VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

AUGUST 18, 2014 - 7:00 P.M. LEMONT VILLAGE HALL 418 MAIN ST. LEMONT, IL 60439

- I. CALL TO ORDER
- II. ROLL CALL
- III. DISCUSSION ITEMS
 - A. LA DOLCE VITA OUTDOOR DINING REQUEST DISCUSSION (ADMIN.)(REAVES)(SCHAFER)
 - B. CHICAGO BLAZE RUGBY CLUB PUD REVISION DISCUSSION (PLANNING & ED)(STAPLETON)(JONES/GLAS)
 - C. LEMONT 2030 FUTURE LAND USE MAP (PLANNING & ED)(STAPLETON)(JONES/GLAS)
 - D. STRATEGIC PLAN PROGRESS AND UPDATE DISCUSSION (ADMIN.)(REAVES)(SCHAFER)
 - A. ROUTE 83 AND MAIN DEVELOPMENT PROCESS DISCUSSION (NO ATTACHMENT) (PLANNING & ED)(STAPLETON)(JONES)
- IV. UNFINISHED BUSINESS
- V. New Business
- VI. AUDIENCE PARTICIPATION
- VIII. ADJOURN

Village Board

Agenda Memorandum

To: Mayor & Village Board

From: George Schafer, Village Administrator

Subject: La Dolce Vita Outdoor Dining Request Discussion

Date: August 14, 2014

BACKGROUND/HISTORY

The owner of La Dolce Vita has installed a canopy that is attached to their building that covers tables for their business, along with related boundary fencing. There are challenges with this request because more than half of the property in question is on Village property (the canopy and related posts extends on to Village property by approximately 6 feet). The owner of La Dolce is requesting to enclose the structure with a plastic type product to shield patrons from the weather. In addition, the owner has requested to install a platform that would assist with the topographical changes of the area. The Village is attempting to work with the restaurant owner on improving his business, but there are several issues with this request that will need Board direction. I would like to separate the request based on the structure as it is today and the structure if it is enclosed with a plastic type canvas. Further, the issues present with the municipal code and building code. The owner has met with myself, the Building Commissioner and a consultant from TPI on the building code related issues.

Structure As it is Constructed Today (showed in attached pictures)

Building Code - The structure complies with the majority of the provisions of the building code and has the required assurances from the structural engineer. There may still be issues to clear regarding the existing ramp, but these are minor and can be resolved. One issue has been resolved by the owner "cutting out" a portion of the fencing so there is adequate room surrounding the light pole for accessible traffic

Municipal Code – More than 50% of the structure/outdoor area resides on Village property. The Village does allow outdoor dining on Village property and there are several examples of this in our downtown. However, the outdoor dining allowed elsewhere is temporary in nature, and the permit is for a finite period of time, April through November. When winter turns, the permit is no longer valid and the restaurants are required to pull any temporary fencing and outdoor dining is no longer allowed. In order for this to be acceptable and eligible for an outdoor café license, the fencing would need to be able to be removable each year. The way the structure is constructed now, it is permanent in nature.

Options: 1) In order to comply with the intent of the outdoor permit, the owner would have to remove the permanent sections of the fence and install a temporary measure that can be taken out each winter.

2) The Village could enter into a license agreement that would be passed by the Board authorizing the use of the property for this purpose. The Village has entered into agreements such as this before in the downtown, but not for outdoor dining purposes. This option would essentially allow a permanent use on Village property by license, which could be revoked in the future, and this would be agreed upon by both parties.

Structure with a Plastic Covering

Building Code – If the outdoor seating area/canopy were to be enclosed with a plastic canvas, in terms of the building code, it will be considered an addition to the building. As a result, certain provisions of the building codes will be triggered (International Building Code, Plumbing Code, Fire Code, etc.). Official comments have not been made as of yet to officially determine exact provisions. However, as a result of the meeting we had with our building consultant and owner of the restaurant, the required actions to comply to not seem to be insurmountable. The other issue that will arise if the owner is able to install the enclosure and if the area is heated, further provisions of the State Energy Code will likely apply. These provisions will be discussed in further detail at the meeting.

Municipal Code – The same provisions would apply for the structure as it is today. Because the use of the Village property is permanent in nature, a license agreement would be required.

