

VILLAGE OF BARTLETT

COMMITTEE AGENDA

JANUARY 4, 2018

PLANNING & ZONING, Chairman Hopkins

1. Southwest Corner of West Lake Street and Route 59
Rezoning/Annexation
2. Bartlett Commons Shopping Center Outlots Concept Plan

FINANCE & GOLF, Chairman Deyne

- 1 Standing Committee Structure Change



Agenda Item Executive Summary

Item Name Southwest Corner of W. Lake Street and Route 59 Committee or Board Committee

BUDGET IMPACT

Amount: N/A Budgeted N/A

List what fund N/A

EXECUTIVE SUMMARY

The Village of Bartlett is requesting the following:

- (a) Annexation of the East Lot (3.6 Acres)
- (b) Rezoning the East Lot (3.6 Acres), upon annexation, and the West Lot (7.4 Acres) from the ER-1 (Estate Residence) to the B-4 (Community Shopping) Zoning District

The subject property is located at the Southwest corner of W. Lake Street and Route 59. (Two Parcels- East Lot- 3.6 Acres, and West Lot- 7.4 Acres)

ATTACHMENTS (PLEASE LIST)

CD Memo, Location Map, Application and Concept Plan

ACTION REQUESTED

- For Discussion Only- To discuss the requests and forward to the Plan Commission for further review and to conduct the required public hearing.
- Resolution
- Ordinance
- Motion

Staff: Jim Plonczynski, Com Dev Director Date: 12/20/2017

COMMUNITY DEVELOPMENT MEMORANDUM
17-235

DATE: December 20, 2017
TO: Paula Schumacher, Village Administrator
FROM: Jim Plonczynski, Community Development Director
RE: **(#17-24) Southwest corner of W. Lake Street and Route 59**

PETITIONER

The Village of Bartlett

SUBJECT SITE

Southwest corner of W. Lake Street and Route 59. (Two Parcels- East Lot- 3.6 Acres, and West Lot- 7.4 Acres)

REQUESTS

(a) Annexation of the East Lot (3.6 Acres)

(b) Rezoning the East Lot (3.6 Acres), upon annexation, and the West Lot (7.4 Acres) from the ER-1 (Estate Residence) to the B-4 (Community Shopping) Zoning District

SURROUNDING LAND USES

<u>Subject Site</u>	<u>Land Use</u>	<u>Comprehensive Plan</u>	<u>Zoning</u>
	Vacant Bldg.	Commercial	ER-1, C-8**
North	Multi-Family	Townhouse Residential*	R-5*
South	Vacant	Commercial	B-4
East	Ramp	Ramp to Rt. 59/Lake St.	ER-1 (east of Route 59)
West	Vacant	Commercial	ER-1

*Streamwood- General Residential

**Unincorporated Cook County- Intensive Commercial District

HISTORY

1. This site is comprised of two lots, the **East Lot** (3.6 Acres) and the **West Lot** (7.4 Acres).
2. On September 4, 1990 the Village of Bartlett **annexed the West Lot (7.4 Acres)** per Ordinance 1990-82 and Ordinance 1990-83. Upon annexation the West Lot was zoned ER-1.

3. On October 19, 2004 the Village of Bartlett per Ordinances #2004-149 and #2004-150 approved and designated the Route 59 and Lake Street Redevelopment Project Area on the **West Lot**.
4. On October 19, 2004 the Village of Bartlett per Ordinance #2004-151 created a tax increment finance (TIF) district for properties located at the southwest corner of Lake Street and Route 59 of which the west lot was included.
5. The **East Lot** was purchased by the Village of Bartlett in 2005 but never annexed or developed.
6. The Village of Bartlett has been marketing these lots for commercial development.

DISCUSSION

1. The Village is requesting to **Annex** the **East Lot** (3.6 Acres). The **West Lot** (7.4 Acres) is within the corporate limits.
2. The Village is also requesting to **Rezone** the **East Lot** (upon annexation) and the **West Lot** from the ER-1 (Estate Residence District) to the B-4 (Community Shopping District).
3. A vacant building and parking lot are located on the **West Lot**.

