



VILLAGE OF PALATINE
VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339 – (847) 359-9050
<http://www.palatine.il.us>

VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

AGENDA

NOVEMBER 8, 2021

Regular Meeting

7:00 PM

I. ROLL CALL

II. ELECTION OF MAYOR PRO TEM

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES

1. Village Council & Committee of the Whole - Regular Meeting - November 1, 2021

V. MAYOR'S REPORT

1. As Submitted

VI. RECESS TO THE COMMITTEE OF THE WHOLE

VII. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. Consider an Ordinance Granting a Variation for Lot Coverage to Permit a Pool at 519 W. Dorset Avenue (Council District: Two)
2. Consider an Ordinance Granting a Special Use for a Setback Reduction to Allow an Addition at 371 S. Clyde Court (Council District: One)
3. As Submitted

B. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. Consider a Motion to Accept a Proposal for Janitorial Maintenance Services for the Police Headquarters and Combined Service Facility

2. Consider a Motion to Accept a Proposal for Janitorial Maintenance Services for the Village Hall, Palatine Metra Train Station, and Gateway Center Parking Deck
3. As Submitted

C. BUSINESS FINANCE & BUDGET COMMITTEE

BRAD HELMS, CHAIRMAN

1. Consider Continued Discussion of the CY 2022 Proposed Budget & Capital Investment Plan
2. As Submitted

D. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

GREG SOLBERG, CHAIRMAN

1. As Submitted

E. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted

F. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted

VIII. RECONVENE THE VILLAGE COUNCIL MEETING



IX. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

1. Consider an Ordinance Granting a Variation for Lot Coverage to Permit a Pool at 519 W. Dorset Avenue (Council District: Two)
2. Consider an Ordinance Granting a Special Use for a Setback Reduction to Allow an Addition at 371 S. Clyde Court (Council District: One)
3. Consider a Motion to Accept a Proposal for Janitorial Maintenance Services for the Police Headquarters and Combined Service Facility

4. Consider a Motion to Accept a Proposal for Janitorial Maintenance Services for the Village Hall, Palatine Metra Train Station, and Gateway Center Parking Deck

X. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted

B. BUSINESS FINANCE & BUDGET COMMITTEE

BRAD HELMS, CHAIRMAN

1. As Submitted

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

GREG SOLBERG, CHAIRMAN

1. As Submitted

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted

F. POLICE POLICY & CODE SERVICES COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted

XI. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER

1. As Submitted

B. VILLAGE CLERK

1. As Submitted

C. VILLAGE ATTORNEY

1. As Submitted

XII. CLOSED SESSION AS REQUIRED

XIII.RECOGNITION OF AUDIENCE

XIV. ADJOURNMENT



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VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

NOVEMBER 1, 2021

Regular Meeting

7:00 PM

I. ROLL CALL – Time: 7:00 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Present	
Tim Millar	District 1 Councilman	Present	
Scott Lamerand	District 2 Councilman	Present	
Doug Myslinski	District 3 Councilman	Present	
Greg Solberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Present	
Brad Helms	District 6 Councilman	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Mike Jacobs, Village Attorney Nicholas Standiford, Director of Public Works Matt Barry, Police Chief Dave Daigle, Police Officer Matthew Chlosta, Fire Chief Patrick Gratziana, IT Director Larry Schroth, Director of Finance Paul Mehring, Village Engineer George Ruppert and Director of Human Resources Pam Jackson

II. PLEDGE TO THE FLAG – Time: 7:00 PM

Mayor Schwantz invited everyone to stand and join him in the Pledge to the Flag.

III. APPROVAL OF MINUTES

- Village Council & Committee of the Whole - Regular Meeting - October 18, 2021
- Accepted

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Minutes Acceptance: Minutes of Nov 1, 2021 7:00 PM (APPROVAL OF MINUTES)

IV. MAYOR'S REPORT

1. As Submitted -

Mayor Schwantz announced upcoming events:

Thursday, November 4: 5:30PM-8PM
PTSCC – Bowling FUNdraiser
Pinstripes South Barrington

Saturday, November 6: 9AM-4PM
Palatine High School Craft Show
Palatine High School

Proposed 2022 Budget Presentation:

On Saturday, November 6, Staff will present the proposed 2022 Operating Budget & Capital Investment Plan to the Village Council for consideration. The meeting, open to the public, will begin at 8:30 AM in the Village Hall Council Chambers.

Saturday, November 13: 4PM-7:30PM
Knights of Columbus Spaghetti Dinner
St. Theresa – Lower Dolan Center

V. RECESS TO THE COMMITTEE OF THE WHOLE

Recess to Committee of the Whole - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VI. COMMITTEE OF THE WHOLE

A. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. Consider a Motion to Approve the Dashing Through Palatine Holiday 5K on November 28, 2021 - **Approved by Voice Vote** (Council District: Six)

Village Manager Reid Ottesen explained the Palatine Police Department is hosting a 5K event on November 8, 2021 to raise money for Special Olympics and gift donations from the community for Palatine Patrol Officers to provide for children on their beats. The Palatine Police Department will have volunteer staffing on the bike path route.

Palatine Police Officer, Matthew Chlosta stated the basic reason for this is community relations. Donations are optional, no registration fee, but donations of toys or cash are welcome on the day of the event.

Councilman Lamerand thanked the Police for hosting this event. Mayor Schwantz asked about moving the date earlier, but organizers did not have time to do that this year.

In response to Councilman Myslinski, Buesta has a graphic design for logo, signage, sign-up-genius, Face Book and other social media.

Ottesen stated this will be included on the Friday newsblast. Lamerand suggested officers publicize in the schools and Ottesen will notify District 15 PTA's.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

B. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:08 PM

TIM MILLAR, CHAIRMAN

1. Consider an Ordinance Adopting a Recapture for the Ayreshire Subdivision Sanitary Sewer Extension - **Motion Carried by Voice Vote** (Council District: Three)

Public Works Director Matt Barry reported Palatine permitted KF Walter Homes, Inc. to connect three potential development lots (1500, 1532, and 1548 N. Hicks Road) to the Village's sanitary sewer system to benefit the lots listed above and eight additional properties to the west and south of the development at 1530, 1520, 1515, and 1511 N. Elm Street, a vacant lot between 1530 and 1520 N. Elm Street, 336 and 312 E. Garden Avenue, and 1484 N. Hicks Road. The final construction cost for the sanitary sewer was \$157,805.86. This recapture ordinance is proposed to expire 15 years after final construction. Staff recommends approval of the recapture ordinance.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. Consider an Ordinance Adopting a Recapture for the Denise Avenue and Lynda Drive Water Main Extension - **Motion Carried by Voice Vote** (Council District: Three)

Public Works Director Matt Barry reported the Village contracted Patnick Construction to extend the water main on Denise Avenue, from Dundee Road to Lynda Drive, and on Lynda Drive, from Denise Avenue to Diane Drive, allowing these properties to connect to the water main. The final construction cost for the water main is \$502,259. This recapture ordinance is proposed to expire 15 years after final construction. Staff recommends approval of the recapture ordinance.

In response to Councilman Millar, Village Manager Reid Ottesen stated that more recently 15 years has been considered consistent with other communities.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

3. 2022 Water Main Replacement Design Projects:
Motion was for Items A, B, and C.

Public Works Director Matt Barry reported annually, the Village completes water main replacements to address locations experiencing multiple breaks. The annual investment has increased from \$250,000 in 2010 to a proposed \$2,750,000 in 2022. The increase in volume exceeds in-house staff capacity. Staff recommends consulting engineering. Three contracts have a combined proposed total cost of \$227,412.56. Replacement of the facilities in all three contracts is recommended in the 2022 Capital Improvement Plan. Funds for Contracts 1 & 2 (\$2,750,000) are available in the 2021 Capital Improvement Program in Project WW-3 "Water Main Replacement Program".

Contract 1 includes water mains on Willow Wood Drive, from Warwick Road to Baldwin Road, Chewink Court, from Benton Street to the dead end, Wren Avenue, from Chewink Court to the dead end, Leonard Road, from south of Palatine Road to Glencoe Street, and near 500 N. Plum Grove Road. Staff recommends authorizing the Village Manager to execute the proposal from Hampton, Lenzi and Renwick for design engineering services for Contract 1 in the not-to-exceed amount of \$129,085. Contract 2 includes water mains on Harvard Court, from Illinois Avenue to the dead end, Mallard Drive, from Illinois Avenue to Falmore Drive, Pintail Court, Mallard Court, and Gull Court. Staff

recommends authorizing the Village Manager to execute the proposal from Ciorba Group for design engineering services for Contract 2 in the not-to-exceed amount of \$53,472.56. Contract 3 includes water mains on Home Avenue, from Del Mar Drive to Thackeray Drive, Ridge Trail, from Smith Street to the dead end, Baldwin Road, from north of Dundee Road to Inverrary Lane, and Gardenia Lane, from Old Hicks Road to Capri Drive. Staff recommends authorizing the Village Manager to execute the proposal from Doland Engineering for design engineering services for Contract 3 in the not-to-exceed amount of \$44,855.

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

- A. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2022 Water Main Replacement Project Contract 1 - **Approved**
- B. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2022 Water Main Replacement Project Contract 2 - **Approved**
- C. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2022 Water Main Replacement Project Contract 3 - **Approved**
4. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2022 Water Main Extensions Project - **Approved by Voice Vote**

Public Works Director Matt Barry identified several locations of water main extension recommended for interconnection to improve fire protection and eliminate dead ends (Northwest Highway at Route 53 and the Heron Drive water pumping station). These extensions would improve system reliability, provide access to Village water in certain areas, improve water quality, and create more uniform system pressures. Staff recommends including site surveying, Illinois Environmental Protection Agency permitting, development of plans, and preparation of specifications for bidding purposes. Staff recommends authorizing the Village Manager to execute the proposal from Robinson Engineering for design engineering services for the 2022 Water Main Extensions Project in the not-to-exceed amount of \$78,259.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

5. As Submitted -

Nothing was submitted.

C. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:14 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. Consider an Ordinance Amending Chapter 3 Alcoholic Beverages of the Code of Ordinances of the Village of Palatine - **Motion Carried by Voice Vote**

Village Manager Reid Ottesen presented Conscious Cup Coffee's interest in a single-service liquor license to allow the purchase of single-serve beer, wine, or seltzers to be consumed off premise or in a specifically designated area of the train station. The new Class G-2 License (Beer, and Wine Single-Serve Package) would permit sales from 9 AM to 9 PM (Sunday through Saturday) and consumption in a Village Manager approved location such as seasonal consumption in the outdoor patio area north of the station. Staff recommends approval of an ordinance amending Chapter Three of the Code of Ordinances to create a new Class G-2 liquor license. This could be further limited to seasons.

Councilman Solberg asked if the plaza would be a separated area. This license could be applied in other places in the Village. Take out liquor-to-go was granted by the State for Covid.

The intention is to prohibit drinking in the station. Operator indicated this is for people wanting a beer on the train. The Petitioner will have to have a very specific business plan.

Councilman Helms asked about clean up by broken bottles and other messes in the downtown area. Downtown establishments can open at 6 AM.

Ottesen stated this is the generic single serve liquor license; no drinking of alcohol is allowed inside the station or on the platform. The action tonight is limited to the creation of this specific liquor license.

RESULT:	MOTION CARRIED BY VOICE VOTE [6 TO 1]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
NAYS:	Helms

2. As Submitted -

Nothing was submitted.

Minutes Acceptance: Minutes of Nov 1, 2021 7:00 PM (APPROVAL OF MINUTES)

D. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time:

7:22 PM

DOUG MYSLINSKI, CHAIRMAN

1. Consider a Motion Authorizing the Village Manager to Negotiate and Execute an Agreement with CCMSI as Liability Claims Administrator - **Approved by Voice Vote**

Human Resources Director Pam Jackson reported the Village of Palatine manages liability through a self-insured program that includes a third-party administrator, CCMSI, to review and process claims. Their contract expires in December 2021. Switching third party administrators can be costly. With satisfactory experience, and favorable financial terms, it is most cost effective to stay with the existing provider. The financial terms of the proposed two-year agreement represents a 3.5% reduction over the current year's fees, and a proposed 3% increase after the first year. Staff recommends Village Council authorize the Village Manager to negotiate and enter an agreement with CCMSI for continued liability claims services.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

E. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 7:24 PM*BRAD HELMS, CHAIRMAN*

1. Consider an Ordinance Providing for the Dissolution of the Village of Palatine Special Service Area Number Five - **Motion Carried by Voice Vote**

Village Manager Reid Ottesen explained the Village Council established Special Service Area #5 to accommodate public improvements for the Woods of Countryside. These improvements included: (i) construction and installation of a fire suppression system: a sprinkler system in existing residential buildings and (ii) the provision of street lighting in the public way by the construction and installation of street lights and related equipment. With the Village of Palatine Special Service Area #5 fully retired, it is appropriate to dissolve this special service area since there is no further need to levy property taxes. Upon approval of this ordinance, it will be filed with the Cook County Maps and Tax Extension Office. Staff recommends approval of the Ordinance of Dissolution.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. Consider an Ordinance Amending the Village of Palatine's Calendar Year 2021 Budget (3rd Quarter Budget Adjustments) - **Motion Carried by Voice Vote**

Finance Director Paul Mehring presented the 3rd Quarter Budget Adjustments:

- 1) \$851,094 - Budget Increase Using New Revenue Offsets (\$753,029 - Rebuild IL Funds for Cedar/Elm and Crescent/Ellis)
- 2) \$100,000 - Budget Increase Using Reserves (\$100,000 - Road Salt purchase).

These changes increase the total Village-Wide 2021 budget in the amount of \$951,094. Staff recommends that the Village Council approve the 3rd Quarter Budget Adjustments.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

3. As Submitted -

Nothing was submitted.

F. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:27 PM

GREG SOLBERG, CHAIRMAN

1. As Submitted -

Nothing was submitted.

VII. RECONVENE THE VILLAGE COUNCIL MEETING – Time: 7:27 PM

Reconvene the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VIII. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

RESULT:	ADOPTED BY ROLL CALL [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

1. Consider a Motion to Approve 2021 Warrant #20 - **Approved**
2. Consider a Motion to Approve the Dashing Through Palatine Holiday 5K on November 28, 2021 - **Approved** (Council District: Six)
3. Consider an Ordinance Adopting a Recapture for the Ayreshire Subdivision Sanitary Sewer Extension - **Approved** (Council District: Three)

Ordinance #O-114-21
4. Consider an Ordinance Adopting a Recapture for the Denise Avenue and Lynda Drive Water Main Extension - **Approved** (Council District: Three)

Ordinance O-115-21
5. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2022 Water Main Replacement Project Contract 1 - **Approved**
6. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2022 Water Main Replacement Project Contract 2 - **Approved**
7. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2022 Water Main Replacement Project Contract 3 - **Approved**
8. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Design Engineering Services for the 2022 Water Main Extensions Project - **Approved**
9. Consider an Ordinance Amending Chapter 3 Alcoholic Beverages of the Code of Ordinances of the Village of Palatine - **Approved**

Ordinance #O-116-21
10. Consider a Motion Authorizing the Village Manager to Negotiate and Execute an Agreement with CCMSI as Liability Claims Administrator - **Approved**

11. Consider an Ordinance Providing for the Dissolution of the Village of Palatine Special Service Area Number Five - **Approved**

Ordinance #O-117-21

12. Consider an Ordinance Amending the Village of Palatine's Calendar Year 2021 Budget (3rd Quarter Budget Adjustments) - **Approved**

Ordinance #O-118-21

13. Consider a Resolution Continuing and Amending a Resolution of Support for the Filing of a 7C Cook County Tax Classification for the Benefit of 100 West Golf, LLC and the Properties Located at 1775 - 1815 N. Rand Road - **Adopted by Roll Call** (Council District: Three)

Resolution #R-40-21

14. Consider a Motion to Accept and Place on File the Village's Third Quarter 2021 Financial Report - **Approved**

IX. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time:

7:27 PM

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

No Report

B. BUSINESS FINANCE & BUDGET COMMITTEE

BRAD HELMS, CHAIRMAN

1. As Submitted -

No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

GREG SOLBERG, CHAIRMAN

1. As Submitted -

No Report

Minutes Acceptance: Minutes of Nov 1, 2021 7:00 PM (APPROVAL OF MINUTES)

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:28 PM*SCOTT LAMERAND, CHAIRMAN*

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:28 PM*TIM MILLAR, CHAIRMAN*

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:28 PM*KOLLIN KOZLOWSKI, CHAIRMAN*

1. As Submitted -

No Report

X. REPORTS OF THE VILLAGE OFFICERS – Time: 7:28 PM**A. VILLAGE MANAGER – Time: 7:28 PM**

1. As Submitted -

No Report

B. VILLAGE CLERK – Time: 7:28 PM

1. As Submitted -

No Report

C. VILLAGE ATTORNEY – Time: 7:28 PM

1. As Submitted -

No Report

XI. CLOSED SESSION AS REQUIRED – Time: 7:28 PM

No Closed Session requested.

