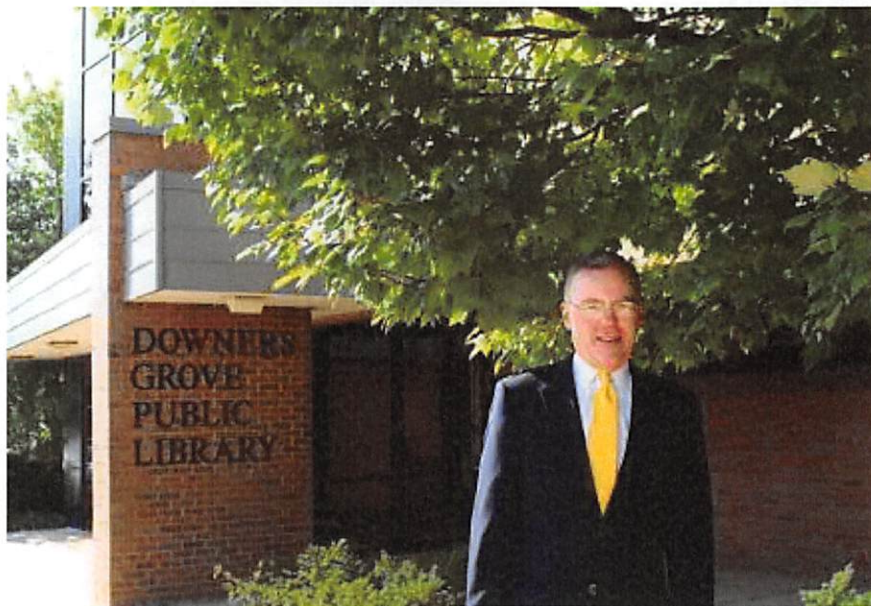


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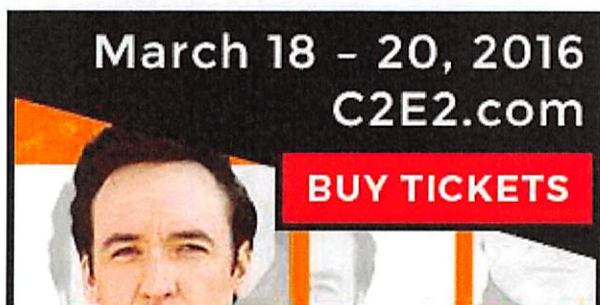
Submitted photo.

Calendar

March 2016

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By Jonathan Samples | Bugle Staff  
 nweditor@buglenewspapers.com  
 @DownersGrvBugle

When Rick Ashton says farewell to the Downers Grove Public Library March 31, the long-time library administrator plans to travel and, of course, read plenty of books.

Ashton, 70, announced in November that he would retire from his position as library director at the end of March. With his last day approaching, it hardly comes as a surprise that a man who has dedicated more than four decades to public libraries has books on the brain.

"I have a few travel destinations in mind that my wife and I have been discussing, and I have lots of books I've been planning to read all these years," joked Ashton, who will also spend time with his grandchildren and volunteering at his Oak Park church.

Ashton began working in libraries in 1974, and he has seen a lot change during his 42 years on the job. Back then, coin operated copy machines were considered an innovation and computers were the size of a house, Ashton recalled. Even paperback books were quite rare in libraries.

"Libraries were functioning in the 1970s very much as they had been 50 years before," he said.

Since then, Ashton noted that everything from technology and the availability of information to the publishing industry as a whole has experienced rapid change. Even factors such as personal mobility, teaching methods and the way people spend their leisure time have affected the ways in which a library functions in a community.

"All of these things have changed dramatically in the past 40 years, as much as, or more, than in the previous 100 years," he added. "You could name almost any aspect of library activity, and it has been affected by all of these changes."

From 1985 to 2006, Ashton was the city librarian at the Denver Public Library, which recently named the formal meeting room in its Central Library the "Rick Ashton Legacy Room." He followed up that position with what he called an "encore performance" in Downers Grove.

Despite the ongoing evolution of publishing and library technology, Ashton said libraries have still maintained a high degree of continuity. When he was hired as library director in September 2011, Ashton had this in mind. He led the Downers Grove Library through a major building renovation and modernization effort, while also taking steps to preserve its historic connections to the community.

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
« Feb						

## Online Poll

Who is the most disappointing team in football?

- Bears
- Lions
- Eagles
- Ravens

vote

[View Results](#)

Poll total votes: 341

"A lot that we do looks very much like it did when the Downers Grove Public Library set up for business 125 years ago," Ashton said. "So, books on shelves, programs for children, reading recommendations from staff members, lending out books for specified periods with certain rules and expectations – those are all quite similar."

Balancing this continuity against ongoing changes to a library's form and function influenced the lengthy "to-do" list Ashton says he brought with him to Downer Grove. That list included technology upgrades, refreshing the library's collection, creating a strategic plan, and placing a strong emphasis and focus on service.

By far, the largest item on that list was a \$2.4 million building renovation that included additional study space, a cafe and enhanced displays.

"All of the things we have done have been well received by the community, and the library's numbers have gone up," Ashton said. "The number of items checked out, the number of people in through the door, the number of people attending programs, online activity; all of those use figures have continued to grow."

When the building renovation was completed in October 2014, the last item on the director's to-do list had been crossed off. It was at that time that Ashton felt it would be appropriate for the library board and a new director to form a subsequent list.

"And just as a footnote, I'm also 70 years old," he joked.

Despite taking a less active role in choosing his successor, the veteran library administrator does have a few observations about where he feels the library is headed. Ashton anticipates an increased effort by library staff to understand and better serve the community, ongoing technology upgrades, and infrastructure improvements to the building.

"The technology changes are constant, and we have finally learned that you can never sit still on those matters," he said. "If you think you're all caught up and take a rest – even for a year – the next thing you know, you're behind."

