

**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE OF VERNON HILLS  
FEBRUARY 5, 2019**

President Byrne called the meeting to order at 7:52 p.m.

IN ATTENDANCE: President Byrne, Trustees Koch, Brown, Marquardt, Schultz, Takaoka and Oppenheim. A quorum was established.

Also present were: Assistant Village Manager Petrillo, Building Commissioner Atkinson, Public Works Director Brown, Chief Kreis, Anne Fairbairn, Lauterbach & Amen, Attorney Hunt, and Recording Secretary Koehl.

**1. APPROVAL OF COMMITTEE OF THE WHOLE MEETING MINUTES OF JANUARY 22, 2019**

Motion by Trustee Schultz second by Trustee Marquardt to approve Committee of the Whole Minutes for the January 22, 2019 meeting.

Roll Call Vote:

AYES: 7 – Koch, Marquardt, Schultz, Oppenheim, Takaoka, Brown, Byrne

NAYE: 0 – None

ABSENT AND NOT VOTING: 0 - None

Motion carried.

**2. COOK MEMORIAL LIBRARY – 701 ASPEN DRIVE**

Representatives of Cook Memorial Library addressed the Board in consideration of a report and recommendation from Planning and Zoning Commission regarding approval to amend the Special Use Permit, approval of site, landscape, architectural elevations and approval of a plat of easement, authorizing a building addition and expansion of the parking lot on the property commonly known as “The Cook Memorial Public Library District’s Aspen Drive Library.”

Public Hearing:

Representatives from the Cook Memorial Library appeared before the Planning & Zoning Commission on January 16, 2019 to present their plans for a building addition and parking lot expansion to their facility located at 701 Aspen Drive and requested the following:

1. To amend the Special Use Permit for a Planned Unit Development to allow an addition to the existing public building, commonly referred to as “The Cook Memorial Public Library District's Aspen Drive Library”, located on lot 1 and to allow the expansion of a parking lot and related improvements on Lot 1 & 2 of the Cook Memorial Subdivision; and
2. Preliminary and final site and landscaping plan approvals and building elevations; and
3. Preliminary and final plat of easement approval for legally described property commonly known as Cook Memorial Subdivision.

Site Plan:

The Cook Memorial Library District, represented by Product Architecture & Design, is proposing to construct a 15,000 square foot addition on the northeastern portion of the building. This addition includes 7,500 square feet of usable space on the ground floor and 7,500 square feet of unfinished basement space set aside for future development.

The main floor of the addition will accommodate a larger children’s area, allowing for expanded space in the existing building for adult and teen uses. In addition to the building expansion, 5 parking spaces will be added to lot 1 and 16 parking spaces will be added to Lot 2 bringing the total number of parking spaces to 139 (5 handicapped). No parking variation will be required.

The Village owns Lot 2, a 1.45 acre site that located between Aspen Library and the Sullivan Center. The Village will maintain ownership of Lot 2 and the existing license agreement between the Village, Park District, and

Library District will be amended to reflect the revised site plan as a condition approval for the parking lot construction and maintenance.

**Parking:**

The Zoning Code requires 1 parking space for every 200 square feet of floor area. Based on 27,710 square foot building (Includes existing and proposed addition), 139 parking spaces are required. The proposed number of 139 parking spaces would comply with zoning requirements.

**Landscaping:**

Perennial shrubs, including ground cover and bulbs is proposed adjacent to the east and south foundation. The new landscape islands in the expanded parking lot include ornamental grasses and ground cover that are consistent with existing plantings.

**Plat of Easement:**

As part of the redevelopment. The Village has requested the execution of an access easement at two locations: 1) Running east/west located just south of lot 2 (40' wide); and 2) Running north/south located on the east boundary of lot 1; and 2 (27' wide). The easements will allow for greater flexibility when considering traffic impacts of future developments.

**Architectural Design:**

The overall design of the addition would match the existing building. Exterior wall materials includes 4" modular face brick along with an aluminum framed/glass curtain wall. The soffit would consist of aluminum roof fascia with high-pressure laminate soffit panels. The existing metal corrugated RTU enclosure would be raised by 1'-0" to screen new equipment.