Options: The options the Board has are similar to the structure without the enclosure, as long as provisions of the building code are able to be met. 1) In order to comply with the intent of the outdoor permit, the owner would have to remove the permanent sections of the fence and install a temporary measure that can be taken out each winter. The enclosure or platform would not be allowed. 2) The Village could enter into a license agreement that would be passed by the Board authorizing the use of the property for this purpose. The Village has entered into agreements such as this before in the downtown, but not for outdoor dining purposes. This option would essentially allow a permanent use on Village property by license, which could be revoked in the future, and this would be agreed upon by both parties.

ACTION REQUIRED

Discussion and Direction

ATTACHMENTS

1) Pictures of Outdoor Dining Area



Banquets

La Dolce Vita Lemont



Planning & Economic Development Department

418 Main Street · Lemont, Illinois 60439 phone 630-257-1595 · fax 630-257-1598

TO: Committee of the Whole

FROM: Martha M. Glas, Village Planner

THRU: Charity Jones, AICP, Planning & Economic Development Director

SUBJECT: Case 14-03 – Chicago Blaze Rugby Club PUD revision

DATE: August 13, 2014

The Chicago Blaze Rugby Club PUD case was heard by the PZC in May and the COW in June. An accessory building with a two car garage door was allowed to remain as part of the PUD approval to accommodate their storage needs. The structure was to provide storage for tractors and mowing equipment used for maintaining the fields.

The structure was recently damaged in a storm and the applicant wishes to rebuild and is requesting to increase the structure from a 2 car door garage to a 3 car door garage. A garage by definition is for the storage of vehicles and as such is viewed to be nonconforming in a commercial district. When a nonconforming structure is accidentally damaged or destroyed it can be rebuilt provided that the intensity, extent, or nature of the previous nonconforming elements is not increased. Accessory structures in commercial districts are not customary although for this use may be warranted as the applicant has stated that storage is needed for lawn equipment. Staff has recommended that if the accessory structure is to retain the look of a residential garage, that the doors of the structure face the fields to minimize the visual impact along Smith Rd.

The applicant contends that they were approved with a 2 car garage facing Smith Rd. and this would only be adding one more door. This, however, is an increase to the nonconformity. Additionally the applicant stated that materials get delivered from Smith Road so access cannot be on the field side. The type of materials being delivered was not specified by the applicant. The applicant also stated that there were trees going east from the garage that they planned on saving but this is not indicated on the tree preservation plan that was submitted.

The applicant has provided a picture of a proposed garage and has stated that it would have 3 aluminum doors, Hardie board siding and would match the colors of the main building.

Attachments

Exhibit A- Previously approved garage Exhibit B- Proposed garage rendering Exhibit C- Site plan