The library is currently in the beginning stages of hiring Ashton's successor. The library announced that assistant directors Sue O'Brien and Bonnie Reid would begin serving as co-interim library directors April 1.

Executive search firm Bradbury Associates is assisting the library, and Ashton said the firm is currently accepting applications and recruiting candidates. After conducting initial interviews of candidates, Bradbury will submit the information they have collected to the library board sometime in April. The interim period is expected to last 3 to 5 months, and Ashton said the plan is to begin interviewing finalists in May.

But while all that is going on, the then-former director will be curling up with a good book – first on his list, "SPQR: A History of Ancient Rome."

"My first catch up book is actually a Christmas gift that I haven't managed to focus on," Ashton said. "I got about 100 pages into it, and I've been distracted ever since. So, that's my No. 1."

mySuburbanLife.com

# Downers Grove Public Library diversifies collection with foreign language books

Published: Friday, March 11, 2016 12:00 p.m. CDT

[DOWNERS GROVE](#) – For those who have wanted to read the “A Song of Fire and Ice” series in Spanish or a cookbook in Chinese, the [Downers Grove Public Library](#) now has in-house materials.

The library, 1050 Curtiss St., has added a world language book section for teens and adults that includes books in Chinese, Polish and Spanish.

The library previously had books in multiple languages for children, but this is its first collection for older readers.

Library adult and teen services manager Nicole Wilhelms said the collection, which is located on the second floor, has a variety of fiction and nonfiction materials.

“We focused on trying to have more popular materials,” she said. “We also try to incorporate different materials for different levels of reading ability.”

Wilhelms said the collection is in response to patron requests.

Previously, patrons who wanted books written in a foreign language had to order them from other libraries and have them delivered to Downers Grove.

Now, “We don’t have to tell people we have to get these materials from other libraries,” she said. “They can get them here.”

Wilhelms said the library chose the languages based on census data of languages spoken in the area.

The largest collection is the Spanish-language books, with about 200 books. Besides native Spanish speakers, the library wants to provide books for high school students studying Spanish, which is the most common foreign language class taken.

While the Spanish-language books are the easiest to find, Wilhelms said the library has used special vendors and searched local book stores to find the Chinese and Polish materials.

She said the library does not have any plans to add more languages to the collection at this time, although it will remain receptive to patrons’ needs.

“We’re just going to monitor how these collections do,” she said.

Patrons who want books in other languages can still order them from other libraries.

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Find a title

To see what world language books are available at the Downers Grove Public Library or other libraries in the area, visit [catalog.swanlibraries.net](http://catalog.swanlibraries.net).

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**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MARCH 23, 2016**

**AGENDA ITEM 10  
REPORT OF THE DIRECTOR  
ADDITIONAL ITEMS**

**I. Acoustical Panel Project Change Order.**

On March 22, Library staff discovered that a significant item had been omitted from the scope of the acoustical panel project. The east wall of the Quiet Study Room on the second floor was inadvertently left out.

Staff have requested that Shales McNutt Construction submit a proposed change order, including pricing. This proposal will allow the Library Board to consider the change on April 27, before work on the project begins. Early attention should minimize any premium.

The total approved cost of the lighting and acoustical projects is \$106,489.00. Of this amount, \$7,500 is for architectural fees, which have already been paid. This brings the cost to \$98,989.

Funds available for the project are as follows:

5315 Professional Services	\$ 14,000
5630 Contingency	\$ 20,000
5870 Capital Equipment	\$100,000
Total	\$134,000

Unless the pricing of the change order is extremely high, the Library has sufficient funds available to support its inclusion.

**II. Tentative Tax Rates and Tax Extensions.** The DuPage County Clerk has informed the Library of these figures. The one notable figure is the reduced rate and levy for the Bond and Interest fund, representing the final payment on the Library's 1997 General Obligation bonds.

**III. Public Library Association Presentation.** On April 8, at the Public Library Association conference in Denver, Teen Services Librarian Lynette Pitrak and IT Manager Dale Galiniak will present a report on View from the Director's Chair. This successful film-making training program for high school students was completed in 2015. As many libraries are interested in the development of media education and media production, this national conference session will showcase the Downers Grove Public Library's Media Lab work.



**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
APRIL 5, 2016, 7:00 P.M.  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to order.** President Wendee Greene called the meeting to order at 7:00 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, and President Wendee Greene.

Also present: Dan Bradbury, Bradbury Associates; Jobeth Bradbury (via Skype), Bradbury Associates; and Assistant Director for Support Services Sue O'Brien.

3. **Welcome to visitors.** There were no visitors present.
4. **Public comment on agenda items.** There was none.
5. **Public comment of other library business.** There was none.

6. **Unfinished Business.**

- a. Review of candidates for the position of Director. Requested action: Approval of a motion to go into executive session, as authorized by the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.

It was moved by Humphreys and seconded by Eblen THAT the Board recess the public session and convene in executive session for the stated purpose. Roll call: Ayes: Eblen, Humphreys, Read, Earl, Jaros, Greene. Nays: None. Abstentions: None.

7. **Executive Session.** The Board met in executive session beginning at 7:05 p.m. for the stated purpose.
  - a. Roll call in executive session. Members present: Earl, Eblen, Humphreys, Jaros, Read, Greene. Also present: Dan Bradbury, Bradbury Associates and Jobeth Bradbury (via Skype), Bradbury Associates.
  - b. Discussion in executive session. The Board discussed the pool of candidates and chose eight candidates to interview as semifinalists on April 20 and 21.
8. **Reconvening of a public session.**
  - a. Reconvening. President Greene adjourned the executive session and re-convened the Board in public session at 8:20 p.m.

