



VILLAGE OF DOWNERS GROVE
Stormwater and Flood Plain Oversight Committee Meeting
December 17, 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 7:01 p.m. A roll call followed, and a quorum was established.

II. ROLL CALL

Members Present: Chair Gorman, Mr. Delves, Mr. Ruyle, Mr. Schoenberg, Mr. Wicklander

Members Absent: Mr. Crilly, Mr. Scacco

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

Public Present: None

III. APPROVAL of September 17, 2018 Minutes

Mr. Schoenberg made a motion, seconded by Mr. Delves, to approve the November 19, 2018, minutes with the one change of a typo. **Motion carried by a voice vote 5-0.** Mr. Wicklander abstained from voting as he did not attend the meeting on November 19, 2018.

IV. PUBLIC COMMENTS

None

V. NEW BUSINESS

A. LPDA Update

Staff presented a summary of the Localized Poor Drainage Areas (LPDA's). They have been regulated since the 1970's based upon closed contours on the topographic maps. In 2007 as part of the Watershed Infrastructure Improvement Plan (WIIP) base flood elevations were established for each LPDA. In order to be classified as an LPDA, each had to meet the following criteria in the Stormwater and Floodplain Ordinance (26.1302):

- 1) Encompass at least one closed contour on 1' topographic map;
- 2) Limits are not confined solely to right-of way;
- 3) Limits are not confined to publicly-owned property natural areas where development is restricted (e.g. Maple Grove Forest Preserve);
- 4) Tributary area limits are not confined to a single undeveloped parcel with an adequate drainage system;
- 5) Limits are not mostly contained within regulatory floodplain;
- 6) Tributary area is 3 acres or more; and
- 7) LPDA and overflow routes are not confined to adequate recorded stormwater management easements.

Staff had determined that detailed information for each LPDA was not readily available when requested from the public or design engineer and some information was based on 2' topographic maps instead of topographic survey. As such, the four (4) firms that completed the LPDA study as part of the WIIP were tasked to update the LPDA study to include detailed information such as tributary area maps, curve number, time of concentration, base flood elevation, storage volume at the base flood elevation, and modeling data. Site visits were conducted for each LPDA and, if necessary, further survey information for accurate size and depth of the LPDA and outlet information was obtained and incorporated into the model.

Some LPDA's were removed as they did not meet the above criteria, some were added, some elevations went down and some elevations went up.

Chair Gorman recommended a letter be sent to all properties with LPDA changes on the property providing the link to the LPDA map and readied FAQs. Otherwise, those residents would be unaware of the effort that the Village has expended to refine these areas, whether up or down. The letter will also allow residents to provide knowledge of historical HWLs since, as it is understood from tonight's discussion, the consultants did not research these via a questionnaire, neighborhood meetings, or door-to-door interviews. And absent this transparency, the map might only be discovered at a property transaction or upon applying for a building permit. Mr. Wicklander recommended a Note to Title be recorded against each lot so future home owners are aware.

Mr. Wicklander made a motion, seconded by Mr. Schoenberg to approve the updated drainage control map (also known as the LPDA map) to become effective January 1, 2019.

Motion carried by voice vote of 5-0.

VI. STAFF REPORT

2018 Stormwater Projects

Staff provided an updated 2014 report. The following is a brief update of the status of each project.

- 1 – Black Oak/Candlewood – complete
- 2 – Downers/40th – Drainage study complete, Final design 2019, Construction 2020
- 3 – Elm/Earlston – Design in progress, Construction anticipated 2019
- 6 – Highland Ct/Washington – Complete
- 7 – Drendel Rd (S of Indianapolis) – Construction mostly complete (surface asphalt in Spring 2019)
- 8 – Chase Ave (Haddow to Burlington) – Complete
- 10 – Prairie/Forest – Complete
- 11 – Linden – Design complete, Phase I Construction anticipated Spring/Summer 2019
- 12 – Hitchcock (Glenview to Cornell) – Construction in progress
- 14 – Jefferson & Middaugh – Complete
- 15 – Lyman (Kenyon to Blanchard) – Complete
- 16 – Hobson Triangle area – Study complete, Final design 2018-19, Phase I Construction 2019-20
- 17 – Francisco (Haddow to Burlington) – Complete
- FP-1 – St Joseph Creek (Hummer Park to Village Hall) –DuPage County Watershed Study underway

FP-2 – Deer Creek – Preliminary study in progress, working with DuPage County and Westmont

FP-4 – St Joseph Creek (Maple and Elmwood) – included with FP-1

Other Projects

Staff provided an update on other Village projects including the Bioswale program, Culvert rehab project, Belmont Pollinator Garden, and the Statement of Qualifications for a Stormwater Master Plan. Chair Gorman stated the SWFPOC had been very involved with the previous Stormwater Master Plan, and he hopes the Committee may be included in the process for this Stormwater Master Plan, including providing comments on the scope of services and the pre-draft plan. He added that such plans should not focus merely on capital projects but also discuss maintenance programs, and regulations and incentives via Codes, grants, and the Stormwater Utility Credit Manual to effect desired improvements and behaviors on private properties for stormwater management.

CRS Re-Verification

The 5-year re-verification was completed for the Community Rating System (CRS) on November 14, 2018. Some additional information is required to complete the verification and will be submitted this month. We are expected to remain a Class 6, which allows residents a 20% discount on flood insurance.

VII. OLD BUSINESS

None

VIII. PUBLIC COMMENT

None

Mr. Schoenberg made a motion, seconded by Mr. Wicklander to adjourn the meeting at 7:36 p.m.

Motion carried by voice vote of 5-0.

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**VILLAGE OF DOWNERS GROVE
ARCHITECTURAL DESIGN REVIEW BOARD
MINUTES OF DECEMBER 19, 2018 MEETING**

In the absence of Ch. Davenport, Mr. Larson served as Chairperson Pro Tem (hereinafter Ch. Larson) and called the December 19, 2018 meeting of the Architectural Design Review Board to order at 7:00 PM. He requested a roll call.

1. ROLL CALL

PRESENT: Ms. Chalberg, Mr. Larson, Mr. Lerner, Mr. Riemer

ABSENT: Ms. Acks, Ms. Hollweck, Ch. Davenport

STAFF: Planning Manager Jason Zawila
Planner Flora Ramirez

VISITORS: Chuck & Byron Holtzen, 5226 Carpenter St.
Amy & Dave Gassen, 5320 Benton Ave.
Rich Kulovany, 6825 Camden Rd.
Christine Martin, Friends of the Edwards House, 701 Maple Ave.
Irene Hogstrom, Friends of the Edwards House, 1232 Gilbert Ave.
Don Rickard, 4735 Main St.

2. APPROVAL OF JULY 18, 2018 MINUTES

Mr. Lerner moved, seconded by Mr. Riemer, to approve the minutes of the July 18, 2018 meeting as presented.

The Motion passed unanimously by voice vote.

3. PUBLIC HEARING

Ch. Larson explained that there was one public hearing before the Board seeking landmark designation for property located at 5 Jacqueline Drive, Downers Grove. He described the procedures to be followed for the hearing.

PUBLIC HEARING FILE 18-ADR-0007: A petition seeking a Historic Landmark Designation for the property commonly known as 5 Jacqueline Drive, Downers Grove, IL (PINs 09-07-400-002 and 09-07-400-003). The property is located on the north side of Jacqueline Drive, approximately 350 feet southwest of the intersection of Gilbert Avenue and Jacqueline Drive. Judith Erickson, Petitioner and Owner.

Flora Ramirez, Planner for the Village of Downers Grove, stated that the applicant is seeking landmark designation for her home located on Jacqueline Drive. Ms. Ramirez

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showed slides depicting specific architectural features. She pointed out the gabled roof noticeable from the front elevation of the home. There is an attached garage to the east, and the east elevation contains a reverse dormer window. In addition, the brick on the east façade contains certain pieces that create a texture for the building. Ms. Ramirez also reviewed several photos that display different types of windows that adorn the home. Photos from the rear of the property also show the various architectural design characteristics of the home. She noted that an addition was placed on the northwest part of the home that replaced a previously attached patio. She noted that the property was 91 years old and that English Country Revival style homes were typically constructed between 1920 and 1940.

Ms. Ramirez pointed out that two resident calls were received asking how the landmark petition would affect their homes, and expressing concerns over the existing condition of the home. Ms. Ramirez explained that the landmark designation is limited to the subject property and if the owner wishes to continue investing in the property the designation will not impact their ability to apply for building permits. One of said residents also sent a letter opposing the applicant's request. Ms. Ramirez explained that the Standards of Approval do not relate to the upkeep of the property, and that type of issue is addressed by code enforcement of the Village. She added that code enforcement shows no outstanding violations of the subject property.

Ms. Ramirez concluded staff's presentation stating that staff finds the petition complies with the criteria in Section 12.302 for Landmark Designation. Based on the findings in staff's report dated December 19, 2018, staff recommends that the Architectural Design Review Board make a positive recommendation to the Village Council for landmark status of 5 Jacqueline Drive.