**Signage:**

The petitioner is not proposing to place additional wall signs or monument signs on this lot.

**Public Notice:**

Notices were sent out to the surrounding property owners. No comments were received.

**Recommendations:**

- I. The Commission voted 6-0 (Gorog absent) to recommend approval of the following:  
To amend the Special Use Permit for a Planned Unit Development to allow an addition to the existing public building, commonly referred to as "The Cook Memorial Public Library District's Aspen Drive Library", located on lot 1 and to allow the expansion of a parking lot and related improvements on Lot 1 & 2 of the Cook Memorial Subdivision; and
- II. The Commission voted 4-2 (Gorog absent) to recommend approval of the following:  
Preliminary and final site and landscaping plan approvals; and
- III. The Commission voted 2-4 (Gorog absent) to recommend approval of the following:  
Preliminary and final architectural elevation approval; and
- IV. The Commission voted 6-1 (Gorog absent) to recommend approval of the following:  
Preliminary and final plat of easement approval.

**General Compliance with the following plans:**

1. General compliance with the site plan and engineering drawings, prepared by Eriksson Engineering Associates; LTD, dated November 30, 2018.
2. General compliance with the landscape plan prepared by Product Architecture and Design, dated November 30, 2018.

3. General compliance with the building elevation drawings/color renderings, Product Architecture and Design, stamp dated January 9, 2019.
4. General compliance with the plat of easement, prepared by Gewalt Hamilton, Associates; Inc. dated October 10, 2018.

Conditions of Approval for the entire Site:

1. Final approval of plans by the Village Engineer and Landscape Technician prior to issuance of a building permit.
2. Compliance with all ordinances and standards of the Village except as otherwise noted.
3. Review and approval of site lighting and parking lot light fixtures by the Building Commissioner.
4. The existing license agreement pertaining to the parking lot, between the Village, Park District, and Library District will be amended to reflect the revised site plan.

If the COW feels that the request is appropriate, staff should be directed to prepare an Ordinance approving the following:

1. To amend the Special Use Permit for a Planned Unit Development to allow an addition to the existing public building, commonly referred to as "The Cook Memorial Public Library District's Aspen Drive Library", located on lot 1 and to allow the expansion of a parking lot and related improvements on Lot 1 & 2 of the Cook Memorial Subdivision; and
2. Preliminary and final site and landscaping plan approvals and building elevations; and.
3. Preliminary and final plat of easement approval for legally described property commonly known as Cook Memorial Subdivision.

Board directs Staff to prepare an Ordinance approving an amendment to the Special Use Permit for a Planned Unit Development to allow an addition to the existing public building, commonly referred to as "The Cook Memorial Public Library District's Aspen Drive Library", located on lot 1 and to allow the expansion of a parking lot and related improvements on Lot 1 & 2 of the Cook Memorial Subdivision.

Preliminary and final site and landscaping plan approvals and building elevations; and.

Preliminary and final plat of easement approval for legally described property commonly known as Cook Memorial Subdivision.

Staff is directed to allow early start for under pinning and site permit.

Motion by Trustee Marquardt second by Trustee Schultz

Roll Call:

AYE: 7 - Marquardt, Koch, Schultz, Oppenheim, Takaoka, Brown, Byrne

NAY: 0 - None

ABSTAIN: 0 - None

ABSENT: 0 - None

Motion Carried.

### **3. HAWTHORN SCHOOL DISTRICT 73 AND THE VERNON HILLS PARK DISTRICT – 635 ASPEN DRIVE**

Representatives of Hawthorn District 73 and Vernon Hills Park District in consideration of Report and Recommendations from the Planning & Zoning Commission regarding a zoning code amendment, approval to

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amend the Special Use Permit, approval of site and landscape plan approvals, and approval of architectural elevations, authorizing a kindergarten addition on the property commonly known as the Sullivan Community Center.