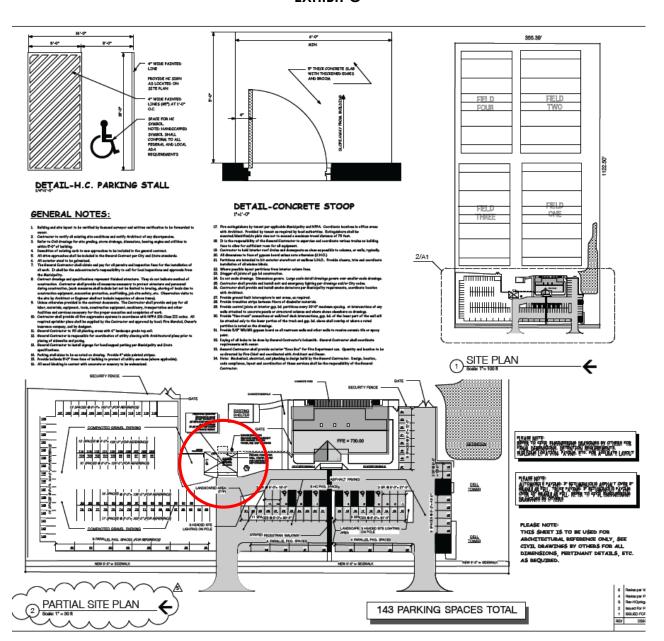
EXHIBIT A



EXHIBIT B



EXHIBIT C





Village of Lemont Planning & Economic Development Department

418 Main Street · Lemont, Illinois 60439 phone 630-257-1595 · fax 630-257-1598

TO: Committee of the Whole

FROM: Charity Jones, AICP, Planning & Economic Development Director

SUBJECT: Lemont 2030 - Future Land Use Map

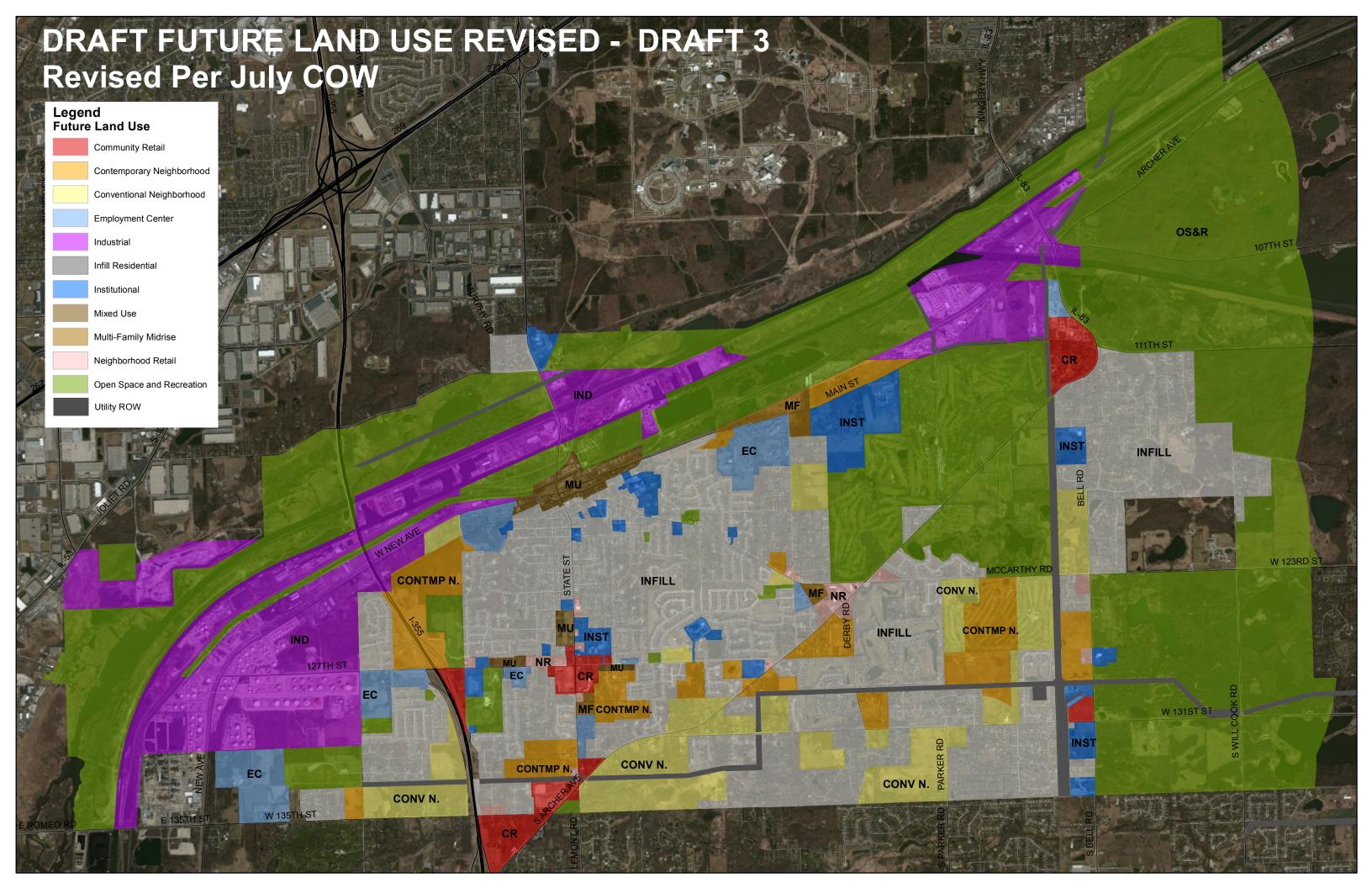
DATE: August 13, 2014

SUMMARY

Attached is a draft Future Land Use Map, revised per the COW's input at the July meeting. Please review and provide comment.