Ch. Larson called upon anyone in the audience intending to speak at the hearing to rise and be sworn in. He then asked the petitioner to make her statement.

Ms. Judith Erickson, Petitioner and Owner of 5 Jacqueline Drive, addressed the Board regarding her petition. She provided photographs of the interior of the home. Ms. Erickson said when her husband worked at Argonne, one of the employees he worked with who was interested in older housing said he had never seen a house built as well. The interior walls are stucco and contain only two coats of paint, which are like swirls on a cake. She said the fireplace was original, as is the curtain/drapery hardware. The windows are all original, and when she scraped off the interior windows they were marked "Made in England." The floorboards are primarily oak and are the full length of the rooms. She said the previous patio was a walled in patio. Ms. Erickson said there are two bedrooms on the second floor and one bedroom on the first floor. There were French doors outside of the two bedrooms. The roof has been redone using a copper specialty worker who did work at the Katherine Legge property. In response to comments made as to the beautiful personality of the home, Ms. Erickson said she can't imagine anyone being able to build a home today of this quality.

Ch. Larson agreed that this home is a beautiful home that could be repurposed in the future, as the lot allows it. The façade, interior, cathedral ceilings, ironwork, all make it beautiful. He asked who the architect was, and Ms. Erickson said that the Culling family

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lived there when the Erickson's moved in, but she does know that it was not a Harold Zook home. Ch. Larson said that Mr. Zook's studio and house are now on the Katherine Legge property. Jason Zawila added that Staff did not have any architectural records available on the home. Ms. Erickson added that there is a circular staircase going down to the basement with a family room downstairs.

Ch. Larson said he went to see the house today and saw that there were three homes on Jacqueline that are a similar style off Gilbert. Ms. Erickson said she thought the architect for 6 Jacqueline is the same as the one who built hers. Ch. Larson thanked her for petitioning to landmark the home.

Mr. Lerner also said he was pleased to see this house come before the Board. Ms. Erickson said she is doing this because she does not want to see this building torn down. She has no plans to sell and wants to remain there and let her children decide what to do with the property.

Mr. Riemer added his appreciation to the quality of the home, its style and the beautiful façade and interior design. He also thanked her for bringing this request forward.

There being no further comments from the Board, Ch. Larson asked if there was anyone in the audience who wished to speak.

1. Dave Gassen, 5320 Benton Avenue, said he supported this petition.
2. Rich Kulovany, 6825 Camden Road, agrees that this house needs to be saved.
3. Byron Holtzen, 5226 Carpenter Street, said this house is a gem and he would love to see it receive landmark status.
4. Irene Hogstrum, 1232 Gilbert Avenue, said she has always admired the homes on Jacqueline. She is happy to see this home be landmarked and hopes that others in that area will also landmark their homes. A friend of hers when she was growing up lived in a similar style home and Ms. Hogstrum was happy to see the beautiful interior photographs provided by Ms. Erickson.
5. Christine Martin, 701 Maple Avenue, thanked Ms. Erickson, as the house is beautiful. Friends of the Edwards House will be thrilled to add this home to the many that have already been landmarked in the Village.
6. Amy Gassen, 5320 Benton Avenue, said this is a unique home, and a great example of the type of home they want to see landmarked. The interior photographs were fascinating. She thanked Ms. Erickson for bringing this petition forward.

Ch. Larson noted the response from the Forest Preserve District that stated that they have no issues with this request for landmark designation.

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There being no further comments or questions, Ch. Larson closed the public hearing portion of the meeting.

Mr. Lerner moved that the Board submit a positive recommendation for landmarking the property at 5 Jacqueline Drive, Downers Grove, IL. Ms. Chalberg seconded

All in favor. The Motion passed unanimously.

4. Old Business – There was none.

5. New Business

Ms. Amy Gassen and Mr. Dave Gassen presented an overview of their experience with the property tax assessment freeze program with 5325 Fairmount. Ms. Amy Gassen, 5320 Benton Avenue, said that 5325 Fairmount was sold to a builder in 2015, and he signed a long-term lease agreement with a couple. Ms. Gassen approached the builder to see if he was interested in selling the property. His plan was to eventually tear the home down. Her in-laws then purchased the home.

Ms. Gassen explained that her in-laws took advantage of the Property Tax Assessment Freeze Program that is the only financial incentive for landmarked properties in Downers Grove. She announced that her in-laws received a notice of approval for the Tax Freeze Program. Ms. Gassen wanted to provide an overview of their experience with the program.

To be “eligible” means that the structure needs to be an owner-occupied historic landmark and located in Downers Grove according to the State’s Historic Preservation Office. The home needs to undergo approved rehabilitation that costs more than 25% of the home’s fair cash value. Ms. Gassen reviewed the information available in the packet provided by the State. The Tax Freeze Program is an 8-year Tax Assessment Freeze, and after that there is a 4-year graduate step up to the market value. Ms. Gassen said they had to submit three parts for the application: 1) proving that it was an historic building landmarked in Downers Grove; 2) submitting a request for approval of the plan for work on the building; and, 3) after the work is completed, requesting approval for the work that was performed. She indicated that Part 2 was the most labor intensive.

Dave Gassen then reviewed the content of the three parts of the submittal. He said that Part 1 provides information on the home, confirming it is a landmarked property, providing photographs of the home intended to communicate to the State what the owners are beginning with. Part 2 was the most intensive because they had to provide detailed information about the existing conditions on both the interior and exterior of the home, as well as their plan for restoration work for every room in the house. Documentation as to the condition of each segment was required. The State also required plans for the work as well as a cost estimate for the proposed work. The plan showed that they were likely to meet the 25% minimum. In Part 3 they had to provide “after” photos of the work to compare to the “before” photos submitted as part of Part 2. The other important information was a copy confirming the home’s fair cash value, as

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well as a record of all invoices regarding the work completed on the property to meet the 25% minimum expense on the home.

Amy Gassen said it is important to talk with representatives of the State as early as possible in this process. She then provided a timeline for the house purchased in March of 2017. The State is definitely concerned with what is done to the interior of the house, what was original to the home, etc. Conversations included passing reconstruction plans and photos during the process. In June of 2017 they landmarked the home, and in October of 2017 they submitted Parts 1 and 2, because it made sense to submit them together. Construction began right after that time. In November of 2017 they received confirmation from the State that their proposed work met the standards of rehabilitation. Construction ended in March of 2018 and they submitted Part 3 in July so they would have the tax bill from the previous year and have all of their photographs of the construction available.

Ch. Larson asked how much time was actually spent dealing with the State. Ms. Gassen said there were a few phone calls, many emails, etc. It wasn't a lot of time. She said the State representative thought it was a great candidate for the program. By and large it was helped that half of the house was built in the 50s, which was not the historic portion. Ms. Gassen commented that there were frustrating times going through and assembling these three parts mostly because they had nothing to follow as an example. That was the only thing that was somewhat problematic. She said she hopes their work is a good example for others who decide to move in this direction.

Ch. Larson asked if the man they worked with is assigned a certain area in Illinois, and Ms. Gassen said he handles many projects, but especially the tax freeze work. Mr. Gassen said that the State representative was very helpful to them.

Responding to a question regarding their plan and having to make changes, Mr. Gassen said they didn't have anything like that occur other than the opening between the kitchen and dining room, which was changing dramatically. It wasn't a real issue but the State wanted to maintain the design elements of the period. Ms. Gassen said they felt they were on the same page with the State representative from the beginning.

Ch. Larson commented that it sounds like the State was most concerned with the interior to assure they maintained the design of the period. Mr. Gassen said they are concerned with both the exterior and interior and the owners can't do anything without approval of the State; otherwise they could lose the Tax Freeze.

Mr. Gassen then presented a photographic history of the transition between the original home and the renovation that was completed.

Ch. Larson thanked the Gassens for their report.

Ms. Chalberg said that a letter was sent to the Mayor regarding whether the Village would be willing to landmark the Main Street Cemetery. She noted that Stan Popovich indicated that the Village is working on the possibility of doing this; however since there

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is no structure on it they could certainly work around the parameters to make it a historic site. She asked about an update.

Jason Zawila said that they have to figure out how to classify this and will be working with the Historical Society. They are aiming for the first quarter of 2019 to have more information available. The Board will be updated with any further movement. Staff is trying to see what other communities may have done that is similar.

Ch. Larson mentioned that at the last meeting, Ch. Davenport had some issues with the Fairview Train Station. Ch. Larson asked that this issue be carried over to the next meeting. Mr. Zawila replied that right now staff is analyzing the materials for roof replacement. If a material is chosen that requires a COA that the ADRB must recommend approval, it will be brought before the Board. Once a decision is made, staff will provide that information to the Board.

6. PUBLIC COMMENT

Historical Society Update

Ms. Gassen said she is the Vice-President of the Downers Grove Historical Society and provided an update of the homes being recognized this year. In 2016 they initiated a program requiring that a home be 50 years old and contain some historical significance for recognition by the Historical Society. She said they ask the owner to do a full chain of ownership on the property and the year of construction. If the application is approved the owner can purchase a plaque for the property noting the historic designation. Five new homes have been recognized.

