

**MINUTES
COMMITTEE OF THE WHOLE MEETING
VILLAGE OF VERNON HILLS
MAY 17, 2016**

President Byrne called the meeting to order at 7:27 pm.

IN ATTENDANCE: President Byrne, Trustees Koch, Hebda, Grieb, Schultz, Williams and Marquardt. A quorum was established.

Also present were: Village Manager Kalmar, Assistant Village Manager Carey, Chief Fleischhauer, Finance Director Larson, Building Commissioner Atkinson, Public Works Director Brown, Assistant to the Finance Director Bourdeau, Attorney Kenny and Recording Secretary Fischbach.

1. APPROVAL OF THE COMMITTEE OF THE WHOLE MINUTES OF MAY 3, 2016

Motion by Trustee Marquardt, second by Trustee Schultz to approve the Committee of the Whole Minutes for the May 3, 2016 meeting.

Roll call vote:

AYES: 6 Schultz, Marquardt, Koch, Grieb, Williams, Hebda

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 - None

Motion carried.

2. REQUEST FOR AN OUTDOOR DINING AND SEATING ESTABLISHMENT PERMIT FOR ZOUP, 700 NORTH MILWAUKEE AVENUE, #137

Representatives of Zoup have submitted an application and plan for an Outdoor Dining and Seating Establishment permit for their business located in Hawthorn Hills Square. The restaurant is located between Chuck-E-Cheese and Sleepy's.

The proposed dining and seating area will be located on the sidewalk in front of the restaurant. Three (3) tables with a seating capacity of twelve (12) customers are proposed. The color and material of the table and chairs will be black metal.

In 2000, the Village Board approved Ordinance #2000-61 that outlines the permitting requirements and operating standards for all outdoor establishments. As this is the applicant's initial request, the Village Board has authority to consider the application.

If the Board feels that this request is appropriate, staff should be directed to prepare a Resolution approving the request subject to the following conditions:

1. Compliance with the requirements described in the Village of Vernon Hills Code of Ordinances, Chapter 10, Article VI.
2. Compliance with the application and plan, dated April 26, 2016.

Motion by Trustee Schultz, second by Trustee Hebda, directing staff to draft the necessary Resolution approving the request subject to the conditions noted above.

Roll call vote:

AYES: 6 - Schultz, Marquardt, Koch, Grieb, Williams, Hebda

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 - None

Motion carried.

3. **SAM'S CLUB FUELING STATION – CONSIDERATION OF REPORT AND RECOMMENDATIONS FROM THE PLANNING & ZONING COMMISSION REGARDING VARIOUS ITEMS INCLUDING A SPECIAL USE TO ALLOW FOR THE OPERATION OF AN AUTOMOBILE SERVICE STATION IN THE B-1 GENERAL BUSINESS DISTRICT**

AVM Carey indicated Representatives from Core State Engineering appeared before the Planning & Zoning Commission on April 27, 2016 to present their plans for operating an automobile service station located at the northwest corner of 335 North Milwaukee Avenue and request the following:

1. Approval of a Special Use Permit to allow for the operation of an automobile service station in the B-1 General Business District with the following variations:
 - a. To allow canopy signs on elevations without frontage. This includes 1 sign each on the north, south and east elevations.
 - b. To allow the canopy signs on the north, south and east elevations to be 19.25 square feet rather than the maximum permitted size of 4 square feet.
 - c. To allow the canopy sign on the west elevation to be 19.25 square feet rather than the maximum permitted size of 8 square feet.
 - d. To allow the logo to be wider than the width of any 2 letters (4 signs).
2. Final Site, Architectural and Landscaping Plan Approvals

As you will recall, a Special Use Permit was previously approved under Ordinance 2006-55 which granted approval of an automobile service station at this location. However, the project was not constructed, and after 2 one year extensions, the Special Use permit expired in 2009.

Sam's Club has again expressed interest in pursuing construction and is proposing a nearly identical plan as was previously approved. They are proposing to amend the site plan to place a 192 sq ft kiosk to house an on-site attendant and restrooms, a 3,453 sq ft canopy, 6-fuel dispenser islands and 3-underground fuel storage tanks. No convenience store operations will occur at the kiosk. The operating hours will be Monday through Saturday 6:00 a.m. to 9:00 p.m.; Sunday: 9:00 a.m. to 7:00 p.m.

Site Plan: The proposed fueling station will result in the loss of 88 on-site parking spaces. However, Sam's Club received approval from the owner of the Marketplace, Mid America Management, to reallocate 100 parking spaces through a shared parking agreement. No parking variation is required.

Internal circulation will direct customers to enter the site on the east side of the station, circulate through the pump islands and exit back towards the east portion of the property and the Sam's Club entrance. Due to traffic concerns made by the Committee of the Whole during concept review, a previously proposed entrance to the southwest of the site was removed. Based on staff comments, Sam's Club also explored the ability to create an access point to the north to utilize the existing four-way stop sign. The property owner to the north, Mid America Management, is not agreeable to this access.