ATTACHMENTS

1. DRAFT Future Land Use Map



Village Board

Agenda Memorandum

To: Mayor & Village Board

From: George Schafer, Village Administrator

Subject: Strategic Plan Progress and Update Discussion

Date: August 13, 2014

BACKGROUND/HISTORY

The Village Board participated in a comprehensive strategic planning process in 2012, and the document was finalized in October of 2012. The strategic plan is a short-term strategy that reflects the current priorities of the Village Board, and is meant to provide for a structure for anticipating the needs of the community.

The strategic plan identifies five (5) priority areas including Financial Stability, Workforce Development, Intergovernmental Cooperation, Economic Development & Redevelopment, and Quality Infrastructure. These comprehensive priority areas as established by the Village Board will not change. However, a few of the key performance indicators that define success in these areas will need to be redefined and clarified to assist with the plan's implementation.

The purpose of the meeting today is to update the Board on the progress of the strategic plan, and to discuss areas in need of redefining of certain indicators and/or rewording strategic priority items. There have been several changes in the makeup and structure of our management group. As a result, I wanted to gather feedback on any necessary changes to these areas from the group, as we move forward with implementation of the plan. The marked up changes on the attached document outlines some of these recommended changes and areas for additional discussion with the Board. This is an initial meeting to solicit feedback. After the meeting we will use the feedback to redefine these indicators and re-work any action items necessary, then present to Board at future workshop meetings.

ACTION REQUIRED

Discussion and Direction

ATTACHMENTS

1. Strategic Plan Document with marked changes

Village Board Strategic Plan – (Short Term Strategy) – 3-4 year plan that reflects the current priorities of the Village Board (2013-16) and provides for a structure for anticipating the needs of the community.

Mission Statement: The Village of Lemont is dedicated to promoting and preserving the character of the community and ensuring a high quality of life through professional public service provided in a friendly, consistent, and fiscally responsible manner, emphasizing the best interest of the community as a whole.

Strategic Priorities of the Board: 1) Financial Stability; 2) Quality Infrastructure; 3) Economic Development and Redevelopment; 4) Intergovernmental Cooperation; 5) Workforce Development. Each of these priorities has key performance indicators that define success, strategic initiatives (broad actions to reach KPI's) and detailed action plans to reach strategic initiatives.

Strategic Plan Components and Responsibility:

Strategic Plan Components Responsibility

Strategic Priorities: Residents/Village Board/Village Administrator

(Area of Emphasis)

Key Performance Indicators

Village Board/VA/Management Group

(How we measure success within priority)

Strategic Initiatives VA/Management Group

(The broad actions to reach KPIs)

Strategic Actions (Detail) VA/Management Group/<u>Staff Meeting Group</u>

(The detailed action plan to reach SIs)

Strategic Priorities: (Area of Emphasis)

1. Financial Stability

Maintain a positive financial position with a goal of achieving greater reliance on local revenue sources. Continuing to demand balanced budgets, while investing in infrastructure assets and avoiding negative adjustments in service quality

2. Quality Infrastructure

Maintain the reliability of the infrastructure with deliberate, budgeted improvements based on equitable assessments of the systems. Develop future infrastructure systems needed to meet expected growth.

3. Economic Development and Redevelopment

Maximize the unique qualities of Lemont, including its history, faith and landscape (s), to invite unique commercial and residential development, as well as promoting tourism-based destination opportunities. Development and redevelopment will be market based with public assistance as needed to meet our objectives

4. Intergovernmental Cooperation

The Village will provide strong leadership to engage other jurisdictions to achieve our vision. The Village will invite cooperation and coordination in providing the most efficient and effective methods for the best service to the community.

5. Workforce Development

Provide strong leadership, guidance, and training in technical, management and leadership skill sets to ensure all levels of staff are prepared for new challenges and opportunities. The organization will model a philosophy of community-oriented service with the emphasis on open communication.

Key Performance Indicators (Current) (How we measure success within priority)

A. Financial Stability

- a. Reserves shall be established at 30% of General Fund Expenditures in the General Fund by April 30, 2015
- b. Financial Software System will be fully implemented by April 30, 2014
- c. Operating Cost increases are no greater than 2.2% annually or as indexed by revenue increases
- d. Locally generated revenues from economic growth will grow by 5% from April 1, 2012 March 31, 2015

B. Workforce Development:

- a. A performance evaluation system will be aligned with board adopted strategic priorities by August 31, 2013.
- b. All supervisory and exempt staff are fully trained in management and leadership skills by December 31, 2014
- c. All Staff will be trained in a general staff program openly sharing information among departments and learning to "see and act" across multiple disciplines

C. Intergovernmental Cooperation

- a. Overlapping tasks and costs shared with other taxing bodies are identified by December 31, 2014
- b. Lemont's vision for effective service delivery will be presented to the other taxing bodies annually.

