

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
WEDNESDAY JULY 22, 2015, 7:30 P.M.  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to order.** President Kathleen DiCola called the meeting to order at 7:33 p.m.
2. **Roll call.** Members Present: Trustee Wendee Greene, Trustee David Humphreys, Trustee Thomas Read, President Kathleen DiCola. Members Absent: Trustee Susan Eblen, Trustee Daniel Loftus.  
  
Also present: Director Rick Ashton, Assistant Director for Public Services Bonnie Reid, Assistant Director for Support Services Sue O'Brien, Downers Grove resident Edward Earl.
3. **Welcome to visitors.** President DiCola welcomed staff and visitors and thanked them for their presence.
4. **Approval of Minutes.**
  - a. Regular Monthly Meeting, June 24, 2015. It was moved by Greene and seconded by Humphreys THAT the Minutes of the June 24 meeting be approved as submitted. Roll call: Ayes: Greene, Humphreys, DiCola. Nays: None. Abstentions: Read.
5. **Approval of invoices and financial reports.** It was moved by Read and seconded by Greene THAT operating invoices totaling \$128,926.71 and credit memos totaling \$143.92 be approved and June 2015 payrolls totaling \$206,281.60 be recognized. Roll call: Ayes: Greene, Humphreys, Read, DiCola. Nays: none. Abstentions: none.
6. **Public comment on agenda items.** President DiCola invited comment. There was none.
7. **Public comment on other Library business.** President DiCola invited comment.
8. **Unfinished Business.**
  - a. Library Building Renovation Project, Additional Work. Report and Recommendation from Shales McNutt Construction on Contract Award for Second Floor Lighting Project. Requested Action: Approve Recommendation. It was moved by Humphreys and seconded by Greene THAT the Shales McNutt Construction recommendation that the lighting contract be awarded to Lyons Electric Company, Inc., for an amount

of \$58,800, including Alternate Number 1, be approved. Roll Call: Ayes: Greene, Humphreys, Loftus, Read, DiCola. Nays: None. Abstentions: None.

- b. Proposed Revisions to Policy on Rules of Behavior. Requested Action: Approval. It was moved by Greene and seconded by Humphreys THAT the proposed revisions to Board Policy 7.1, The Library Environment, be approved. Roll Call: Ayes: Greene, Humphreys, Read, DiCola. Nays: None. Abstentions: None.
- c. and d. Proposed Responses to Comments by Laurel Bowen and Laura Hois. Requested Action: Approval. It was moved by Greene and seconded by Read THAT the proposed responses be approved. Roll Call: Ayes: Greene, Humphreys, Loftus, Read, DiCola. Nays: None. Abstentions: None.

**9. New Business.**

- a. Proposed Policy on Donation of Works of Art. Requested Action: Discussion. Ashton presented the proposed policy. Board members reviewed the proposed policy and directed staff to bring it back for approval at an August meeting.
- b. Proposed Resolution of Appreciation for Sara Pemberton (attached). Requested Action: Approval. It was moved by Humphreys and seconded by Read THAT the proposed resolution be approved. Roll call: Ayes: Greene, Humphreys, Read, DiCola. Nays: None. Abstentions: None.
- c. 2016 Budget Preparation and Approval, Proposed timetable and process. Requested Action: Discussion. Ashton presented the proposed timetable. The Board agreed to proceed as outlined, with initial drafts in their hands by August 6.

**10. Report of the Director.** Ashton summarized his written report (attached) as follows:

- a. Library Expenditures January-June 2015.
- b. Carnegie Hall Concert CDs.
- c. Summer Reading.
- d. June Circulation Figures.
- e. Recent Media Coverage. Attached.
- f. Other.

**11. Board Member comments and requests for information.**

President DiCola commented on the recent Super Hero Academy children's program and praised the Children's Services staff for their creativity.

As Treasurer of the DGPL Foundation, Trustee Read recommended that there be a review of the Foundation's investments through a meeting with the Foundation's investment advisor to review performance and strategy. Ashton agreed to assist in setting up a meeting.

