



VILLAGE OF DOWNERS GROVE
 Stormwater and Flood Plain Oversight Committee Meeting
 March 19, 2018, 7:00 p.m.

Downers Grove Public Works Facility
 5101 Walnut Avenue, Downers Grove, Illinois

I. CALL to ORDER

Chair Gorman called the meeting to order at 7:00 p.m. A roll call followed, and a quorum was established.

II. ROLL CALL

Members Present: Chair Gorman, Mr. Crilly, Mr. Ruyle (arrived at 7:03, after the first vote), Mr. Schoenberg, Mr. Civito, Mr. Scacco, Mr. Wicklander

Members Absent: none

Staff Present: Julie Lomax, Stormwater Administrator
 Kerry Behr, Stormwater Administrator

Public Present: none

III. APPROVAL of April 13, 2017 Minutes

Mr. Wicklander made a motion, seconded by Mr. Civito, to approve the April 13, 2017, minutes. **Motion carried by a voice vote 6-0.**

IV. PUBLIC COMMENTS

None

V. NEW BUSINESS

A. Annual Report

The Annual Report for the SWFPOC was sent to Council in February.

B. Update on Revised Floodplain Maps

Updated Revised Floodplain Maps were issued on June 1, 2017. We received notification of the start of the 90-day technical appeal on February 28, 2018. Any technical appeal must be accompanied by scientific or technical data to show the proposed flood hazard determinations are scientifically or technically incorrect.

Downers Grove submitted some comments/questions during the 30-day comment period. We have not received any response on those.

The preliminary maps as expected to become regulatory by the end of the year.

VI. STAFF REPORT

See Attachment.

- A. IAFSM – Staff showed part of the presentation with a progress report on the LPDA update project.
- B. Innovations in Planning and Public Engagement for Community Resilience – staff showed the overland flow paths from this pilot project and the plan to have these available to the public.
- C. Staff updated the Committee on the upcoming stormwater projects. Also, the storm in February seemed to impact the “typical” areas – some of which have studies or projects scheduled for 2018.

VII. OLD BUSINESS

None

VIII. PUBLIC COMMENT

None

Mr. Schoenberg made a motion, seconded by Mr. Crilly to adjourn the meeting at 7:59 p.m.

Motion carried by voice vote of 7-0.

Approved 09-26-18

**VILLAGE OF DOWNERS GROVE
ZONING BOARD OF APPEALS MINUTES
May 23, 2018**

CALL TO ORDER:

Chairperson (Ch.) Michael McCann called the meeting to order at 7:00 PM.

ROLL CALL:

**Present: Ms. Eberhardt, Mr. Frost, Mr. Maier, Mr. Steffes, Mr. Werner,
Ch. McCann**

A quorum was established.

**Staff: Rebecca Leitschuh, Planning Manager
Scott Williams, Sr. Village Planner**

APPROVAL OF MINUTES – February 22, 2017

A Motion was made by Ms. Eberhardt and seconded by Mr. Werner to accept the minutes as presented.

AYES: Ms. Eberhardt, Mr. Werner, Mr. Frost, Mr. Maier, Ch. McCann

NAYS: None

ABSTAIN: Mr. Steffes

The Motion carried 5:0:1.

MEETING PROCEDURES:

Ch. McCann asked those in attendance to silence their phones for the duration of the meeting. He then reviewed the procedures to be followed during the public hearing, noting that there was one petition before the Board for consideration. He verified with Staff that the proper notifications had been made regarding posting of the petition, and noted that members of the Zoning Board of Appeals have had an opportunity to review the materials provided by Staff and in some cases have visited the site in question. In order for a requested variation to be approved there must be a majority of four votes in favor of approval. Ch. McCann called upon anyone intending to speak before the Board on the Agenda item to rise and be sworn in, as the public information portion of the meeting is an evidentiary hearing and comments made during this portion of the meeting are considered testimony. He explained that Staff would make its presentation first, followed by comments by the Petitioner. If anyone in the audience wishes to speak either in favor of or in opposition to the petition, they would have the opportunity to do so following the Petitioner's presentation. When the public participation portion of the meeting is closed, the Board will deliberate on the information provided and vote to either approve or deny the petition.

Approved 09-26-18

18-ZBA-0003: A petition seeking a zoning exception to vertically extend a non-conforming wall. The property is currently zoned R-2, Residential Detached House 2. The property is located to the south of the intersection of Turvey Lane and Turvey Court, commonly known as 5312 Turvey Court, Downers Grove, IL (PIN 09-07-405-020). Leigh and Steve Buehler, Petitioner and Owner.