XII. RECOGNITION OF AUDIENCE – Time: 7:28 PM

No one came forward.

XIII.ADJOURNMENT – Time: 7:28 PM

Adjourn the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Nov 1, 2021 7:00 PM (APPROVAL OF MINUTES)

Consider an Ordinance Granting a Variation for Lot Coverage to Permit a Pool at 519 W. Dorset Avenue

BACKGROUND:

The Petitioner is proposing to install a new in-ground pool, which will exceed permitted lot coverage. Therefore the Petitioner is requesting approval of the following:

Variation to permit the Lot Coverage to be 47% instead of the maximum permitted 45%.

KEY ISSUES:

- The Subject Property, zoned R-2 Single-Family Residential, contains 8,400 square feet and has a lot width of 70 feet.
- The property, with the proposed pool, will exceed the maximum lot coverage (45%) by 110 square feet (46.3%). To reduce the potential impacts of the pool and associated lot coverage relief, the Petitioner has removed a patio and shed from the rear yard.
- The proposed pool would meet the building coverage and setbacks requirements. It will also be located outside the existing utility easement running parallel to the rear property line.
- In addition to removing the existing patio and the shed to reduce the lot coverage, the pool design installs the pool equipment on the existing driveway along the house. This also results in no additional impervious surfaces for the equipment.

ALTERNATIVES:

1. Approve the Variation for lot coverage to permit a pool.
2. Do not approve the Variation for lot coverage to permit a pool.

RECOMMENDATION:

Public Hearing: ZBA meeting on October 26, 2021

Residents testifying: None

Vote: The ZBA voted unanimously to approve the variation to permit a pool and Staff concurs.

ACTION REQUIRED:

A motion to approve the ordinance granting Variation for lot coverage to permit a pool at 519 W. Dorset Avenue.

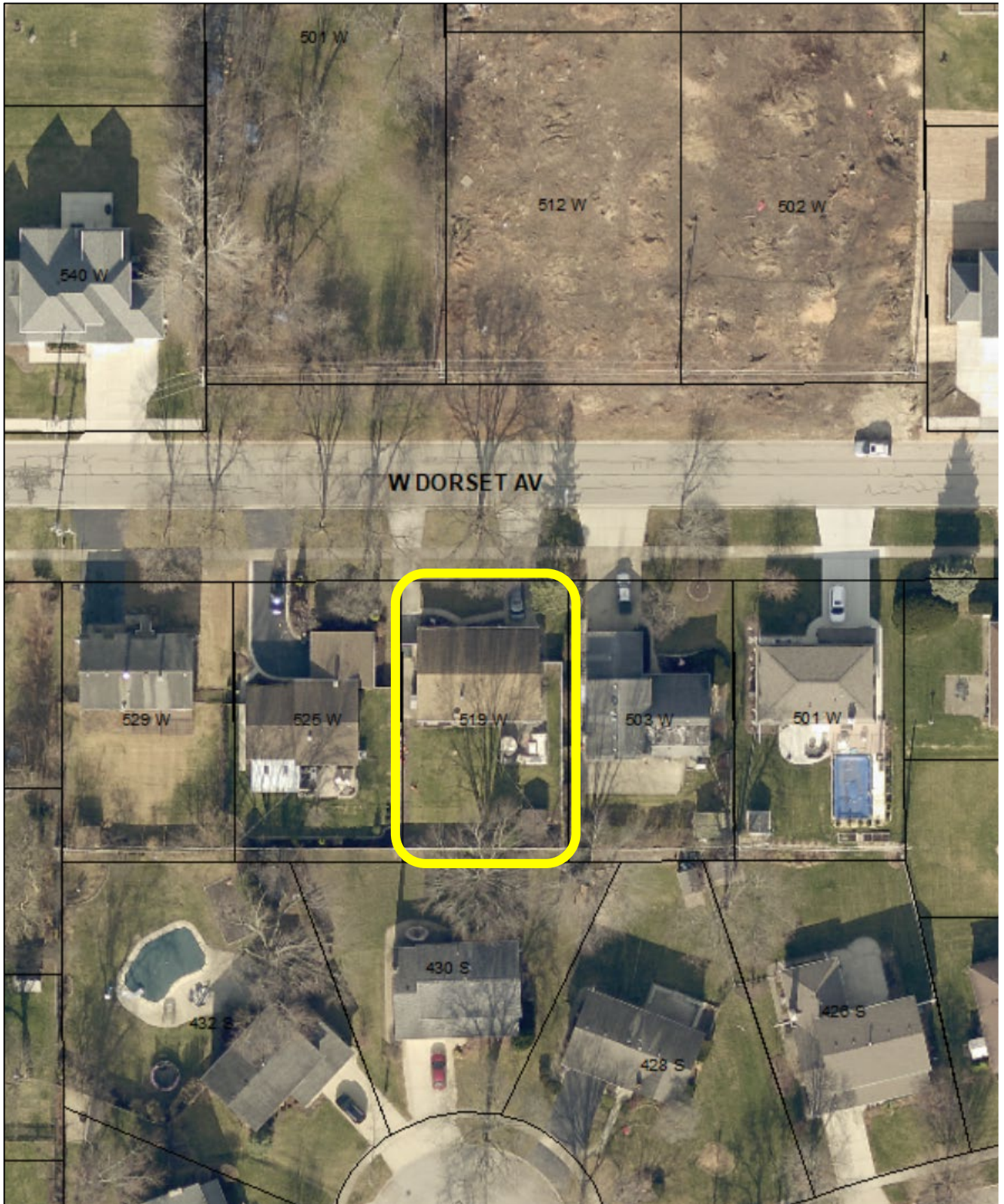
ATTACHMENTS:

- 519 W Dorset Ave
- ORD VAR 519 W. Dorset Ave

- EXHIBIT - Site Plan
- 10-26-21 ZBA Materials
- 10-26-21 ZBA Minutes

519 W. Dorset Avenue

7.A.1.a



Attachment: 519 W Dorset Ave (519 W. Dorset Avenue VAR Pool)

ORDINANCE NO. _____

**AN ORDINANCE GRANTING A VARIATION
519 W. DORSET AVENUE**

WHEREAS, pursuant to a petition and public hearing on October 26, 2021, of which public notice was given as required by law, the Zoning Board of Appeals of the Village of Palatine, in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, has held such public hearing and reported their findings relative to a request for a Variation to permit the Lot Coverage to be 47%, instead of 45% pursuant to Section 10.06 (g) (1) (b) of the Village of Palatine Zoning Ordinance, legally described property:

Lot 66 IN UNIT 4 PLEASANT HILL ESTATES, BEING A SUBDIVISION OF PART OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

commonly known as 519 W. Dorset Avenue (02-22-302-010-0000).

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power that:

SECTION 1: The Variation to permit the Lot Coverage to be 47%, instead of 45% pursuant to Section 10.06 (g) (1) (b) of the Village of Palatine Zoning Ordinance, is hereby granted, subject to the following condition(s):

1. The Variation shall substantially conform to the Site Plan submitted by the Petitioner, except as such plans may be changed to conform to Village of Palatine Codes and Ordinances.

SECTION 2: That a copy of the public notice is attached hereto and form a part of this ordinance.

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ day of _____, 2021

AYES:_____ **NAYS:**_____ **ABSENT:**_____ **PASS:**_____

APPROVED by me this _____ day of _____, 2021

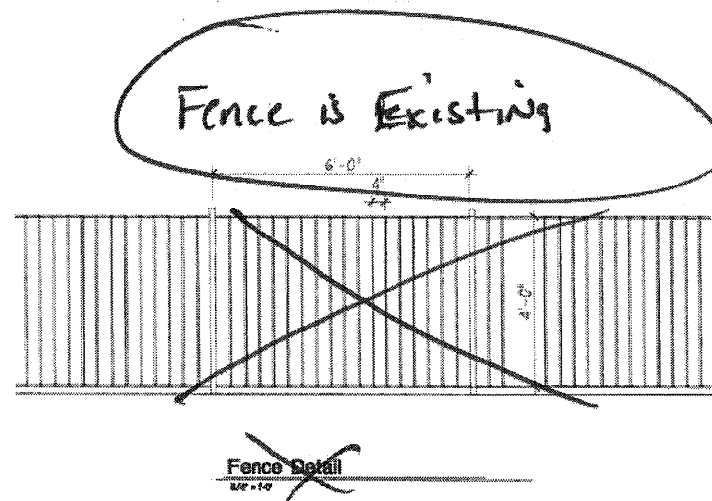
Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
_____ day of _____, 2021

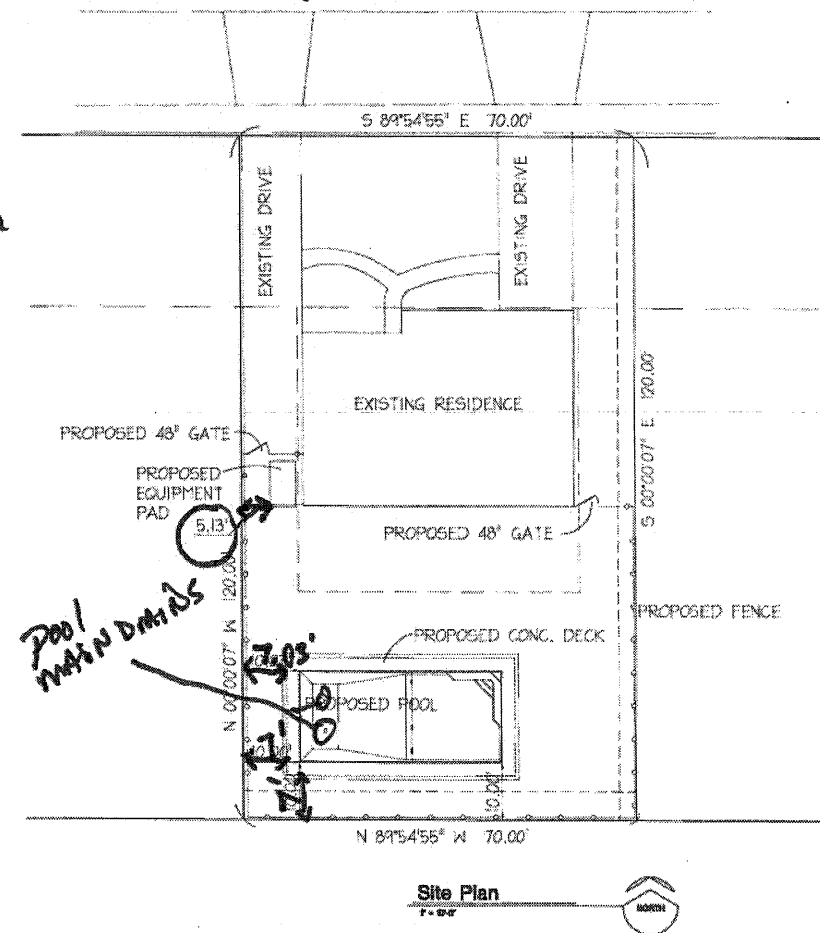
Village Clerk

Attachment: ORD VAR 519 W. Dorset Ave (519 W. Dorset Avenue VAR Pool)

- Pool Filter is Cartridge Filter No Backwash line
- Pool Runoff concrete will Remain on Property DORSET AVE.
- IS NO pool DRAIN to locate there is NO Backwash line.
ONLY pool DRAIN is main DRAIN of pool which is closed system with pool.



- PVC Fence 6' TALL NO OPENINGS in Fence panels Are solid.
- General Notes Talk about Gates on page 1



Pool Deck sglt - ~~2041.93~~ > 946 sglt
Pool sglt - ~~436 sglt~~
Total proposed impervious - 946 sglt
lot Area - 8400 sglt
Existing impervious - 2041.93 sglt

**VILLAGE OF PALATINE
Zoning Board of Appeals**

SCHEDULED 10/26/21 07:00 PM

CASE STAFF STATEMENT (ID # 7158)

519 W. Dorset Avenue

TO: Palatine Zoning Board of Appeals
Jan Wood, Chair

FROM: John Kalmar

PETITIONER: Chris Kartsunes

CASE NUMBER: 21-78

ADDRESS: 519 West Dorset Avenue

PROPOSAL:

Variations to permit the Lot Coverage to be 47%, instead of 45% pursuant to Section 10.06 (g) (1) (b) of the Zoning Ordinance and to permit the total ground floor area of an accessory structure (pool) located in the rear yard to be 946 square feet, instead of the maximum allowable of 700 square feet, pursuant to Section 6.01 (a) (4) (a) of the Village of Palatine Zoning Ordinance.

<u>LOCATION:</u> 519 W. Dorset Ave. District 2 (Lamerand)	<u>CURRENT ZONING:</u> R-2 Single Family Residential
---	--

SURROUNDING CONDITIONS:

<u>North:</u>	R-2 Single Family Residential
<u>South:</u>	R-2 Single Family Residential
<u>East:</u>	R-2 Single Family Residential
<u>West:</u>	R-2 Single Family Residential

BACKGROUND:

The Petitioner is proposing install a new in-ground pool, which will exceed permitted lot coverage. Therefore the Petitioner is requesting:

Variations to permit the Lot Coverage to be 47%, instead of 45% and to permit the total ground floor area of an accessory structure (pool) located in the rear yard to be 946 square feet

SITE ANALYSIS:

- The Property is 8,400 square feet in size and zoned R-2 Single Family and has a lot width of 70 feet.

Attachment: 10-26-21 ZBA Materials (519 W. Dorset Avenue VAR Pool)

Case Staff Statement (ID # 7158)
Meeting of October 26, 2021

- The property contains a single-story ranch style home. It has two (2) driveways. One which serves the existing one car garage on the east side of the home. The other driveway is approximately 10 wide and extends to the rear elevation of the home and appears to have existed for some time.
- The Petitioner is proposing to install an in-ground pool that will be approximately 946 square feet in size and that will be located in the rear yard. The pool will exceed the maximum ground floor area for accessory structures in the rear yard.
- The property, with the proposed pool, will also exceed the maximum lot coverage (45%) by 110 sf (46.3%). The Petitioner removed a patio and shed from the rear yard in anticipation of installing the pool.
- The proposed pool would meet the building coverage and setbacks requirements. It will also be located outside the existing utility easement running parallel to the rear property line.

