

**MINUTES OF THE MEETING OF
THE COMMITTEE OF THE WHOLE
OF THE VILLAGE OF BARRINGTON
For Monday, July 20, 2020**

CALL TO ORDER

The special meeting of the Board of Trustees sitting as a Committee of the Whole was called to order by Village President Darch at 5:04 p.m. on Monday, July 20, 2020 at 200 S. Hough Street, Village Board Room, Barrington, Illinois.

ROLL CALL

Upon roll being called the following answered present: Trustees Jason Lohmeyer, Todd Sholeen, Jennifer Wondrasek, Kate Duncan, Emily Young, Mike Moran, and President Karen Darch. The following personnel also attended the meeting: Scott Anderson, Village Manager; Jennifer Tennant; Assistant Director of Development Services; Marie Hansen, Director of Development Services; Tom Gilbert, Technology Services Manager; Jeremie Lukowicz, Director of Public Works; Allison Chmelik, Interim Director of Financial Services; Dave Dorn, Police Chief; John Christian, Fire Chief; Heather McGovern, Manager of Human Resources/Risk Management; Melanie Marcordes, Assistant to the Village Manager; and Jim Bateman, Attorney. Additionally, Patty Dowd Schmitz, Director of Communications and Community Engagement attended the meeting via electronic means.

In compliance with the provisions of Chapter 11, "Rules for Participation in Meetings via Electronic Means" of Title 1, "Administration", of the Village of Barrington Village Code, the following participated in said meeting via electronic means: Trustee Jason Lohmeyer.

Section 6 of Executive Order 2020-7 signed by Governor J.B. Pritzker suspended provisions of the Open Meetings Act, 5 ILCS 120, requiring or relating to in-person attendance by members of a public body. This Executive Order is titled as follows: "Executive Order in Response to COVID-19 (COVID-19 Executive Order No. 5)". This Executive Order was issued on March 16, 2020.

Discussion Topics:

a. Initiate Zoning Ordinance Text Amendment.

Summary: J. Tennant reviewed the additional information requested by the Board relating to antique signs, alley access parking pads, lot coverage, average front yard setback and B-1 District requirements. M. Hansen discussed an additional proposed amendment to the impervious surface requirements. The Village Board discussed each item and concurred with Staff's recommendations to the Zoning Ordinance. Additionally, they provided feedback to allow an additional 5% of open graded stone as it relates to impervious surface calculations.

Overview: As previously discussed at the July 6th Committee of the Whole, included on the agenda is a discussion regarding a Zoning Ordinance Text Amendment to address issues and/or clarifications to the current zoning regulations and to update policies based on changing trends. Based on the previous discussion, attached is an agenda memo which includes additional information.

b. Historic District Guidelines Amendment.

Summary: J. Tennant gave an overview of the proposed changes to the Historic District Design Guidelines relating to overhead garage doors. Additionally, J. Tennant presented several process improvements to reduce costs and timelines for property owners in the Historic District. The Village Board concurred with Staff's proposal and directed Staff to proceed with the amendment.

Overview: At the June 1, 2020 COW meeting, the Board directed Staff to research and propose amended guidelines relating to overhead garage doors, in order to provide flexibility for property owners preferring to install non-wood doors. The current regulations permit materials other than wood, provided that they mimic the smooth texture of a wood door. Staff has been unable to identify a non-wood overhead garage door that is smooth. Staff has contacted several communities and many do not specifically address overhead garage doors in their design guidelines. Of the communities that do, they do not specifically identify permitted materials. Many communities review garage doors and materials on a case-by-case basis which staff would like to avoid in order to best maintain a consistent and efficient administrative review process. The goal is to regulate the appearance of overhead garage doors, while relaxing restrictions on materials due to the fact that a wood alternative meeting our criteria does not exist. Included in the packet is an agenda report with staff's initial thoughts on how to accomplish this goal.

c. Contributing Accessory Structures.