RECOMMENDATION

1. If the Village Board Committee would like Staff to proceed with the annexation of the East Lot, an Annexation Plat will need to be drawn. The cost estimate for the Plat is about \$2,000.
2. The Staff recommends proceeding with the Plat of Annexation and the rezoning of both parcels and forward the petition to the Plan Commission for further review and to conduct the public hearing.
3. A survey from 2003 identifying both parcels and additional background information are attached for your review.

alz/attachments

\\vhfs\vhusers\comdev\mem2017\235_SW Lake and 59_vbc1.docx

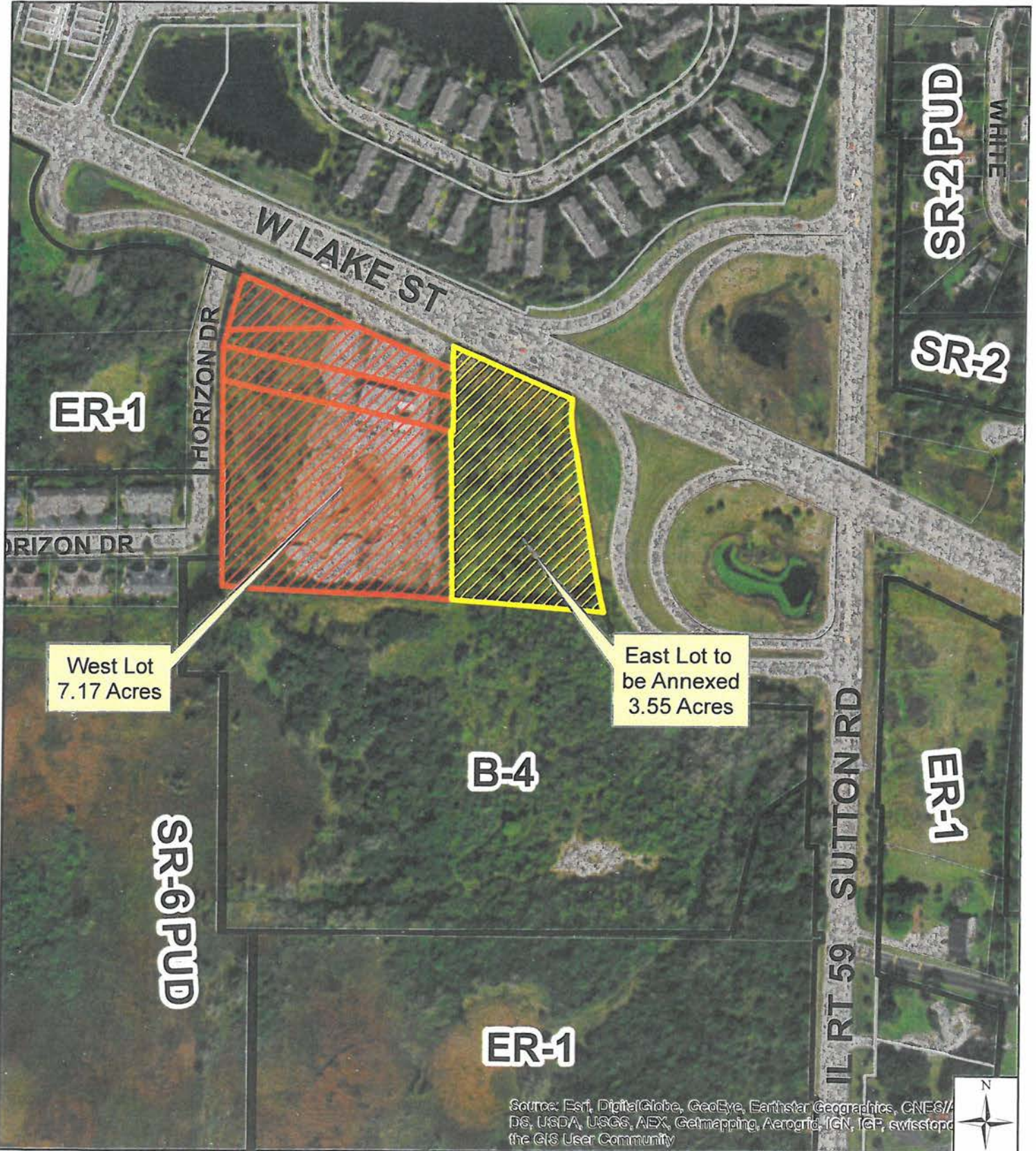
ZONING/LOCATION MAP

Village of Bartlett

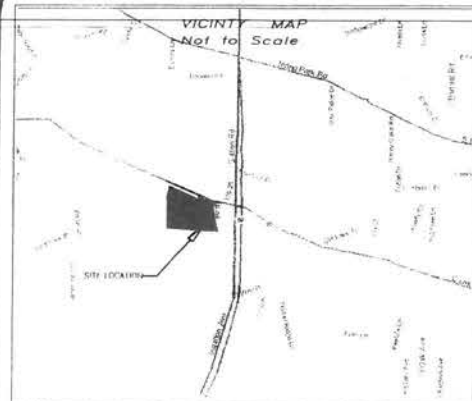
Case #17-24 - Annexation and Rezoning

PINs: 06-28-400-014, 06-28-204-002, 06-28-400-016

06-28-400-018 & 06-28-400-019



Sources: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, the GIS User Community



UTILITY COMPANY INFORMATION

FALL YOUR TOLL FREE
1-800-789-4373
OPERATED BY AMUR &
RAY, INC. (M-F)