DEPARTMENTAL REVIEWS:

Community Services	No Issues Identified
Engineering	No Issues Identified
Environmental Health	N/A
Fire Prevention	N/A
Public Works	N/A
Police	N/A

STANDARDS FOR A VARIATION: Standards for a Variation are found in Section 14.03 D (1) and (2) of the Zoning Code. Specifically, the Petitioners must show that the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located; that the plight of the owner is due to unique circumstances; and that the variation, if granted, will not alter the essential character of the locality. The Petition for Variation is attached, and the Petitioners have attempted to address the required standards.

STAFF RECOMMENDATION:

The Petitioner is requesting to add an 946 square-foot in-ground pool to the Subject Property. This puts the total lot coverage over the permitted maximum 45% however the Petitioner is removing an existing concrete patio and shed to offset the total lot coverage on the property increasing the total lot coverage to 47%. Engineering did not have any concerns and the additional 2% lot coverage should not have a negative

Case Staff Statement (ID # 7158)
Meeting of October 26, 2021

impact on the surrounding area. In addition the proposed pool should not change the essential character of the neighborhood and any perceived impact would be to the Subject Property. Therefore, Staff recommends approval of the proposal, subject to the following conditions:

1. The Variation shall substantially conform to the Site Plan submitted by the Petitioner, except as such plans may be changed to conform to Village of Palatine Codes and Ordinances.

ATTACHMENTS:

- Aerial Map
- Application
- Plat of Survey
- Site Plan
- Pool Plan
- Public Notice

7.A.1.d



VILLAGE OF PALATINE

SPECIAL USE & VARIATION APPLICATION

Department of Planning & Zoning
200 E. Wood Street • Palatine, IL • 60067-5339
Telephone: (847) 359-9047 • Fax (847) 963-6247

Office Use Only	Project Planner	Zoning Case #
	Filing Fee	Notification Deadline
	ZBA Public Hearing Date	Village Council Date

date received

Background Information	PETITIONER(S) Chris Kartsunes		Business Name (if applicable)	
	Subject Property Address 519 W Dorset Ave. Palatine, IL 60067			
	AUTHORIZED AGENT (if applicable) Mike Francisco		Business Name (if applicable) Classic Pools Inc.	
	Address 403 Channel DR		City/State/Zip Code Island lake, IL 60042	
	Telephone 815-482-1281	Fax	Email Mfclassicpools@gmail.com	
	Relationship to Petitioner (contractor, architect, etc.) Contractor			
	TYPE OF APPLICATION (check one) ☐ Special Use ☐ Special Use Amendment ☒ Variation			
	Existing Zoning District R 2	Existing Land Use residential	Proposed Land Use —	
	Generally describe your request: 1. Requesting variance to install an inground pool in our backyard. 2. Due to lot size, variance is required			

Attachment: 10-26-21 ZBA Materials (519 W. Dorset Avenue VAR Pool)

VILLAGE OF PALATINE

VARIATION

Required Materials

- ☒ Filing Fee of \$ 275.00
- ☐ Application Form
- ☐ Plat of Survey (must show all current improvements and be sealed by an Illinois certified surveyor)
- ☐ Site Plan & Floor plan (dimension, location, and setbacks of all existing and proposed buildings) – **one 11x17 copy each, electronic version preferred**
- ☐ Real Estate Interest Disclosure Form (see attached)
- ☐ Proof of Ownership or Lease (e.g. Title Insurance Policy, Deed, or Purchase Contract)

Additional Materials (as required by the Village)

- ☐ Elevation Plan (front, side, and rear elevations of a proposed building), and/or Floor Plan (proposed interior layout) – **one 11x17 copy of each plan, electronic versions preferred**
- ☐ Engineering Plans (must indicate existing conditions, topography, storm water management, tree preservation, utility connections, detention calculations, and a cost estimate)
- ☐ Photographs (e.g. ground-level or aerials)
- ☐ Other materials as deemed necessary by the Village

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.03 of the Palatine Zoning Ordinance). Answer the items below and attach a separate sheet if necessary. **If you are applying for a Special Use only, you do not need to answer these items.**

1. That the property cannot yield a reasonable return if used only under the conditions allowed by the regulations governing the zoning district in which it is located

For family use, we are requesting to install an
inground pool

2. That the plight of the owner is due to unique circumstances

Due to lot ~~size~~ size, we are requesting a ~~standard~~
variance

3. That the variation, if granted, will not alter the essential character of the locality

We would like to enhance the use of our backyard

4. In order to supplement the above standards, the Zoning Board of Appeals may also consider the following:

- a. The particular surroundings, shape, or topographical conditions of the property
- b. A unique hardship for the property not generally applicable to other properties in the same zoning district
- c. The request is not based on a desire to make more money out of the property
- d. The petitioner has not created the alleged hardship for the property
- e. The request will not be detrimental to the public welfare or other properties in the neighborhood
- f. The request will not impair the supply of light and air to adjacent properties, substantially increase the danger of fire, endanger the public safety, or substantially diminish or impair neighboring property values

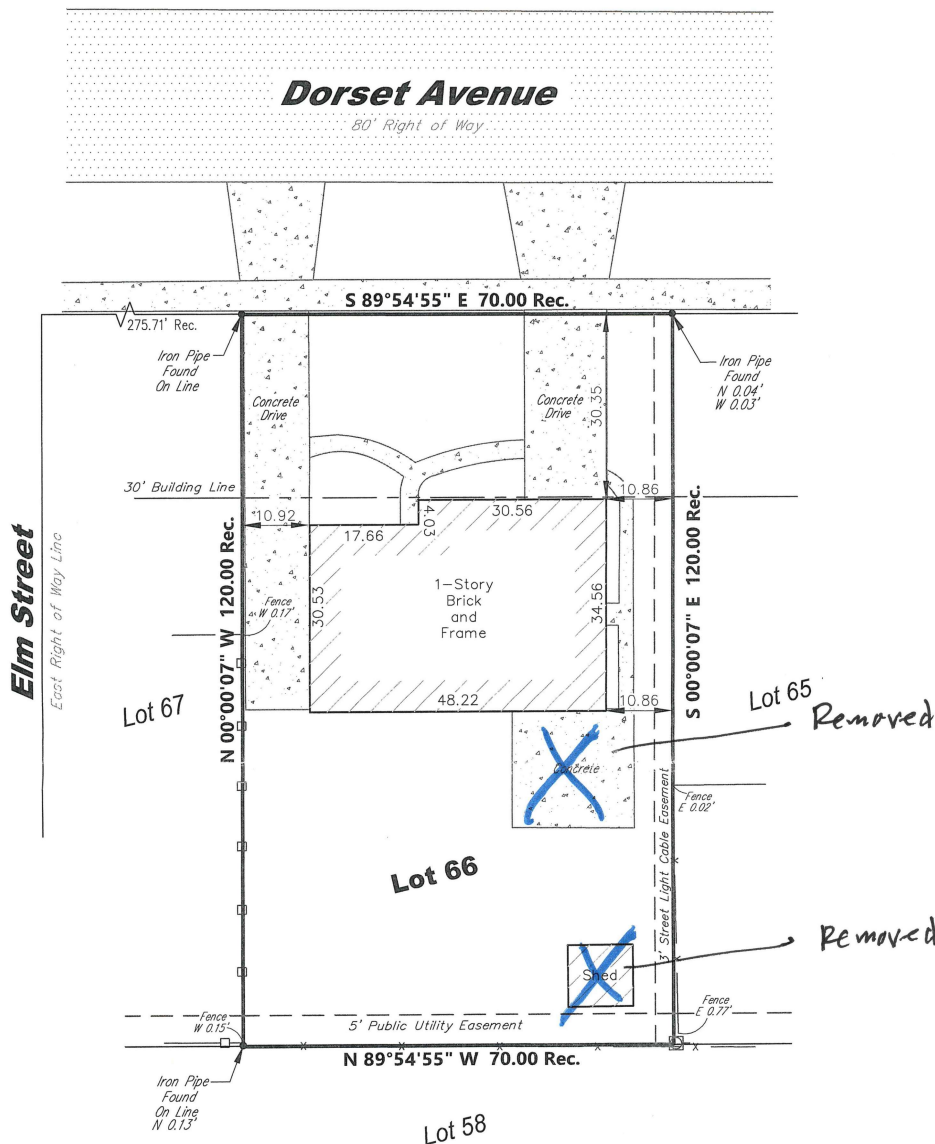
The inground pool is for family recreation

Attachment: 10-26-21 ZBA Materials (519 W. Dorset Avenue VAR Pool)



PLAT OF SURVEY

LOT 66 IN UNIT 4 PLEASANT HILL ESTATES, BEING A SUBDIVISION OF PART OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.



Legend:

- - Set 1/2" Iron Pipe
- - Found Iron Pipe
- X - Found Cross

Surveyor Notes:

1. Field Work Completed on 03-30-2020
2. Prepared for John T. Clery P.C., for real estate transaction.
3. Site Address: 519 W. Dorset Ave., Palatine, IL 60067
4. Pin No.: 02-22-302-010-0000
5. The easements shown hereon are provided from the current title dated March 4, 2020 as number 200256204561 and the use of the recorded subdivision plat. No search of the records for easements or encumbrances was made as part of this survey.
6. Compare deed description and site conditions with the data given on this plat and report any discrepancies to the surveyor at once.
7. Auto Cad Files will not be released under this contract.
8. The utilities as shown on this drawing were developed from the information available. This is not implied nor intended to be the complete inventory of utilities in this area. It is the clients responsibility to verify the location of all utilities (whether shown or not) and protect said utilities from any damage.
9. All building dimensions and ties are to the current siding material and not to the foundation.

State of Illinois)
(SS)
County of Lake)

We, Land Surveying Services, Inc. do hereby state that we have surveyed and mapped the property and that this is the Plat that represents the conditions found on the land of the property.

Given under my hand and seal this 31st day of March, A.D. 2020, at the City of Chicago, Illinois.

Gloria Jean Koter, an agent for Land Surveying Services, Inc.

Illinois Professional Land Surveyor Number 3323
License Expiration Date 11-30-20

This professional service conforms to the current Illinois minimum standards for land surveying.

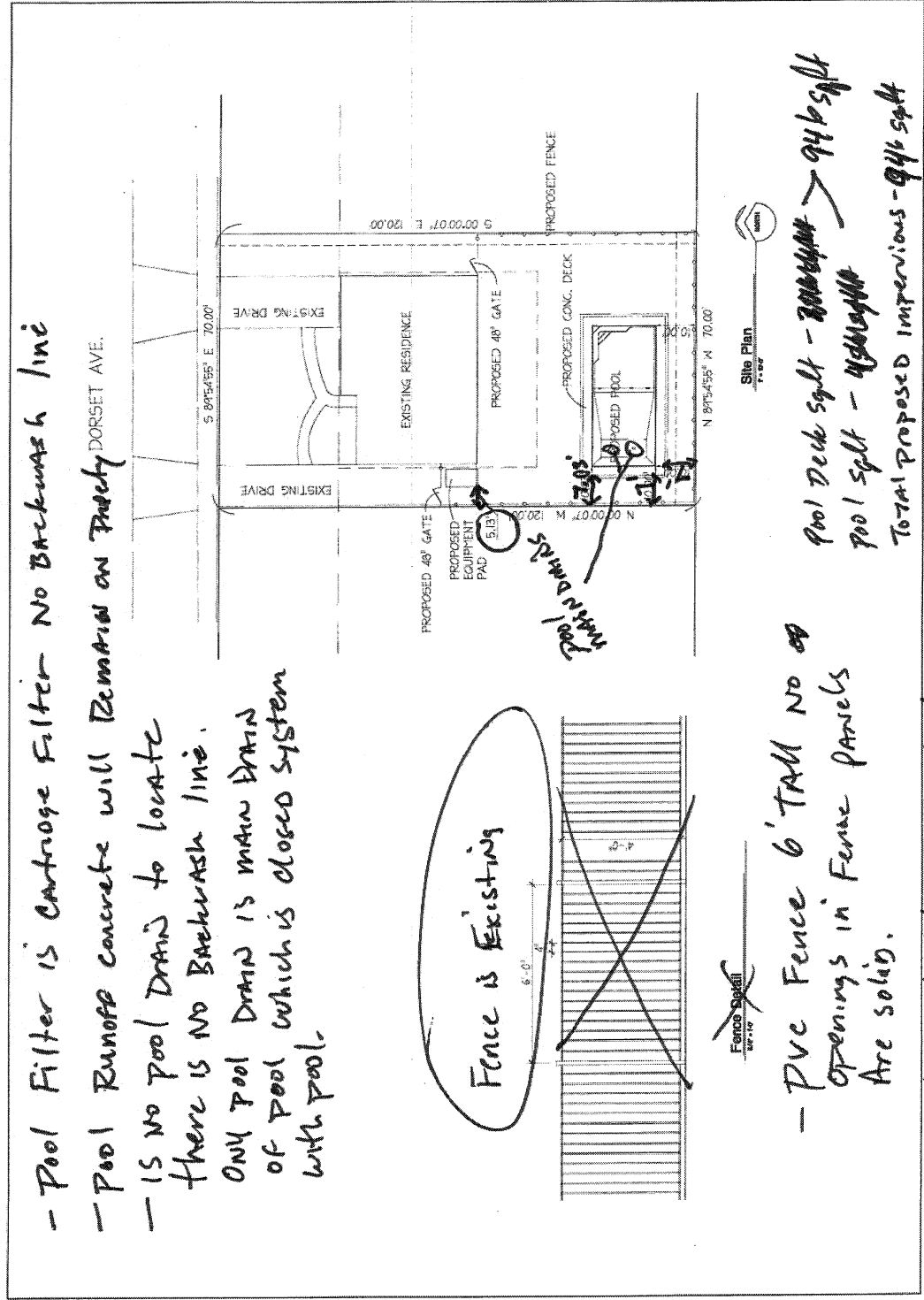


Job Number LS200247
Sheet Name PLAT OF SURVEY
Sheet Number SURVEY

1182 Heather Drive Ph. (847)847-1079 Professional Design Firm	Lake Zurich, Illinois 60047 Fax. (847)847-1279 License No. 184-003632

Field Work Completed:	03-30-2020
Scale: 1" = 20'	Date: 03-31-2020
Site Address:	
519 W. Dorset Ave.	
Palatine, Illinois	

Drafted By : LR	
Drawing Revisions	
REVISION	Date





Dave Henry Architecture, P.C.
AIA Architect / AIA Planner
(847) 688-4444
davehenryarchitect.com

CLARY, IL 60018
287 West 10th St
Chicago, IL 60608

Classic Pools Inc.
409 Chicago Dr, Mount Lake, IL 60058

Proposed Pool For:
The Kartunes Residence
519 W. Dorset Ave.
Palatine, Illinois 60067