Sr. Planner Rebecca Leitschuh explained to the new members of the Zoning Board of Appeals that all petitions that come before this Board and all other Boards or Commissions are published in local newspapers to meet State requirements of proper notification of the petition. In addition, a direct mailing is sent to property owners living within 250' of the subject property that includes a description of the petition before the Board or Commission, as well as a map depicting the location of the property. Finally, a sign is placed in the front of the subject property so that it is visible from the roadway and serves as notification that the property will be the subject of a meeting with a Board or Commission of the Village.

Staff Presentation:

Sr. Planner Scott Williams stated that the 25,470 square foot parcel under consideration is located south of the intersection of Turvey Lane and Turvey Court, and is zoned R-2, Residential Detached House 2. He displayed a zoning map showing that the surrounding residential properties are also zoned R-2 Residential Detached House 2. To the west of the property is Avery Coonley School, and further west is property owned by the Forest Preserve District. Mr. Williams explained that the Forest Preserve acknowledged receipt of notification of this petition and responded by letter that they had no comments regarding the subject petition.

Referencing the Plat of Survey for the site, Mr. Williams noted that the house is at an angle on a uniquely shaped lot with six property lines. He pointed out which line establishes the setback area. The footprint of the second story addition is 318 square feet. He showed the required location of the setback line, noting that there is a picture window on the east wall that was set to stay outside of the required side setback, showing that a lot of care was taken with the design. He also pointed out the location of the transom windows in relation to the required setback. Mr. Williams used elevation drawings to give a better perspective on how the property fits on the site, and the planned second story addition's relationship to the existing structure and setback.

Mr. Williams explained that there are specific criteria established for a vertical extension with a nonconforming setback. The windows of the subject addition are recessed in order to meet the required side setback. The transom windows have been raised so as not to allow for the direct view of adjacent residential properties. The addition does not increase the degree of nonconformity. The appearance of the structure is compatible with the surrounding neighborhood. The proposed two-story home is consistent with the existing character of the neighborhood and all other requirements of the Zoning Ordinance have been met.

A guiding document that Staff also takes into consideration when reviewing petitions is the Village's Comprehensive Plan, which was updated and adopted in the summer of 2017 and emphasizes that single-family homes are the dominant land use in the Downers Grove community. It approves modernization across the board, and encourages improvements to existing properties. He then reviewed the criteria for all zoning exceptions saying that Staff has found that this proposal meets the Comprehensive Plan and other bulk requirements, does not negatively impact the adjacent properties, will not dominate the surrounding vicinity, is

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appropriately scaled, will match the existing building materials on the structure, and all adverse impacts will be mitigated.

Based on the analysis in Staff's Report dated May 23, 2018, Staff recommends approval of the requested exception subject to the following condition:

1. The vertical wall exception shall substantially conform to the Staff report and architectural drawings prepared by Bryan Associates Inc. Architects, dated May 7, 2018, except as such plans may be modified to conform to the Village codes and ordinances.

Mr. Steffes asked if there is a house east of the property. Mr. Williams said there is and those owners have no objection, as the house is not encroaching any more than the first story already encroaches.

Ms. Eberhardt asked about the age of the home and number of additions made to the house. Mr. Williams said the petitioner would address that in their presentation.

Staff was asked to explain the significance of the design features for the picture window and transom windows. Mr. Williams replied that there is explicit criteria that states you cannot allow for the direct view of adjacent residential uses in the non-conforming section of the addition. The windows have been designed so as to comply with the setback requirements.

Petitioner's Presentation

Steve and Leigh Buehler, owners of the property, made their presentation. Mr. Buehler said that the main part of the house was built in 1946. He described the A-frame one-story room that is used as an office that was built by the prior owners. Mr. Buehler said that their bedroom is on the second floor and is dated. They wanted to complete a master suite on the second story of their home to modernize that area. They view this home as their "stay forever" home and have lived in the Village for 14 years.

Mr. Buehler explained that as they talked about extending their home, they found that there were problems that had to be addressed and so they worked with Staff and their architect to meet the requirements regarding the setback and still maintain the character of the house and the Denburn Woods neighborhood.

It was noted by a Board member that there are no neighbors objecting to this request, no additional incursion is taking place, and the owners are improving and modernizing the building.

There being no further questions for the Petitioners or Staff, Ch. McCann closed the public portion of the hearing.