TELEPHONE:
SEE: _____

GAS:
M-COF GAS

ELECTRIC:
COMMONWEALTH ENERGY COMPANY

WARNING
CALL BEFORE YOU DIG
CALL 1-800-789-4373
OR 1-800-367-8271
TOLL FREE

UTILITY NOTES:
THE SURVEYOR FURNISHES NO OPINION AS TO THE ACCURACY OF THE INFORMATION CONCERNING UTILITY RECORDS FROM THE SURFACE. IT IS RECOMMENDED THAT THE APPROPRIATE GOVERNMENT AGENCY (MUNICIPALITY, COUNTY OR STATE) BE CONTACTED FOR INFORMATION.

FLOOD HAZARD NOTE:

THE FEDERAL EMERGENCY MANAGEMENT AGENCY FROM COMMUNITY PANEL NUMBER 17059 0003 C WITH AN EFFECTIVE DATE OF MARCH 15, 1984 INDICATES THAT THE ABOVE DESCRIBED PROPERTY LIES WITHIN AN AREA DESIGNATED AS ZONE C - AREAS OF MINIMAL FLOODING PER FLOOD INSURANCE RATE MAPS. THIS MAP DOES NOT NECESSARILY SHOW ALL AREAS SUBJECT TO FLOODING IN THE COMMUNITY OR ALL PLANIMETRIC FEATURES OUTSIDE SPECIAL FLOOD HAZARD AREAS. THIS DOES NOT GUARANTEE THAT THE SURVEYED PROPERTY WILL OR WILL NOT FLOOD.

REFERENCES:

1. TITLE COMMITMENT BY WAS PROVIDED BY CHICAGO TITLE INSURANCE COMPANY FOR THIS SURVEY (ORDER NO. 005161884 (Parcel 2) and Order No. 01-06-260 Dated March 28, 1973 (Parcel 1))

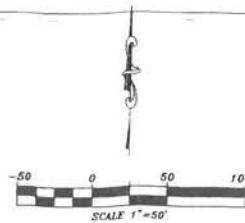
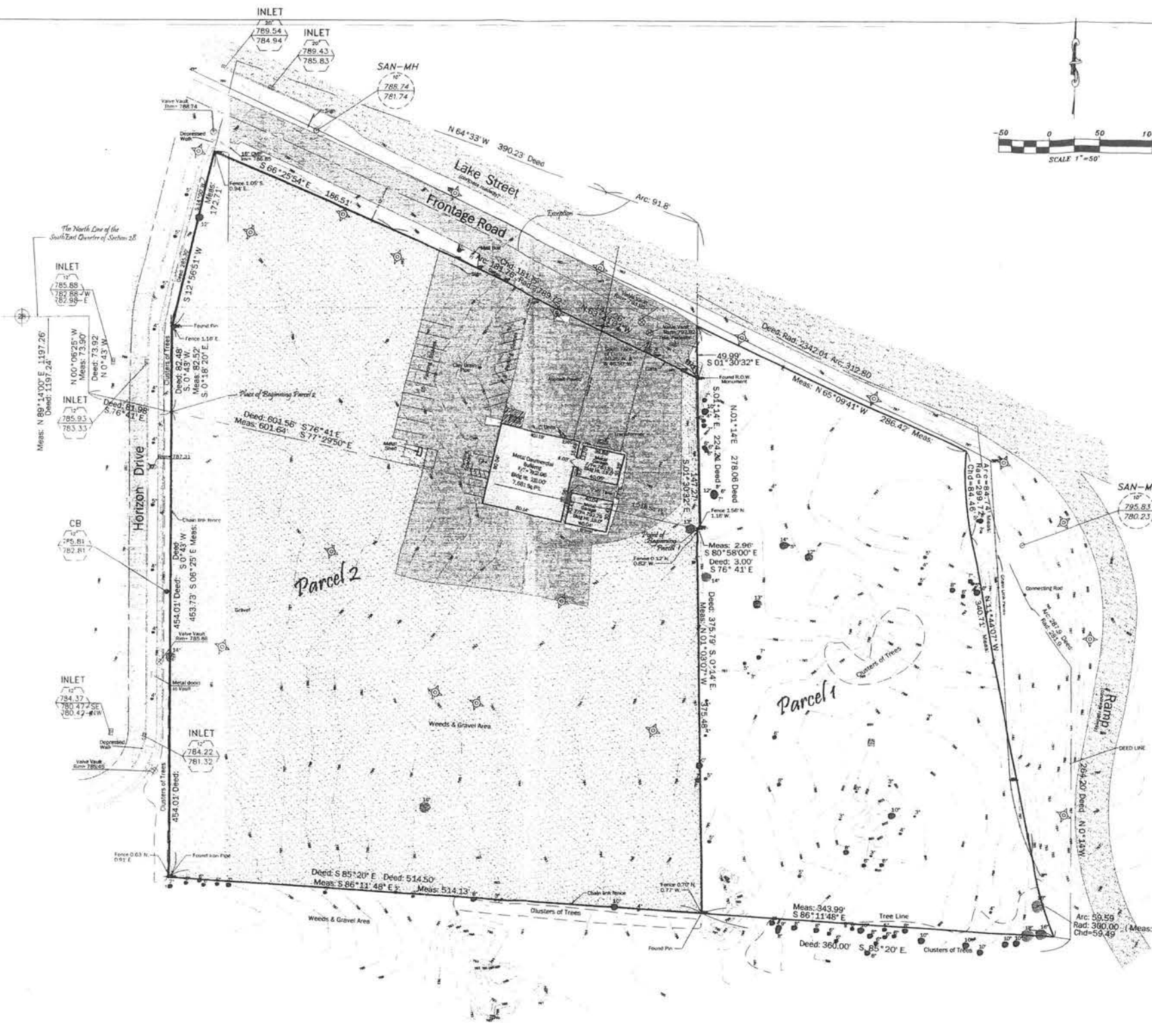
Benchmarks:

1. BM3 Southwest Flange Bolt of Fire Hydrant Along the LAKE STREET FRONTAGE ROAD 150 Feet + west of the Entrance to the Rv (Cruise America) Dealership. (ELEV - 789.92)

2. Southwest Flange Bolt of Fire Hydrant along the LAKE STREET FRONTAGE ROAD at the Entrance to the Rv (Cruise America) Dealership. (ELEV - 792.48)

SURVEYOR NOTES:

- DISTANCES ARE MARKED IN FEET AND DECIMAL PLACES THEREOF. NO DIMENSION BE ASSUMED BY SCALE MEASUREMENT HEREON. DISTANCES SHOWN AS (MEAS.) ARE FIELD MEASUREMENTS. DISTANCES SHOWN (REC.) ARE RECORD VALUES. NOT FIELD MEASURED.
- THE LOCATION OF THE PROPERTY LINES SHOWN ON THE FACE OF THIS PLAT ARE BASED ON THE DESCRIPTION AND INFORMATION FURNISHED BY THE CLIENT, TOGETHER WITH THE TITLE COMMITMENT. THE PARCEL WHICH IS DEFINED MAY NOT REFLECT ACTUAL OWNERSHIP, BUT REFLECTS WHAT WAS SURVEYED. FOR OWNERSHIP, CONSULT YOUR TITLE COMPANY.
- COMPARE THIS PLAT, LEGAL DESCRIPTION AND ALL SURVEY MONUMENTS BEFORE BUILDING, AND IMMEDIATELY REPORT ANY DISCREPANCIES TO THE SURVEYOR.
- RESTRICTIONS THAT MAY BE FOUND IN LOCAL BUILDING AND / OR ZONING CODES HAVE NOT BEEN SHOWN, HEIGHT AND BULK RESTRICTIONS (IF ANY) HAVE NOT BEEN SHOWN, ONLY THOSE SETBACK RESTRICTIONS SHOWN ON THE RECORDED SUBDIVISION PLAT OR IN THE TITLE COMMITMENT HAVE BEEN SHOWN.
- THERE ARE 21 PARKING SPACES AS SHOWN HEREON.
- THE "CLUSTERS OF TREES" CONSIST OF 3'-6" TREES.
- NET AREA = 10.67 ACRES.



ALTA/ACSM LAND TITLE SURVEY

LEGAL DESCRIPTION:

PARCEL 1:
OF THAT PART OF THE EAST HALF OF SECTION 28, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE CENTER OF SAID SECTION 28; A DISTANCE OF 1197.24 FEET; THENCE SOUTHERLY PARALLEL WITH THE WEST LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 73.92 FEET; THENCE SOUTH 76 DEGREES 43 MINUTES EAST, A DISTANCE OF 651.56 FEET FOR THE POINT OF BEGINNING; THENCE SOUTH 0 DEGREES 34 MINUTES EAST, A DISTANCE OF 375.79 FEET; THENCE SOUTH 85 DEGREES 20 MINUTES EAST, A DISTANCE OF 360.00 FEET; THENCE NORTH 0 DEGREES 14 MINUTES WEST, A DISTANCE OF 264.20 FEET TO THE CENTER LINE OF THE CONNECTING ROAD BETWEEN U.S. ROUTE 20 AND STATE ROUTE 59; THENCE NORTHWESTERLY AND NORTHERLY ALONG SAID CENTER LINE BEING A CURVE TO THE RIGHT HAVING A RADIUS OF 281.9 FEET, A DISTANCE OF 281.9 FEET TO THE SOUTHERLY LINE OF U.S. ROUTE 20; THENCE NORTHWESTERLY ALONG SAID SOUTHERLY LINE, BEING ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 234.05 FEET, A DISTANCE OF 312.80 FEET; THENCE SOUTH 0 DEGREES 14 MINUTES EAST, A DISTANCE OF 224.21 FEET TO THE PLACE OF BEGINNING, EXCEPTING THEREFROM THAT PART OF THE AFORESAID DESCRIBED PROPERTY LYING WITHIN THE RIGHT OF WAY OF THE CONNECTING ROAD BETWEEN U.S. ROUTE 20 AND STATE ROUTE 59, BEING SITUATED IN HANCOCK TOWNSHIP, COOK COUNTY, ILLINOIS.