Summary: The Village Board reviewed the additional information provided by J. Tennant relating to the classification of accessory contributing structures in the Historic District as a follow-up to the discussion at the 7/6/20 COW meeting. The Board determined that all accessory contributing structures should be reclassified to non-contributing based on a variety of issues facing these structures and property owners. The Board directed Staff to begin the reclassification process. Additionally, the board concurred with Staff's recommendation to a

corresponding amendment to the Historic Overlay District Design Guidelines that encourages the retention of all original accessory structures as the preferred course of action whenever possible. When retention is not possible, the Design Guidelines should encourage the incorporation of architectural design elements indicative of the original accessory structure when appropriate.

- d. **Overview:** As a follow-up to the discussion held at the June 1, 2020 COW meeting regarding contributing accessory structures, staff prepared a report detailing the description and picture from 2005 Historic District survey, as well as a recent picture of each contributing accessory structure in the Historic Overlay District. At the July 6, 2020 Committee of the Whole, the Board held a further discussion based on the information contained in the attached report. Further discussion on this matter is necessary before final direction can be provided. Based on the previous discussion, attached is an agenda memo which includes additional information.

PERSONS TO BE HEARD FROM THE FLOOR – CITIZEN’S REGISTRATION/COMMENTS: None

MINUTES

Included on the agenda are the meeting minutes from the **July 6, 2020** Meeting of the Committee of the Whole.

MOTION: A motion was duly made by Trustee Duncan and seconded by Trustee Young to approve Meeting Minutes of the Corporate Authorities from July 6, 2020 sitting as a Committee of the Whole, via an omnibus vote, as presented.

ROLL CALL: Trustee Lohmeyer, aye; Trustee Sholeen, aye; Trustee Wondrasek, aye; Trustee Duncan, aye; Trustee Young, aye; Trustee Moran, aye; President Darch, aye. President Darch declared the motion passed.

Included on the agenda are the meeting minutes from the **June 8, 2020** Meeting of the Committee of the Whole sitting as a Closed Session.

MOTION: A motion was duly made by Trustee Wondrasek and seconded by Trustee Young to approve Meeting Minutes of the Corporate Authorities from June 22, 2020 sitting as a Closed Session of the Committee of the Whole, via an omnibus vote, as presented.

ROLL CALL: Trustee Lohmeyer, aye; Trustee Sholeen, aye; Trustee Wondrasek, aye; Trustee Duncan, aye; Trustee Young, aye; Trustee Moran, aye; President Darch, aye. President Darch declared the motion passed.

Discussion Topics:

- a. **2020 Art Walk:**

Summary: Patty Dowd Schmitz reviewed this topic and discussed Amdur’s revised plan for the Art Walk. The proposed approach is to hold the Art Walk in the BMO Harris lot. This will ensure an enclosed footprint. The number of attendees will be limited. These precautions will be in place to limit the risks associated with Covid-19.

Overview: The 2020 Art Festival that normally occurs on Memorial Day weekend was canceled this year due to the pandemic. It was tentatively rescheduled for September 12-13. Amdur Productions has contacted us with a Covid Plan for a reimagined “Art Walk” that would entail a much-scaled down art show in the same footprint, with fewer artists and the public pre-signing up for time slots to visit the fair through Eventbrite.

Current and Future Agenda Items

July 20, 2020

1. **Hire FD Executive Assistant:** Staff is requesting authorization to fill one full-time Executive Assistant position. Effective June 9, 2020, Courtney Michaels resigned her position as Fire Department Executive Assistant. The Executive Assistant’s position includes responsibilities for payroll, ambulance billing, communications, customer relations, purchasing, accounts payable processing, risk management, CPR, event planning/scheduling, and handling of sensitive/confidential matters. For the last six weeks, a number of people have been helping to assist with these duties including Jennifer Wisniewski, Police Department Executive Assistant. While this arrangement has been helpful as temporary relief, it does not equate with a practical or viable staffing solution. As such, based on the volume of work and the demands of this position, switching to a part-time position or continuing to leave this position vacant does not coincide with the department’s short-term or long-term needs. This full-time vacancy supports replacement with a full-time position.
2. **2020 Drainage Program:**

Summary: Marie Hansen reviewed this topic. One property has been recently added to the scope of this program. It is at 425 Drury Lane.