Chuck Holtzen provided a photo history of the five homes that have been approved by the Historical Society.

Planning Manager Zawila thanked the Board members for their volunteer efforts for the last year. He also announced that Scott Williams is leaving the Village for a position with Naperville. This is his last meeting.

7. ADJOURNMENT

There being no further discussion, Ch. Larson called for a motion to adjourn.

Mr. Lerner moved, seconded by Mr. Riemer to adjourn the meeting. The Motion passed unanimously by voice vote.

Ch. Larson adjourned the meeting at 8:29 PM.

Respectfully submitted,

/s/ Tonie Harrington

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DOWNERS GROVE
ENVIRONMENTAL CONCERNS COMMISSION

Minutes

February 14, 2019

I. Roll Call

Chairwoman Pelloso, Commissioner Bement, Commissioner Ellis, Commissioner Marron, Commissioner Salman
Commissioner Duda arrived at 7:06pm

Commissioner Horvatin – Absent

II. Visitor Welcome

Chairwoman Pelloso welcomed the visitors to the meeting and asked them to introduce themselves.

Dr. Jan Hessler, mentioned he has lived in Village for over 40 years, and was previously a member of the Brick Street task force.

Leslie Sadowski-Fugitt, said she is a candidate for Commissioner and is interested in environmental concerns. She is an environmental educator and wants to see why there has been a lag in the meetings, and the plans for 2019.

Sue Farley, mentioned she has attended ECC meetings a few times to present information. She works on pollinator gardens, is a DG Marcher and Green Grovers member. She is responsible for the library plantings and hopes to expand the program in the Village. She is also a Master Gardener and has worked with the Darien Park District and Conservation Foundation. She wants to see the Village focus on the climate and stated Downers Grove is far behind. She noted in Westmont there is a council member on their committee.

Chairman Pelloso said historically she thought there was a council member who attended each commission and asked Mayor Tully to speak to that.

Mayor Martin Tully, noted that practice of council members attending each commission meeting was abolished years ago. He introduced himself as the Mayor of Downers Grove and said he will talk about things the Village has done for environmental sustainability. He said he is here tonight because Chairwoman Pelloso brought it to his attention that the ECC has not met for a while. He asked for the meeting to be scheduled. He said he wants to set this committee up for success for the next council and to try to fix things that have gone off the rails with this commission. He noted he would share more under the agenda item.

Resident in attendance, He said he noticed the Mayor was attending the meeting and wanted to attend himself.

III. Public Comment

Dr. Hessler alluded to information not flowing well. He said he is a research physicist, and has given many talks on climate change. He stated in 1965 the President of the United States informed the country that there is a significant problem. Scientists told Congress many times. Dr. Hessler said all of the research he's read indicate calculations are getting better and time is getting shorter. There is less than a year to solve this problem for Downers Grove and CO2 emissions need to be cut today.

Ms. Sadowski-Fugitt said she holds teacher workshops on climate change. There is one on February 23rd to teach students and assist with messaging. She said she would like to see the facilities plan focus on environmental concerns, sustainability, clean energy, LEED certification. Often these things are cut first to save money.

Chairman Pelloso said there is not a clear voice, flow of communication to the Council. She feels the commission should harness the expertise of the community to make smart decisions to inform the future of Downers Grove.

Ms. Farley said there are so many people to draw upon. She is confused because she works with the Forester and the Park District. There should be a liaison to come to ECC meetings to give a report.

Chairman Pelloso said all of the commission members live locally and if they have flexibility during the day to meet with some of those folks or they could email communications. The information flow could be better.

Ms. Farley was asked by the Library to do gardens. She finds it odd that this is not a Village program.

Chairman Pelloso suggested Ms. Farley put her name in the ring for a commission spot.

Ms. Farley said she saw online there were 80 applications for the ECC.

Commissioner Ellis said she always refers back to Evanston. Evanston created a climate workgroup. She discussed this with Mayor Tully. The workgroup could include members from the community outside of this commission. This might speak to what Ms. Farley is referring to. The City of Evanston doing a lot in this area. Ms. Ellis encouraged all commission members to look at what they are doing. They are in the action state now.

Commissioner Salman said there are a lot of talented people and organizations in this community. There should be synergy between all of the different groups. She suggested an assessment that could be done by staff. There is already a group in the community working to implement the Future Energy Jobs Act.

Chairman Pelloso asked if the 80 applicants mentioned were just for ECC.

Ms. Miles noted there were 80 active applicants for ECC and this is consistent for most boards.

Ms. Farley said the ECC hasn't met for a year so people are working independently. There

is so much more to be done. She wants to know how the ECC can take the next step.

Chairman Pelloso said she thinks the ECC should go back to charter of this commission.

Commissioner Duda said she is bothered by name of commission. It is not a proactive name.

Mayor Tully said there are a lot of things the Village has done that are not well known. He said he is here tonight because he had the privilege of appointing almost all of the members. He heard what was said and wants to help change direction.

Commissioner Marron noted from his point of view he feels isolated, and there is no direction or requests. The commission has nothing to act on.

Mayor Tully said it is his objective is to work with Commission Marron to give him a completely different viewpoint on that topic.

IV. View and Approval of April 12, 2018 Meeting Minutes

Chairman Pelloso asked for a motion to approve.

Commissioner Salman made a motion to approve, Commissioner Marron seconded the motion. The motion to approve the April 12, 2018 meeting minutes passed by voice vote.

V. Staff update on ongoing projects

Ms. Miles said there are no updates now for the commission but stated more broadly staff is working towards building a new facility. Ms. Miles said she looks forward to a more consistent feedback loop with the commission.

Commissioner Ellis asked if the event with Republic on the composting program was recorded.

Ms. Miles said it was not recorded but handouts were given and a question and answer session took place between the representatives from Republic. There are plans to assess the program at staff level.

VI. New Business

Discussion of 2019 Agenda items

Chairwoman Pelloso introduced Mayor Tully again to speak on this agenda item.

Mayor Tully said he saw the lack of meetings and wanted to schedule the meeting to get things back on track. He said he understand the concerns and this is a broader issue. He then reviewed the history of the boards in the Village. There are 16 boards and commissions and it is difficult for the Village Council to review all minutes of each board.

He said some boards and commissions are petition-driven and some are not. He noted the petition-driven boards are the Stormwater and Flood Plain Oversight Committee, the land use boards – Zoning Board of Appeals and Plan Commission, the Transportation and Parking Commission and the Liquor Commission. Petition-driven boards are someone asking for something. The other type of board is an advice and counsel board. Mayor Tully said the Technology Commission is an example of this, and would look at whether the Village could use a new computer system. The Human Service Commission has not had members for years. An ad hoc Committee for the Human Service Commission to figure out what the commission should do going forward was recently created. Mayor Tully said the Village cannot have a commission that becomes a mini Village Council. In his view non petition-driven boards have clear guidance that primarily do one of two things:

1. Look at issues or questions like recycling contracts, pollinator gardens, grant opportunities, or if the Village should expand upon our bio-diesel program. These issues would come from staff or the Village Council
 - a. Chairman Pelloso said she feels in 7 years there has not been a request.
2. The other role of an advice and counsel board is to be an antennae into the community and identify things to send to Council to consider. Mayor Tully said it is appropriate to identify an issue and have Council look at the issue further and perhaps involve staff.

Chairwoman Pelloso asked how the commission can ensure that information makes it to Council.

Mayor Tully said unless something is requested by staff or Council the item will not make it on an agenda. He suggested taking a vote on something being communicated to Council. This should be delivered to Council outside of the minutes.

Commissioner Ellis asked how an item can be placed on an agenda.

Mayor Tully said through request of staff. He noted a new business item would need to be sufficiently researched and developed so Council knows what the item is. Council can then decide if they want to move forward.

Commissioner Marron asked what the physical mechanism of getting an item to Council.

Mayor Tully said to email the Council

Ms. Miles said in the case of composting that was accomplished. It was ultimately added as a rider to the solid waste contract.

Mayor Tully said there should be a communication. A vote should be taken at a meeting and Council should give a response, sufficient direction and what the end product should be.

Chairwoman Pelloso said there is a communication issue.

Mayor Tully said this has been recognized as a problem. The Council has been trying to hold a Boards and Commissions retreat for training and to discuss the proper roles of Boards and Commission, Village Council and staff. The facilities project came up and many things had to be taken off the list. It was on the list for 2019. Mayor Tully said on the topic of the liaison issue there were historically only a few boards or commissions that had liaisons. This practice was abolished a while ago. The ECC never had a member of the council as a liaison. Different council members have had different views on this.

Chairwoman Pelloso said there could be a role for Council to have Council divide up and review board and commission minutes.

Mayor Tully said that has been done before with previous councils and the success of that has a lot to do with the makeup of the people on board or commission and the Council at the time.

Chairwoman Pelloso said this is easier to do now through technology. Minutes could be read and then there could be a point person on the Council.

Commissioner Salman said it would be nice to have someone the commission can invite once in a while to have a conversation with about certain topics.