PARCEL 2:
THAT PART OF THE EAST 1/2 OF SECTION 28, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS: COMMENCING AT THE CENTER OF SAID SECTION 28; THENCE EASTERLY ALONG THE NORTH LINE OF THE SOUTHEAST 1/4 OF SAID SECTION 28, A DISTANCE OF 1197.24 FEET; THENCE SOUTH 0 DEGREES 43 MINUTES WEST, A DISTANCE OF 73.92 FEET; THENCE SOUTH 76 DEGREES 43 MINUTES EAST, A DISTANCE OF 651.56 FEET FOR THE PLACE OF BEGINNING; THENCE SOUTH 0 DEGREES 43 MINUTES WEST, A DISTANCE OF 654.01 FEET; THENCE SOUTH 85 DEGREES 20 MINUTES EAST, A DISTANCE OF 314.50 FEET; THENCE NORTH 0 DEGREES 14 MINUTES WEST, A DISTANCE OF 375.79 FEET; THENCE SOUTH 76 DEGREES 43 MINUTES EAST, A DISTANCE OF 278.06 FEET TO THE CENTER LINE OF U.S. ROUTE 20; THENCE NORTHWESTERLY ALONG SAID CENTER LINE BEING ALONG A CURVE TO THE RIGHT, A DISTANCE OF 91.8 FEET; THENCE NORTH 64 DEGREES 33 MINUTES WEST ALONG SAID CENTER LINE, A DISTANCE 390.23 FEET; THENCE SOUTH 14° 00' WEST ALONG SAID CENTER LINE, A DISTANCE OF 285.30 FEET; THENCE SOUTH 0 DEGREES 43 MINUTES WEST, DISTANCE OF 82.48 FEET TO THE PLACE OF BEGINNING, EXCEPT THAT THAT PART TAKEN FOR HIGHWAY PURPOSES IN COOK COUNTY, ILLINOIS.

LEGEND

	Concrete		Manhole
	Building		Power Pole
	Pavement		Fence
	Gravel		Fire Hydrant
	Sign		Gas Service
	Boundary		Comm. Ed. Service
	Easement		IET Service
	Building Line		Water Service
	Light Pole		Tree w/size
			Valve Vault

PARKING SPACES:

Handicap	21
Standard	21
Total	21

STATE OF ILLINOIS)
COUNTY OF DU PAGE) S.S.
TO Chicago Title Insurance Company
WE, SIEBERT ENGINEERS, INC. DO HEREBY DECLARE THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH ILLINOIS STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM AND NSPS IN 1989, AND INCLUDES ITEMS 1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12 OF TABLE A THEREOF. PURSUANT TO THE ACCURACY STANDARDS AS ADOPTED BY ALTA, NSPS, AND ACSM AND IN DIRECT COMPLIANCE WITH THE ILLINOIS PROFESSIONAL LAND SURVEYOR ACT, I, THE UNDERSIGNED, CERTIFY THAT THE POSITIONAL UNCERTAINITIES RESULTING FROM THE SURVEY MEASUREMENTS MAKE ON THE SURVEY DO NOT EXCEED THE ALLOWABLE POSITIONAL TOLERANCE.
DATED THIS 2ND DAY OF SEPTEMBER, 2003
FIELD WORK COMPLETED 6-23-03



THOMAS E. HAGENSEE P.L.S.
PROFESSIONAL LAND SURVEYOR NO. 2419
MY LICENSE EXPIRES NOVEMBER 30, 2004
ILLINOIS PROFESSIONAL DESIGN FIRM NUMBER 184 001

Project	6578	Client	Church Building Consultants, Inc.
Drawn By	TS	Address	1873 College Avenue, Suite 130 Whitman, Illinois 62457
Checked	TS	Date	08-25-03
Approved	TS	Scale	1" = 50'

Siebert Engineers, Inc.