- b. Approval of any motions resulting from discussion in executive session. It was moved by Humphreys and seconded by Eblen THAT the Board invite the top eight candidates to interview as semifinalists on April 20 and 21. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: None. Abstentions: None.
9. **Board Member comments and requests for information.** The Board discussed the logistics of the interview process.
10. **Adjournment.** President Greene adjourned the meeting at 8:40 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
APRIL 20, 2016, 5:30 P.M.  
CHILDREN'S PROGRAM ROOM**

**MINUTES**

1. **Call to order.** President Wendee Greene called the meeting to order at 5:30 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Art Jaros, Trustee Thomas Read, and President Wendee Greene. Absent: Trustee Dave Humphreys.

Also present: Dan Bradbury and Jobeth Bradbury from Bradbury Associates and Assistant Director for Public Services Bonnie Reid.

3. **Welcome to visitors.** There were no visitors present.
4. **Public comment on agenda items.** There was none.
5. **Public comment of other library business.** There was none.

6. **Unfinished Business.**

- a. Interview semifinalists for the position of Director. Requested action: Approval of a motion to go into executive session, as authorized by the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.

It was moved by Eblen and seconded by Jaros THAT the Board recess the public session and convene in executive session for the stated purpose. Roll call: Ayes: Eblen, Read, Earl, Jaros, Greene. Nays: None. Abstentions: None.

7. **Executive Session.** The Board met in executive session beginning at 5:34 p.m. for the stated purpose.
  - a. Roll call in executive session: Members present: Earl, Eblen, Jaros, Read, Greene. Also present: Dan Bradbury and Jobeth Bradbury from Bradbury Associates. Humphreys arrived at 5:45 p.m.
  - b. Discussion in executive session. The Board interviewed semifinalists.
8. **Reconvening of a public session.**
  - a. Reconvening. President Greene adjourned the executive session and re-convened the Board in public session at 8:06 p.m.

- b. Approval of any motions resulting from discussion in executive session. There were none.
9. **Board Member comments and requests for information.** There were none.
10. **Adjournment.** President Greene adjourned the meeting at 8:06 p.m.

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
APRIL 21, 2016, 5:00 P.M.  
CHILDREN'S PROGRAM ROOM**

**MINUTES**

1. **Call to order.** President Wendee Greene called the meeting to order at 5:00 p.m.
2. **Roll call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee David Humphreys, Trustee Art Jaros, Trustee Thomas Read, and President Wendee Greene.

Also present: Dan Bradbury and Jobeth Bradbury from Bradbury Associates and Assistant Director for Support Services Sue O'Brien.

3. **Welcome to visitors.** There were no visitors present.
4. **Public comment on agenda items.** There was none.
5. **Public comment of other library business.** There was none.

6. **Unfinished Business.**

- a. Interview semifinalists for the position of Director and choose finalists.  
Requested action: Approval of a motion to go into executive session, as authorized by the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.

It was moved by Eblen and seconded by Jaros THAT the Board recess the public session and convene in executive session for the stated purpose. Roll call: Ayes: Eblen, Humphreys, Read, Earl, Jaros, Greene. Nays: None. Abstentions: None.

7. **Executive Session.** The Board met in executive session beginning at 5:05 p.m. for the stated purpose.
  - a. Roll call in executive session: Members present: Earl, Eblen, Humphreys, Jaros, Read, Greene. Also present: Dan Bradbury and Jobeth Bradbury from Bradbury Associates.
  - b. Discussion in executive session. The Board interviewed the remaining semifinalists and chose three finalists.
8. **Reconvening of a public session.**
  - a. Reconvening. President Greene adjourned the executive session and reconvened the Board in public session at 7:43 p.m.

- b. Approval of any motions resulting from discussion in executive session. It was moved by Humphreys and seconded by Eblen THAT the Board invite the top three semifinalists to interview as finalists on May 5, 2016. Roll call: Ayes: Earl, Eblen, Humphreys, Jaros, Read, Greene. Nays: None. Abstentions: None.

9. **Board Member comments and requests for information.**

Do we keep any materials from the search? It is recommended to keep the materials until we have an accepted offer.

There may be an executive session of the Downers Grove Public Library Board of Trustees on April 27, 2016 at 6:45 p.m.

10. **Adjournment.** President Greene adjourned the meeting at 7:50 p.m.

APPROVED 5/2/16

VILLAGE OF DOWNERS GROVE  
PLAN COMMISSION MEETING  
PUBLIC HEARING

MARCH 28, 2016, 7:00 P.M.

Chairman Rickard called the March 28, 2016 meeting of the Downers Grove Plan Commission to order at 7:00 p.m. and led the Plan Commissioners and public in the recital of the Pledge of Allegiance.

**ROLL CALL:**

**PRESENT:** Chairman Rickard, Mr. Cozzo, Mr. Cronin, Ms. Gassen, Ms. Hogstrom, Mrs. Rabatah, Mr. Thoman

**ABSENT:** Ms. Johnson, Mr. Quirk; ex-officios Mr. Livorsi, Ms. Lupesco, Mr. Menninga

**STAFF:** Community Development Senior Planner Rebecca Leitschuh and Planner Mr. Scott Williams

**VISITORS:** Mr. Kent Conness, 1846 Grant Street; Scott and Monica Seger, 5333 S. Kensington, Countryside, IL; Bob Gudmundson, RWG Engineering, 975 E. 22<sup>nd</sup> Street, Wheaton, IL

Chairman Rickard announced that the scheduled public hearing for the St. Joseph's (Main and Prairie) case was not taking place due to the applicant withdrawing its application.

**APPROVAL OF MARCH 7, 2016 MINUTES**

**MINUTES OF THE MARCH 7, 2016 MEETING WERE APPROVED, AS PRESENTED, ON MOTION BY MR. THOMAN. SECONDED BY MS. HOGSTROM. MOTION CARRIED BY VOICE VOTE OF 5-0-2. (MR. COZZO AND MRS. RABATAH ABSTAIN)**

**PUBLIC HEARINGS:**

Chairman Rickard explained the protocol for the public hearings and swore in those individuals that would be speaking on the petition listed below.