Building Design: The exterior materials of the kiosk and canopy will match the existing Sam's Club with splitface block, brick and fascia. A blue accent band consistent with the blue color on the Sam's Club building is also proposed as a condition of approval.

Signage: The petitioner is proposing four canopy signs which require a variation. The sign code permits only one canopy sign on the west elevation (due to it having frontage on the access road). The Commission felt signage on the canopies was not necessary due to the fueling station being utilized only by members of Sam's Club.

Variations: The petitioner is requesting the following variations:

- A variation is required to allow canopy signs on elevations without frontage. This includes 1 sign each on the north, south and east elevations.
- A variation is required to allow the canopy signs on the north, south and east elevations to be 19.25 square feet rather than the maximum permitted size of 4 square feet.
- A variation is required for the canopy sign on the west elevation to be 19.25 square feet rather than the maximum permitted size of 8 square feet.
- A variation is required to allow the logo to be wider than the width of any 2 letters (4 signs).

Public Notice: Notices were sent out to the surrounding property owners and no comments were received.

Recommendations:

The Commission voted 6-0 (Morris absent) to recommend approval of the following:

1. Approval of a Special Use Permit to allow for the operation of an automobile service station in the B-1 General Business District.
2. Final Site, Architectural and Landscaping Plan Approvals.

On a motion to recommend approval of sign variations, the Commission voted 3-3 (Ballowe, Mulcrone, Heidner opposed)(Morris absent). The motion failed the approval of the following variations:

- a. To allow canopy signs on elevations without frontage. This includes 1 sign each on the north, south and east elevations.
- b. To allow the canopy signs on the north, south and east elevations to be 19.25 square feet rather than the maximum permitted size of 4 square feet.
- c. To allow the canopy sign on the west elevation to be 19.25 square feet rather than the maximum permitted size of 8 square feet.
- d. To allow the logo to be wider than the width of any 2 letters (4 signs).

General Compliance with the following plans:

- Site Improvement Plans prepared by Core States Engineering, Inc with a revision date of July 24, 2015 and consisting of 1 page.
- Engineering Improvement Plans prepared by Core States Engineering, Inc with a revision date of July 24, 2015 and consisting of 13 pages.
- Landscape Plan prepared by Core States Engineering, Inc with a revision date of July 24, 2015 and consisting of 2 pages.
- Building Elevations, floor plan and signage plans prepared by Sam's Club with a date of April 25, 2015 and consisting of 2 pages.

Conditions of Approval for the entire Site:

1. Final approval of plans by the Village Engineer and Landscape Architect prior to issuance of a building permit.
2. No indoor retail or outdoor sales are permitted at the location of the building kiosk shall be permitted without prior approval by the Village Board of Trustees.
3. Parking lot islands, median entrance magazines and adjacent parkways, grass areas of the magazine shall be irrigated.
4. Provide lighting for the fueling station consistent with the surrounding shopping center that are direct horizontal cut-offs recessed into the canopies.
5. Compliance with all ordinance and standards of the Village except as otherwise noted.

6. Eliminate the northbound one-way access on the southeastern portion of the fueling station and create a full north/southbound access by adjusting a landscape median to the east.
7. Incorporate a blue accent band around the fueling station canopy and kiosk consistent in color to the blue found on the Sam's Club building.

Copies of the site, signage, landscaping, and building elevations are attached to your packet.

If the COW feels that the request is appropriate, it is recommended that the staff be directed to prepare the necessary ordinance granting approval to the following:

1. Approval of a Special Use Permit to allow for the operation of an automobile service station in the B-1 General Business District with the following variations:
 - a. To allow canopy signs on elevations without frontage. This includes 1 sign each on the north, south and east elevations.
 - b. To allow the canopy signs on the north, south and east elevations to be 19.25 square feet rather than the maximum permitted size of 4 square feet.
 - c. To allow the canopy sign on the west elevation to be 19.25 square feet rather than the maximum permitted size of 8 square feet.
 - d. To allow the logo to be wider than the width of any 2 letters (4 signs).
2. Final Site, Architectural and Landscaping Plan Approvals

The approvals would be subject to compliance with the variations and the Conditions of Approvals listed above.

Motion by Trustee Hebda, seconded by Trustee Schultz, tabling the motion until representatives from Sam's Club could be present.

Roll call vote:

AYES: 3 – Grieb, Hebda Schultz

NAYS: 4 - Williams Marquardt, Koch, Byrne

ABSENT AND NOT VOTING: 0 – None

Motion failed.

Motion by Trustee Williams, second by Trustee Marquardt, directing staff to prepare the necessary Ordinance granting approval to the above noted items.