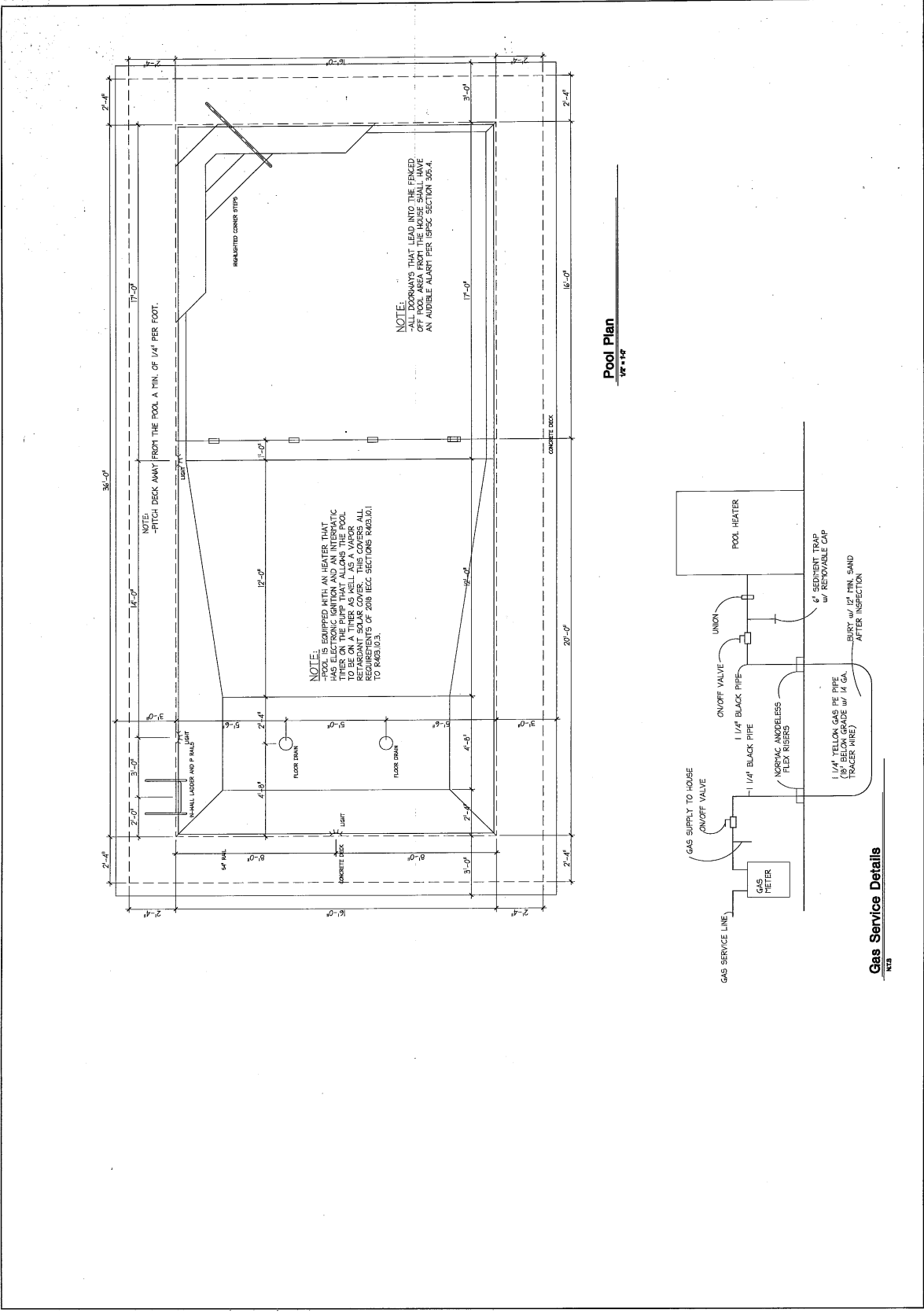
Packet Pg. 20

2 of 6

DRI

1/8/21

2020



PUBLIC NOTICE
A public hearing will be held before the Palatine Zoning Board of Appeals on Tuesday, October 26, 2021 at 7:00 P.M., in the Village Council Chambers in the Palatine Village Hall, 200 E. Wood Street, relative to a request for the following:

Variations to permit the Lot Coverage to be 47%, instead of 45% pursuant to Section 10.06 (g) (1) (b) of the Zoning Ordinance and to permit the total ground floor area of an accessory structure (pool) located in the rear yard to be 946 square feet, instead of the maximum allowable of 700 square feet, pursuant to Section 6.01 (a) (4) (a) of the Village of Palatine Zoning Ordinance

The property is commonly known as 519 West Dorset Avenue (02-22-302-010-0000). The Petitioner is proposing to construct in-ground swimming pool that exceeds the maximum lot coverage by approximately 110 sf and exceed the total ground floor area in the rear yard by approximately 250 sf.

The above petition has been filed by Chris Kartsunes and is available for examination in the office of the Village Clerk, 200 E. Wood Street.

FILE #: 21-78
VILLAGE OF PALATINE
Jon Wood, Chair
Palatine Zoning Board
of Appeals

DATED: This 11th day of October, 2021
Published in Daily Herald
October 11, 2021 (4571680)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Northwest Suburbs Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the Northwest Suburbs DAILY HERALD. That said Northwest Suburbs DAILY HERALD is a secular newspaper, published in Arlington Heights and has been circulated daily in the Village(s) of: Arlington Heights, Barrington, Barrington Hills, Bartlett, Buffalo Grove, Deer Park, Des Plaines, Elk Grove, Franklin Park, Glenview, Hanover Park, Hoffman Estates, Inverness, Melrose Park, Morton Grove, Mt Prospect, Niles, Northbrook, Northfield, Northlake, Palatine, Park Ridge, Prospect Heights, River Grove, Rolling Meadows, Rosemont, Schaumburg, Schiller Park, South Barrington, Streamwood, Wheeling, Wilmette

County(ies) of Cook

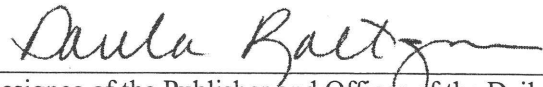
and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and in general circulation throughout said Village(s), County(ies) and State

I further certify that the Northwest Suburbs DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a copy, was published 10/11/2021 in said Northwest Suburbs DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, its authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY



Designee of the Publisher and Officer of the Daily Herald

Control # 4571680

Attachment: 10-26-21 ZBA Materials (519 W. Dorset Avenue VAR Pool)

III. PUBLIC HEARING

1. 519 W. Dorset Avenue

PUBLIC HEARING

Notice was published in the Daily Herald on October 11th, 2021 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. Application for Special Use and Variation
2. Proof of Ownership
3. Plat of Survey
4. Site Plan
5. Floor Plan
6. Public Notice

Sworn in Staff: Lyn Bremanis & Alex Bradshaw

Sworn in petitioner: Chris Kartsunes - 519 W. Dorset Ave

Mr. Kartsunes explains that they are requesting a special use to build a pool in their backyard. He states it would serve a dual purpose by adding aesthetics to his property and providing therapy for an existing health condition.

Mr. Pirog refers to a site plan picture and asks if the items that were recently removed were on concrete.

Mr. Kartsunes confirms that they did have concrete slabs. The patio was 25 X 25, the shed is 8 X 8 and will be removed when the pool is installed. The fence was installed last year in preparation of the new pool.

Ms. Wood asks if he is aware of any flooding in the area.

Mr. Kartsunes states that flooding is not an issue in his neighborhood.

Ms. Roth-Wurster asks the size of the pool and he states that it is 16 X 38.

Ms Wood asks staff for any additional information.

Ms. Bremanis provides a site analysis and explains that the property will exceed the maximum lot coverage by 110 square feet. She states that the pool would meet the building coverage and the shed from the rear yard would be removed in anticipation of installing the pool.

STAFF RECOMMENDATION:

The Petitioner is requesting to add a 946 square-foot in-ground pool to the

Subject Property. This puts the total lot coverage over the permitted maximum 45% however the

Petitioner is removing an existing concrete patio and shed to offset the total lot coverage on the property increasing the total lot coverage to 47%. Engineering did not have any concerns and the additional 2% lot coverage should not have a negative impact on the surrounding area. In addition the proposed pool should not change the essential character of the neighborhood and any perceived impact would be to the Subject Property. Therefore, Staff recommends approval of the proposal, subject to the following conditions:

1. The Variation shall substantially conform to the Site Plan submitted by the Petitioner, except as such plans may be changed to conform to Village of Palatine Codes and Ordinances.

Mr. Pirog questions the square footage of the shed and has concerns if the resident would require additional storage in the future.

Mr. Kartsunes states that he would utilize the garage for any additional storage.

There were no further questions. The public hearing was closed.

Motion to approve subject to staff's conditions; seconded

DELIBERATIONS:

Mr. Pirog states that based on the standards it would meet his approval.

Ms. Wood states that the 2nd driveway predates the ownership of the property and the pool is low profile. She states there are unique circumstances and this request would not alter the character of the locality.

Ms. Roth-Wurster agrees and states that since engineering had no flood concerns she views this as a positive request.

Mr. Cavanaugh agrees with staff recommendation. Meets standard and believes it will be done professionally.

Ms. Wood summarized that this request has met the standards and was unanimously approved by a vote of 4-0. This item will tentatively go to Village Council on Monday, November 8th, 2021

RESULT:	RECOMMENDED TO APPROVE [UNANIMOUS]
MOVER:	John Pirog, Commissioner
SECONDER:	Kevin Cavanaugh, Commissioner
AYES:	Roth-Wurster, Wood, Cavanaugh, Pirog
ABSENT:	Larson, Luszczak, McGinn

Consider an Ordinance Granting a Special Use for a Setback Reduction to Allow an Addition at 371 S. Clyde Court

BACKGROUND:

The Petitioner is requesting to build a sun room, which encroaches into the required rear yard setback. Therefore, the Petitioner is requesting:

Special Use to permit an addition to be set back 15 feet from the rear lot line, instead of the minimum required 40 feet

KEY ISSUES:

- The Subject Property, located in the Oakwood Glen Subdivision, is zoned Planned Development (follows R-2 standards). The lot size is 15,425 square feet and is irregularly shaped. The existing house has a non-conforming rear yard setback of 35 feet (40 feet is required).
- The Petitioner is proposing to remove an existing deck and add a sunroom, which is 17.5 feet X 22 feet (385 square feet). It will extend off the rear of the home into the rear yard setback and, at its closest point, will be 15 feet from the rear lot line, instead of the minimum 40 feet required in the R-2 District.
- The 9-acre Oakwood Glen detention basin is directly north and east of the proposed addition. To the south, the two closest homes, along Whytecliff Road, are approximately 200 feet from the proposed addition. Additionally, there is an established tree line in between these properties. Therefore, Staff does not believe there will be any impact to the surrounding properties, given the adjacency of the detention basin to the addition and 200-foot separation, with an established tree line, separating the properties.
- The sunroom would be elevated above the existing grade due to the grading and topography on the property. It will be a one-story structure and will tie into the proposed deck. It complies with the height requirements.
- While the requested setback relief seems substantial, seeking a rear yard setback of 15 feet rather than the required 40 feet, the Subject Property's size, configuration, and location (abutting detention areas to the north and east) create a unique situation which minimizes any potential impacts on adjoining properties.

ALTERNATIVES:

1. Approve the Special Use for a setback reduction to allow an addition.
2. Do not approve the Special Use for a setback reduction to allow an addition.

RECOMMENDATION:

Public Hearing: ZBA meeting on October 26, 2021

Residents testifying: 2 - Concerned with setting precedent for relief on neighboring properties, particularly on Whytecliff Road.

Vote: The ZBA voted unanimously to recommend approval of the Special Use. Staff recommends action at the Village Council's discretion.

ACTION REQUIRED:

A motion to approve the ordinance granting a Special Use for a setback reduction for an addition at 371 S. Clyde Court.

ATTACHMENTS:

- Aerial Map
- ORD SU 371 S. Clyde Court
- EXHIBIT - Site Plan
- EXHIBIT - Elevation and Floor Plan
- Subject Property and existing tree line along Whitecliff Road
- 10-26-21 ZBA Materials
- 10-26-21 ZBA Minutes



Attachment: Aerial Map (371 S. Clyde Court - SU setback)

371 S. Clyde Ct.

ORDINANCE NO. _____

**AN ORDINANCE GRANTING A SPECIAL USE
371 S. CLYDE COURT**

WHEREAS, pursuant to a petition and public hearing on October 26, 2021, of which public notice was given as required by law, the Zoning Board of Appeals of the Village of Palatine, in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, has held such public hearing and reported their findings relative to a request for a Special Use to permit a sunroom addition to be setback 15 feet from the rear lot line, instead of the minimum required 40 feet pursuant to Section 10.06 (c) (12) of the Palatine Zoning Ordinance, legally described property:

LOT 10 IN OAKWOOD GLEN, BEING A RESUBDIVISION OF LOTS 6, 6 AND 7 IN BLOCK 5, LOTS 1 TO 3 INCLUSIVE, LOTS 7 TO 12 INCLUSIVE IN BLOCK 8 AND LOTS 1 TO 6 INCLUSIVE IN BLOCK 7, IN WILLIAM A. ANDERSON AND COMPANY'S PALATINE ACRES, BEING A SUBDIVISION OF THE WEST HALF OF THE NORTHEAST QUARTER OF SECTION 21, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, RECORDED DECEMBER 22, 1927 AS DOCUMENT NUMBER 9879349 AND THE VACATED RIGHT OF WAY OF WILMETTE ROAD, CLYDE STREET AND DORSET STREET, ACCORDING TO THE PLAT THEREOF RECORDED OF SAID OAKWOOD GLEN RESUBDIVISION ON NOVEMBER 7, 1996 AS DOCUMENT 96855341, IN COOK COUNTY, ILLINOIS.

commonly known as 371 South Clyde Court (02-21-218-037-0000).

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power that:

Attachment: ORD SU 371 S. Clyde Court (371 S. Clyde Court - SU setback)

SECTION 1: The Special Use to permit a sunroom addition to be setback 15 feet from the rear lot line, instead of the minimum required 40 feet pursuant to Section 10.06 (c) (12) of the Palatine Zoning Ordinance, is hereby granted, subject to the following condition(s):

1. The Special Use shall substantially conform to the site, floor and elevation plans, dated 07/11/21 and 10/06/21, except as such plans may be changed to conform to Village Codes and Ordinances.

SECTION 2: That a copy of the public notice is attached hereto and form a part of this ordinance.