361 BEECHCROFT LANE SOUTH
LOMBARD, ILLINOIS 60148
PHONE 630-364-0175

COMMUNITY DEVELOPMENT MEMORANDUM
17-246

DATE: December 19, 2017
TO: Paula Schumacher, Village Administrator
FROM: Jim Plonczynski, Community Development Director
RE: **(CP #16-02) Bartlett Commons Shopping Center Outlots**

PETITIONER

Nico Scardino

SUBJECT SITE

Bartlett Commons Shopping Center is located at the northwest corner of Stearns Road and IL Route 59

REQUEST

Concept Plan Review (A conceptual review of a proposed development project where the Petitioner requests input and direction from the Village Board Committee prior to their full submittal of an application.)

SURROUNDING LAND USES

	<u>Land Use</u>	<u>Comprehensive Plan</u>	<u>Zoning</u>
Subject Site	Commercial	Commercial	B-3 PUD
North	Commercial/ Residential	Commercial/ Suburban Residential	B-3 PUD, R-3*
South	Commercial	Commercial	B-3, B-4
East	Commercial	Commercial	B-3
West	Residential	Suburban Residential	SR-2 PUD

*Unincorporated DuPage County Single Family Residence District

DISCUSSION

1. The petitioner is requesting a Concept Plan Review to create two outlots in the Bartlett Commons Shopping Center (not including the Wendy's or Tokyo Steakhouse II). One outlot would be located along Route 59, the "north retail

outlot" and the second would be located along Stearns Road, the "south retail outlot". The property is zoned B-3 PUD (Neighborhood Shopping District).

2. The proposed outlots would not include any new access points to the Shopping Center. Two curb cuts, one on Route 59, one on Stearns Road would remain unchanged. The petitioner would update their unified sign plan to include the new buildings and would replace the existing monument signs.
3. The proposed **north retail outlot** will be located where there currently is detention. The proposed **north retail outlot** would be a 37,200 square foot lot that would be oriented towards Route 59. A 7,600 square foot commercial building is proposed and would be constructed for future tenants including space for a drive-thru along the west side of the building. Staff requests a by-pass lane be added to the drive-thru. The north retail outlot is physically separated from the Bartlett Commons Shopping Center parking lot and Wendy's by curbed medians along the west and south property lines. The petitioner proposes to have underground detention.
4. The **north retail outlot** identifies a total of 31 parking spaces, including one (1) handicapped accessible space. (Parking requirements for this lot would be determined when a formal application is made. Restaurant uses will require additional parking.)
5. The proposed **south retail outlot** would be a 38,800 square foot lot that would be oriented towards the west and Stearns Road. A 5,200 square foot commercial building is proposed and would be constructed for future tenants including space for a drive-thru located along the south side of the building and two potential outdoor seating locations. Staff requests a by-pass lane be added to the drive-thru. The south retail outlot is physically separated from the Bartlett Commons Shopping Center parking lot by curbed medians along the west and north property lines.
6. The south retail outlot identifies a total of 42 parking spaces, including one (1) handicapped accessible space. (Parking requirements for this lot would be determined when a formal application is made. Restaurant uses will require additional parking.)
7. The petitioner proposes to add 11 new parking spaces on the north side of the existing strip center building, convert some existing handicapped parking spaces to regular parking spaces and add another 10 spaces landbanked on the northwest corner of the building. Staff is of the opinion the landbanked parking should be installed at the time of construction.
8. The parking requirements for a retail shopping center is 5 parking spaces per 1,000 square feet of gross leasable space. Bartlett Commons was granted a

variation of 4.5 parking spaces per 1,000 square feet of gross leasable space, per Ordinance #1989-74. An additional variation will be required to be requested to reduce the required parking spaces to 4 parking spaces per 1,000 square feet of gross leasable space. Bartlett Commons Shopping Center currently has 390 parking spaces. Staff would further analyze the parking calculations for the entire site and the outlots when a formal application is made. The Petitioners will be required to submit the net leasable space per tenant per address.

9. If the Petitioner chooses to move forward with a formal application, they would be requesting a Final PUD Plan Amendment for Lot 1 and Preliminary/Final PUD Plan for the north and south retail outlots, Resubdivision of Lot 1, Special Use Permits for outdoor seating, drive-thru's, the serving of liquor and parking variations.
10. Stormwater detention requirements would be determined at the time of a formal application submittal and the Petitioner is aware of the requirements to compensate for existing and future detention.
11. A traffic study will be required at the time of a formal application submittal.

RECOMMENDATION

1. If the Village Board Committee gives a favorable review of this Concept Plan, the Petitioner could proceed with a full development application submittal.
2. A copy of the Concept Plan and additional background information are attached for your review.

alz/attachments

x:\comdev\mem2017\246_Bartlett Commons Outlot_Concept_vbc.docx

ZONING/LOCATION MAP

Bartlett Commons Outlots

Concept Plan #16-02

PIN: 01-04-401-023





VILLAGE OF BARTLETT CONCEPT PLAN APPLICATION

(Please type or complete in blue or black ink.)