Mayor Tully said he agreed but again said it depends on the Council makeup at the time. He said he liked Chairwoman Pelloso's suggestion.

Commissioner Salman said if the Village did an assessment, other communities could be looked at to see what works for them.

Mayor Tully suggested a 2019 agenda item to look at a better structure for the ECC than what has historically been done.

Commissioner Ellis asked about ways to report out at Village Council meetings.

Mayor Tully asked to think about that and suggested and said it would differ between boards become some boards are highly regulated while others exist through the municipal code.

Commissioner Ellis said she was specifically asking about advice and counsel boards or commissions, what the best way to get information to Council.

Mayor Tully referenced the Human Service Commission Ad Hoc Committee. He said this committee will have a report for the Council. He said he suggests one thing this commission could do is to make those recommendations, do not need an ad hoc.

Commissioner Ellis said the ECC is not on anyone's mind for projects and said they should be considered when dealing with a project with the school or library.

Mayor Tully said those are different legal entities. The Library is its own entity, with

its own board for example.

Chairwoman Pelloso then read from the Village's Municipal Code on the role of the ECC.

Mayor Tully said the statement "directed by Council and the Village Manager" is a free-flowing process, but there should also be mindful development of ideas which are then routed to Council and staff.

Chairwoman Pelloso said there should be top-down and bottom-up communication. She said the statement in the code could be revised or possibly the name.

Dr. Hessler said if all boards and commissions gave quarterly reports to Council that would only be four reports a month.

Mayor Tully said some boards would be very good at that and some would not.

Commissioner Salman said she stayed a second term hoping to make this commission more effective and said the commission has lost some talented people. She said people want to be effective and feel like their time is well-spent. She said people are up for the task.

Chairwoman Pelloso said having a history was helpful.

Mayor Tully said there is no shortage of experienced and passionate volunteers in the Village.

Commissioner Ellis said there are times when the commission does not have a quorum.

Commissioner Marron asked if there are any guidelines on attendance.

Mayor Tully said there is usually a consult with staff on attendance issues.

Commissioner Ellis said she has spent a lot of time putting things on the agenda and has done a lot of outreach to the community. She said there are a lot of pieces not working. She encouraged the Council and her co-commissioners to do more.

Mayor Tully said he wants to tap the enthusiasm and but also temper the enthusiasm. Not every idea will be met with the same enthusiasm by Council.

Commissioner Ellis said there are fair and reasonable people on this commission. And noted when the community comes to the commission, commissioners tell them what is within the commission's power.

Commissioner Salman said in the past she attended a stormwater workshop. She said they received a lot of questions and feels the commission is an under-tapped resource for the community.

Mayor Tully there are so many qualified people in the community willing to share their

time and expertise which is why there are 16 boards and commissions.

Chairwoman Pelloso asked how the size constraints of a board or commission is decided.

Mayor Tully said some are dictated by statute some exist through our municipal code.

Chairwoman Pelloso said maybe the commission would be more effective if it was larger.

Commissioner Ellis said the commission needs to revisit the climate workgroup potential. This has been successful in many other communities but she does not know how to get that going. The workgroup could dig into what the Village is doing and what can they do by law for climate change and make reports out to the ECC then to the Council. This could address the next step.

Mayor Tully suggested at the next ECC meeting to talk about the creation of an ad hoc workgroup in conjunction with this board and to bring back a report to this commission. He said to make a reasonable proposal. This worked with historic preservation very successfully. He said that would be a very specific thing to propose to the next Council.

Commissioner Ellis asked why the current Council could not do this.

Mayor Tully said he would champion this if the ECC wanted to move forward.

Commissioner Ellis said a lot of people want to do the work. The workgroup would need to look at what the Village is doing from the top and look at community groups and what other communities are doing. This would be an opportunity for a continued agenda item.

Chairwoman Pelloso said maybe other workgroups are possible.

Mayor Tully said if a description of the ad hoc workgroup was put together he would introduce it and start the process. He said to be mindful of staff time involved. The Open Meetings Act would apply and staff needs to be present and minutes need to be taken.

Commissioner Ellis said she is willing to bring this to the table next meeting.

Mayor Tully said if the proposal is written up, it could be sent to him and he would bring it as a new business item.

Commissioner Marron asked if ad hoc groups are subject to same requirements for the Open Meetings Act.

Mayor Tully said yes, by operational law.

Chairwoman Pelloso said the ECC does not have a social media presence. She said they could make a motion to council to get the ECC their own Facebook page.

Mayor Tully said individual Council members do not have their own page but noted that

separate entities have their own page, the Park District, the Library, etc. Mayor Tully said the Village's current social media presence could be enhanced and noted the Village's newsletter.

Chairwoman Pelloso said she thinks the commission could improve the newsletter with updates and breaking news.

Ms. Sadowski-Fugitt suggested the use of a hashtag.

Mayor Tully said videos could be an option and opportunities exist to enhance or highlight the ECC through existing channels.

Resident in attendance said the Village Council has a goal of environmental sustainability, but there is no definition exists as to what that goal means. He said there are no metrics to assess if that objective is being met.

Chairwoman Pelloso said she shares some of the same concerns. She noted that the scope of the ECC as an advisory set of volunteers is small. Baseline measures are something the staff would undertake.

Resident in attendance said the Village has no definition of environmental sustainability. He asked whose responsibility it is to provide that definition.

Commissioner Ellis said a role of a workgroup could be to find some answers as this was done in Evanston. She noted there are restraints on the ECC.

Resident in attendance asked why this body is advisory.

Mayor Tully said it was setup that way along with other boards or commissions not as creatures of statute but under the municipal code. Mayor Tully said it would be difficult to have this board as petition-driven, what the petition would be. He said Commissioner Ellis's suggestion of a working group is taking steps in the right direction.

Commissioner Salman said climate issues are global and said how the Village responds as a community is important.

Commissioner Ellis said a resident can request something to look at and that can be put on the ECC's agenda.

Resident in attendance said he feels this is a major deficiency, that the Village's goal of environmental sustainability is undefined.

Dr. Hessler said to pick a small part of a problem and work to achieve it. He said to start with one precise metric as a starting point and add things.

Chairwoman Pelloso said she would like to reiterate some things discussed tonight for next month's agenda. She asked how the ECC can be beneficial as the facilities plan moves forward. She said she wants to make a motion to ask the Village Council to work

with the ECC.

Commissioner Ellis made a motion asking the Village Council for the ECC's consideration and advisement on the Village's facilities plan and to consult the ECC on any environmental impact the facilities plan may have on the Village as a whole.

Commissioner Salman seconded the motion.

Roll Call

Commissioner Ellis – Aye, Commissioner Salman – Aye, Chairman Pelloso – Aye, Commissioner Bement – Aye, Commissioner Duda – Aye, Commissioner Marron – Aye.

The motion passed unanimously

Chairwoman Pelloso reviewed the items for next month's agenda. She said she would like a discussion for renaming commission to proactive versus reactive and reviewing the goal of what the ECC does. She asked the commissioners to come to next month's meeting with suggestions for top-down and bottom-up information flow. She also said she wants to place an item on the agenda to discuss some working groups and the potential for an ad hoc workgroup and how to move that item forward to Council before the new Council is seated.

VII. Adjournment

Chairwoman Pelloso asked for a motion to adjourn.

Commissioner Ellis made a motion to adjourn. Commissioner Duda seconded the motion. The motion to adjourn was passed by a voice vote.

Meeting adjourned.

February 26, 2019
Human Service Ad Hoc Committee Meeting
Minutes

Manager Fieldman called the meeting to order at 7:00. He stated that roll call was taken at the door.

Members Present

Aycock
Campbell
Lohrmann
Marshall
Nagy
Wan
Williams

Members Absent

None

Guests Present

Mayor Tully
Commissioner Earl
Commissioner Walus
Commissioner Waldack

Manager Fieldman stated that the meeting will follow the posted meeting agenda and the schedule shown on the whiteboard. Fieldman introduced Mayor Tully to welcome the HSAHC to their first meeting.

Mayor Tully welcomed the HSAHC members to their first meeting. He thanked the members for serving on this Committee. It has taken the Village Council some time to address the issue of the role of the HSC. Starting the HSC is a priority of the Village. He stated that the community is very reliant on the Village Boards and Commission. The Village Council is appreciative of the efforts of the Boards and Commissions. He thanked them again for their commitment to the Village. The 2019-21 Village Council will receive and consider their report.

Commissioner Walus also welcomed the HSAHC members to their first meeting. She stated that she appreciated their time and efforts.

Commissioner Waldack welcomed the members and noted that the Council appreciates their volunteerism.

Commissioner Earl thanked each member for their community service and commitment to the Village. The Council looks forward to what this committee brings to them.

Mayor Tully and Commissioner Walus left the meeting at 7:05. Commissioners Earl and Waldack left the meeting shortly thereafter.

Manager Fieldman asked each member of the HSAHC to introduce themselves by stating their name, saying a little bit about themselves and stating why they are interested in serving on this committee. Each member introduced themselves accordingly.