Trustee Humphreys commented on recent favorable press, including an article about STEM activities and Ashton's column on the Library's implementation of the Americans with Disabilities Act.

12. **Adjournment.** President DiCola adjourned the meeting at 8:15 p.m.

July 22, 2015

**A RESOLUTION OF APPRECIATION FOR SARA PEMBERTON**

**WHEREAS**, Sara Pemberton has served the people of Downers Grove, especially the children of Downers Grove, as a member of the staff of the Downers Grove Public Library since August 14, 1978,

**AND WHEREAS**, Sara Pemberton has provided leadership to the Downers Grove Public Library as Manager of Children's Services since April 28, 1991,

**AND WHEREAS**, these thirty-seven years of outstanding professional service have encompassed a period of tremendous growth and transformation in Library services, materials, staffing, and facilities,

**AND WHEREAS**, Sara Pemberton has trained, encouraged, and led an entire generation of children's librarians, library assistants, clerks, shelvers, and student helpers in the development and delivery of exemplary Library services for children,

**AND WHEREAS**, Sara Pemberton has helped Miss Mouse draw thousands of young children into the joys and benefits of reading,

**AND WHEREAS**, Sara Pemberton has led the Library's fruitful collaborations with local schools and neighbor libraries,

**AND WHEREAS**, Sara Pemberton will retire on August 12, 2015,

**THEREFORE BE IT RESOLVED**, that the Downers Grove Public Library Board of Trustees extends its heartfelt gratitude and appreciation for Sara Pemberton and her service to the community and wishes her a long and happy retirement.

**UNANIMOUSLY APPROVED,**

Kathleen DiCola, President

Wendee Greene, Trustee

Thomas Read, Secretary

David Humphreys, Trustee

Susan Eblen, Trustee

Daniel Loftus, Trustee



**DOWNERS GROVE  
PUBLIC LIBRARY**

1050 Curtiss Street  
Downers Grove, IL 60515  
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BOARD OF TRUSTEES  
JULY 22, 2015**

**AGENDA ITEM 10  
REPORT OF THE DIRECTOR**

- a. Library Expenditures, January-June 2015. At the midpoint of 2015, the Library has spent \$2,486,023, or 49.3% of its total operating budget of \$5,042,500. In the personnel portions of the budget, after 13 out of 26 pay periods, the Library has spent \$1,712,687, or 49.2% of its total budget of \$3,484,200.
- b. Carnegie Call Concert CDs. Thanks to the efforts of Trustee Wendee Greene, the Library has added to its collection two sets, each comprising 3 CDs, of the concert performed by the musicians of Downers Grove South High School and Downers Grove North High School at Carnegie Hall in New York City in March 2015. The recordings are available to be borrowed.
- c. Summer Reading. The Superhero Academy on July 15 attracted over 50 young readers, many in superhero costumes, for an evening of adventures. The Superhero theme has generated great enthusiasm throughout the summer.
- d. June Circulation Figures. June 2015 circulation figures are the highest in several years.
- e. Recent Media Coverage. Articles will be distributed at the Board meeting.

Approved 8/26/15

**VILLAGE OF DOWNERS GROVE  
ZONING BOARD OF APPEALS  
July 22, 2015 MINUTES**

**Call to Order**

Chairman Earl called the meeting to order at 7:00 PM.