Overview: The Village included stormwater management engineering services in the 2020 Budget for Providence Road Parkway Drainage, Restrictor Structure maintenance in The Oaks subdivision, Shady Lane Parkway Drainage and Cold Spring Road Drainage and staff has requested additional consideration of drainage on Drury Lane. Village Staff received eight proposals for this work and utilized a federally approved

Qualifications Based Selection (QBS) process to select a consultant to complete the requested survey, engineering, and permitting work for these locations. Shady Lane Parkway Drainage was also budgeted for construction this year. In order to ensure enough time is available to survey, design, permit, bid, and construct this work, approval of the contract for the 2020 Drainage Program is required.

3. **Acquisition of 201 S Grove Ave:** The property at 201 S. Grove Avenue has been improved and used as a parking lot for over 25 years. The Village currently leases this property from the current owner as a commercial parking lot for use by the public. In order to maintain, continue, and improve the Village's parking program, the Village of Barrington issued an offer to purchase this property in November of 2018. Following findings of environmental site assessments, the Owner and Village, through their respective attorneys, have negotiated offers of settlement and the Owner has accepted the Village's offer of settlement in the amount of \$650,000 for conveyance of the property "as-is." This value is approximately 33% below the Village's original appraisal and offer. A settlement recommendation with more detailed information is attached for reference.
4. **Village Parking Fund Financing:** As previously discussed, staff is working with Barrington Bank & Trust to secure financing for up to \$2,000,000 for the purchase of the Harris Bank/Grove Avenue parking lot, the remediation and/or improvement to the Harris Bank/Grove Avenue parking lot, and the construction of a new entrance drive from Northwest Highway into the North Commuter Parking Lot. As of the writing of this memo, the loan has not been approved. However, the purchase of the Harris Bank/Grove Avenue Parking Lot is scheduled to take place this month. If the financing is not completed and an Ordinance is not approved prior to the purchase of the parking lot, then in order for the Village to use the loan proceeds to reimburse itself for the purchase of the parking lot, a resolution declaring the Village's intent to reimburse itself is needed. Bond Council, Scott Bremmer, Hardwick Law, Ltd., has prepared the required resolution. However, if the financing is approved and Bond Counsel can prepare the required ordinance prior to the meeting on July 20th, then your approval on the Ordinance authorizing the borrowing \$2,000,000 from Barrington Bank and Trust will be presented. Attachments will be provided under separate cover, as soon as they are available.

August 10, 2020

1. **Disposal of Surplus Property:** The fire department has accumulated surplus property that will need to be disposed. Some of these items have been kept well beyond their useful lifecycle. It is no longer necessary, useful, or in the best interest of the Village to retain ownership of the personal property described in Attachment A of the agenda packet.

Updates:

a. **Projects:**

Alley Access Between Division St and Prairie Ave: Jennifer Tennant provided a project update on the request from two property owner to access the existing gravel alley between Division Street and Prairie Avenue, south of Hill Street. Staff recommends that both property owners are permitted to access the gravel alley in its current gravel condition. Staff strongly recommends no expansion of the alley south beyond the south border of 563 Division Street. The Board concurred.

b. **Administrative:** None.

c. **Intergovernmental Organizations:** None

d. **Legislative Matters:** None

Recurring Agenda Items

a. **Financial Reports:** None.

b. **BWH Report:** None.

President Darch noted that the next regular Village Board Meeting will be held Monday, August 10, 2020 at 8:00 p.m. in the Village Board Room.

ADJOURNMENT

MOTION: A motion was duly made by Trustee Sholeen and seconded by Trustee Young to adjourn the Regular Meeting of the President and Board of Trustees sitting as a Committee of the Whole on Monday, July 20, 2020.

A voice vote was then called following which President Darch declared the motion to adjourn had been unanimously adopted and the meeting was adjourned. The time was 6:53 p.m.