#### Public Hearing:

Representatives from Hawthorn School District 73 and the Vernon Hills Park District appeared before the Planning & Zoning Commission on January 16, 2019 to present their plans for construction of a kindergarten addition to the Sullivan Community Center, located at 635 Aspen Drive and requested the following:

1. To amend Article 14B, Section 14B.3 of Appendix C of the Code of ordinances, being the Vernon Hills Zoning Ordinance of 1982, as amended from time to time, by adding "Public schools, elementary and high; and private schools having the same curriculum as ordinarily given in public schools; provided, that no rooms shall be used for housing or sleeping purposes" to the list of Special Uses permitted in the COS-1 Conservation Open Space District; and
2. To amend the Special Use Permit for a Planned Unit Development to allow an addition to the existing Vernon Hills Park District Recreational Center commonly referred to as "The Sullivan Community Center", and to allow the expansion of a parking lot and related improvements; and
3. Preliminary and final site and landscaping plan approvals and building elevations.

School District 73 and the Vernon Hills Park District propose to construct a 40,575 square foot kindergarten addition to the Sullivan Community Center located at 635 Aspen Drive. The 2-story addition would have 18 classrooms, 1 multipurpose room, and 1 administrative suite. The new facility, needed to accommodate growing demand, will consolidate all kindergarten students who currently attend North, South, Aspen, and Townline Elementary Schools. The only exception would be the 75 students who attend the School for Dual Language at Townline Elementary.

The general education classrooms will each have a maximum of 22 students. Special purpose rooms such as those used for small group instruction and sensory instruction will be utilized based on need. The new facility will be able to accommodate a student population of up to 500 students. However, District 73 projects a student population between 340-425 over the next 10 years.

#### Site Plan:

The Kindergarten Center will be located on the north side of the Sullivan Center, attached to a shared gymnasium that was recently constructed by the Park District. Village staff and representatives from the Library, School, and Park District have been working together to address the anticipated traffic generated from the Kindergarten Center. The solution is two-fold:

1. Parental drop-off and pick-up traffic would enter thru the Sullivan Center/Aquatic Center parking lot (This accommodates vehicular stacking of up to 80 cars). Vehicles exiting the site would continue, past the main entrance, then turn east onto the Victory Center property. A dedicated access easement, located south of the Victory Center, would permit legal passage onto Atrium Drive.
2. School buses would enter the site off Aspen Drive and stage along an access road on the north side of the kindergarten addition. Buses would exit the site the same as vehicular traffic (Through the access easement, south of the Victory Center building).

Excess detention capacity is available within the existing vault under the Victory Center parking deck. No additional detention facilities will be required.

#### Parking:

For properties located in the COS-1 District, The minimum number of parking spaces is subject to review and approved by the Village Board, upon consideration and recommendation by the Planning and Zoning Commission.

For informational purposes, 306 parking spaces currently serve the Sullivan Center and the Aquatic Center. The anticipated demand for the kindergarten addition is 76 parking spaces. Based peak parking demand being offset for individual uses, staff believes parking is adequate for the site.

**Landscaping:**

The landscape plan included in you packet shows the original concept whereby an access drive is extended to Phillips Road. This will be revised in accordance with the current plan utilizing an access route south of Victory Center.

**Architectural Design:**

The overall design and color of the addition would match the existing building. Exterior wall materials includes brick veneer and precast concrete panels. A prefinished composition metal panel system will be incorporated as a design element on the east and west elevations. The petitioner is aware that RTU screening is required.

**Signage:**

Individual pin mounted letter signs are proposes on the south and west elevations. The size of each sign would be proportionate with the building. Staff believes the signs are appropriate.

**Public Notice:**

Notices were sent out to the surrounding property owners. No comments were received.