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ day of _____, 2021

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

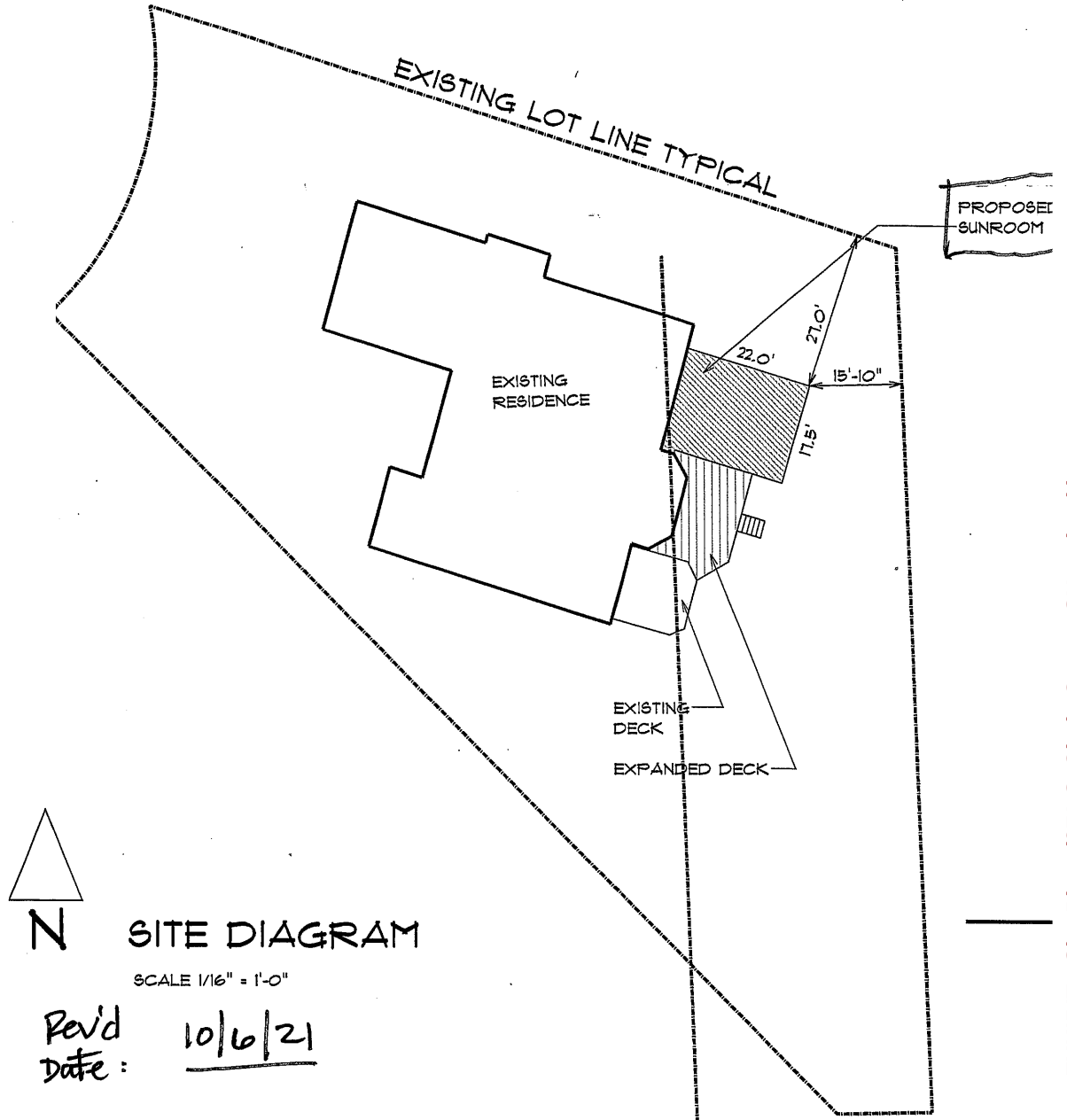
APPROVED by me this _____ day of _____, 2021

Mayor of the Village of Palatine

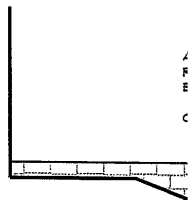
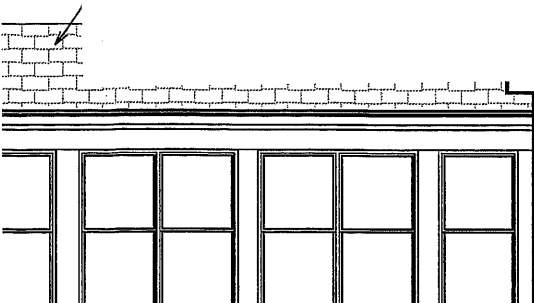
ATTESTED and FILED in the office of the Village Clerk this
_____ day of _____, 2021

Village Clerk

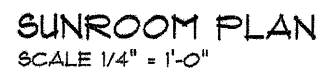
Attachment: ORD SU 371 S. Clyde Court (371 S. Clyde Court - SU setback)



Attachment: EXHIBIT - Site Plan (371 S. Clyde Court - SU setback)



Attachment: EXHIBIT - Elevation and Floor Plan (371 S. Clyde Court - SU setback)



371 S Clyde Court – Proposed addition and existing tree line



Attachment: Subject Property and existing tree line along Whytecliff Road (371 S. Clyde Court - SU

**VILLAGE OF PALATINE
Zoning Board of Appeals**

SCHEDULED 10/26/21 07:00 PM

CASE STAFF STATEMENT (ID # 7157)

371 S. Clyde Court

TO: Palatine Zoning Board of Appeals
Jan Wood, Chair

FROM: John Kalmar

PETITIONER: Binu George

CASE NUMBER: 21-75

ADDRESS: 371 S. Clyde Court

PROPOSAL:

Special Use to permit a sunroom addition to be setback 15 feet from the rear lot line, instead of the minimum required 40 feet pursuant to Section 10.06 (c) (12) of the Palatine Zoning Ordinance.

<u>LOCATION:</u> 371 S. Clyde Court District 1 (Millar)	<u>CURRENT ZONING:</u> Planned Development
---	---

SURROUNDING CONDITIONS:

<u>North:</u>	Planned Development (Open Space)
<u>South:</u>	R-1A Single Family Residential
<u>East:</u>	Planned Development (Vacant)
<u>West:</u>	Planned Development (Single Family Residential)

BACKGROUND:

The Petitioner is requesting to build a sun room that will encroach into the required rear yard setback. Therefore, the Petitioner is requesting:

Special Use to permit a sunroom addition to be setback 15 feet from the rear lot line, instead of the minimum required 40 feet

SITE ANALYSIS:

- The Subject Property is located in the Oakwood Glen Subdivision and is zoned Planned Development (following the R-2 standards). The lot size is 15,425 square feet and is irregularly shaped. The house is set back 35 feet from the rear lot line, which is non-conforming, 40 feet is required.
- The Petitioner is proposing to remove an existing deck and add a sunroom, which will be 17.5 feet X 22 feet (385 square feet). It will extend off the rear of

Attachment: 10-26-21 ZBA Materials (371 S. Clyde Court - SU setback)

Case Staff Statement (ID # 7157)
Meeting of October 26, 2021

the home into the rear yard setback and, at its closest point, will be 15 feet from the rear lot line, instead of the minimum 40 feet required in the R-2 District.

- The sunroom would be elevated above the existing grade due to the grading and topography on the property. It will be a one-story structure and will tie into the proposed deck, as described below. It meets the height requirements.
- As a part of this project, a new deck will also be constructed over an existing patio. It will be approximately 216 square feet and will connect to the existing elevated deck located at the south corner of the house. Similar to the addition, the deck will be approximately 6 feet above the grade and at least 28 feet, at its closest point, to the rear property line. The deck complies with the zoning requirements.
- The property, with the proposed addition, meets the required building and lot coverage requirements at approximately 22% and 38%.
- The rear yard of the Subject Property backs into the approximately 10-acre Oakwood Glen detention basin and there are no surrounding homes on the north and east sides of the property. To the south, there are two homes along Whytecliff Road, with the homes approximately 200 feet from the proposed addition. Additionally, there is an established tree line in between these properties.

DEPARTMENTAL REVIEWS:

Community Services	No Issues Identified
Engineering	No Issues Identified
Environmental Health	N/A
Fire Prevention	N/A
Public Works	N/A
Police	N/A

STANDARDS FOR SPECIAL USE: Since this Petition is not for a use publicly operated or traditionally affected with the public interest, those standards under Section 14.05 D (2) and (3) are applicable. Specifically, the Petitioners must show that the Special Use, if granted, is so designed, located, and proposed to be operated that the public health, safety, and welfare will be protected and will not cause substantial injury to the value of other property in the neighborhood in which it is located. The Petitioners have attempted to address the required standards.

STAFF RECOMMENDATION:

The Petitioner is requesting to construct a new sunroom addition, which encroaches into the rear yard. The property is unique as it is at the end of a cul-de-sac, an irregular shape and any addition would require relief. In addition, the proposal should not create any line of sight issues with the neighboring properties and the properties back up to up

Case Staff Statement (ID # 7157)
Meeting of October 26, 2021

to a 10-acre detention basin, which is the closest property to the addition. However, this setback reduction from 40 feet to 15 is substantial. Therefore, Staff recommends action at the discretion of the Zoning Board of Appeals. If the Special Use is approved Staff recommends the following condition:

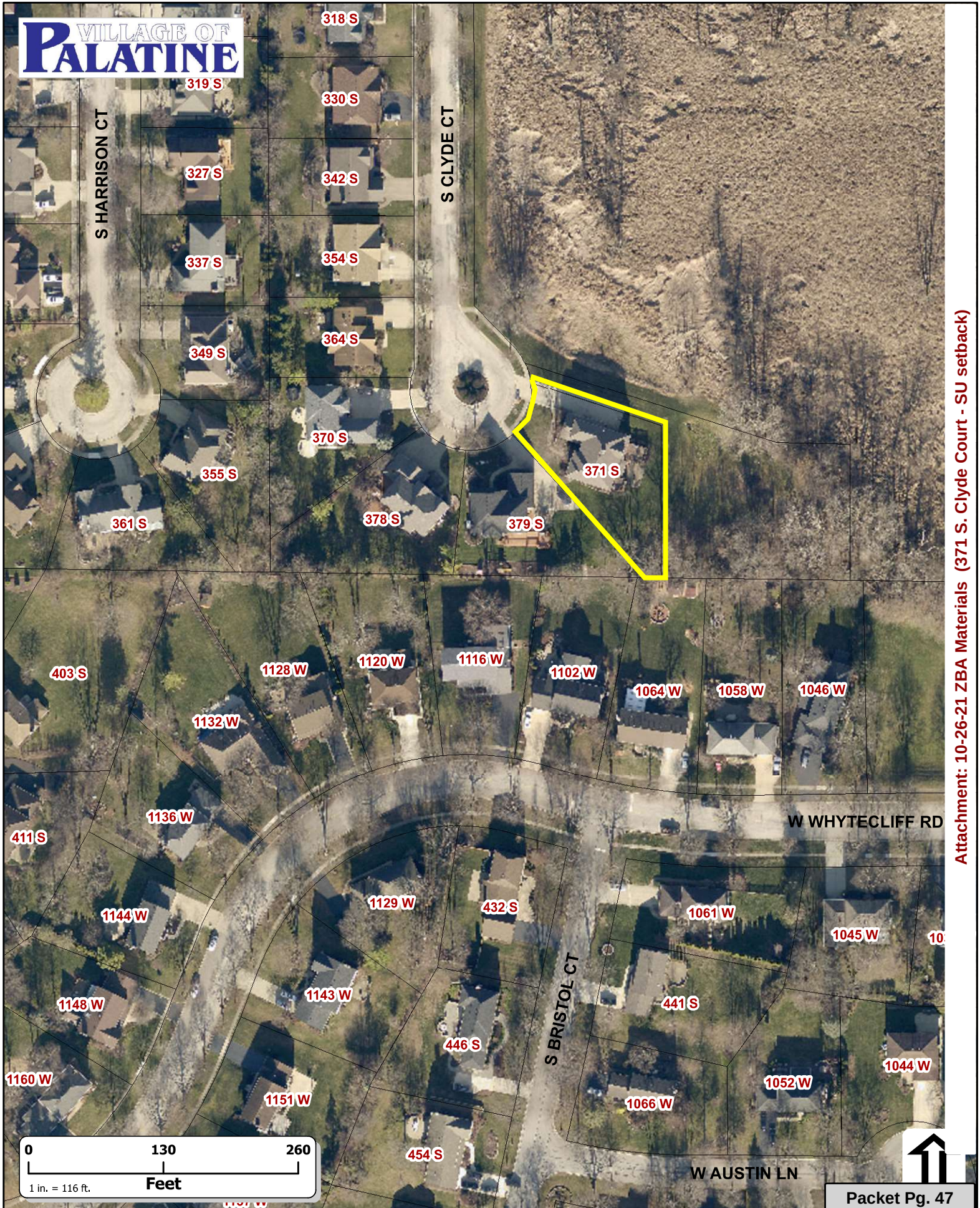
1. Special Use shall substantially conform to the site, floor and elevation plans submitted by the Petitioners on 5/26/20, except as such plans may be changed to conform to Village Codes and Ordinances.

ATTACHMENTS:

- Aerial Map
- Aerial Map - expanded view
- Oakwood Glen SUB and detention basin
- Application
- Plat of Survey
- Site Plan
- Elevations and Floor Plan
- Public Notice

371 N. Clyde Court

7.A.2.f



371 S. Clyde Court - expanded view

7.A.2.f





VILLAGE OF PALATINE

SPECIAL USE ~~& VARIATION~~ APPLICATION

Department of Planning & Zoning
200 E. Wood Street • Palatine, IL • 60067-5339
Telephone: (847) 359-9047 • Fax (847) 963-6247

Office Use Only	Project Planner	Zoning Case #
	Filing Fee	Notification Deadline
	ZBA Public Hearing Date	Village Council Date

date received

Background Information	PETITIONER(S)		Business Name (if applicable)	
	Subject Property Address			
	371 S. Clyde Ct Palatine, IL 60067			
	AUTHORIZED AGENT (if applicable)		Business Name (if applicable)	
	Shawn Purnell		Purnell Architects Inc	
	Address		City/State/Zip Code	
	20 Hawley Ct. Grayslake IL 60030			
	Telephone	Fax	Email	
	847-989-2772		shawn@shawnpurnell.com	
	Relationship to Petitioner (contractor, architect, etc.)			
Architect				
TYPE OF APPLICATION (check one)				
☒ Special Use ☐ Special Use Amendment ☒ Variation				
Existing Zoning District		Existing Land Use		Proposed Land Use
P (R-2)				
Generally describe your request:				
A requested reduction of the rear yard setback to 17' to allow construction of a new Sunroom.				



SPECIAL USE

Required Materials

- ☐ Filing Fee of \$ _____
- ☐ Application Form
- ☐ Plat of Survey (must show all current improvements and be sealed by an Illinois certified surveyor)
- ☐ Site Plan & Floor plan (dimension, location, and setbacks of all existing and proposed buildings) – **one 11x17 copy each, electronic version preferred**
- ☐ Real Estate Interest Disclosure Form (see attached)
- ☒ Proof of Ownership or Lease (e.g. Title Insurance Policy, Deed, or Purchase Contract)
- ☐ Business Plan (if applicable; including, but not limited to nature of business, hours of operation, number of employees, and menu)

Additional Materials (as required by the Village)

- ☐ Elevation Plan (front, side, and rear elevations of a proposed building), and/or Floor Plan (proposed interior layout) – **one 11x17 copy of each plan, electronic versions preferred**
- ☐ Engineering Plans (must indicate existing conditions, topography, storm water management, tree preservation, utility connections, detention calculations, and a cost estimate)
- ☐ Photographs (e.g. ground-level or aerials)
- ☐ Other materials as deemed necessary by the Village

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.05 of the Palatine Zoning Ordinance). Answer the items below and attach a separate sheet if necessary. **If you are applying for a Variation only, you do not need to answer these items.**

1. The use is deemed necessary for the public convenience at that location

This Project will not inconvenience the Public

2. The use is designed, located, and proposed to be operated that the public health, safety and welfare will be protected

This ~~is~~ will not have negative impact on the Public Health

3. The use will not cause substantial injury to nearby property values

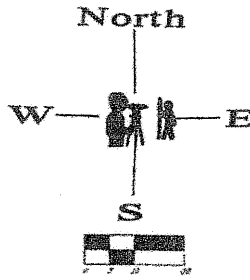
This will not have negative impact on the surrounding properties

4. With respect to live entertainment uses, the use shall not:

- a. Produce noise levels so great as to constitute an unreasonable interference for persons outside the confines of the establishment
- b. Impose undue health, sanitation or safety burdens on the village
- c. Create excessive demands on the Village of Palatine Police Department
- d. Be of a nature otherwise prohibited by law or village ordinance

5. For fence standards, see Section 14.05 of the Palatine Zoning Ordinance

Attachment: 10-26-21 ZBA Materials (371 S. Clyde Court - SU setback)



1 IN. = 20 FT.
VERIFY SCALE
AGAINST THIS
GRAPHIC
BASIS OF BEARINGS IS ASSUMED.

PLAT OF SURVEY

by
Michael J. Emmert Surveys, Inc.

