

CITY OF HIGHWOOD
COMMITTEE OF THE WHOLE MEETING
CITY COUNCIL CHAMBERS
Tuesday May 01, 2018 at 6:00 P.M.

CALL TO ORDER by Mayor Pecaro at 6:05 P.M.

1. Roll Call

Present: Mayor Pecaro, Aldermen: Hospodarsky, Peterson, Slavin

Absent: Aldermen: Grice, Falberg, Fiore

Also Present: City Manager Coren, City Attorney Ferolo, Administrative Clerk Litjens, City Clerk Baruffi, Police Chief Wentz

2. Public Hearing - None

3. Review of Minutes to be Approved

City Council: April 17, 2018

Committee of the Whole: April 17, 2018

Both sets of minutes will be approved at the Regular City Council Meeting.

4. Appointments (Mayor Pecaro)

5. Review of Bill Warrant List

05/01/2018 AP Warrant List

City Manager Coren clarified this is the end of the F/Y 18 and the City is now beginning F/Y19.

6. Unfinished Business - None

7. New Business

- 7.1. Consideration of a **Resolution Approving an ARC Application for Façade Changes, Wall Signage, Directional Signage, and a Variation for a Second Wall Sign for McDonald's (894 Sheridan Road).**

McDonald's will be open during the construction. Lisa Donmeyer from the design group shared the 2018 designs upgraded materials for the new McDonald's.

- 7.2. Consideration of an **Ordinance Granting an Amendment to a Planned Unit Development, Approving a Revised Site Plan, and Final Plat for Planned Unit Development at 20 Webster Avenue/25 Clay Avenue.**

Discussion ensued. Petitioner to work with staff to review the percentage of units allowable for being rented rather than owner occupied. Bernard Citron, of the law firm and Steve Francis, the architect were available for questions as well as presenting the concepts for the project. There will be 2 buildings, each with 7 units. The Clay Street building will have 2 parking spots inside as well as outside, where the Webster Avenue building will only have 2 spots inside. The buildings will face west, with a 3 level configuration. The owner of the project has been approached by buyers prior to the development of the units. This develop will need to go before the Appearance Review Committee (ARC) prior to approval.

- 7.3. Consideration of an **Ordinance Amending 10-3-6-7: Business District Signs to Clarify the Allowable Surface Area for Signage.**

This ordinance will be approved at the Regular City Council meeting this evening.

7.4. Consideration of an **Ordinance Amending 5-1B-9: Sidewalk Maintenance Required in the Sidewalk Café Ordinance to Specify Construction, Fencing, Lighting, Landscaping, and Furniture Requirements for Cafes.**

ARC recommends wrought iron or similar material as barriers to outdoor seating areas or property. The difference between the sidewalk café and curbside café was discussed. Discussion ensued. The curbside café was for a 2 year trial, which 2018 currently begins the second 2 year license. Suggested that all curbside café's will need to go through the ARC process prior to approval. This will be reviewed at a later meeting.

7.5. Consideration of an **Ordinance Authorizing a First Amendment to the Redevelopment Agreement Between the City of Highwood and Highwood Property Investors, LLC for the Property at 542-546 Green Bay Road, Comprising a Part of the Downtown TIF Redevelopment Project Area of the City of Highwood, Lake County, Illinois.**

This ordinance will be discussed further at a future meeting. Although the property owner is looking for an extension, of 1 year, the City is considering seeking tangible steps prior in connection with the agreement.

7.6. Consideration of a **Motion Authorizing the City Manager to Accept an Agreement with Christopher B. Burke Engineering Ltd in an Amount not to Exceed \$34,000 to Provide Professional Engineering services to Set Up Storm Sewer Utility Atlases.**

City Manager Coren explained the proposed project would allow the City to have a comprehensive storm sewer plan for the first time. This information would be added to the GIS system. The Council will approve this motion at the Regular City Council Meeting this evening.

7.7. Consideration of an **Ordinance Extending the Existing Curbside Café Ordinance in the City of Highwood.**

City Manager Coren will contact the proposed applicants to coordinate the steps in obtaining a curbside café permit. Any new applicants after 6/1/18, will need to go through the ARC process.

7.8. Consideration of a **Resolution Accepting a Bid from Morton Salt, Inc. and Authorizing the City Manager to Purchase up to 1,200 Tons of Salt for the 2018-2019 Winter Season.**

This is the time of the year that salt is ordered for the following season.

7.9. A Discussion on **Succession Planning in the Highwood Police Department.**

Police Chief Wentz presented the need for structure continuity within the Police Department including the need to have persons trained to back up positions. The 3 positions that are currently not backed up are Chief, Detective, and Records Clerk. Discussion included the creation of a Deputy Chief position. City Manager Coren and City Attorneys will work together to implement and update the Council periodically.

7.10. A Discussion on **Prioritizing Underground Utility Line Burial in the City of Highwood.**

Other Matters:

Jeff Pickus 200 Green Bay Road has 2nd floor renters.

440 Green Bay Road there will be no commercial, 64 parking spaces, 5 stories of living spaces, and 1 story of parking rather than the initial request of a 5 story building, due to the ComEd poles not being buried. The new plan is to have a 6 story building. There will be 7'

added to the height of the original building proposal. Due to not having retail, there will be a reduction in the TIF amount. Due to the changes, 440 Green Bay Road needs to go back through the Zoning and Planning process with a new public hearing. They will also need to go back to the P.U.C. process.

It was suggested to standardize the **City Manager evaluation process**. Mayor Pecaro and Alderman Hospodarsky will work on this process. The City Manager's contract runs concurrent with the Mayor.

8. Executive Session (If Necessary)

9. Any Action Necessary Coming Out of Executive Session

10. Adjournment Moved by Alderman Hospodarsky, seconded by Alderman Slavin to adjourn the meeting. All present voting aye, by voice vote, motion carried. Mayor Pecaro adjourned the meeting at 7:43 P.M.

Respectfully Submitted,

Karin J. Baruffi, City Clerk

Reviewed and Approved by Council on: _____