**Recommendations:**

- I. The Commission voted 2-3 (Gorog absent, Ballowe recused) to recommend approval of the following:  
To amend Article 14B, Section 14B.3 of Appendix C of the Code of ordinances, being the Vernon Hills Zoning Ordinance of 1982, as amended from time to time, by adding "Public schools, elementary and high; and private schools having the same curriculum as ordinarily given in public schools; provided, that no rooms shall be used for housing or sleeping purposes" to the list of Special Uses permitted in the COS-1 Conservation Open Space District; and
- II. The Commission voted 1-4 (Gorog absent, Ballowe recused) to recommend approval of the following:  
To amend the Special Use Permit for a Planned Unit Development to allow an addition to the existing Vernon Hills Park District Recreational Center commonly referred to as "The Sullivan Community Center", and
- III. The Commission voted 0-5 (Gorog absent, Ballowe recused) to recommend approval of the following:  
To amend the Special Use Permit for a Planned Unit Development to allow the expansion of a parking lot and related improvements; and
- IV. The Commission voted 0-5 (Gorog absent, Ballowe recused) to recommend approval of the following:  
Preliminary and final site plan and landscaping approvals; and
- V. The Commission voted 2-3 (Gorog absent, Ballowe recused) to recommend approval of the following:  
Preliminary and final architectural elevation approval.  
General Compliance with the following plans:
  1. General compliance with the site plan and engineering drawings, prepared by Gewalt Hamilton Associates; Inc., dated April 6, 2018.
  2. General compliance with the vehicle-stacking plan, prepared by Gewalt Hamilton Associates; Inc., dated March 12, 2018.

3. General compliance with the landscape plan prepared by Gewalt Hamilton Associates; Inc., dated April 6, 2018. This plan shall be revised in accordance with the current plan utilizing an access route south of Victory Center.
4. General compliance with the building elevation drawings/color renderings, prepared by DLR Group, dated January 9, 2019.

Conditions of Approval for the entire Site:

1. Final approval of plans by the Village Engineer and Landscape Technician prior to issuance of a building permit.
2. Compliance with all ordinances and standards of the Village except as otherwise noted.
3. Review and approval of site lighting and parking lot light fixtures by the Building Commissioner.
4. The existing license agreement pertaining to the parking lot, between the Village, Park District, and Library District will be amended to reflect the revised site plan.

If the COW feels that the request is appropriate, staff should be directed to prepare an Ordinance approving the following:

1. To amend Article 14B, Section 14B.3 of Appendix C of the Code of ordinances, being the Vernon Hills Zoning Ordinance of 1982, as amended from time to time, by adding "Public schools, elementary and high; and private schools having the same curriculum as ordinarily given in public schools; provided, that no rooms shall be used for housing or sleeping purposes" to the list of Special Uses permitted in the COS-1 Conservation Open Space District; and
2. To amend the Special Use Permit for a Planned Unit Development to allow an addition to the existing Vernon Hills Park District Recreational Center commonly referred to as "The Sullivan Community Center", and to allow the expansion of a parking lot and related improvements; and
3. Preliminary and final site and landscaping plan approvals and building elevations.  
Said approval is subject to general compliance with the plans and conditions of approval recommended by the Planning and Zoning Commission at their public hearing on January 16, 2019 and in accordance with the conditions of approval referenced herein.

Board directs Staff to prepare an Ordinance amending Article 14B, Section 14B.3 of Appendix C of the Code of ordinances, being the Vernon Hills Zoning Ordinance of 1982, as amended from time to time, by adding "Public schools, elementary and high; and private schools having the same curriculum as ordinarily given in public schools; provided, that no rooms shall be used for housing or sleeping purposes" to the list of Special Uses permitted in the COS-1 Conservation Open Space District.

Motion by Trustee Schultz second by Trustee Brown

Roll Call:

AYE: 7 – Brown, Schultz, Marquardt, Takaoka, Koch, Oppenheim, Byrne

NAY: 0 - None

ABSTAIN: 0 - None

ABSENT: 0 – None

Motion carried.

Board directs Staff to prepare an Ordinance approving the amendment to the Special Use Permit for a Planned Unit Development to allow an addition to the existing Vernon Hills Park District Recreational Center commonly referred to as "The Sullivan Community Center", and to allow the expansion of a parking lot and related improvements; and

Preliminary and final site and landscaping plan approvals and building elevations.

Motion by Trustee Schultz second by Trustee Brown

Roll Call:

AYE: 7 – Brown, Schultz, Marquardt, Takaoka, Koch, Oppenheim, Byrne

NAY: 0 - None

ABSTAIN: 0 - None

ABSENT: 0 - None

Motion carried.

### **3. ADJOURNMENT**

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

Voice vote:

All in favor.

Motion carried.

Meeting adjourned 8:56 p.m.

Approved this 5<sup>th</sup> day of February 2019

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Jon Petrillo, Assistant Village Manager

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Roger Byrne, Village President