For Office Use Only
Case # CP 16-02
**RECEIVED
COMMUNITY DEVELOPMENT**
JUL 18 2016
**VILLAGE OF
BARTLETT**

PROJECT NAME BARTLETT COMMONS OUTLOTS

PETITIONER INFORMATION

Name: Nico Scardino

Phone: (847) 698-6656

Address: P.O. Box 1172

Fax: _____

Park Ridge, IL 60068

Mobile: (847) 271-7876

Email: _____

PROPERTY OWNER INFORMATION

Name: Nico Scardino

Phone: (847) 698-6656

Address: P.O. Box 1172

Fax: _____

Park Ridge, IL 60068

Mobile: (847) 271-7876

Email: _____

PROPERTY INFORMATION

Common Address/General Location of Property: 810-892 S. IL Route 59

Property Index Number ("Tax PIN"/"Parcel ID"): _____

Acreage: _____ **No. of Lots/Units:** 2

Zoning: Existing: B3 PUD **Land Use: Existing:** COMMERCIAL
(Refer to Official Zoning Map)

Proposed: Same **Proposed:** Same

Comprehensive Plan Designation for this Property: _____
(Refer to Future Land Use Map)

APPLICANT'S EXPERTS (Including name, address, phone, fax and email; mobile phone is optional)

Attorney _____

Engineer

Surveyor

Land Planner

Other

ACKNOWLEDGEMENT

The undersigned hereby acknowledges he/she is familiar with the code requirements which relate to this petition and certifies that this submittal is in conformance with such code(s). He/she further understands that any late, incomplete or non-conforming submittal will not be scheduled on an agenda.

SIGNATURE: 

PRINT NAME: Nico Scardino

DATE: 7/13/2016

REIMBURSEMENT OF CONSULTANT FEES AGREEMENT

The undersigned hereby acknowledges his/her obligation to reimburse the Village of Bartlett for all necessary and reasonable expenses incurred by the Village for review and processing of the application. Further, the undersigned acknowledges that he/she understands that these expenses will be billed on an ongoing basis as they are incurred and will be due within thirty days. All reviews of the petition will be discontinued if the expenses have not been paid within that period. Such expenses may include, but are not limited to: attorney's fees, engineer fees, consulting planner's fees, public advertising expenses, court reporter fees and recording expenses. Please complete (print) the information requested below and provide a signature.