D. Economic Development & Redevelopment

- a. Lemont's population will be 17,000 by December 31, 2015
- b. Commercial/Retail occupancy will be at or below the vacancy rate of Lemont's market area
- c. Sales Tax Receipts increase to \$2 million by December 31, 2015

E. Quality Infrastructure

- a. A comprehensive five-year capital improvement plan, including a funding plan, in place by April 1, 2013
- b. No more than 30% of all local roads are rated less than Level II by April 1, 2015.
- c. A plan to meet "Lemont East" infrastructure needs will be in place by January 1, 2014

Financial Stability (Strategic Priority)

Maintain a positive financial position with a goal of achieving greater reliance on local revenue sources. Continuing to demand balanced budgets, while investing in infrastructure assets and avoiding negative adjustments in service quality

Key Performance Indicators – KPIs (How we measure success within priority)

- a. Reserves shall be established at 30% of normal operating expenditures (total expenditures less inter fund transfers, capital and one time grants (\$500,000) in the General Fun by April 30, 2015 *Currently at about 27%*
- <u>b. Core functions of the Financial Software System will be fully implemented by April 30, 2014. *Complete*</u>
- b.c. Enhancements to the Finance Software System will be fully implemented by April 30, 2016
- e.d. Operating costs are increases are no greater than 2.2% annually as indexed by <u>a dedicated</u> revenue source and/or revenue increases. *Is this a redundant item based on indicator "a" above? What is the 2.2% based on?
- d.a. Locally generated revenues from economic growth will grow by 5% from April 1, 2012 March 31, 2015. *This needs to be further defined and clarified. Is it development revenues (permitting revenues, development fees, etc? And does it include sales tax from new developments?

<u>e.</u>

Strategic Initiatives (The broad actions we will take to reach KPIs) and Detailed Actions (Detailed actions we will take to reach the strategic initiatives)

- a. Implement Cost Containment plan to limit operating costs by 2.2%
 - a. Implement new finance software
 - b. Define operating costs
 - c. Analyze operating costs and obtain recommendations on how to limit increases
- b. Establish baselines for service levels
 - a. Identify all major services by department
 - b. Present findings to Village Board
 - c. Establish baseline service levels
 - d. Request resident input via online survey
 - e. Present findings to village board
 - f. Final baseline of services accepted, included within budget process
- c. Develop 4-year plan to grow local revenues by 5% annually
 - a. Define and identify local revenue
 - b. Conduct analysis to determine is 5% annual growth target achievable within local economic conditions
 - c. Determine how growth will be achieved, i.e. new services, compliance with existing, rate increases, or combination

Workforce Development (Strategic Priority)

Provide strong leadership, guidance, and training in technical, management and leadership skill sets to ensure all levels of staff are prepared for new challenges and opportunities. The organization will model a philosophy of community-oriented service with the emphasis on open communication.

Key Performance Indicators – KPIs (How we measure success within priority)

- a. A performance evaluation system will be aligned with board adopted strategic priorities by August 31, 2013. *Completed, the system is in place*
- b. A leadership and management training program for all supervisory and exempt staff will be adopted and updated annually, beginning with All supervisory and exempt staff are fully trained in management and leadership skills by the year ending December 31, 2014. *Changes indicate an ongoing process*
- c. A general staff awareness program emphasizing the openly sharing of information among departments and learning to "see and act" across multiple disciplines, will be adopted by December 31, 2014 and updated annually. All Staff will be trained in a general staff program openly sharing information among departments and learning to "see and act" across multiple disciplines
- e.d.*Should a community-oriented service emphasis indicator be established since it is clearly stated as a strategic priority of the Village Board, and is listed in strategic initiatives?