**FILE 16-PLC-0015** – A petition seeking approval of a Planned Unit Development, Zoning Map Amendment, and Special Use to construct two apartment/condo buildings on one lot. The property is zoned DT, Downtown Transition. The property is located on the southeast corner of Rogers Street and Prospect Avenue, commonly known as 719 Rogers Street, Downers Grove, IL (09-08-206-001, -002). Scott Seger, Petitioner and Owner

APPROVED 5/2/16

Senior Planner Rebecca Leitschuh briefly reviewed the above-referenced case and provided an overview of the area, the surrounding zoning districts, and plat of survey. She stated the two existing lots would have to be consolidated and the current one-story building on the property would be demolished. Lastly, Ms. Leitschuh reported the site's topography was unique due to the steep incline, which was why the petitioner was coming before the Plan Commission for a Planned Unit Development (PUD) request.

Color renderings of the future development were depicted on the overhead, noting there were two (2) three-story buildings being proposed. A site plan followed and included the following: sidewalks, curb and gutter, two access points, and closed curb cuts on Rogers Street (for safety purposes), and a rain garden with natural landscaping. On-site parking, location of trash receptacles and floor plans were reviewed in further detail. Staff was requesting, as one of its conditions for approval, a fee in lieu for future parkway trees.

Because the site was currently zoned as a DT - Downtown Transitional Area, it would require increased aesthetics to the building in order to blend into the surrounding area. Ms. Leitschuh explained how the proposal met those design guidelines and also the village's comprehensive plan. Bulk standards were referenced. Staff found that the proposal met the criteria for the PUD due to: 1) the unique topography of the property, and 2) that two buildings are proposed for one lot.

In summary, staff believed the proposal would not have a negative effect on neighboring properties, the location was desirable and contributed to the general welfare of the neighborhood, and it was an accepted special use.

Confirmation was made with staff that the Comprehensive Plan was looking for the entire block to become small office. Ms. Leitschuh explained that in the Comprehensive Plan, the analysis was that the area was not to be in conflict with each other, but rather, to be transitional in nature, which was why staff recommended supporting the zoning for the area in 2008 as DT-Downtown Transition, and ultimately approved by the village council. However, Ms. Leitschuh mentioned that with the update to the Comprehensive Plan currently ongoing, it could provide an opportunity for reassessing similar areas to ensure they align with the future land use plan.

Mr. Thoman inquired about the square footage of the rain garden, whether an agreement existed that related to on-site water treatment concerns, whether outside management of the properties existed, what the material was on the southern-most parking lot and what mechanicals, if any, were on top of the buildings. Per Ms. Leitschuh, the HVAC mechanicals were located at the top of the buildings. Asked if a special use in a DT-zoned area was necessary for a PUD, Ms. Leitschuh explained it was a requirement. However, she explained that the other option for the applicant was to request a variation but it would be less consistent with the intention of the plan. Ms. Leitschuh explained why the PUD was used in this unique situation.

Mr. Thoman asked whether the proposal would be meeting the flood plain requirements under the conditions of the pending FEMA regulations. Ms. Leitschuh indicated staff had the same concerns but after the applicant's research with the county, it was discovered that the property was improperly mapped and so the culvert size on the railroad easement became moot. Per Mr. Cronin's question, the developer did not pay any school impact fees.

The chairman invited the petitioner to speak.



APPROVED 5/2/16

Mr. Scott Seger, 5333 S. Kensington, Countryside, IL, introduced his wife, Monica Seger, and stated they were the developer and builder for the proposed apartment buildings. Mr. Seger discussed that he currently owns a condominium management company in Chicago, managing 75 buildings. He plans to own the completed buildings. Mr. Seger's professional background in real estate followed.

Per Mrs. Rabatah's question, Mr. Seger stated he would be using an off-site property manger (24/7), a janitorial service for maintenance, a landscaper, and a snow removal service to clear snow and salt sidewalks in the winter. Asked if Mr. Seger would consider using permeable pavers/asphalt in the parking lot, Mr. Seger said the permeable pavers were a consideration but cost would be a factor. Regarding Mr. Thoman's question about the roof-top noise, Mr. Seger indicated the only mechanicals that would be located on the roof would be the condensers and each apartment unit would have its own heater/air conditioning unit to control. Asked how sound between the apartment units would be handled, Mr. Seger explained that a sound absorbent material called Green-Glue, would be used between the drywall and floors to absorb noise.

Mr. Cozzo shared concerns about car headlights shining into some of the first floor units, wherein Mr. Seger explained that after speaking with a landscaper, the landscaper recommended to install a low fence blocking the headlights, followed by planting some softer plants. Mr. Seger said he was open to this recommendation. Chairman Rickard asked the petitioner what the distance was from the parking lot edge of pavement to the front of the buildings. Mr. Seger then proceeded to explain the layout of the grass, fence barrier, retaining wall, and sidewalk and how they would be situated for the southern building, mainly due to the topography of the land. In summary, tenants would park behind their buildings and enter from the rear. Lastly, Mr. Seger explained that curb and gutter would be located around the rain garden.

Mr. Bob Gudmundson, RWG Engineering, 975 E. 22<sup>nd</sup> Street, Wheaton, IL, shared in detail how water would be captured and moved to the catch basin structure at the far corners of the parking lot. From there the water would be piped through the small retaining wall into the rain garden area. The size of the rain garden was 1,650 square feet and storage was about 2,500 cubic feet of water that eventually drained out.

Ms. Hogstrom shared her concerns about the maple trees planned between the two buildings, noting they will become too large. She suggested the petitioner use ornamental trees instead. Mr. Seger said he did speak to the landscaper about the same concerns and he would modify his plan to reflect a "more tall column-like tree." Ms. Leitschuh explained that the landscaper may have been trying to meet the village's requirements for shade trees but agreed that it was probably not the best way to accomplish that. Ms. Leitschuh stated there was some flexibility in the village's zoning ordinance.