Property located at:
371 S. CLYDE COURT

Legally described as:

LOT 10 IN OAKWOOD GLEN, BEING A RESUBDIVISION OF LOTS 6, 6 AND 7 IN BLOCK 5, LOTS 1 TO 3 INCLUSIVE, LOTS 7 TO 12 INCLUSIVE IN BLOCK 8 AND LOTS 1 TO 8 INCLUSIVE IN BLOCK 7, IN WILLIAM A. ANDERSON AND COMPANY'S PALATINE ACRES, BEING A SUBDIVISION OF THE WEST HALF OF THE NORTHEAST QUARTER OF SECTION 21, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, RECORDED DECEMBER 22, 1927 AS DOCUMENT NUMBER 9878349 AND THE VACATED RIGHT OF WAY OF WILMETTE ROAD, CLYDE STREET AND DORSET STREET, ACCORDING TO THE PLAT THEREOF RECORDED OF SAID OAKWOOD GLEN RESUBDIVISION ON NOVEMBER 7, 1996 AS DOCUMENT 98855341, IN COOK COUNTY, ILLINOIS.

S. CLYDE COURT

Line	Bearing	Distance
L1	S. 72° 05' 01" E.	134.65'
L2	S. 00° 01' 43" E.	148.26'
L3	N. 89° 30' 38" W.	16.83'
L4	N. 43° 02' 37" W.	190.56'

Line	Measure
L1	134.65'
L2	148.26'
L3	16.83'
L4	190.56'

NO.	RADIUS	ARC	CHORD	CHORD BEARING
(1)	60.00'	55.61'	53.64'	N. 20° 24' 26" E.

A.C. - AIR CONDITIONER
W.M. - WATER METER
G.M. - GAS METER
T.I. - TELEPHONE INTERFACE
C.S. - CABLE SERVICE
E.M. - ELECTRIC METER

Survey ordered by: William J. Noelle III, Attorney at Law

State of Illinois)
County of Du Page)

Michael J. Emmert Surveys, Inc. does hereby certify that we have surveyed the above described property and prepared the plat hereon drawn. The legal description shown hereon is provided by others. Refer to deed or title policy for building setbacks, easements and other restrictions which may exist. Dimensions not noted hereon shall not be assumed by scaling or otherwise. Compare all points before building and report any discrepancies. This professional service conforms to the current Illinois Minimum Standards for a Boundary Survey.

Date of field survey: August 29, 2014

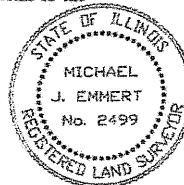
Dated this 29th. day of August, 2014

By: _____ President

Professional Illinois Land Surveyor No. 2499

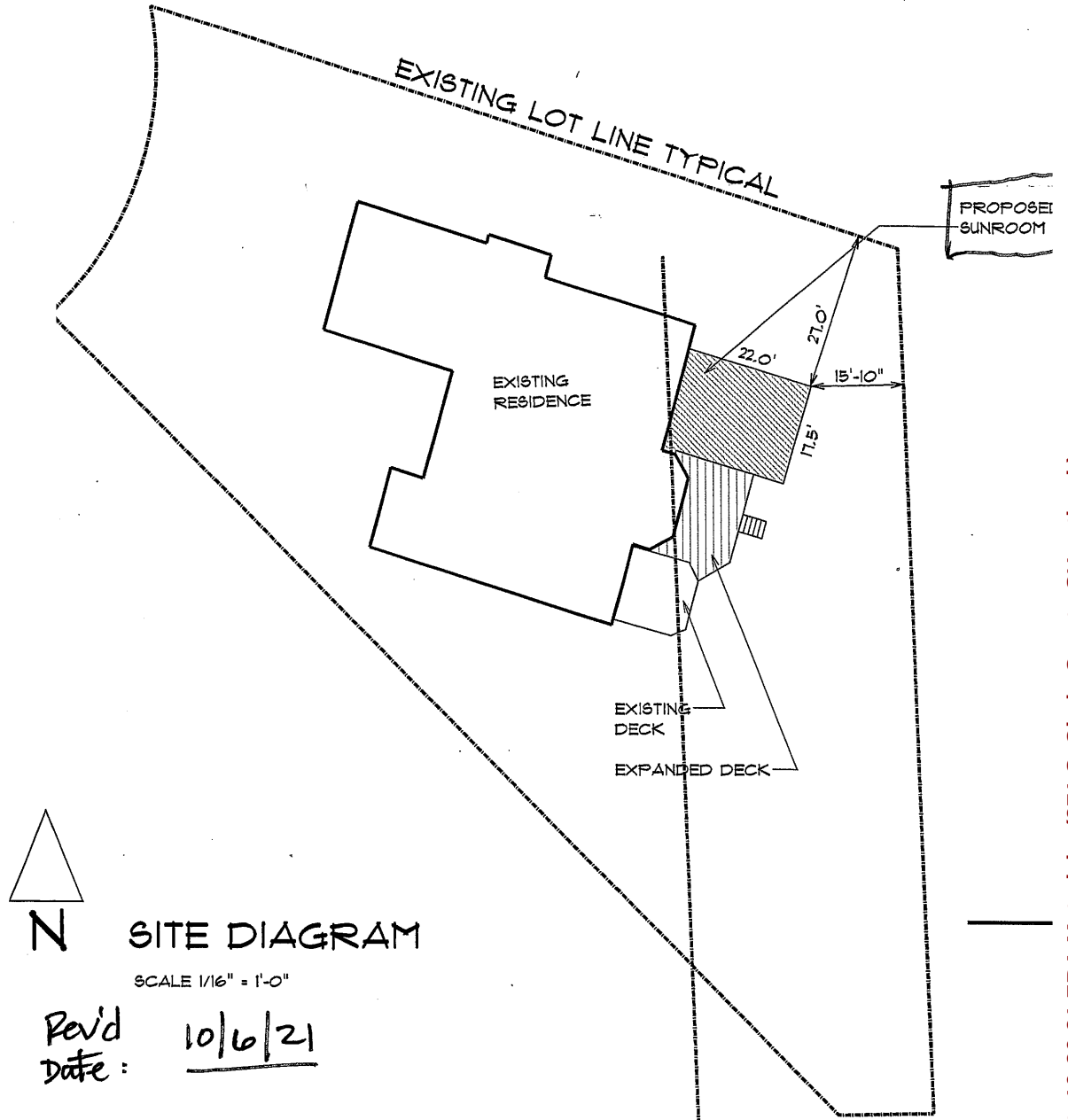
License expires on November 30, 2014

Professional Design Firm Land Surveyor Corporation No. 184.004811

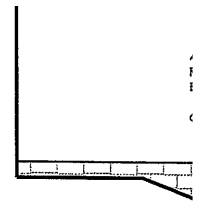
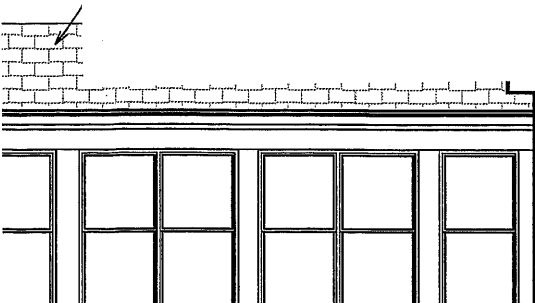


original plat is in colors
Michael J. Emmert Surveys, Inc.
185 East Vallette Street
Elmhurst, Illinois 60126
Office 630-516-0383
Fax 630-516-0387

	1/8"	1/4"	3/8"	1/2"	5/8"	3/4"	7/8"	
0 AND	01	02	03	04	05	06	07	08 = 1 INCH
1 AND	09	10	11	12	13	14	15	16 = 2 INCHES
2 AND	16	17	18	19	20	21	22	23 = 3 INCHES
3 AND	24	25	26	27	28	29	30	31 = 4 INCHES
4 AND	32	33	34	35	36	37	38	39 = 5 INCHES
5 AND	40	41	42	43	44	45	46	47 = 6 INCHES
6 AND	48	49	50	51	52	53	54	55 = 7 INCHES
7 AND	56	57	58	59	60	61	62	63 = 8 INCHES
8 AND	64	65	66	67	68	69	70	71 = 9 INCHES
9 AND	72	73	74	75	76	77	78	79 = 10 INCHES
10 AND	80	81	82	83	84	85	86	87 = 11 INCHES
11 AND	88	89	90	91	92	93	94	95 = 1 FOOT



Attachment: 10-26-21 ZBA Materials (371 S. Clyde Court - SU setback)

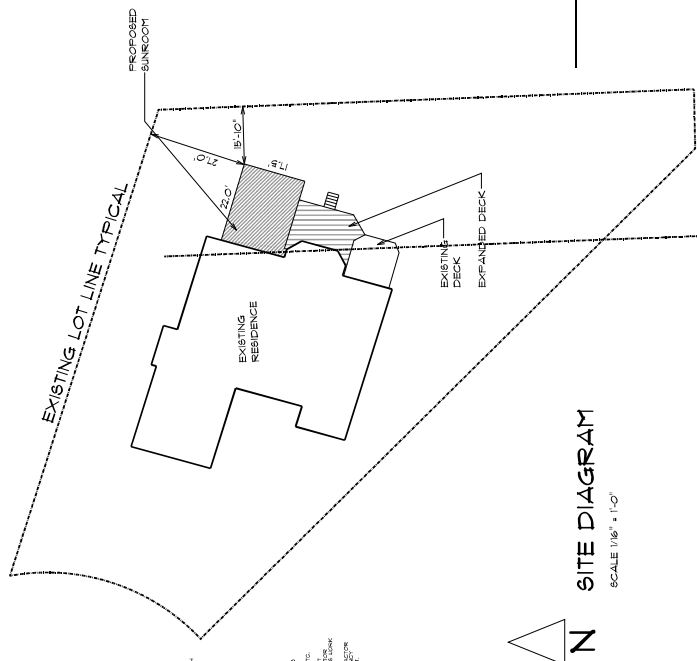


SPECIFICATIONS

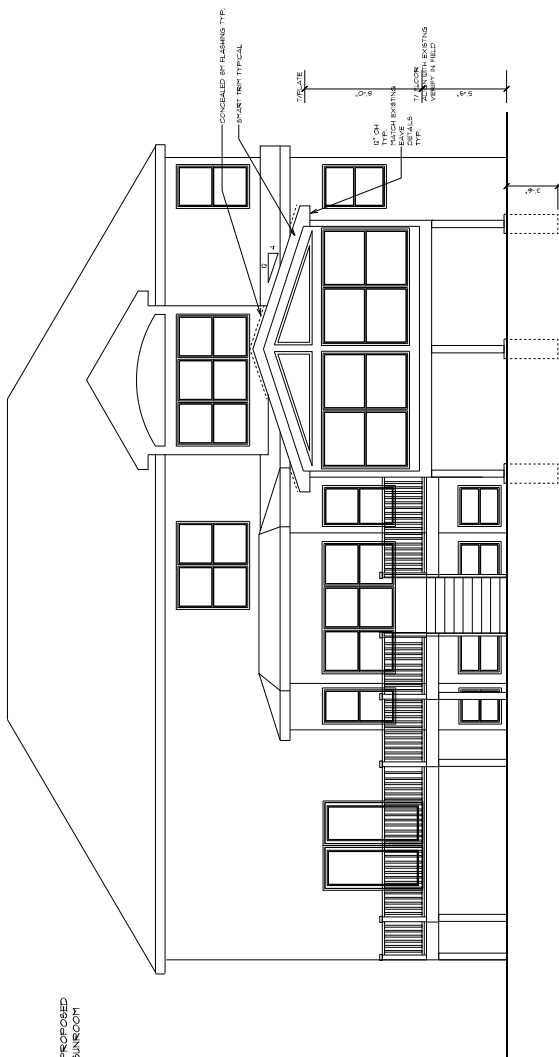
[illegible]

DIVISION 2 EXISTING CONDITIONS

DIVISION 2. EXISTING CONDITIONS
FIELD VERIFY ALL EXISTING CONDITIONS INCLUDING LOCATIONS OF ALL UTILITIES.



SITE DIAGRAM



REAR ELEVATION
SCALE 1/4" = 1'-0"

[illegible]

ADOPTED CODES WITH APPLICABLE
CITY OF PALATINE AMENDMENTS:

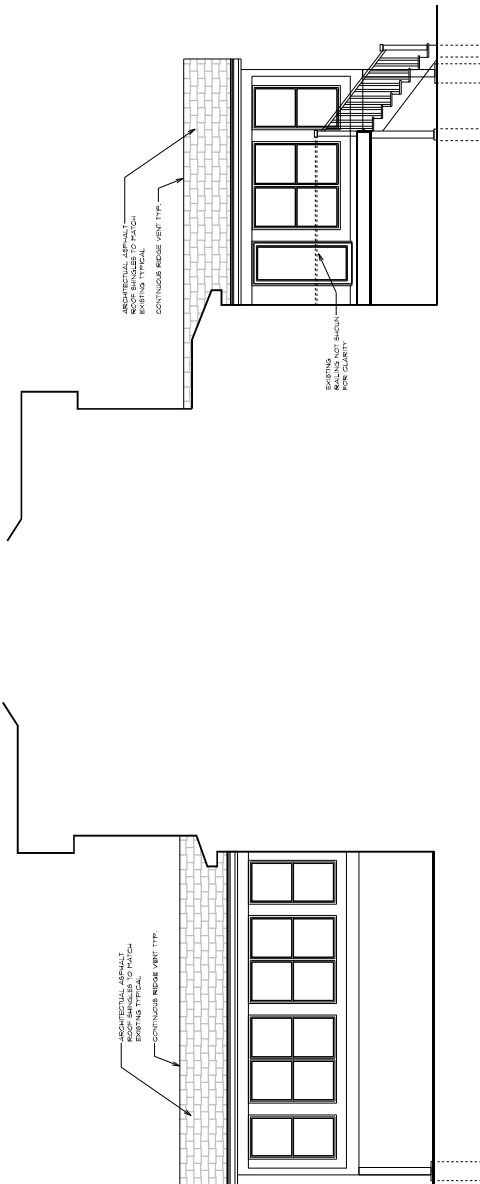
International Building Code/2015
International Residential Code/2015
International Existing Building Code/2015
International Fire Code/2015
International Mechanical Code/2015
International Property Maintenance Code/2015
National Electrical Code: NFPA 70/2017
International Fuel Gas Code/2015
Illinois Plumbing Code CURRENT
Illinois Energy Conservation Code

I hereby certify these plans have been prepared under my direct supervision and control and to the best of my knowledge and belief complies with the building codes of PALATINE, IL