Strategic Initiatives (The broad actions we will take to reach KPIs)

- a. Establish a career development program for each employee by Dec. 31, 2013- include job enrichment, leadership/management training and succession planning
- b. Develop general training plan for all employees by Dec. 31, 2013
- c. Develop overall position classification system to include an updated personnel evaluation system aligned with strategic priorities by Dec. 31, 2013
- d. Develop an overall staff program openly sharing information among departments and learning to "see and act" across multiple disciplines
- e. Continue and further develop an overall philosophy of community policing in the Police Department
- f. Develop a Village wide program/philosophy to utilize technology and other innovative methods in service delivery (For purposes of improving services, increasing productivity, reduce staff time, etc).
- g. Create a cost-effective human resource program to ensure benefits and programs are efficiently meeting and exceeding employee needs and expectations, as well as evaluate the cost-advantages of each benefit or program.

Intergovernmental Cooperation (Strategic Priority)

The Village will provide strong leadership to engage other jurisdictions to achieve the community's our vision. The Village will invite cooperation and coordination in providing the most efficient and effective methods for the best service to the community.

Key Performance Indicators – KPIs (How we measure success within priority)

- a. Opportunities for collaboration with other taxing agencies are Overlapping tasks and costs shared with other taxing bodies are identified by December 31, 2014
- <u>b.</u> Lemont's vision for <u>collaborative</u> <u>effective</u> service delivery <u>and brand strategy</u> <u>progress</u> will be <u>presented to the shared with the other-taxing bodies <u>bi-monthly</u> administratively and annually via elected officials.</u>

b.c. *Should an implementation KPI be established following up on item "a" above?*

Strategic Initiatives (The broad actions we will take to reach KPIs) and Detailed Actions (Detailed actions we will take to reach the strategic initiatives)

- a. Develop 3-year plan to eliminate redundant services in community
- b. Develop 3-year plan to share operational costs among governments
- c. Mayor and Village Board host annual event and/or attend other taxing bodies meetings to communicate Village's vision & key initiatives

Economic Development and Redevelopment (Strategic Priority)

Maximize the unique qualities of Lemont, including its history, faith and landscape (s), to invite unique commercial and residential development, as well as promoting tourism-based destination opportunities.

Development and redevelopment will be market based with public assistance as needed to meet our objectives. (Should increased population and emphasis on code enforcement/property maintenance be included with the strategic priority language? These factors are listed in the KPIs and the strategic initiatives)

Key Performance Indicators – KPIs (How we measure success within priority)

- a. Lemont's population housing starts and entitlements will be increased by xxx homes 17,000 by December 31, 2015. *Number of residents are not easily tracked, and is it achievable? Is number of homes (entitlements or permits pulled) a better indicator?
- b. Commercial/Retail occupancy will be at or below the vacancy rate of Lemont's market are. (Unable to track, is there a better way to ensure indicator is being reached?)
- c. Retail sales tax change will be consistent with our peer group through Sales Tax

 Receipts increase to \$2 million by December 31, 2015. *Is 2 million attainable? Is benchmarking based on our comparable communities a better way to track the indicator?
- d. * Should a Code Enforcement/Property Maintenance Success Factor to be Established? It is listed in the strategic initiatives

e.

Strategic Initiatives (The broad actions we will take to reach KPIs) and Detailed Actions (Detailed actions we will take to reach the strategic initiatives)

- a. Aggressively pursue annexation in unincorporated Cook County
- b. Establish baseline conditions for key economic development/redevelopment indicators
- c. Create and implement Economic Development Master Marketing Program
- d. Create master plans to support economic development goals of Village Board
- e. Improve effectiveness of Development, Bldg. Code and Code Enforcement programs

Quality Infrastructure (Strategic Priority)

Maintain the reliability of the infrastructure with deliberate, budgeted improvements based on equitable assessments of the systems. Develop future infrastructure systems needed to meet expected growth.

Key Performance Indicators – KPIs (How we measure success within priority)

- a. A comprehensive five-year capital improvement plan, including a funding plan, in place by December 31, 2014 April 1, 2013
- b. No more than 30% of all local roads are rated less than Level II by April 1, 2015.
 Staff will be further defining our streets rating system to work towards a better indicator
- <u>e.a.</u> A plan to meet <u>"Lemont East" future Village wide</u> infrastructure needs, as indexed by <u>projected build out</u> will be in place by <u>January 1, 2014 August 30, 2015</u>

Strategic Initiatives (The broad actions we will take to reach KPIs)

- a. Conduct a comprehensive review of existing road evaluation system
- b. Develop infrastructure expansion plan for future growth
- c. Establish a multi-department CIP