Chairman Rickard invited the public to speak.

Mr. Kent Conness, 1846 Grant, Downers Grove, shared his concern about glare from vehicle headlights. He asked where the stormwater flows after being in the rain garden. He hoped it did not go on private property.

No further public comments were received. Public comment was closed by the chairman.

APPROVED 5/2/16

Mr. Gudmundson responded that storm water was not discharged on adjacent private property. The runoff was routed through the rain garden area and traveled to the west end of the site (Prospect Ave.) to be collected in a receiving facility. Or, it percolated down through the amended soil of the garden. Details followed. Mr. Gudmundson also added that the property was not impacted by the flood plain, stating the county's maps were preliminary, and there was an oversight. He shared that he had been working with the county and with the village staff to correct the future map.

As a last comment, Mr. Thoman asked that staff be very clear when presenting to the village council regarding the error on the flood plain map. Other commissioners stated they were pleased to see a 20-unit development being developed versus what was previously proposed, the owners were very committed, and that standards for this project had been met.

**WITH RESPECT TO FILE 16-PLC-0015, MR. COZZO MADE A MOTION THAT THE PLAN COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL, SUBJECT TO THE FOLLOWING SIX (6) CONDITIONS:**

- 1. THE PUD, ZONING AMENDMENT, AND SPECIAL USE SHALL SUBSTANTIALLY CONFORM TO THE STAFF REPORT, RENDERINGS, ARCHITECTURE PLANS PREPARED BY STUDIO 21 ARCHITECTS, AS REVISED AND DATED MARCH 7, 2016, ENGINEERING PLANS PREPARED BY RWG ENGINEERING, LLD, AS REVISED AND DATED MARCH 4, 2016, AND LANDSCAPE PLANS PREPARED BY OUTDOOR UPGRADES, AS DATED MARCH 4, 2016 EXCEPT AS SUCH PLANS MAY BE MODIFIED TO CONFORM TO THE VILLAGE CODES AND ORDINANCES.**
- 2. THE PETITIONER SHALL CONSOLIDATE THE TWO LOTS INTO A SINGLE LOT OF RECORD PURSUANT TO SECTION 20.507 OF THE SUBDIVISION ORDINANCE.**
- 3. THE RAIN GARDEN SHALL BE MAINTAINED AND KEPT FUNCTIONAL.**
- 4. THE BUILDING SHALL BE EQUIPPED WITH AN AUTOMATIC SUPPRESSION AND AN AUTOMATIC AND MANUAL FIRE ALARM SYSTEM IN ACCORDANCE WITH THE VILLAGE'S REQUIREMENTS.**
- 5. PRIOR TO THE ISSUANCE OF ANY BUILDING OR DEVELOPMENT PERMITS, THE PETITIONER SHALL PAY TO THE VILLAGE A \$2,000 FEE-IN-LIEU PER VILLAGE APPROVED PARKWAY TREE SUBJECT TO VERIFICATION BY THE VILLAGE FORRESTER.**
- 6. THE PETITIONER IS REQUIRED TO RETURN PROSPECT AVENUE TO VILLAGE STANDARDS IMMEDIATELY ADJACENT TO THE SUBJECT SITE. DUE TO THE POTENTIAL CONSTRUCTION DAMAGE THAT MAY OCCUR, THE VILLAGE WILL REQUEST AN ADDITIONAL BOND TO GRIND AND RESURFACE THE FULL WIDTH OF PROSPECT AVENUE TO BE PROVIDED AT TIME OF PERMIT.**

**SECONDED BY MR. THOMAN. ROLL CALL:**

**AYE: MR. COZZO, MR. THOMAN, MR. CRONIN, MS. GASSEN, MS. HOGSTROM, MS. RABATAH, CHAIRMAN RICKARD**

**NAY: NONE**

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

APPROVED 5/2/16

**THE MEETING WAS ADJOURNED AT 8:15 P.M. ON MOTION BY MR. THOMAN  
SECONDED BY MS. GASSEN. MOTION CARRIED UNANIMOUSLY BY VOICE VOTE  
OF 7-0.**

/s/ Celeste K. Weilandt

Celeste K. Weilandt

(As transcribed by MP-3 audio)

APPROVED 5/2/16

VILLAGE OF DOWNERS GROVE  
PLAN COMMISSION MEETING  
PUBLIC HEARING

APRIL 4, 2016, 7:00 P.M.

Chairman Rickard called the April 4, 2016 meeting of the Downers Grove Plan Commission to order at 7:00 p.m. and led the Plan Commissioners and public in the recital of the Pledge of Allegiance.

**ROLL CALL:**

**PRESENT:** Chairman Rickard, Mr. Cozzo, Ms. Gassen, Ms. Hogstrom, Ms. Johnson, Mr. Quirk, Mr. Thoman

**ABSENT:** Mr. Cronin, Mrs. Rabatah; ex-officios Mr. Livorsi, Ms. Lupesco, Mr. Menninga

**STAFF:** Community Development Director Stan Popovich, AICP, Village Planner Swati Pandey

**VISITORS:** Mr. Ernest Anderson, 1723 Janet St.; Downers Grove; Mr. Bob Long, 1864 Grant St., Downers Grove; Ms. Roberta & Mr. Skip Muelhaus, 1868 Grant St., Downers Grove; Mr. Tom Buckley, Architect, Hoffman Estates, Mr. Kent Conness, 1846 Grant St., Downers Grove; Mr. John Tully, 1756 Banchory Ct., Downers Grove; Mr. John Kohovek, 406 Lincoln Avenue, Downers Grove

**APPROVAL OF MARCH 28, 2016 MINUTES** – No minutes available.

**PUBLIC HEARINGS:**

Chairman Rickard explained the protocol for the public hearings and swore in those individuals that would be speaking on the petition listed below.