Manager Fieldman provided background information about the Village's Boards and Commissions. He stated that Boards and Commissions play an integral role in the Village by:

- Assisting the Village Council in making policy
- Providing opportunities for public dialogue
- Creating a public record of policy discussions
- Making recommendations to the Village Council

Fieldman further stated that the Village has 15 Boards and Commissions in addition to the HSAHC. Many of them respond to petitions submitted to them. Some boards, including the Environmental Concerns Commission and the Human Service Commission act as advisory boards and may generate items for discussion and consideration that are not in response to petitions or referrals from the Village Council. He stated that the Village sometimes creates ad hoc committees to complete specific projects or tasks.

Fieldman summarized the existing duties and responsibilities of the Human Service Commission as found in the Village Code. He noted that the HSC was created in 1977 and met on a regular basis until 2011. The HSC became inactive at that time. The staff liaison to the HSC and Counseling Services were eliminated by the Village in 2010 due to budgetary issues brought on by the Great Recession.

Fieldman explained that the purpose of the HSAHC is to help the Village Council determine the roles and responsibilities for a reconstituted HSC.

Fieldman stated that the HSAHC deliverables include:

- A written report to the Village Council
- Meeting minutes
- Recommendations related to the questions posed to the HSAHC by the Village Council.

Fieldman summarized the meeting schedule for the HSAHC:

- February 26
- March 26

- April 23
- May 28

Members of the HSAHC discussed the two questions presented to them by the Village Council.

- What role an appointed HSC shall serve in the Village?
- What can and should an appointed HSC do to assist the Village Council in promoting the function and mission of the Village on an on-going basis?

Ms. Aycock stated that the HSC should have a permanent, on-going role and should focus on mental health issues and services. She noted that many mental health services are available for free in the community. The Village should support the residents in seeking out these services. She stated that the HSC should also focus on diversity issues and should create a sense of inclusiveness, which is currently lacking in the community. She noted that the LGBTQ community is not well supported in Downers Grove, noting that many residents do not feel comfortable. She said that the HSC should work to change and improve the community in these areas.

Ms. Wan said that the HSC should review the demographics of the Village (age, language, ethnicity, sexual orientation, homelessness) and let the data drive the areas that the HSC should focus on. She noted that tracking and analyzing the changes in the data over time would be informative. Ms. Wan asked what the Village is doing to support the homeless and was concerned about the Library (a warming center) closing during the recent extreme cold weather. She stated that the HSC should identify gaps in the services to the homeless and work to address these gaps, noting that the communication to the homeless population could be improved.

Ms. Williams said that the HSC should work to provide a sustainable, accessible system for serving and reaching out to the homeless and other underserved members of the community. She noted that communicating effectively with residents is of key importance.

Ms. Campbell noted that the elderly and homeless may not actively use social media or other online resources to receive information.

Ms. Aycock noted that she and others in the community have concerns about public schools. She stated that the issues which face School District 58 are different than those that School District 99 are facing. She is concerned about how District 58 responded to issues about the number of residents moving into the Highland School neighborhood so that their children could attend this award winning school. She stated that the District's response was not transparent.

Ms. Aycock discussed concerns about dual language program performance in the public schools.

Ms. Marshall stated that education is a key issue. She has questions about how the public schools are complying with recently enacted state laws about mental health services and programs.

Ms. Aycock stated that some residents who do not have children in the public schools may be moving out of the Village and may not want to pay increased taxes which support the schools.

Ms. Williams stated that the HSC should address issues related to the perceived differences between the north and south sides of the Village. She noted that the demographics of the Village differ on the north side from the south side. She said that some in the community do not understand the issue of race and do not want to discuss these issues and that these issues are taken into the schools. She stated that the HSC should host events celebrating diversity and that the Village should make facilities more readily available for members of the community and community groups.

Ms. Campbell said that Downers Grove should become a more welcoming community.

Ms. Williams stated that there is a lack of diversity in community leadership positions and that the experiences of the leaders do not reflect the experiences of many residents in the community.

Ms. Aycock said that there is a lack of diversity of religion in the community.

Ms. Lohrmann stated that she has concerns about north/south issues in the Village, noting that North High school has a different demographic makeup than that of South High School.

Ms. Williams said that she was concerned about the way School District 58 responded to her family's request to have her daughter attend Pierce Downer school when their new house was under construction across the street from the school.

Ms. Marshall said that the HSC should work to create an inclusive community which celebrates diversity as opposed to tolerating.

Ms. Aycock said she was concerned about the Village's response to the library board member's behavior a few years ago. She stated that the HSC should promote the discussions of race, especially in the schools.

Ms. Campbell said that the members of the HSAHC should use their professional skills and backgrounds to identify gaps and issues.

Ms. Nagy asked what the Village and HSC roles are in relationship to other governments. Manager Fieldman said that the Village does not control the other governments and the Village and HSC actions and discussions may influence the other governments.

Ms. Aycock asked if boards and commissions are provided with a budget. Manager Fieldman stated that the boards and commissions do not have a spending budget and that the Village budget provides funding for the services to be provided by the Village. The Village departments have budgets and resources.

Ms. Williams said that the HSC should promote diversity and should dedicate a staff person to help connect residents with social service providers.

Ms. Aycock asked about the roles, responsibilities, make-up and funding for the Downers Grove Economic Development Corporation. Manager Fieldman said the DGEDC is a not-for-profit entity supported financially by the Village (EDC receives 50% of the annual hotel tax revenue) and private contributions. The Board of Directors consists of business and government leaders. The President and CEO of the EDC is Michael Cassa.

Ms Aycock noted that the DGEDC may be a resource which could support the efforts of the HSC.

Ms. Wan said she had reviewed the excerpt of the Village's Long Range Plan and strategic goals. She noted that the LRP has a strong focus on budget and financial issues and does not include the issues being discussed at this meeting. Manager Fieldman said that the LRP is strongly rooted in financial planning and budget preparation. Ms. Wan asked how the Village Council will consider the HSAHC report and recommendations. Manager Fieldman explained that the report will be provided to the Village Council shortly after the new Council members are sworn in. The HSAHC report will be provided to the Council at the same time that the Council is working on the Long Range Plan.

Ms. Aycock stated that the HSAHC should identify the items that will appear on the agenda for the next meeting. Manager Fieldman said that Village staff will prepare and distribute a draft agenda based on a review of the notes from this meeting.

Members of the HSAHC asked for the following information to be provided prior to the next meeting:

- Summary of the issues considered by the HSC in the 2000's
- Village demographic information over the past several years

Some HSAHC members noted that the March 26 meeting will take place during the school's spring break and asked that the meeting be rescheduled.

Motion to adjourn by Ms. Wan. Second by Ms. Aycock. Voice vote carried unanimously. The meeting was adjourned at 8:29 pm.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
FEBRUARY 27, 2019, 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 Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber. Absent: Trustee Jennifer Morrow.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Executive Assistant Katelyn Vabalaitis, Friends of the Library President Joni Hansen, Resident Ed Pawlak.
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 Humphreys and seconded by Dougherty THAT the Minutes of the January 23, 2019 Regular Monthly Meeting be approved as presented. Motion passed by voice vote.
5. **Financial Matters.**
 - a. January 2019 Financial Report. Milavec presented the report. The year is off to a good start. January revenues appear to be low, but that is normal as tax payments do not show up until June. The Board packet included an updated fund balance report from the Village for December 2018. This revised report shows the final, unaudited fund balances for 2018.
 - b. February 2019 Invoices. It was moved by Stapleton and seconded by Humphreys THAT the payment of February 2019 capital replacement invoices totaling \$262,107.97, the payment of February 2019 operating invoices totaling \$86,331.46, the acceptance of February 2019 credit memos totaling \$5.49, and the ratification of January 2019 payrolls totaling \$208,491.14 be approved. Roll call: Ayes: Dougherty, 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.** There was none.
9. **Unfinished Business.** There was none.
10. **Library Director's Report.** Milavec presented the report. The annual report for the library has been submitted to the State Library and a copy will appear in the next Board packet. We have also finished the annual Public Library Data Survey. Thank you to Assistant Director Jen Fredericks for all her hard work on these reports. We are proceeding with the compensation review and focused on job descriptions this week. The minimum wage increase passed in Illinois and the library is in good shape through 2019. In 2020, the necessary changes will roll into the new benchmarking and compensation system that is being developed for the future. The Downers Grove Public Library Foundation chose not to move forward with any of the proposals they received for commissioned artwork at this time. They are proceeding with art gallery tours and are exploring other artists to feature on the prominent wall in the lobby. The Foundation Board meets on the second Monday of every month at 7:00 p.m. in Conference Room A.
11. **Trustee Comments and Requests for Information.**

President Graber asked about coordinating with the schools to extend library hours during exam time to allow teens space to study. He would be interested to see if it is something the library can do from an employee and budget standpoint.

President Graber commented that most kids in the district have Chromebooks provided by the schools and some kids do not keep their computers charged. Would it be possible for the library to have a charging station or extra chargers? Milavec responded that the library does have charging kiosks throughout the library and tabletop chargers in the Kids Room.