Roll call vote:

AYES: 5 – Grieb, Williams Marquardt, Koch, Byrne

PRESENT: 1 - Schultz

NAYS: 1 - Hebda

ABSENT AND NOT VOTING: 0 – None

Motion carried

4. VERNON HILLS GOLF COURSE – DRIVING RANGE CAGES

Kemper is proposing a number of improvements to the Vernon Hills Golf Course facility. One of these items is the replacement of the Driving Range cages and \$20,000 was included in the FY16-17 budget.

The ultimate goal is to provide additional golf course professional instruction lessons and a third cage will be added to the existing area. Per the attached diagram, a larger third cage will be placed adjacent to the other two cages towards the building. A tripod and video camera would be purchased to assist in the instructions and would be portable in nature. A future consideration is an electrical extension for potentially a message board sign, holiday lighting and the video camera. These items are not included in the current budget but would be presented to the Village Board at a later time. The immediate need is for the Driving Range cages themselves.

The individual components and associated costs are provided below. The anticipated costs are
Immediate needs: **\$1,200 + \$1,500 +\$794 = \$3,494**
Additional structure: **\$900**
Grand total: **\$4,394**

Concrete and carpeting- A new concrete pad would be constructed for the third cage and new carpeting placed by the Public Works Department. The cost of the stone and the concrete is approximately \$1,000 and the carpet is around \$200.

Framing and netting- The framing would be installed for all three cages, but the instructional cage netting might be installed after the initial installed to allow for immediate usage of the other two. The framing for the previous driving range cage was of low quality and the new material would be more structurally sound. The proposed framing would be constructed of 1- 1/2 inch diameter galvanized sections and elbows. These are available in the standard silver, but the recommended available color is black. At the time of the preparation of this information, green is not available. A sample will be available at the meeting. These parts can be readily assembled and the netting material (see attached) can be affixed loosely to the inside. The price for the framing parts is \$1,500 and the netting cost for the original two nets is \$800 and the third net is estimated at \$900.

Motion by Trustee Schultz, second by Trustee Williams, directing the Golf Course staff to proceed with the Phase I portion of the driving range cages in an amount not to exceed \$6,000.

Roll call vote:

AYES: 6 –Hebda, Grieb, Williams Marquardt, Koch, Schultz

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 – None

Motion carried

5. **STORMWATER MANAGEMENT PROGRAM PLAN**

Public Works Director Brown indicated a Stormwater Management Program Plan (SMPP) dated April 4, 2016 was prepared by staff for presentation at the Committee of the Whole meeting on May 17, 2016. This SMPP provides key information about our Program, Management and Monitoring which is a component of the the IEPA NPDES Municipal Storm Sewer Systems Owners (MS4) General Permit program. The Annual Report is required by the IEPA of Municipal Storm Sewer Systems Owners (MS4s). It reflects our actions in 6 key categories including Public Education and Outreach; Public Participation/ Involvement; Illicit Discharge Detection and Elimination; Construction Site Runoff Control; Post-Construction Runoff Control and Pollution Prevention/ Good Housekeeping.

The SMPP describes the procedures and practices that can be implemented toward our goal of reducing discharge pollutants within stormwater runoff to comply with federal standards. Compliance with the plan is intended to protect water quality thus contributing to cleaner lakes and streams; improved recreational opportunities and tourism; flood damage reduction; better aesthetics and wildlife habitat; and a safer and a healthier environment for the citizens. Our program reflects actions to advance this goal by the manner that we oversee construction activities; protect the receiving waters from illicit discharges, train our employees thru our monitoring programs.

An example of the Village's recent commitment to this goal is our participation and membership in the Des Plaines River Watershed Workgroup (DRWW) which will provide comprehensive monitoring and sampling within the watershed. As one of the first communities to create a phosphorus ban for landscape fertilizers, the Village will continue to be a steward of the environment and the SMPP is a great plan to provide the guidance necessary.

No formal vote or action is requested by staff. After the Committee of Whole discussion, any comments by the Village Board or stakeholders would be added to the SMPP as appropriate. This SMPP document would then be used for internal training purposes, standard operating procedures and communicated via the website and other formats.

6. ADJOURNMENT OF THE COMMITTEE OF THE WHOLE

Motion by Trustee Marquardt, second by Trustee Schultz, to adjourn the Committee of the Whole.

Roll call vote:

AYES: 6 – Marquardt, Koch, Grieb, Williams, Hebda, Schultz

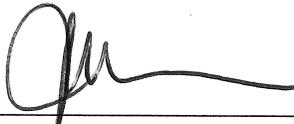
NAYS: 0 - None

ABSENT AND NOT VOTING: 0 – None

Motion carried.

Meeting adjourned 8:57 p.m.

Approved this 7th day of June 2016



John M. Kalmar, Village Manager/
Village Clerk



Roger Byrne, Village President

JMK/LLF