**FILE 16-PLC-0010:** A petition seeking approval of a Special Use to redevelop an automobile dealership. The property is zoned B-3, General Services and Highway Business. The property is located on Ogden Avenue at the southwest corner of Lee Avenue and Ogden Avenue, commonly known as 1723 & 1731 Ogden Avenue, Downers Grove, IL (PINs 09-06-304-015, -016, -017, & -041). Thomas Buckley, Petitioner and Omar Dweydari and Prestige Classic II, Owners.

Village Planner Ms. Swati Pandey summarized the petitioner's (Star Motors) request for a special use in the B-3 District for an automobile dealership at the location of Ogden and Lee Avenues. An entire revamp of the site was being proposed, along with an (administrative) consolidation of the properties to the west of the site. Photos of the site along with the site plan followed. Per Ms. Pandey, the petitioner was removing the two curb cuts closest to the intersection and was proposing a new curb cut along Lee Avenue. The curb cut west of the property, along Ogden Avenue, will be redesigned. A cross access was also being proposed with the property immediately

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to the west. The current building was being expanded further to the west and a small addition was proposed for the southeast corner of the property. The parking surface will become permeable pavers and no impact is expected to the southern wetland area. Stormwater and engineering details would be addressed at the time of building permit application. The on-site parking display, customer parking, and employee parking were pointed out with Ms. Pandey noting that while 65 parking spaces were required, the petitioner was providing 152 spaces.

The landscaping plan was referenced, along with building elevations and the bulk standards, which were met. The redevelopment of the site met the goals of the village's Comprehensive Plan and the standards for the special use had been met. Ms. Pandey asked that the commission forward a positive recommendation to the village council, subject to staff's conditions in its report.

Mr. Thoman inquired as to the southern-most area behind the parking lot and whether there was the ability to construct an access road to Lee Avenue since one of the original goals to develop the Lee and Ogden property was to have egress access to Lee Avenue, followed by future development and a traffic light there. Director Popovich indicated the wetlands and proposed layout did not allow it and there was a separate owner that owned the cut-out parcel along Lee Avenue.

Chairman Rickard asked staff for clarification of Condition No. 6 to which Ms. Pandey explained that because there was no sidewalk access to the building for customers to use immediately adjacent to the building, this space can only be used for outdoor display and not be used for customer parking.

Asked if staff addressed lighting shields with the petitioner, Director Popovich indicated that the lighting would have to meet the village's zoning ordinance requirements and lighting would have to be projected down. Lighting was prohibited from shining directly onto neighbors' properties. Details followed. Ms. Gassen asked for clarification regarding the dimming of the lights thirty minutes after the business closed. Mr. Popovich responded that the lighting would have to be brought down to "security level" which was usually lower than regular lighting but the lighting would not be shut off completely.

Mr. Cozzo inquired of staff if any outside speakers would be used to make announcements wherein Dir. Popovich noted that was a question the petitioners could address. From a regulation standpoint, any speakers would have to meet village noise ordinance requirements. Asked if there were plans for the development of the vacant lot along Lee Avenue, Dir. Popovich responded that he was not aware of anything and that the area drained poorly in general.

Petitioner Tom Buckley, the architect for the project, was invited to speak and added that the current building sat at about 6,100 square feet. About 1,080 square feet would be removed and another 9,500 square feet added for a total building square footage of 14,500. Much of the new addition would be used to house the vehicles. Mr. Buckley explained that the cross-access to the west lot was an accommodation to the village as well as to IDOT and if the cross-access did not go in, he was fine with it. Regarding the lighting, he agreed the site abutted residential property but the property to the southeast, even though it was zoned Residential, was wetlands and unbuildable. The residential sites on the east were purchased by the village due to the flooding there.

Responding to a question on the Plat of Consolidation, Dir. Popovich indicated the "long finger" was a stormwater structure going out to the open space to the south of the parking lot. As to the

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question of exterior speakers, Mr. Buckley stated there were no speakers planned. The dealership's hours of delivery would occur during operational hours which, as Mr. Buckley defined, would be Monday through Thursday, 9:00 AM to 8:00 PM; Friday, 9:00 AM to 7:00 PM; and Saturday, 9:00 AM to 6:00 PM. Loading/unloading of vehicles would take place on the property and not on Lee Avenue. Asked if the petitioner had considered using a level spreader-type water system (sheet flow) for the site, Mr. Buckley indicated he reviewed a variety of ways to handle the detention towards the wetlands.

Staff was then asked to briefly explain to the public the village's best management practices (BMP) for stormwater. Dir. Popovich provided details.

Chairman Rickard opened up the meeting to public comment.

Mr. Kent Conness, 1846 Grant Street, Downers Grove, distributed pictures for the commissioners to review. Referencing the village's purchase of the five homes on the east side of Lee Avenue, Mr. Conness found that unusual and believed a core principle of the village's stormwater management should not allow a development to channel water to a neighboring private property. While he appreciated the permeable pavers, he did not want any additional water flowing off the development to neighboring properties, unless it was public or village property.

Mr. Richard Kus, 1850 Grant Street, Downers Grove, a long-time neighbor of the development stated the area had been a lawn prior and not a natural wetlands as many thought. He believed the wetlands that formed were formed by the resurfacing/redevelopment of Ogden Avenue and the farm tiles were crushed by the redevelopment.

Mr. John Tully, 1757 Banchory Court, Downers Grove, was sworn in. He expressed concern about Lee Street being the test road for the 0 to 60 mph for Star Motors since the next stop sign was at Chicago Avenue. He voiced concern about loading/unloading of vehicles on Lee Street, safety for the nearby children, and shared a not-so-pleasant interaction with the dealership.