Trustee Dougherty asked about the new library podcast, inquiring about the goal and how staff plan to measure its success. Milavec responded that it is about expanding our audience and highlighting people and programs in the library. Staff will track how many downloads the podcasts receive to measure its success.

Trustee Humphreys added that the podcast, organization of the month, inaugural service fair, and other outreach events are really taking off and are wonderful.

Trustee Stapleton asked if there have been issues in the holds area, as a security camera was added. Milavec responded that it ties into SWAN's patron privacy initiative.

President Graber asked about the potential extra day for Rotary GroveFest this year. Trustee Humphreys commented that nothing is nailed down yet and the committee was just giving the library a heads up that an extra day may be in the works. Rotary member Lisa Rasin will attend a future meeting to go over more details with the Board.

12. **Adjournment.** President Graber adjourned the meeting at 7:47 p.m.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 27, 2019, IMMEDIATELY FOLLOWING REGULAR MEETING**

The Committee of the Whole met at 7:47 p.m.

The Board of Library Trustees toured the library renovations completed at the end of 2018, beginning in the Library Meeting Room immediately following the regular meeting.

The tour ended at 8:15 p.m.

APPROVED APRIL 1, 2019

**VILLAGE OF DOWNERS GROVE
PLAN COMMISSION MEETING
MINUTES FOR MARCH 4, 2019**

CALL TO ORDER:

Chairman Rickard called the March 4, 2019 meeting of the Plan Commission to order at 7:00 PM and led in reciting the Pledge of Allegiance.

ROLL CALL:

PRESENT: Ch. Rickard, Mr. Boyle, Ms. Gassen, Mr. Kulovany, Ms. Majauskas, Mr. Maurer, Ms. Rollins

ABSENT: Ms. Johnson, Mr. Quirk, Ex. Officio Members Miller, Livorsi & Menninga

Ch. Rickard reminded everyone present to silence any electronic devices during the meeting, and noted that copies of the Agenda are available on the shelves at either side of the Chamber.

STAFF: Jason Zawila, Planning Manager
Flora Ramirez, Development Planner

VISITORS: Irene Hogstrom, 1232 Gilbert, D.G.
Ken Eisenberg, All Creatures Great & Small, 1656 Prairie, D.G.
Andrew Eisenberg, All Creatures Great & Small, 2620 N. Clybourn, Chicago, IL
Mark Bragen, 1232 Gilbert, D.G.
Vera & Thomas Dicke, Dicke Tool Company, 1201 Warren Ave.
Grace Dicke, Dicke Tool Company, 1201 Warren Ave.
Michael Matthys, Linden Group, Inc., 10100 Orland Parkway, Orland Park, IL
Bill Zalewski, Advantage Consulting Eng., 50 Main St., Lemont, IL
Scott Richards, 1130 Warren, D.G.
Tom Leucuta, 1216 Gilbert, D.G.

APPROVAL OF MINUTES: February 4, 2019 meeting

Ms. Gassen moved, seconded by Mr. Kulovany to approve the minutes for the February 4, 2019 meeting.

Ch. Rickard called for a voice vote to approve the minutes as submitted. The Motion passed unanimously.

Ch. Rickard reviewed the procedures to be followed for the meeting, and explained that the Plan Commission is strictly a recommending body. The purpose of the meeting is to gather facts, information and testimony on any items on the Agenda. The Plan

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Commission's decision is not final, but is strictly a recommendation to the Village Council for the Council's final decision. He said a report would be forwarded to the Council with a Motion to recommend approval, approval with refinements, or denial. The Village Council makes all final decisions.

Meeting procedures are as follows:

The Petitioner will present its case to the Plan Commission, followed by questions to the Petitioner by Commission members.

The Public will then have an opportunity to make comments before the Commission regarding the case under consideration. Chairman Rickard asked that each speaker provide his or her name and address for the record.

Following presentations by the Public, a member of the Community Development Department will present Staff's report.

Upon completion of presentations by the Staff and the Public, the Petitioner will have the opportunity to address questions and statements made or provide a closing statement.

The Chairman will then close the public hearing portion of the meeting, and the Commission will review the information provided and ask questions of the speakers.

Upon completion of the Plan Commission's deliberation, a Motion will be made containing a recommendation to the Village Council regarding the case.

Ch. Rickard then asked everyone who intended to speak on the petition before the Commission to rise and be sworn in.

PUBLIC HEARING

19-PLC-0001: A petition seeking approval for the following items: 1) A Special Use approval to construct a new veterinary clinic; and 2) Request for a variation from the Build-to Zoning requirement. The property is currently zoned DB, Downtown Business. The property is located directly southeast of the intersection of Warren Avenue and Linscott Avenue, Downers Grove, IL (PINs 09-07-218-011, 09-07-218-012 and 09-07-218-019). All Creatures Great and Small, Petitioner, and Prince Pond Investments, LLC. Owner.

Petitioner's Presentation:

Ken Eisenberg of 1656 Prairie stated that he has resided in Downers Grove for 35 years and is a veterinarian in the Village. Their practice has grown since its inception 18 years ago. They are seeing approximately 30,000 patients per year. They will not offer boarding or grooming at the facility. Animals that are in the facility as patients will occasionally be brought to the back to relieve themselves. Dr. Eisenberg said they

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have been searching for property for some time and have decided on this location in the Downtown Business district. He then asked their architect to make their presentation.

Mr. Mike Matthys, Linden Group Architects of 10100 Orland Parkway explained that they are requesting a Special Use and a variance from the Build-to zone. He said the developer/builder for the project is also present to answer questions. Mr. Matthys noted that his firm has been involved in animal care facilities over the past five years and are aware of the needs and planning involved. He reviewed the history of All Creatures Great and Small, showing a slide of the proposed location for the two-story 5,840 square foot facility. He then reviewed the floor plan to clarify the functions of the site, noting they there will be an expanded reception waiting area, six expanded hospital exam rooms, with parking located at the rear of the building. The hospital portion of the building includes x-ray areas and an ICU that are isolated from the public portion. There is also an outdoor relief area that has a fenced-in section for the safety of the animals. Dogs are always brought outside on leashes with supervision. The small second floor is limited to less than 1,000 square feet with office space and a small break room for staff and some storage. Mr. Matthys said the minimum building height is 35 feet. The street setback is set at zero, but they have created a setback of 10 feet and are setting the east side setback, which could be zero, at 3 feet. That 3 feet setback allows for the overhang for the roof, and it allows for fire separation between buildings. The west side is being set back at 30 feet where the drive is located. The rear is set back 72 feet. Village Ordinance parking requirements are 19 spaces, but they are providing 24 spaces. The build-to zone on the front is 0 to 10 feet and they are holding the 10 foot line to provide for landscaping along the building. Lastly the architecture reflects the transition from the downtown district to the residential area.

Mr. Matthys explained that the build-to zone variance that they are requesting is from the required 80% to 67% of the street-facing building façade. If they complied with the ordinance they would only have 20 feet to provide the drive and pedestrian access to the entrance. He noted they are actually requesting 66.5% to allow for the possibility of extending the drive aisle by one foot per staff's condition. There are three elements that create the need for this build-to-zone including a 24 foot drive aisle, a 5 foot walkway and on the other side a 3 foot setback. He pointed out some building features including the front porch element, a retaining wall that runs along the front sidewalk, and a covered area for the columns. The relief area is in the rear of the building. He showed the location of the trash enclosure and impervious paver area to allow for the stormwater to drain in the parking area. Mr. Matthys noted that they looked at the east side of the building and the building to the right with the idea that they are the last building in the downtown district. The idea is to create a streetwall and as you move to the right. The new building coexists with the building to the right and if future development happens that streetwall can be maintained. The Comprehensive Plan calls for orientating buildings toward the street and also calls for modernization in order to be competitive in the modern market place. Mr. Matthys then asked Bill Zalewski, the Civil Engineer for the project to make his presentation.

Mr. Zalewski of Advantage Consulting Engineering said that the culvert presently runs from west to east with the water breaking toward Warren. The site does not require

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retention as they have pavers that keep them below the DuPage County threshold for retention requirements. He noted that they are not going to be able to save any trees in the area. The culvert will tie into the existing storm sewer that runs through the site and backs into a large 48" culvert that traverses further east over the creek and starts off on the south side of the tracks.

Mr. Matthys then reviewed the landscape plan which provides some turf and foundation planting and landscaping plans for along the retaining wall. Mr. Matthys then described the variety of materials used for the construction of the building to blend in with the residential area. The rear of the building switches to one story and has a mansard style roof.

A question was raised by the Commission regarding the discrepancy between the square footage between Staff's report and the Petitioner's report. Mr. Zalewski replied the square footage should be the difference between the second floor being added in. He said that number would be clarified before they move forward.

Ch. Rickard said he noticed that one of the drawings showed a dumpster area along the south property line, but it only shows up on one drawing and not the others. There also appears to be a fenced dumpster area on the east side of the property. He asked for clarification if there was one or two dumpster areas. Mr. Zalewski said there is only one dumpster area on the east side of the fence. The dumpster on the engineering site plan is temporary for construction debris.