Board's Deliberation

There was consensus among the Board members that the petition met all of the requirements as stated in Staff's report. It was again pointed out that no neighbors are objecting to this petition, no additional incursion is taking place, the property is being improved and modernized, and it is consistent with the Comprehensive Plan.

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Ms. Eberhardt said this was an example of how good the Village's Zoning Ordinance and provisions that exist for nonconforming uses are. This petition complies with the Village's requirements and meets the objectives of the Comprehensive Plan.

Ch. McCann commented about the history of the Village's Zoning Ordinance, which some years back failed to grant discretion in cases that would create a circumstance of encroachment into the setback. When that Zoning Ordinance was modified it then granted the Board discretion as stated in Section 28.11.040C of the Zoning Ordinance regarding vertical or horizontal extensions. It is helpful that the Ordinance was changed thereby allowing the owners in this case the ability to modernize and improve their property.

Ms. Eberhardt moved in case 18-ZBA-0003 that the Board approves the request for an exception as recommended by Staff with the following condition:

The vertical wall exception shall substantially conform to the staff report and architectural drawings prepared by Bryan Associates Inc. Architects, dated May 7, 2018, except as such plans may be modified to conform to the Village codes and ordinances.

Mr. Werner seconded the Motion.

AYES: Ms. Eberhardt, Mr. Werner, Mr. Frost, Mr. Maier, Mr. Steffes, Ch. McCann

NAYS: None

The Motion passed unanimously.

Ms. Leitschuh said the owners can come into the office tomorrow to begin the permitting process.

Ms. Leitschuh then announced that Scott Williams has been promoted and will be serving as liaison to the Zoning Board of Appeals. She noted that there are many new faces on the Board and asked them to introduce themselves.

There being no further questions or comments Ch. McCann called for a Motion to Adjourn.

Adjournment

**Mr. Frost moved, seconded by Mr. Werner to adjourn the meeting.
All in favor. The Motion passed unanimously by voice vote.**

Ch. McCann adjourned the meeting at 7:40 PM.

Respectfully submitted,

Tonie Harrington
Recording Secretary
(transcribed from mp3 recording)

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
AUGUST 29, 2018, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Ed Earl, Trustee Susan Eblen, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Facilities Manager Ian Knorr, Circulation Manager Christine Lees, Downers Grove Public Library Foundation Treasurer Ed Pawlak, Friends of the Library President Joni Hansen, John Shales of Shales McNutt, Jason Perunas of Shales McNutt, Dan Pohrte of Product Architecture + Design, Robert St. Mary of Elara Engineering.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.** It was moved by Earl and seconded by Humphreys THAT the Minutes of the July 25, 2018 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. July 2018 Financial Report. Milavec presented the report. The library is about 58% through its fiscal year and is going strong in the revenue account. All budget lines seem to be on track for this time of year. Anything over 58% spent has been anticipated.
 - b. August 2018 Invoices. It was moved by Earl and seconded by Humphreys THAT the payment of August 2018 capital replacement invoices totaling \$3,825.91, the payment of August 2018 operating invoices totaling \$104,884.26, and the ratification of July 2018 payrolls totaling \$201,949.64 be approved. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items.** President Graber invited comment. There was none.

7. **Public Comment on Other Library Business.** President Graber invited comment. There was none.

8. **New Business.**

- a. Elara Engineering Proposal for HVAC, Boilers, and Controls Project. Milavec gave an overview of the upcoming project. Since the July Board meeting, Facilities Manager Ian Knorr met with Bob St. Mary of Elara Engineering to discuss the project and talk about the proposal and timeline. Elara suggested the library get started on the project now. They will take care of the project specifications, helping with the budget, and making recommendations to award bids. This project includes HVAC, building controls, and boiler replacements. The boilers were moved up on the Capital Needs Assessment timeline after work was done on them this year and staff learned that they are now obsolete and parts are no longer readily available. Milavec noted that the cost of this project comes out of the Capital Replacement Fund as part of the project budget for 2019.

It was moved by Humphreys and seconded by Eblen THAT the proposal from Elara Engineering be approved as presented. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Finance Policy. Milavec presented the policy updates, noting the main update to the policy is the change in the Illinois Municipal Code that raises the threshold for public bidding from \$20,000 to \$25,000. This change was reflected in the purchasing section of the policy. It was moved by Eblen and seconded by Stapleton THAT the updated Finance Policy be approved as presented. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. 2019 Budget and Levy. Milavec presented the proposed operating budget, which is essentially flat from the prior year, with a difference of \$11,500. Staffing changes and the IMRF rate reduction offset the benefit premium increase and 3% staff salary increase. The fund balances come in at the library's targeted amounts. The Capital Replacement Fund reflects the 2019 building project of \$624,000.