Mr. John Kohovek, 406 Lincoln Avenue, Downers Grove, asked the commissioners to address the lighting in the rear of the development so it did not affect the residents. He asked where the on-site loading/unloading area was and spoke about the current loading/unloading of vehicles taking place on Ogden Avenue. He agreed the wetlands were man-made, as mentioned above, and asked the commissioners to consider the overall area for future development.

Mr. Ernest Anderson, 1723 Janet Street, was sworn in and said he indirectly represents the residents north of Ogden Avenue. He voiced concern, in general, about semi-trucks and trailer transports traveling down residential streets in the area, specifically Janet and Lee Streets. Details followed. He recommended that the village install No Truck Traffic signage on the northern end of Ogden Avenue and change some of the weight limit signage also. He did not believe 55-foot trucks could ingress into or egress out from the site's parking lot.

Mr. Richard Kus, 1850 Grant Street, Downers Grove, returned and asked if the truck transports that park in the center left-turn lanes on Ogden Avenue were allowed.

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Mr. Kent Conness, 1846 Grant Street, commented on the lighting that he was seeing late at night and was skeptical on how the village's ordinances worked. He reiterated his concerns about the "wetlands" also.

Mr. Skip Muelhaus, 1868 Grant Street, Downers Grove, reiterated the earlier comments about the unloading of vehicles on Ogden Avenue and was concerned about safety and speeding when the trucks park in the left lane.

Returning, Petitioner, Mr. Buckley, reminded the commissioners that he provided prior testimony that the truck transports would not park on Ogden or Lee Avenues but would be on-site with the proper radius turning and the drop/off area west of the building. The lighting would comply with the village's requirements. As far as the wetlands went, Mr. Buckley said the federal government designated the wetlands and there were very specific requirements that had to be met when dealing with wetlands. Lastly, he agreed there was an issue with speeding and the only thing that could be done was to educate the sales personnel, the owner, and the customers and to ask them not to speed.

Mr. Quirk asked if the petitioner "modeled" the transports turning into and unloading the vehicles on-site, wherein Mr. Buckley stated there were drawings included in the packet depicting the larger transport trucks. He also pointed out the fire department's requirements for safety. As a last comment, he agreed that stormwater management was an issue and appreciated the comments.

Chairman Rickard closed the public comment portion of the meeting and asked commissioners for their comments.

Ms. Gassen asked staff if there was anything the village could do to limit the trucks coming from the south on Lee Street. Dir. Popovich indicated a condition could be added to state "No Truck Traffic Southbound on Lee Street" as well as add a condition to restrict speeding on Lee Street.

Regarding Mr. Quirk's question for Condition No. 2, Mr. Popovich explained that the intent of Condition No. 2 was to not permit customer and truck parking and the sale of vehicles on Lee Avenue. It was not to limit the number of test drives. He stated the commission could place a condition in the recommendation to either limit test drives on north Lee Avenue to Ogden Avenue or to not allow test drives at all on Lee Avenue, if necessary. Mr. Quirk said he recalled only one case of a test drive going into a residential neighborhood over the past few years but that now it appeared to be a significant problem. He wanted it addressed.

Dir. Popovich explained that if the petitioner were found to be in violation of the conditions agreed upon, then the special use could be revoked. Asked if the village considered an automobile dealership's test drive to be an activity of the business, Dir. Popovich, believed it would be an activity of the business. As a recommendation to Condition No. 2, Mr. Thoman suggested that the condition be separated into two requirements: 1) address the business activity of test drives on Lee and 2) have Condition Nos. 3 and 4 address the loading/unloading of freight activity for the dealership specifically on Ogden Avenue and specifically on Lee Avenue.

Mr. Cozzo proceeded to revise staff's Condition No. 2 to read as follows: "No business activities, including test drives and customer parking, may be conducted south of the Lee Avenue curb cut," explaining that Condition Nos. 3 and 4 covered Ogden Avenue. Mr. Thoman concurred.

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Discussion then circled back to the many trucks that make vehicle deliveries on Ogden Avenue and whether it was acceptable. Dir. Popovich indicated it was a constant village concern and when opportunities, such as this redevelopment occurred, it was an opportunity to locate the curb cuts so that trucks could ingress/egress on private property. Per the chairman's question about other dealerships having similar requirements as the one being proposed, Dir. Popovich explained that previously some dealerships were "by right" developments but that had since changed. Also, some developments did not have enough space to get truck transports on-site and it became a matter of business practice. Generally, Dir. Popovich mentioned that the village did receive complaints about other dealerships loading and unloading. He was not singling out Star Motors.

As a matter of practice, Mr. Cozzo made a recommendation to address the standards earlier rather than later in a discussion. He believed the three criteria for the special use standards were met and the standards under the zoning ordinance were also met, but questioned whether there was a compelling reason to deny the petition. He posed this question to the commissioners.

Ms. Johnson voiced concern about the one specific standard that dealt with water and questioned whether the development would be injurious to property values or improvements in the vicinity. Specifically, she believed the "dumping" of the stormwater into the vicinity could be detrimental to multiple properties that the owner did not own, i.e., the cut-out of the "L" shape property. She also expressed concern that the village could potentially be damaging future property developments. Mr. Thoman, shared the same concerns regarding Standard 2 and believed no future harm could be done to the five homes that were removed and no longer existed. However, with regard to Standard 3 and the development being injurious to the improvements in the vicinity, Mr. Thoman believed the development would not be injurious to present conditions, but could for long-term improvements, such as recommended by the village's comprehensive plan. He pointed out that one of the village's goals was to contain on the owner's property as much of the water run-off as possible.

The chairman also pointed out that current conditions were that the site was one hundred percent impervious and by removing it and adding the permeable pavers the water conditions would probably improve. Dir. Popovich provided square footage figures for the current impervious parking lot as compared to the proposed square footage of the permeable parking lot, noting the village's engineer did review the petitioner's plan to ensure that it met the village's stormwater ordinance.