A question was raised as to whether there would be any way the Petitioner would be able to comply with the build-to-zone at 80%. The Petitioner replied that there is no other way to accommodate the requirement. The design needs to account for a drive aisle that allows for two-way traffic, a pedestrian connection is needed to ensure clients do not walk down the drive aisle, and on the east side the separation distance to account for the eave overhangs for the architectural feature and fire separation required by code.

Planning Manager Jason Zawila, responded to another question concerning parking requirements, noting that in the downtown business district, parking is not required; however, the Petitioner in this case is providing parking and therefore must meet the minimum requirements established by the Ordinance. The minimum is 19 parking spaces, although the Petitioner is going to provide 24 parking spaces on site.

There being no other questions from the Commission, Ch. Rickard called for input from the public.

Public Comments:

1. Vera Dicke, Dicke Tool Company, 1201 Warren Avenue, said she had four questions: 1) What type of drainage system would be added on the south side of the parking lot and would it tie into the Village system; 2) What are the details regarding the permeable pavers base; 3) Will the runoff from the dog relief area create a possible

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sanitary issue; and 4) Regarding the new tree on the southeast corner, why did they chose that location as it could cause problems with retaining walls and the new drainage system.

2. Irene Hogstrom of 1232 Gilbert said she lives across the tracks from the project. They have no issues and she wanted to express support for the project. Having the parking lot behind the structure helps with the street façade.

3. Tom Leucuta of 1216 Gilbert lives across from the proposed building. He is glad they will fence the dog relief area in. He had an issue with the previous company with the lighting. After speaking with the previous company representatives, they were able to adjust the light downward.

There being no further comments from the public, Ch. Rickard called upon Staff to make its report.

Staff Report dated March 4 2019

Development Planner Flora Ramirez said the petition is for a special use to construct a new veterinary clinic, and a request for a variation from the build-to zone requirements for the property at 1225 Warren Avenue. She presented a slide showing the proposed building, which is in the Downtown Business district of the Village. The build-to-zone requirement for the Downtown Business district is 80% which means that 80% of the façade has to be within 0-10' of the right-of-way. She showed what that area is on the slide. The drive aisle according to the Village Ordinance is required to be 24 feet in width, and architectural aspects of the building push the building back beyond the 10 foot setback. This parcel is unique as it is the last parcel in the Village's Downtown Business district that establishes specific Design Guidelines for the structure. Ms. Ramirez noted that the petitioner proposed to meet those Design Guidelines by: constructing with high-quality building materials differentiating the base, middle and top of the building; providing a horizontal expression to separate the first floor from the floor above; creating a rhythm through the use of the second and first floor windows; providing a front seating area; and creating a distinctive roof that appears similar to surrounding residential styles.

Ms. Ramirez noted the Standards of Approval for a Special Use as well as the Standards for zoning variations stated in Staff's report dated March 4, 2019, and referenced the draft motion and eight conditions found on Page 6 of Staff's report should the Plan Commission recommend approval of the petition.

Ms. Majauskas said it appears as though there are dueling ordinances regarding the driveway. She didn't know whether the Village considered the overhang at all. Mr. Jason Zawila said that the overhang was accounted for by the design of the porch area. Ms. Majauskas asked if the setback is an aesthetic issue, or whether it is to have all buildings at the same distance from the street. Mr. Zawila said that with the update in 2015 to the Ordinance, it is an effort to design a building to the street wall for the pedestrian environment, which is typically seen in a downtown area.

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Ch. Rickard asked the Petitioner if they wanted to respond to any of the comments made earlier in the meeting at this time.

The petitioner responded to Ms. Dicke's questions explaining that the drainage system on the south side of the parking lot will have an inlet that the drain tile will come into so any water coming off the railroad tracks will filter into the drain tile, enter the 24" storm sewer and move off site into the Village 48" storm sewer. Regarding the southeast corner tree, he indicated that there is a lot there with a retaining wall, a structure tying into the existing culvert going under the parking lot, etc. As for the permeable pavers, they are designed to allow the water to percolate back into the ground, and there is about 8" of open drain stones beneath the pavers. Regarding runoff from the dog relief area they will install synthetic turf with drainage over a stone base layer. Solid waste is picked up. As to the question regarding lighting, the Petitioner replied that they have submitted a photometric plan to Staff to assure they meet all lighting requirements.

Ms. Majauskas asked whether it was possible to move the tree to another part of the site rather than removing it. Mr. Zawila said staff would work with the applicant to meet the requirement for the parking area landscaping.

There being no further comments, Ch. Rickard closed the public portion of the hearing.

Commission's Deliberations:

Ch. Rickard reminded the Commission that the request by the Petitioner is for a Special Use permit for the building, and a variance for the Build-to-Zone.

Ms. Rollins commented that she likes the architectural design and thinks it adds to the project. This is also a great local business and they want to stay in town. She is in favor of this request.

Mr. Maurer said he thought it was a great looking building and thanked Dr. Eisenberg for his service to the community. He noted that Ms. Dicke's building is probably the only one that complies with the build-to-zone. He commented that when they see a wholesale redevelopment of a site like this, the community knows that everything will be brought up to Code, no matter what the issue is.

Ms. Gassen said this is a huge improvement trying to maintain that street wall. As far as the variance, she thinks parking is appropriate for the situation. She supports this.

Motion:

Ms. Gassen said that based on the petitioner's submittal, the Staff report and the testimony presented, she finds that the Petitioner has met the standards of approval for Special Use and Variation as required by the Village of Downers Grove Zoning Ordinance, and is in the public interest and therefore, she moved that the Plan Commission recommend to the Village Council approval of 19-PLC-0001, subject to the following conditions:

APPROVED APRIL 1, 2019

1. **The Special Use and Variation shall substantially conform to the Staff report, architectural drawings prepared by Linden Group dated February 20, 2019, engineering drawings prepared by Advantage Consulting Engineers dated February 20, 2019, and landscape drawings prepared by Erickson Engineering Associates, LTD dated February 20, 2019, except s such plans may be modified to conform to the Village Codes and Ordinances.**
2. **The two-way drive aisle shall be revised to have a 24-foot width.**
3. **A pedestrian connection from Warren Avenue to the front of the building shall be provided and differentiated from the adjacent pavement through the use of elevation or material.**
4. **An administrative lot consolidation of the three lots shall be recorded at DuPage County prior to the issuance of a building permit.**
5. **A demolition permit for the existing building shall be issued and completed prior to the administrative lot consolidation.**
6. **A public utility and drainage easement shall be provided for the 24-inch storm sewer and the 36-inch sanitary sewer within the parking lot.**
7. **Approval from property owner to the east and west is required when removing the driveway on the northwest and northeast side of property.**
8. **The building shall be equipped with an automatic suppression and an automatic and manual fire alarm system.**

Ms. Rollins seconded the Motion.

Mr. Zawila said this item would go before the Village Council as a First Reading for April 9th, and final consideration by the Council on April 16th.

Mr. Zawila said that there would be a Plan Commission meeting scheduled for April. He asked the Commissioners if they were interested in having Staff provide updates on cases heard, and the Commissioners responded they would like to have that follow up.

.....

**Mr. Kulovany moved to adjourn the meeting, seconded by Mr. Boyle.
The Motion carried unanimously by voice vote.**

Ch. Rickard adjourned the meeting at 7:47 PM.

Respectfully submitted,

Tonie Harrington,
Recording Secretary
(transcribed from mp3 recording)

**DOWNERS GROVE LIQUOR COMMISSION
VILLAGE HALL COMMITTEE ROOM
801 BURLINGTON AVENUE**

Thursday, March 7, 2019

I. CALL TO ORDER

Chairman Strelau called the March 7, 2019 Liquor Commission meeting to order at 6:30 p.m.

II. ROLL CALL

PRESENT: Mr. Clary, Ms. Flanagan, Mr. Krusenoski, Ms. Pietrucha (6:35), Chairman Strelau

ABSENT: Mr. Heafner, Mr. Jacobson

STAFF: Carol Kuchynka, Liaison to the Liquor Commission, Assistant Village Attorney
Dawn Didier

OTHERS: Luis Suarez, Court Reporter

III. APPROVAL OF MINUTES

Chairman Strelau asked for approval of the minutes for the December 6, 2018 Liquor Commission meeting and asked members if there were any corrections, changes or additions.

Hearing no changes, corrections or additions, the December 6, 2018 minutes of the Liquor Commission meeting were approved as written.

Chairman Strelau reminded those present that this evening's meeting was being recorded on Village-owned equipment. Staff was present to keep minutes for the record and a court reporter was present taking the minutes verbatim.

IV. APPLICATION FOR LIQUOR LICENSE

Chairman Strelau made the following statements:

"The next order of business is to conduct a public hearing for liquor license applications. For the benefit of all present, I would like to state that this Commission does not determine the granting or denial of the issuance of any license. We may at the end of each hearing, make a finding or recommendation with respect to the application. If necessary, the Commission may adjourn a hearing to a later date in order to have benefit of further information."

