

**VILLAGE OF VERNON HILLS  
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
JULY 25, 2023**

President Byrne called the meeting to order at 7:17 p.m.

IN ATTENDANCE: Trustees Forster, Takaoka, Marquardt, Oppenheim, Koch and President Byrne via telephone. Trustee Schenk gave prior notice that he would not be in attendance. A quorum was established.

Also present were: Village Manager Timony, Assistant Village Manager Petrillo, Director of Community Development Jennings, Chief Kreis, Finance Director Lyons, Public Works Director Venatta, Village Attorney Ferolo, and Recording Secretary Koehl.

President Byrne called for a motion to appoint Trustee Koch as Chairman Pro Tem for the duration of the Committee of the Whole meeting.

Motion by Trustee Oppenheim, second by Trustee Marquardt, to appoint Trustee Koch as Chairman Pro Tem for the duration of the meeting.

Roll call vote:

AYES: 6 – Oppenheim, Forster, Marquardt, Takaoka, Koch, President Byrne

NAYS: 0 – None

ABSENT AND NOT VOTING: 1 – Schenk

Motion carried.

**1. APPROVAL OF THE COMMITTEE OF THE WHOLE MEETING MINUTES OF JUNE 20, 2023**

Motion by Trustee Marquardt, second by Trustee Forster, to approve the Committee of the Whole meeting minutes of June 20, 2023.

Roll call vote:

AYES: 5 – Marquardt, Oppenheim, Forster, President Byrne, Chairman Pro Tem Koch

NAYS: 0 – None

ABSENT AND NOT VOTING: 1 – Schenk

ABSTAIN: 1 - Takaoka

Motion carried.

**2. REQUEST FOR EXTENSION TO COMPLETE SUBDIVISION IMPROVEMENTS  
WOODLAND CHASE SUBDIVISION - ICON BUILDING GROUP**

The Woodland Chase Subdivision was approved through Ordinance 2016-049 on December 13, 2016. The Development Ordinance requires subdivision improvements (the public and quasi-public site improvements associated with the project) to be completed within three years of plat approval. The Village Board, at its discretion, may authorize an extension to the three-year deadline. In July of 2020, the Village Board authorized a reduction to the letter of credit for the development. While an extension

could be inferred from this authorization, there was no specific completion date requested by the developer.

In recent months, the Community Development and Public Works Departments have been working with the developer to establish a schedule for the completion of the subdivision improvements. The approach to this point has been to complete items such as final grading and sidewalk installation as each home was constructed. Staff has recommended that the developer create a new schedule that is not tied to work on individual lots. In response, the developer has submitted an extension request (attached) to complete the subdivision improvements by October 31, 2025, with several intermediate milestones:

1. Vacant lot grading / seed by May 15, 2024 (eliminate topsoil stockpile; establish seed for regular maintenance of vacant lots)
2. Sidewalk / crosswalk completion to approved subdivision plan by May 31, 2024
3. Final lift of asphalt on roadways by June 30, 2025
4. Final punch list walk through and corrective action as needed by October 31, 2025

In addition to the outstanding improvements listed above, Staff has been working with the developer to restore the original landscape plan and develop a regular maintenance program to prevent encroachment of invasive species along the fringe of the natural area.

The Board gave consensus, and directed Staff to prepare a resolution authorizing an extension to complete the subdivision improvements by October 31, 2025 and extend the expiration date of the letter of credit to align with this deadline.

### **3. VHTC LOT 4 CONCEPT PLAN DISCUSSION**

The Vernon Hills Town Center development is located at the northwest corner of US Hwy 45 and IL Route 21. On December 14, 2021, the Village Board adopted Resolution 2021-041 approving the execution of a property conveyance and donation agreement for Lot 4 within the Vernon Hills Town Center for the public purpose of developing a future passive park.

As part of this agreement, updates were also made to the Declaration of Easement and Operating Agreement for all of the lots in the Vernon Hills Town Center. Once construction of the park begins, the Village will no longer be required to contribute towards any of the common area maintenance expenses or the detention maintenance costs. The other requirements are for the Village to maintain the park on a regular basis including: trash can installation, litter removal, landscape and park amenity maintenance. The park will also be open for patrons from dawn until dusk.

Staff set out to design a park that will enhance this parcel and improve the overall quality and value of the Vernon Hills Town Center development while also balancing the maintenance requirements. The concept utilizes low maintenance materials such as concrete walkways and durable appurtenances. Natural areas and various tree plantings will add to the beautification of this entry point to the development.

The proposed schedule for this project is to bring a construction contract to the August 15th Village Board meeting and begin construction in September. This work is funded in FY2024 from the Town Center TIF Fund.

Feedback from the Committee of the Whole is requested on the design before the project is bid for construction. The Board would like to see some table space added to the site design as well.

#### 4. ADJOURNMENT

Motion by Trustee Oppenheim, second by Trustee Marquardt, to adjourn the Committee of the Whole meeting and go into Closed Session to discuss Litigation-[Sec. 2(c) (11)]; Approval of Minutes-[Sec. 2(c)(21)].

Roll call vote:

AYES: 6 – Marquardt, Takaoka, Oppenheim, Forster, President Byrne, Chairman Pro Tem Koch

NAYS: 0 – None

ABSENT AND NOT VOTING: 1 – Schenk

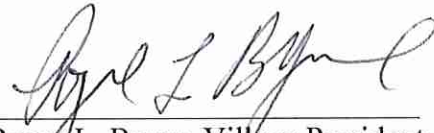
Motion carried.

Meeting adjourned at 7:31 p.m.

Approved this 15<sup>th</sup> day of August, 2023



Kevin Timony, Village Clerk



Roger L. Byrne, Village President