Shawn Purnell Architect

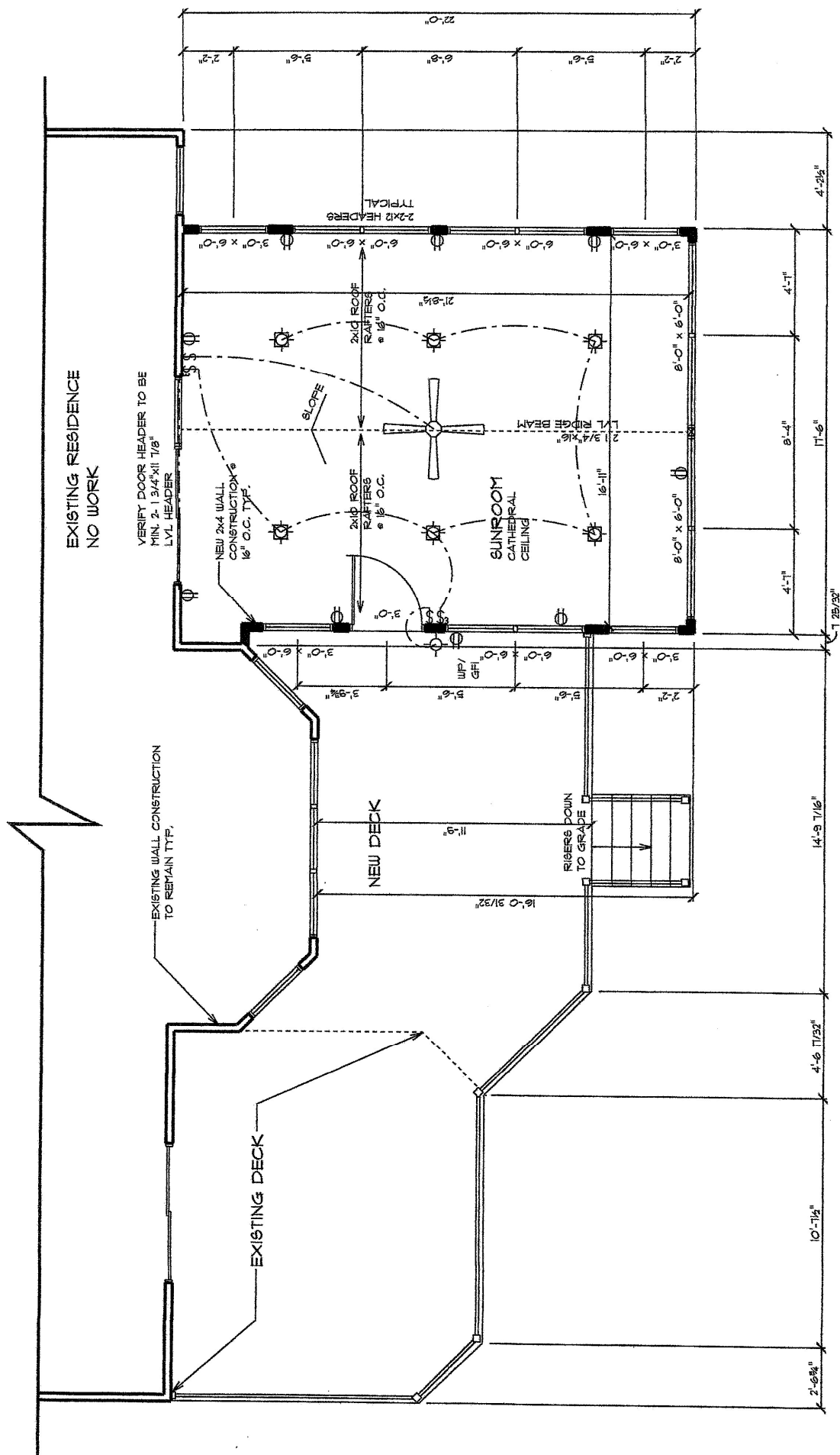


RIGHT ELEVATION
SCALE 1/4" = 1'-0"



ALL NEW WINDOWS AND DOORS MUST HAVE A 'U' VALUE OF 0.30 OR BETTER

LEFT ELEVATION
SCALE 1/4" = 1'-0"



SUNROOM PLAN
SCALE 1/4" = 1'-0"

Attachment: 10-26-21 ZBA Materials (371 S. Clyde Court - SU setback)

PUBLIC NOTICE
 A Public Hearing will be held before the Palatine Zoning Board of Appeals on Tuesday, October 26, 2021 at 7 PM, in the Village Council Chambers in the Palatine Village Hall, 200 E. Wood Street, relative to a request for the following:
Special Use to permit a sun-room addition to be setback 15 feet from the rear lot line, instead of the minimum required 40 feet pursuant to Section 10.06 (c) (12) of the Palatine Zoning Ordinance.
 The property is commonly known as 371 South Clyde Court (02-21-218-037-0000).
 The Petitioner is proposing to construct a sunroom addition that encroaches approximately 25 feet into the minimum required rear yard setback of 40 feet.
 The above petition has been filed by Binu George and is available for examination in the office of the Village Clerk, 200 E. Wood Street.
 FILE #: 21-75
 VILLAGE OF PALATINE
 Jan Wood, Chair
 Palatine Zoning Board of Appeals
 DATED: This 11th day of October, 2021
 Published in Daily Herald
 October 11, 2021 (4571679)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Northwest Suburbs Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **Northwest Suburbs DAILY HERALD**. That said **Northwest Suburbs DAILY HERALD** is a secular newspaper, published in Arlington Heights and has been circulated daily in the Village(s) of: Arlington Heights, Barrington, Barrington Hills, Bartlett, Buffalo Grove, Deer Park, Des Plaines, Elk Grove, Franklin Park, Glenview, Hanover Park, Hoffman Estates, Inverness, Melrose Park, Morton Grove, Mt Prospect, Niles, Northbrook, Northfield, Northlake, Palatine, Park Ridge, Prospect Heights, River Grove, Rolling Meadows, Rosemont, Schaumburg, Schiller Park, South Barrington, Streamwood, Wheeling, Wilmette

County(ies) of Cook

and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and in general circulation throughout said Village(s), County(ies) and State.

I further certify that the Northwest Suburbs DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a copy, was published 10/11/2021 in said Northwest Suburbs DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, its authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY Daula Baltz
Designee of the Publisher and Officer of the Daily Herald

Control # 4571679

Attachment: 10-26-21 ZBA Materials (371 S. Clyde Court - SU setback)

2. 371 S. Clyde Court
PUBLIC HEARING

Notice was published in the Daily Herald on October 11th, 2021 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. Application for Special Use and Variation
2. Proof of Ownership
3. Plat of Survey
4. Site Plan
5. Elevation & Floor Plan

The Petitioner is requesting to build a sun room that will encroach into the required rear yard setback. Therefore, the Petitioner is requesting special Use to permit a sunroom addition to be setback 15 feet from the rear lot line, instead of the minimum required 40 feet.

Sworn in Staff: Lyn Bremanis & Alex Bradshaw

Sworn in petitioner: Shawn Purnell - Purnell Architects, Inc.

Mr. Purnell is developing a design for a sunroom in the rear of the home. The footprint of the sunroom is the same as the existing deck. It is the intention to replace the deck with the proposed sunroom. He states that the design intent is to keep a low profile, lower roof lines and insure that it would not encroach any site lines. The unusual shape of the lot would assist in the variance request.

Mr. Cavanaugh refers to the drawing and confirms with Mr. Purnell that the exact dimensions are 17.5' X 22'. Mr. Purnell confirms that is correct.

Mr. Pirog asks if cement is the support under the sunroom.

Mr. Purnell states that the sunroom is elevated at the same height as the deck. The existing pier supports would have to be demolished as they would not support the sunroom and new concrete supports would be constructed.

Ms. Wood questions the setback from the rear lot line of 15' instead of 40' and asks if these are the dimensions to the retention base.

Ms. Roth-Wurster questions if the lot to the right of the property is a buildable lot.

Ms. Bremanis explains it is not - it is in the flood plain.

Mr. Cavanaugh questions if the property is in the flood plain.

Ms. Bremanis explains that the property is not in the flood plain.

Mr. Pirog asks if the deck was special use.

Ms. Bremanis states it was built prior to ownership. The house is non-conformant because it was built under the R2 development. She states engineering reviewed this request and did not have any concerns. The shape of the lot is what makes this property unique.

Ms. Wood asks if any questions from the audience.

Beverly Karlin 1116 Whitecliffe is sworn in.

Ms. Karlin questions if the concrete footing would make it a permanent structure.

Ms. Bremanis confirms any addition would be a permanent structure.

Ms. Karlin asks if the set back request would set precedence for other properties in the neighborhood.

Ms. Bremanis states that every request is unique and would be addressed on a case by case basis.

Ms. Wood confirms it would be a case by case basis.

Chris Wade 1102 Whitecliffe is sworn in.

Mr. Wade would like to know the height of the sunroom.

Mr. Purnell states that it would match the existing fascia height and it would not come up any higher than the bay windows.

STAFF RECOMMENDATION:

The Petitioner is requesting to construct a new sunroom addition, which encroaches into the rear yard. The property is unique as it is at the end of a cul-de-sac, an irregular shape and any addition would require relief. In addition, the proposal should not create any line of sight issues with the neighboring properties and the properties back up to up to a 10-acre detention basin, which is the closest property to the addition. However, this setback reduction from 40 feet to 15 is substantial. Therefore, Staff recommends action at the discretion of the Zoning Board of Appeals. If the Special Use is approved Staff phy on the property. It will be a one-story structure and will tie into the recommends the following condition:

1. Special Use shall substantially conform to the site, floor and elevation plans submitted by the Petitioners on 5/26/20, except as such plans may be changed to conform to Village Codes and Ordinances.

Ms. Wood closes the public hearing

Motion to approve subject to staff's conditions; seconded

DELIBERATIONS:

Mr. Cavanaugh states that the proposed sunroom will match with the house and tie into the existing structure. There is no homes that are being encroached or site lines being affected. The set back is large but it doesn't affect any other homeowners. The shape of the property is unique.

Ms. Roth Wurster states she agrees and confirms that the property is shaped

uniquely and states that this request will not cause any substantial injury to the values of any other properties in the neighborhood.

Ms. Wood also concurs and adds that if it does not abutt anyone else's home and this request would not have an impact or affect the value of any other properties.

Ms. Wood summarized that this request has met the standards and was unanimously approved by a vote of 4-0. This item will tentatively go to Village Council on Monday, November 8th, 2021

Communications:

**Garage widening on Helen Rd - village council approved half of driveway.
Dog N Suds relocation was approved.**

November 9th meeting is cancelled.

Motion to adjourn

RESULT:	RECOMMENDED TO APPROVE [UNANIMOUS]
MOVER:	Kevin Cavanaugh, Commissioner
SECONDER:	Cindy Roth-Wurster, Commissioner
AYES:	Roth-Wurster, Wood, Cavanaugh, Pirog
ABSENT:	Larson, Luszczak, McGinn

Consider a Motion to Accept a Proposal for Janitorial Maintenance Services for the Police Headquarters and Combined Service Facility

BACKGROUND:

A Request for Proposals (RFP) was issued in 2018 for Janitorial Maintenance Services for the Police Headquarters, Village Hall, Combined Service Facility, Palatine Metra Train Station, and Gateway Center Parking Deck. Cleaning frequency was reduced with this RFP at the CSF and the Village Hall. The results of the RFP illustrated it would be preferable to utilize two contracts to serve the five locations. One contract was awarded for cleaning of the Village Hall, Train Station, and Parking Deck, and a second contract was awarded for the Combined Service Facility and Police Headquarters. Both contracts are scheduled to expire at the end of this year and Staff is seeking certainty in these services through 2024 with an ability to extend the relationship up to 2026.

KEY ISSUES:

- Staff surveyed interest from Ultra Cleaning, Incorporated of Palatine, Illinois in renewing the contract for cleaning the Combined Services Facility and the Police Headquarters.
- The contract would be a renewal from a contract from the current 2018-2021 agreement. The initial term would be for three years, with the option to renew for a two year period if mutually acceptable.
- The proposed monthly cost in 2022 for the Police Headquarters would be \$3,240 and for the Combined Service Facility is \$1,290, for a total annual cost of \$54,360. This is lower than the cost of the second qualified bidder when this contract was priced in 2018.
- Ultra Cleaning has requested a 3% annual increase for 2023 and 2024. The proposed monthly cost for the Police Headquarters and Combined Service Facility in 2023 are \$3,340 and \$1,330, respectively, and in 2024 are \$3,440 and \$1,370, respectively.
- Ultra Cleaning has agreed to comply with the terms and conditions set forth in the original RFP. The Police Headquarters will continue to receive service five days per week and the Combined Service Facility will receive service three days per week.
- Their performance has been favorable and their pricing has been acceptable.

ALTERNATIVES:

1. Accept the proposal from Ultra Cleaning for Janitorial Maintenance Services for the Police Headquarters and Combined Service Facility.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the proposal from Ultra Cleaning for Janitorial Maintenance Services for the Police Headquarters and Combined Service Facility for 2022-2024 be accepted.

BUDGET IMPACT:

Funds are anticipated in the 2022 Public Works Operating Budget to accommodate

these services.

ACTION REQUIRED:

Motion to accept the proposal from Ultra Cleaning, Incorporated of Palatine, Illinois for Janitorial Maintenance Services for the Police Headquarters and Combined Service Facility in the total amount of \$54,360 for 2022, \$56,040 for 2023, and \$57,720 for 2024.

ATTACHMENTS:

- Ultra 2022-2026 Proposal



**Ultra
Cleaning Inc.**

Proposal

Date: October 26, 2021

From Ultra Cleaning Inc.
1204 Woodbury Ln
Palatine IL 60074
(224)-456-1832
ultracleaning.us.com
ultracleaninginc@gmail.com

To Village Of Palatine
Attn: Accounts Payable
200 E Wood Street
Palatine IL, 60067
(847)-358-7500

QTY	DESCRIPTION	MONTHLY COST		YEARLY COST
	Regular Cleaning Service Provided from			
	POLICE HEADQUARTERS January 1 st through December 31, 2022	\$3,240.00		\$38,880
	COMBINED SERVICE FACILITY January 1 st through December 31, 2022	\$1,290.00		\$15,480
	POLICE DEPARTMENT January 1 st through December 31, 2023	\$3,340.00		\$40,080
	COMBINED SERVICE FACILITY January 1 st through December 31, 2023	\$1,330.00		\$15,960
	POLICE DEPARTMENT January 1 st through December 31, 2024	\$3,440.00		\$41,280
	COMBINED SERVICE FACILITY January 1 st through 31, 2024	\$1,370.00		\$16,440
	POLICE DEPARTMENT January 1 st through December 31, 2025	\$3,545.00		\$42,540
	COMBINED SERVICE FACILITY January 1 st through 31, 2025	\$1,415.00		\$16,980
	POLICE DEPARTMENT January 1 st through December 31, 2026	\$3,655.00		\$43,860
	COMBINED SERVICE FACILITY January 1 st through 31, 2026	\$1,460.00		\$17,520

Attachment: Ultra 2022-2026 Proposal (Janitorial Maintenance Services for the Police Headquarters and Combined Service Facility)

Consider a Motion to Accept a Proposal for Janitorial Maintenance Services for the Village Hall, Palatine Metra Train Station, and Gateway Center Parking Deck

BACKGROUND:

A Request for Proposals (RFP) was issued in 2018 for Janitorial Maintenance Services for the Police Headquarters, Village Hall, Combined Service Facility, Palatine Metra Train Station, and Gateway Center Parking Deck. Cleaning frequency was reduced with this RFP at the CSF and the Village Hall. The results of the RFP illustrated it would be preferable to utilize two contracts to serve the five locations. One contract was awarded for cleaning of the Village Hall, Train Station, and Parking Deck, and a second contract was awarded for the Combined Service Facility and Police Headquarters. Both contracts are scheduled to expire at the end of this year and Staff is seeking certainty in these services through 2024 with an ability to extend the relationship up to 2026.