Milavec moved on to the proposed revenue budget, noting a 3% increase to the overall levy. Using the same EAV estimates that the Village of Downers Grove is using, the library's levy increase results in a reduced tax rate for the fourth year in a row.

It was moved by Eblen and seconded by Stapleton THAT the 2019 Budget and Levy be approved, resulting in an expenditure budget of \$5,428,113.63 and a levy of \$5,337,785.00. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

- b. 2018 Construction Project Bid Award. Shales McNutt provided a recommendation to award for all items in the 2018 Construction Project. The estimated total cost, which includes the value engineering and selection of alternates, comes in at \$11,400 under the original budget. Milavec outlined the changes made through value engineering, including ceiling tiles, family restroom tile, and the removal of the staff room decorative panels. Circulation Manager Christine Lees spoke about the proposed lobby reconfiguration (Alternate 6) and how it would benefit patrons and improve customer service.

It was moved by Humphreys and seconded by Gigani THAT the Board approve the recommendation to award to the lowest responsible bidders. Roll call: Ayes: Earl, Eblen, Gigani, Humphreys, Stapleton, Graber. Nays: None. Abstentions: None.

10. **Library Director's Report**. Milavec presented the report (attached). Staff are very excited to move forward with the 2018 project. The next step is to figure out the timeline. The September/October issue of Discoveries has a "Pardon Our Dust" announcement to make patrons aware of the upcoming project. Starting tomorrow, Ian will be doing further lighting upgrades over the CD and AV collections, all the way over to Teen Central. He will be converting the existing fixtures to LEDs. We are hoping to have it completed in about a week. It has been amazing to be able to do these upgrades quickly and in a cost effective way. The Community Engagement Coordinator position is open until Monday, September 3. This person will be out in the community, talking about partnerships with other organizations, being in charge of our outreach, and building relationships with the community. The library is working with the National Alliance on Mental Illness (NAMI), who received a grant to offer free mental health first aid training. The library will be hosting three sessions of the training. Two will be exclusively for staff and the third will be open to the public, with priority registration for our school districts, Park District, and Village. The 2018 Summer Reading Club recaps will be in the next Board packet. The library did not receive a grant from the Timkin Foundation.

Trustee Humphreys commented that a display for patrons about the construction work going on would be helpful. Milavec made note that the Info Desk would be a great location for this kind of display.

Trustee Eblen asked if the library will be applying for another Schwemm Foundation grant. Milavec responded that the Adult & Teen Services staff are not ready to take on another digitization project yet.

11. **Trustee Comments and Requests for Information**. There was none.

12. **Adjournment**. President Graber adjourned the meeting at 8:20 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
AUGUST 29, 2018**

AGENDA ITEM 10

Librarian's Report

Community Engagement Coordinator Position

Applications are open for the Community Engagement Coordinator position until September 3. Assistant Director Jen Fredericks and I will select the first round of candidates for interview in the first week of September.

Mental Health First Aid Training

Through a grant from the Community Memorial Foundation, the National Alliance for Mental Illness (NAMI) Metro Suburban and the National Alliance for Mental Illness (NAMI) DuPage can provide free Mental Health First Aid training to qualifying organizations, including our library. The 8-hour training can be exclusive for our employees or open to the public, with a maximum of 35 attendees per session. On November 6 & 7, sessions will be held exclusively for staff, with a focus on all staff members who act as Person In Charge attending. On November 12, a public session will be offered, with priority registration for our staff that are unable to attend the previous week and employees of other local units of government.

Lighting Update Progress Continues

Facilities Manager Ian Knorr continues to complete lighting updates in the public areas within the regular operating budget. He is currently working on the pendant fixtures over the second flood CD collection, extending through the Teen collection, retrofitting the existing fixtures with LEDs. The upgrading of lighting in public areas will be near completion following this project.

2018 Summer Reading Club

Another very successful year of Summer Reading Club is over! Final reports from Children's Services Manager Allyson Renell and Adult & Teen Services Manager Lizzie Matkowski will be in your September Board packets.

Timken Foundation Grant

The library's application for a Timken Foundation Grant to support the 2018 construction project was denied. Matt Happach, president of the Lovejoy Group and our Timken contact, received no feedback on the reason for the denial, but is pursuing that on our behalf to help improve our future Timken Foundation Grant applications.