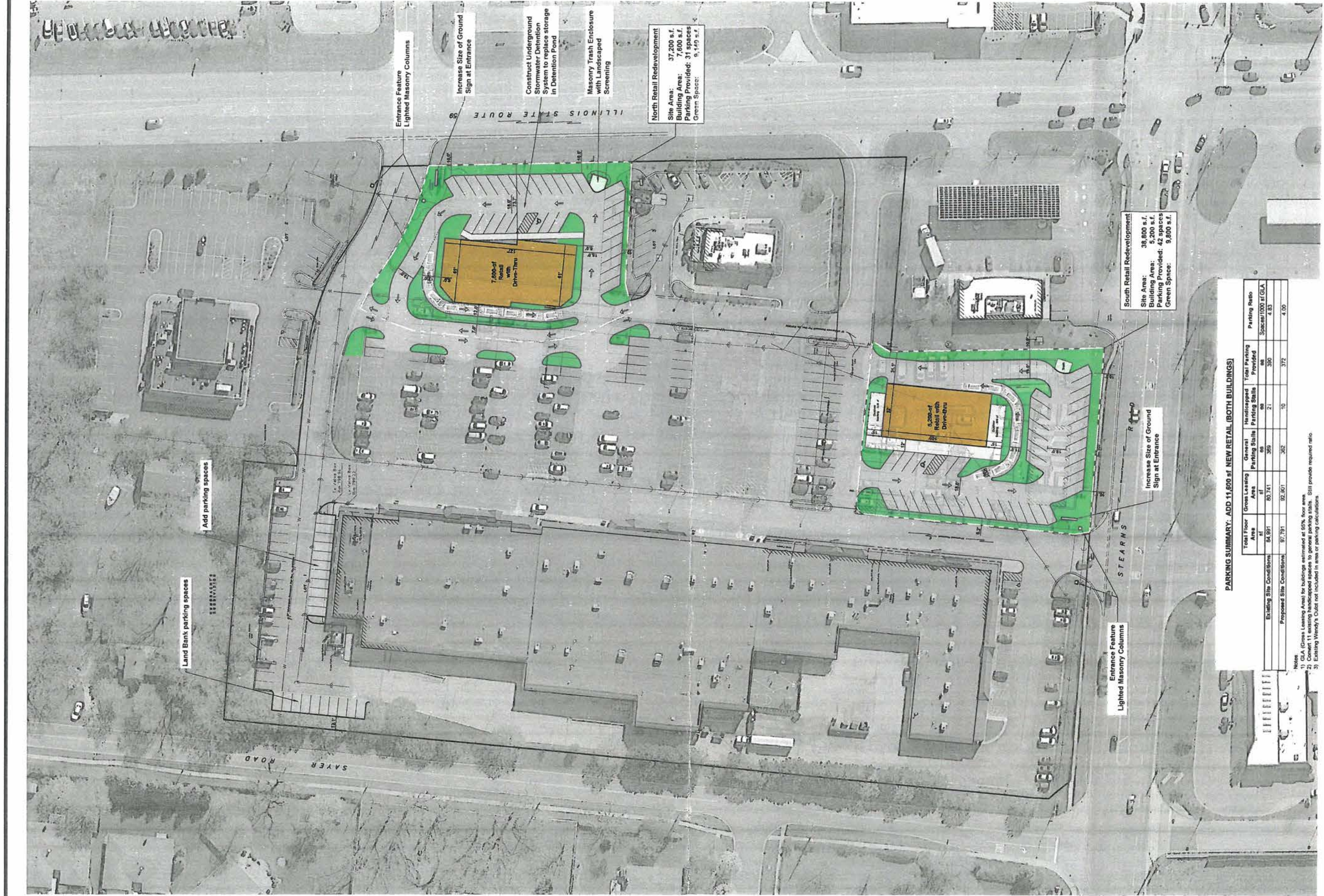
NAME OF PERSON TO BE BILLED: _____

ADDRESS: _____

PHONE NUMBER: _____

SIGNATURE: _____

DATE: _____



PARKING SUMMARY: ADD 11,600 SF NEW RETAIL (BOTH BUILDINGS)

Total Floor Area	Gross Leasing Area	General Parking Spots	Unimproved Parking Spots	Total Parking Provided	Parking Ratio
84,991	80,741	396	21	380	4.83
Proposed Site Conditions	97,791	92,301	362	372	4.00

Notes:
 1) Gross Leasing Area for buildings estimated at 85% floor area.
 2) Convert 11 existing landscaped areas to general parking stalls. Still provide required ratio.
 3) Existing Wendy's Outlot not included in area or parking calculations.

**PROPOSED PRELIMINARY
 SITE PLAN
 BARTLETT COMMONS
 RETAIL REDEVELOPMENT
 BARTLETT, IL**

HAEGER ENGINEERING
 consulting engineers and land surveyors
 100 East State Parkway, Schaumburg, IL 60173 • 630-847-3914 • 630-847-3914-6608
 Illinois Professional Design Firm License No. 184-000132
 www.haegerengineering.com

No.	Date	Revision

Project Manager: MJA
 Engineer: MJA
 Date: 11-9-2016
 Project No: 16-100
 Sheet: 1





Agenda Item Executive Summary

Item Name	Standing Committees Structure Change	Committee or Board	Committee
-----------	--------------------------------------	--------------------	-----------

BUDGET IMPACT

Amount: n/a

Budgeted n/a

List what fund n/a

EXECUTIVE SUMMARY

The Village President requested an evaluation of the standing committee structure of the Village Board of Trustees. The cause for review was the lack of items that fall under the Building Committee and the suggestion that it be combined with the Planning and Zoning Committee.

Should the board wish to combine these two committees, I would recommend breaking the Finance and Golf Committee into two standing committees. This will keep the number of standing committees at six and better distribute the work load of the trustees.

ATTACHMENTS (PLEASE LIST)

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

Staff: Paula Schumacher, Village Administrator

Date: December 22, 2017

Memorandum

TO: Kevin Wallace, Village President and Board of Trustees

FROM: Paula Schumacher Assistant Village Administrator

DATE: December 18, 2017

SUBJECT: Committees of the Board

Per your request I have reviewed the Committees of the Board as outlined in our Municipal Code section 1-6-4-3. The following committees are considered the Standing Committees: Building, Finance and Golf, License and Ordinance, Planning and Zoning, Police and Health, and Public Works.

The cause for review was the lack of items that fall under the Building Committee and the suggestion that this standing committee be combined with Planning and Zoning to create the Building, Planning and Zoning Committee. In the last two years only two agenda items were under the Building Committee.

I recommend making the change with regard to the Building Committee and also dividing the Finance and Golf Standing Committee into two standing committees. Replacing Finance and Golf with a separate Golf Standing Committee and a separate Administration and Finance Committee. This keeps the number of Village Board Standing Committees at six and spreads out the workload among the trustees.

To make this change the Village Board will need to amend the Municipal Code by ordinance. Should the Village Board approve of these changes to the standing committees I will put the ordinance on the January 16, 2017 Village Board agenda.