KEY ISSUES:

- Staff surveyed interest from Harvard Maintenance, Incorporated of Chicago, Illinois in renewing the contract for cleaning the Village Hall, Train Station, and Parking Deck.
- The contract would be a renewal from a contract from 2018-2021. The initial term would be for an additional three years, with the option to renew for a two-year period if mutually acceptable.
- For the Village Hall, a 3.0% increase is proposed for 2022, 2023, and 2024. For the Train Station and Parking Deck, a 4.2% decrease is proposed for 2022, a 3.0% increase is then proposed for 2023, and 2024.
- The decrease at the Train Station and Parking Deck is due to a staff proposed reduction in afternoon porter hours. Due to on-going reduced commuter traffic, Staff proposes reducing the afternoon shift by two hours.
- The porter hours at the Train Station and Parking deck would be 6:30am-12:30pm and 3:30pm-6:30pm Monday through Friday and 6:30am-12:30pm Saturday and Sunday. The Train Station is now open from 5am-6pm Monday through Friday and from 6am-6pm Saturday and Sunday. Harvard Maintenance has indicated a willingness to add back hours as directed by the Village if necessary.
- The proposed monthly cost in 2022 for the Village Hall is \$3,324.19 and for the Train Station and Parking Deck is \$7,649.93, for a total annual cost of \$131,689.44. The proposed monthly costs for the Village Hall and for the Train Station and Parking Deck in 2023 are \$3,422.88 and \$7,883.98, respectively, and in 2024 are \$3,528.59 and \$8,118.05, respectively. Accepting the reduced service hours for the porter and continuing our relationship with this vendor results in an annual savings of just under \$3,000 to the parking fund.
- Harvard has agreed to comply with the terms and conditions set forth in the original RFP. Village Hall will continue to receive service three days per week and the Train Station and Parking Deck will receive service seven days per week.
- Harvard has cleaned the Train Station and Parking Deck for more than a decade and cleaned the Village Hall since its renovation. Their performance has been favorable and their pricing has been acceptable.

ALTERNATIVES:

1. Accept the proposal from Harvard Maintenance for Janitorial Maintenance Services for the Village Hall, Palatine Metra Train Station, and Gateway Center Parking Deck.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the proposal from Harvard Maintenance for Janitorial Maintenance Services for the Village Hall, Palatine Metra Train Station, and Gateway Center Parking Deck for 2022-2024 be accepted. It is recommended the Village Manager be authorized in an amount equal to the un-reduced amount should it be determined the reduced hours do not match the needs of the Train Station and Gateway Center Campus during the life of the agreement.

BUDGET IMPACT:

Funds are anticipated in the 2022 Public Works Operating Budget to accommodate these services.

ACTION REQUIRED:

Motion to accept the proposal from Harvard Maintenance, Incorporated of Chicago, Illinois for Janitorial Maintenance Services for the Village Hall, Palatine Metra Train Station and Gateway Center Parking Deck in the total amount of \$138,572.88 for 2022, \$142,686.24 for 2023, and \$147,037.56 for 2024.

ATTACHMENTS:

- Village of Palatine Budget Contract 2022-2026 v2

Quotation

Harvard Maintenance
525 Lively Blvd.
Elk Grove Village, IL 60007
Phone (847) 758-6100 Fax (847) 758-6101

DATE November 4, 2021
Quotation # 1
Customer ID

Bill To:
Village of Palatine
Elias Koutas, Deputy Director of Public Works
200 Wood Street
Palatine, IL 60067

Quotation valid until: December 4, 2021
Prepared by: Linda Bargi
224-240-6113

Comments or special instructions:

ADDITIONAL SERVICES

Description	AMOUNT
<u>2022-2026 Contract Budget Numbers</u>	
<i>Train Station with Reductions</i>	
Year 2022	\$7,649.93
Year 2023	\$7,883.98
Year 2024	\$8,118.05
Year 2025	\$8,523.95
Year 2026	\$8,950.15
<i>Train Station with NO Reductions</i>	
Year 2022	\$8,223.55
Year 2023	\$8,467.64
Year 2024	\$8,724.54
Year 2025	\$9,160.77
Year 2026	\$9,618.81
<i>Village Hall</i>	
Year 2022	\$3,324.19
Year 2023	\$3,422.88
Year 2024	\$3,528.59
Year 2025	\$3,708.02
Year 2026	\$3,893.42

If you have any questions concerning this quotation, contact:

Linda Bargi 224-240-6113 lbargi@harvardmaint.com

Effective Date: 4-Nov-21

Accepted By:

Name

Signature

Date

THANK YOU FOR YOUR BUSINESS!

Consider Continued Discussion of the CY 2022 Proposed Budget & Capital Investment Plan

7.C.1

BACKGROUND:

The public discussion and review of the CY 2022 Proposed Budget & Capital Investment Plan began with a presentation to the Business Finance & Budget Committee on Saturday, November 6, 2021.

KEY ISSUES:

The CY 2022 Proposed Annual Budget and Capital Investment Plan totals \$125,059,885. Of this total, \$80,331,849 represents the Operations Budget and the remaining \$44,728,036 represents our Capital Budget, TIF Districts, Debt Service, Transfers, Casualty/Liability Insurance Program, and Pension Administration requirements. In total, this represents an increase of 5.85% over the CY 2021 Budget. The Proposed Budget continues to reflect the impact of the ongoing COVID-19 pandemic and corresponding economic climate, while offering the core service levels expected by our residents and, most importantly, lives within our financial means.

The Business, Finance & Budget Committee reviewed the proposed budget on November 6. The required Public Hearing is scheduled for November 15, with the final budget adoption on December 6.

ACTION REQUIRED:

Continued discussion as needed at the discretion of the Village Council.

Consider an Ordinance Granting a Variation for Lot Coverage to Permit a Pool at 519 W. Dorset Avenue

BACKGROUND:

The Petitioner is proposing to install a new in-ground pool, which will exceed permitted lot coverage. Therefore the Petitioner is requesting approval of the following:

Variation to permit the Lot Coverage to be 47% instead of the maximum permitted 45%.

KEY ISSUES:

- The Subject Property, zoned R-2 Single-Family Residential, contains 8,400 square feet and has a lot width of 70 feet.
- The property, with the proposed pool, will exceed the maximum lot coverage (45%) by 110 square feet (46.3%). To reduce the potential impacts of the pool and associated lot coverage relief, the Petitioner has removed a patio and shed from the rear yard.
- The proposed pool would meet the building coverage and setbacks requirements. It will also be located outside the existing utility easement running parallel to the rear property line.
- In addition to removing the existing patio and the shed to reduce the lot coverage, the pool design installs the pool equipment on the existing driveway along the house. This also results in no additional impervious surfaces for the equipment.

ALTERNATIVES:

1. Approve the Variation for lot coverage to permit a pool.
2. Do not approve the Variation for lot coverage to permit a pool.

RECOMMENDATION:

Public Hearing: ZBA meeting on October 26, 2021

Residents testifying: None

Vote: The ZBA voted unanimously to approve the variation to permit a pool and Staff concurs.

ACTION REQUIRED:

A motion to approve the ordinance granting Variation for lot coverage to permit a pool at 519 W. Dorset Avenue.

Consider an Ordinance Granting a Special Use for a Setback Reduction to Allow an Addition at 371 S. Clyde Court

BACKGROUND:

The Petitioner is requesting to build a sun room, which encroaches into the required rear yard setback. Therefore, the Petitioner is requesting:

Special Use to permit an addition to be set back 15 feet from the rear lot line, instead of the minimum required 40 feet

KEY ISSUES:

- The Subject Property, located in the Oakwood Glen Subdivision, is zoned Planned Development (follows R-2 standards). The lot size is 15,425 square feet and is irregularly shaped. The existing house has a non-conforming rear yard setback of 35 feet (40 feet is required).
- The Petitioner is proposing to remove an existing deck and add a sunroom, which is 17.5 feet X 22 feet (385 square feet). It will extend off the rear of the home into the rear yard setback and, at its closest point, will be 15 feet from the rear lot line, instead of the minimum 40 feet required in the R-2 District.
- The 9-acre Oakwood Glen detention basin is directly north and east of the proposed addition. To the south, the two closest homes, along Whytecliff Road, are approximately 200 feet from the proposed addition. Additionally, there is an established tree line in between these properties. Therefore, Staff does not believe there will be any impact to the surrounding properties, given the adjacency of the detention basin to the addition and 200-foot separation, with an established tree line, separating the properties.
- The sunroom would be elevated above the existing grade due to the grading and topography on the property. It will be a one-story structure and will tie into the proposed deck. It complies with the height requirements.
- While the requested setback relief seems substantial, seeking a rear yard setback of 15 feet rather than the required 40 feet, the Subject Property's size, configuration, and location (abutting detention areas to the north and east) create a unique situation which minimizes any potential impacts on adjoining properties.

ALTERNATIVES:

1. Approve the Special Use for a setback reduction to allow an addition.
2. Do not approve the Special Use for a setback reduction to allow an addition.

RECOMMENDATION:

Public Hearing: ZBA meeting on October 26, 2021

Residents testifying: 2 - Concerned with setting precedent for relief on neighboring properties, particularly on Whytecliff Road.

Vote: The ZBA voted unanimously to recommend approval of the Special Use. Staff recommends action at the Village Council's discretion.

ACTION REQUIRED:

A motion to approve the ordinance granting a Special Use for a setback reduction for an addition at 371 S. Clyde Court.

Consider a Motion to Accept a Proposal for Janitorial Maintenance Services for the Police Headquarters and Combined Service Facility

BACKGROUND:

A Request for Proposals (RFP) was issued in 2018 for Janitorial Maintenance Services for the Police Headquarters, Village Hall, Combined Service Facility, Palatine Metra Train Station, and Gateway Center Parking Deck. Cleaning frequency was reduced with this RFP at the CSF and the Village Hall. The results of the RFP illustrated it would be preferable to utilize two contracts to serve the five locations. One contract was awarded for cleaning of the Village Hall, Train Station, and Parking Deck, and a second contract was awarded for the Combined Service Facility and Police Headquarters. Both contracts are scheduled to expire at the end of this year and Staff is seeking certainty in these services through 2024 with an ability to extend the relationship up to 2026.

KEY ISSUES:

- Staff surveyed interest from Ultra Cleaning, Incorporated of Palatine, Illinois in renewing the contract for cleaning the Combined Services Facility and the Police Headquarters.
- The contract would be a renewal from a contract from the current 2018-2021 agreement. The initial term would be for three years, with the option to renew for a two year period if mutually acceptable.
- The proposed monthly cost in 2022 for the Police Headquarters would be \$3,240 and for the Combined Service Facility is \$1,290, for a total annual cost of \$54,360. This is lower than the cost of the second qualified bidder when this contract was priced in 2018.
- Ultra Cleaning has requested a 3% annual increase for 2023 and 2024. The proposed monthly cost for the Police Headquarters and Combined Service Facility in 2023 are \$3,340 and \$1,330, respectively, and in 2024 are \$3,440 and \$1,370, respectively.
- Ultra Cleaning has agreed to comply with the terms and conditions set forth in the original RFP. The Police Headquarters will continue to receive service five days per week and the Combined Service Facility will receive service three days per week.
- Their performance has been favorable and their pricing has been acceptable.

ALTERNATIVES:

1. Accept the proposal from Ultra Cleaning for Janitorial Maintenance Services for the Police Headquarters and Combined Service Facility.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the proposal from Ultra Cleaning for Janitorial Maintenance Services for the Police Headquarters and Combined Service Facility for 2022-2024 be accepted.

BUDGET IMPACT:

Funds are anticipated in the 2022 Public Works Operating Budget to accommodate

these services.

ACTION REQUIRED:

Motion to accept the proposal from Ultra Cleaning, Incorporated of Palatine, Illinois for Janitorial Maintenance Services for the Police Headquarters and Combined Service Facility in the total amount of \$54,360 for 2022, \$56,040 for 2023, and \$57,720 for 2024.

Consider a Motion to Accept a Proposal for Janitorial Maintenance Services for the Village Hall, Palatine Metra Train Station, and Gateway Center Parking Deck

BACKGROUND:

A Request for Proposals (RFP) was issued in 2018 for Janitorial Maintenance Services for the Police Headquarters, Village Hall, Combined Service Facility, Palatine Metra Train Station, and Gateway Center Parking Deck. Cleaning frequency was reduced with this RFP at the CSF and the Village Hall. The results of the RFP illustrated it would be preferable to utilize two contracts to serve the five locations. One contract was awarded for cleaning of the Village Hall, Train Station, and Parking Deck, and a second contract was awarded for the Combined Service Facility and Police Headquarters. Both contracts are scheduled to expire at the end of this year and Staff is seeking certainty in these services through 2024 with an ability to extend the relationship up to 2026.

KEY ISSUES:

- Staff surveyed interest from Harvard Maintenance, Incorporated of Chicago, Illinois in renewing the contract for cleaning the Village Hall, Train Station, and Parking Deck.
- The contract would be a renewal from a contract from 2018-2021. The initial term would be for an additional three years, with the option to renew for a two-year period if mutually acceptable.
- For the Village Hall, a 3.0% increase is proposed for 2022, 2023, and 2024. For the Train Station and Parking Deck, a 4.2% decrease is proposed for 2022, a 3.0% increase is then proposed for 2023, and 2024.
- The decrease at the Train Station and Parking Deck is due to a staff proposed reduction in afternoon porter hours. Due to on-going reduced commuter traffic, Staff proposes reducing the afternoon shift by two hours.
- The porter hours at the Train Station and Parking deck would be 6:30am-12:30pm and 3:30pm-6:30pm Monday through Friday and 6:30am-12:30pm Saturday and Sunday. The Train Station is now open from 5am-6pm Monday through Friday and from 6am-6pm Saturday and Sunday. Harvard Maintenance has indicated a willingness to add back hours as directed by the Village if necessary.
- The proposed monthly cost in 2022 for the Village Hall is \$3,324.19 and for the Train Station and Parking Deck is \$7,649.93, for a total annual cost of \$131,689.44. The proposed monthly costs for the Village Hall and for the Train Station and Parking Deck in 2023 are \$3,422.88 and \$7,883.98, respectively, and in 2024 are \$3,528.59 and \$8,118.05, respectively. Accepting the reduced service hours for the porter and continuing our relationship with this vendor results in an annual savings of just under \$3,000 to the parking fund.
- Harvard has agreed to comply with the terms and conditions set forth in the original RFP. Village Hall will continue to receive service three days per week and the Train Station and Parking Deck will receive service seven days per week.
- Harvard has cleaned the Train Station and Parking Deck for more than a decade and cleaned the Village Hall since its renovation. Their performance has been favorable and their pricing has been acceptable.

ALTERNATIVES:

1. Accept the proposal from Harvard Maintenance for Janitorial Maintenance Services for the Village Hall, Palatine Metra Train Station, and Gateway Center Parking Deck.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the proposal from Harvard Maintenance for Janitorial Maintenance Services for the Village Hall, Palatine Metra Train Station, and Gateway Center Parking Deck for 2022-2024 be accepted. It is recommended the Village Manager be authorized in an amount equal to the un-reduced amount should it be determined the reduced hours do not match the needs of the Train Station and Gateway Center Campus during the life of the agreement.

BUDGET IMPACT:

Funds are anticipated in the 2022 Public Works Operating Budget to accommodate these services.

ACTION REQUIRED:

Motion to accept the proposal from Harvard Maintenance, Incorporated of Chicago, Illinois for Janitorial Maintenance Services for the Village Hall, Palatine Metra Train Station and Gateway Center Parking Deck in the total amount of \$138,572.88 for 2022, \$142,686.24 for 2023, and \$147,037.56 for 2024.