"At the conclusion of the hearing, the Commission will summarize its findings and determine any recommendations it wishes to make to the Liquor Commissioner."

"The Liquor Commissioner, who is the Mayor of Downers Grove, will, pursuant to Section 3-12 of the Ordinance, render decisions regarding issuance of available liquor licenses within 60 days."

"Hearings by this Commission are held according to the following format: 1) reading of information pertinent to the application, 2) comments from the applicant, 3) discussion by the Commission, 4) comments from staff, 5) comments from the public, and 6) motion and finding by the Commission."

Cooper's Hawk Restaurant & Winery – 1801 Butterfield Road

Chairman Strelau stated that the first order of business was an application hearing for Cooper's Hawk Downers Grove, LLC d/b/a Cooper's Hawk Restaurant & Winery located at 1801 Butterfield Road. She stated that the applicant was seeking a Class "R-3", full alcohol, on- and off-premise consumption liquor license and a Class "O" outdoor liquor license.

Chairman Strelau asked that any individual(s) representing the applicant step forward and be seated. She asked that any individual(s) giving testimony, state and spell their name for the record, indicate their affiliation with the establishment and be sworn in by the court reporter.

Mr. Luis Suarez was sworn in by the court reporter. Mr. Suarez introduced himself as the general manager for Cooper's Hawk for the past 8 years.

Chairman Strelau asked the applicant to present its case.

Mr. Suarez stated that they were seeking a liquor license for a new modern Cooper's Hawk Restaurant & Winery which will be located on the old site of Carlucci Restaurant.

Mr. Suarez advised that they change the menu every six months to a year. He stated that they do regular food and wine pairings. He stated that they have a wine tasting counter, gift shop, candy case and sell wine related products. He stated that they also have a wine club where eight wine tastings are allowed per month as part of the membership.

Mr. Suarez stated that upon walking in the guest will approach the hostess stand and then be guided into a bright and modern dining room. He stated that this particular location will have an elevator to the second floor, which will house a patio and bar and dining area. He stated that one section of the upper patio may be closed off, but operable during warmer months.

Mr. Suarez stated that everything in the kitchen is made from scratch and added that bread and fresh produce are received daily.

Mr. Suarez stated that it is their goal to be a destination rather than just a place to dine.

Chairman Strelau asked for comments from the Commission.

Mr. Krusenoski welcomed them to Downers Grove. He stated that they are beginning to staff for an immense location. Mr. Suarez stated that this would be their flagship location and largest facility that they operate.

Mr. Krusenoski asked how they planned to train staff and if there was a formal program in safe liquor handling. Mr. Suarez replied that they are adamant about training and knowledge of wine. He stated that they have a philosophy that every day is a training day and learn from yesterday's mistakes. He stated that new hires go through an initial four hour orientation which includes steps of service, liquor handling, uniforms and other standards. He stated on day two of the training there is another set of trainers who train on food knowledge and hospitality and a sommelier who does a presentation on wine. He stated that they cover how to check identification. He stated that they want to be certain the team knows the importance of giving a guest a full experience so they will come back time and time again.

Mr. Suarez stated that the servers are trained to recognize signs of intoxication, they are to go to a manager with any concerns.

Mr. Suarez stated that there is usually a team of about 10 managers. He stated one will be assigned to the tasting room, one in the dining room and one in the back of the house kitchen.

Mr. Suarez stated that servers are limited to three tables each which allows the server more time to spend with the guest and manage the tables better. He stated that service is of utmost importance.

Mr. Clary asked if this construction is in addition to the other locations or if they are closing any. Mr. Suarez stated that this will be in addition. He stated that there is a Cooper's Hawk in Naperville, Arlington Heights, South Barrington, Burr Ridge and Oak Lawn are the nearest locations.

Mr. Suarez stated that the corporate support center will be established on the 10th floor of the adjacent office building. He stated that this will also be their flagship for entertaining.

Ms. Flanagan stated that she has been to both the Burr Ridge and Naperville locations and loved the establishment. She read over their training manual and did not have any questions.

Mr. Suarez reported that their turnover rate is 35% . He stated that the average is 110% . He stated that they focus on employees taking ownership that with great service comes great rewards. He stated that managers are always on the floor and always ready to assist.

Ms. Pietrucha noted the restaurant will be close to the office and asked Mr. Suarez if they expect a lot of office workers coming in for lunch and after hours for happy hour. Mr. Suarez replied yes but added they do not promote any type of happy hours.

Chairman Strelau stated that she was pleased to have the Cooper's Hawk in Downers Grove. She advised that she is a wine club member and added that she works in the building that they now occupy.

Chairman Strelau noted that Cooper’s Hawk was planning on taking over the cafeteria operation at the complex. Mr. Suarez stated that he knew the kitchen manager at the location. He stated that they will apply the restaurant food service with the café itself too.

Mr. Suarez stated that he has been in restaurant management for 40 years.

Chairman Strelau stated that it is important to set the tone for the establishment. She stated that he clearly represented that they work with staff and that they understand the concept that servers only take their job as seriously as the organization does.

Chairman Strelau stated that the two terraces and outdoor eating areas sound delightful.

Chairman Strelau asked staff for recommendations or comments pertinent to this application. Ms. Kuchynka replied that issuance of the license is contingent upon receipt of the Certificate of Occupancy, satisfactory background checks, annual fee and employee certifications.

Chairman Strelau asked for comments from the public. There were none.

Hearing the testimony given in this case, Chairman Strelau asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to the applicant with regard to their Class "R-3" liquor license application.

MR. CLARY MOVED TO FIND COOPER’S HAWK DOWNERS GROVE, LLC D/B/A COOPER’S HAWK RESTAURANT AND WINERY LOCATED AT 1801 BUTTERFIELD ROAD QUALIFIED FOR A CLASS "R-3" FULL ALCOHOL ON- AND OFF--PREMISE LIQUOR LICENSE. MR. KRUSENOSKI SECONDED.

VOTE:

Aye: Mr. Clary, Mr. Krusenoski, Ms. Flanagan, Ms. Pietrucha, Chairman Strelau

Nay: None

Abstain: None

MOTION CARRIED: 5:0:0

Hearing the testimony given in this case, Chairman Strelau asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to the applicant with regard to their Class "O" liquor license application.

MS. PIETRUCHA MOVED TO FIND COOPER’S HAWK DOWNERS GROVE, LLC D/B/A COOPER’S HAWK RESTAURANT AND WINERY LOCATED AT 1801 BUTTERFIELD ROAD QUALIFIED FOR A CLASS "O" FULL ALCOHOL OUTDOOR LIQUOR LICENSE. MR. KRUSENOSKI SECONDED.

VOTE:

Aye: Ms. Pietrucha, Mr. Krusenoski, Mr. Clary, Ms. Flanagan, Chairman Strelau

Nay: None

Abstain: None

MOTION CARRIED: 5:0:0

Mr. Krusenoski asked when they planned to open. Mr. Suarez replied November.

Ms. Pietrucha asked if they will have wine available in the cafeteria. Mr. Suarez was unsure. Ms. Kuchynka noted that they would need to apply for a license if they sell or serve in the cafeteria. She noted that the private functions that are planned on the 10th floor will not require a license.

V. NEW BUSINESS

Chairman Strelau asked if there was any discussion, update from staff or comments from the Commission regarding any new business.

Ms. Kuchynka advised she did not anticipate holding an April meeting.

Ms. Kuchynka advised that the Village Council adopted an ordinance creating a Class R-3 liquor license classification for Cooper's Hawk which would meet their need for both on and off-premise consumption.

VI. OLD BUSINESS

Chairman Strelau asked if there was any discussion, update from staff or comments from the Commission regarding any old business.

Ms. Kuchynka referred to the December, January and February month end reports. She provided the Commission with a new classification chart along with new annual fee chart for 2019.

Ms. Kuchynka advised of the Mayor's intent to issue the Corner Pantry and Carnivore & the Queen license. She stated that Corner Pantry is still in permitting and Carnivore and the Queen opened late February.

Ms. Kuchynka advised that sidewalk café license applications have been coming in. She noted that the season runs from March 15th through November 15th.

Ms. Kuchynka advised that the Downtown Management Organization pulled a special event liquor license and will be holding the 2nd annual Sip, Shop & Stroll event in the downtown. She stated that

fifteen businesses will be offering wine sampling from 5-8 p.m. She stated that the event will take place May 2nd. She advised that she will be conducting a training seminar for the participants and advised that snacks will be made available during the event.

Chairman Strelau asked if RBK was open. Ms. Kuchynka replied she believed so and that she did not hear otherwise, but would check to be certain.

Ms. Pietrucha asked if Nossa Brazilian Steakhouse closed. Ms. Kuchynka replied yes. She stated that the strip mall/location was not conducive to enough business.

VII. COMMENTS FROM THE PUBLIC

There were none.

VIII. ADJOURNMENT

Concluding business for the evening, Chairman Strelau called for a motion to adjourn.

Mr. Clary moved to adjourn the March 7, 2019 meeting. The meeting was adjourned by acclamation at 6:57 p.m.