After further dialog on the three standards, commissioners appeared to be in agreement that the standards were met but that additional conditions should be applied. As far as test drives and business activities on public streets, commissioners were comfortable with staff's recommendations in its report, including the additional language provided by Mr. Cozzo regarding no test drives south on Lee Street. Lastly, the chairman and other commissioners supported inserting language in the condition to require that light lamps be shielded, specifically for the southern portion of the site.

Ms. Johnson asked for comments on truck traffic traveling into the residential neighborhoods to the north since residents raised this issue. The chairman pointed out that load limit signs were installed currently and that current truck traffic for this site would probably not be traveling through the residential area but, instead, would be exiting the site onto Ogden Avenue and then heading east or west. Mr. Cozzo shared the same concerns but did not believe it was this commission's purview.



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Dialog then returned to the stormwater issue again. It was noted the existing impervious parking lots are now going to have the ability to absorb the water with the permeable paver installation Mr. Quirk noted the petitioner cannot make the drainage on site worse than what was currently there and the proposal will meet the stormwater ordinance. Commissioners talked about the current water drainage for the parking lot as well as the stormwater detention easement along Lee Avenue, with the final comment coming from the chairman who pointed out that the engineering department did review this plan.

**WITH RESPECT TO FILE 16-PLC-0010, MR. COZZO MADE A MOTION THAT THE PLAN COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL, SUBJECT TO THE FOLLOWING NINE (9) CONDITIONS:**

- 1. THE SPECIAL USE SHALL SUBSTANTIALLY CONFORM TO THE STAFF REPORT; ENGINEERING, ARCHITECTURAL AND LANDSCAPE DRAWINGS PREPARED BY DAMAS CONSULTING GROUP DATED JANUARY 20, 2016 AND LAST REVISED ON MARCH 8, 2016 AND ARCHITECTURAL DRAWINGS PREPARED BY THOMAS BUCKLEY ARCHITECT DATED MARCH 21, 2016, EXCEPT AS SUCH PLANS MAY BE MODIFIED TO CONFORM TO THE VILLAGE CODES AND ORDINANCES.**
- 2. NO BUSINESS ACTIVITIES, INCLUDING BUT NOT LIMITED TO CUSTOMER, EMPLOYEE OR SALE VEHICLE PARKING, MAY BE CONDUCTED ON LEE OR OGDEN AVENUES. NO TEST DRIVES MAY BE CONDUCTED ON LEE AVENUE NORTH OF OGDEN AVENUE OR LEE AVENUE SOUTH OF THE PROPERTY'S CURB CUT ONTO LEE AVENUE.**
- 3. ALL VEHICLE DELIVERIES MUST BE COMPLETED ON PRIVATE PROPERTY. VEHICLES MAY NOT BE DROPPED OFF OR PICKED UP ON EITHER OGDEN AVENUE OR LEE AVENUE.**
- 4. A "NO TRUCK RIGHT TURN" SIGN SHALL BE LOCATED AT THE LEE AVENUE CURB CUT. ALL COMMERCIAL TRUCK TRAFFIC SHALL BE PROHIBITED SOUTH OF THE SITE.**
- 5. A PEDESTRIAN CONNECTION MUST BE PROVIDED FROM THE TWO PUBLIC RIGHT-OF-WAYS TO THE MAIN BUILDING ENTRANCE IN CONFORMANCE WITH THE ZONING ORDINANCE.**
- 6. THE ROW OF PARKING ALONG THE EAST SIDE OF THE BUILDING SHALL BE RESERVED FOR OUTSIDE DISPLAY OF VEHICLES ONLY.**
- 7. THE BUILDING SHALL BE EQUIPPED WITH AN AUTOMATIC SUPPRESSION SYSTEM AND AN AUTOMATIC AND MANUAL FIRE ALARM SYSTEM.**
- 8. AN ADMINISTRATIVE LOT CONSOLIDATION SHALL BE COMPLETED PRIOR TO THE ISSUANCE OF A BUILDING PERMIT. THE LOT CONSOLIDATION SHALL INCLUDE AN ACCESS EASEMENT FROM THE PROPERTY IMMEDIATELY WEST OF 1731 OGDEN AVENUE TO THE OGDEN AVENUE CURB CUT AND A 15-FOOT SANITARY EASEMENT ALONG THE WEST PROPERTY LINE PER THE DOWNERS GROVE SANITARY DISTRICT.**
- 9. ALL EXTERIOR LIGHTS SHALL BE EQUIPPED WITH CUT-OFF SHIELDS TO LIMIT THE AMOUNT OF LIGHT TRESPASS TOWARDS THE RESIDENTIAL ZONED PROPERTIES TO THE SOUTH.**

**SECONDED BY MR. QUIRK. ROLL CALL:**

**AYE: MR. COZZO, MR. QUIRK, MS. GASSEN, MS. HOGSTROM, MS. JOHNSON, MR. THOMAN, CHAIRMAN RICKARD**

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**NAY: NONE**

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

Dir. Popovich reviewed the petitions that had occurred over the past month and appreciated the commissioners' attendance. He announced that Planner Leitschuh had her baby. Also, the new Comprehensive Plan Committee would begin meeting this Wednesday, April 6<sup>th</sup>. Mr. Thoman and Ms. Hogstrom were on that committee and would provide monthly updates. The next Plan Commission meeting was set for May 2, 2016.

**THE MEETING WAS ADJOURNED AT 9:00 P.M. ON MOTION BY MS. GASSEN,  
SECONDED BY MR. THOMAN. MOTION CARRIED UNANIMOUSLY BY VOICE  
VOTE OF 7-0.**

/s/ Celeste K. Weilandt

Celeste K. Weilandt

(As transcribed by MP-3 audio)