**Roll Call**

**Present:** Mr. Domijan, Ms. Majauskas, Mr. Mosey, Mr. Werner (arr. 7:49), Ch. Earl

**Absent:** Mr. McCann, Mr. Zaba

**A quorum was established.**

**Staff:** Kelley Chrise, Planner  
Ross Pietrzak, Planning Intern  
Stan Popovich, Planning Division Manager

**Also Present:** Matt Novak, 805 Summit St.  
Don Rickard, 4735 Main Street

**Minutes of June 24, 2015 meeting**

**Mr. Domijan moved, seconded by Mr. Mosey, to approve the minutes of the June 24, 2015 meeting as presented.**

**All in favor. The Motion passed unanimously.**

**Meeting Procedures**

Chairman Earl asked those in attendance to silence their phones. She explained the function of the Zoning Board of Appeals, and reviewed the procedures to be followed during the public hearing, verifying with Staff that all proper notices have been published with regard to the case on the Agenda. She noted that members of the Zoning Board of Appeals have had an opportunity to review the materials provided by Staff and in some cases have visited the site in question. In order for a requested variation to be approved there must be a majority of four votes in favor of approval. Chairman Earl added that the Zoning Board of Appeals has authority to grant petitions without further recommendations being made to the Village Council. She called upon anyone intending to speak before the Board on the Agenda item to rise and be sworn in, as the public information portion of the meeting is an evidentiary hearing and comments made during this portion of the meeting are considered testimony. She said that Staff would make its presentation first, followed by comments by the Petitioner. She added that if anyone in the audience wishes to speak either in favor of or in opposition to a petition, they would be able to do so following the Petitioner's presentation. When the public participation portion of the meeting is closed, the Board will deliberate on the information provided and vote to either approve or deny the petition.

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**15-ZBA-0006:** A petition seeking a variation to construct an accessory structure in the street yard. The property is currently zoned R-4, Residential Detached House 4. The subject property is located at the southeast corner of Summit Street and Lyman Avenue and is commonly known as 805 Summit Street, Downers Grove, IL (pins 09-08-324-001, - 002). Matthew Nova Petitioner and Owner.

**Staff's Presentation:**

Mr. Ross Pietrzak, Planning Intern for the Village of Downers Grove stated that the petitioner in case 15-ZBA-0006 is seeking a variation to allow the installation of an accessory structure in the street yard for

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property located at 805 Summit Street. The property is a corner site consisting of two lots. He provided a brief background on the site. The petitioner purchased Lot 12, an interior lot, to construct a new single family home in 2010. Lot 11 is a corner lot purchased by the petitioner in 2013, and the petitioner demolished the existing house on that site. Because of the purchase, the petitioner's property is now classified as a corner lot. All of lot 11 is now considered a street yard, and the petitioner is asking to install a 10'x10' shed in the street yard which is not allowed by the Zoning Ordinance. He showed a photo of the rear yard of the property. Mr. Pietrzak said that the petitioner will meet all Zoning Ordinance requirements regarding accessory structures if approved.

Mr. Pietrzak stated that Staff finds no unique circumstances associated with the property to warrant granting the required variation. He noted the reasons stated in Staff's report 15-ZBA-0006 805 Summit Street, dated July 22, 2015, page 2 as follows:

1. The petitioner has available space in their rear yard to place a shed and could also transplant some of the existing landscaping to make additional room for the shed in the southeast corner of the property.
2. The issues resulting in the request for an accessory structure in the street yard are the result of actions by the petitioner.
3. The granting of this variation creates a precedent that would allow an accessory structure within the street yard for residential properties throughout the Village where no physical difficulty or practical hardship exists. The location of an accessory structure in the street yard erodes the semipublic nature of the street yard by bringing private activities into the semi-public place.
4. The issues resulting in the request are not unique to the property and could be applicable to all other lots in the Village, not just corner lots with deep street yards.

Mr. Pietrzak reviewed the Standards for Approval as stated on pages 2-4 of Staff's report dated July 22, 2015. He said that based on Staff's analysis, Staff recommends denial of the variation.

Ms. Majauskas asked whether this site was still considered two separate lots, and Mr. Pietrzak said it was, as they have not been merged. He further explained that although the petitioner owns both lots and they are considered as one property for the property owner, they are stand-alone lots, as they have never been merged into one lot.

Ms. Majauskas then asked why the shed cannot become the structure on Lot 11. Mr. Pietrzak replied that it would be considered an accessory structure and not a primary structure, and there must be a primary structure on the site before an accessory structure can be built.

Ms. Majauskas then asked what defines the shed as an accessory versus a primary structure. Ms. Kelley Chrise, Village Planner, explained that the primary purpose of a residential lot is for housing residents, and if you remove that as the primary function all other uses are incidental or accessory to that purpose. A shed is not the primary use or function intended for the zoning classification. Ms. Majauskas said her problem is seeing it as two lots.

Mr. Mosey said they are talking two lots, yet viewing it as one lot, and that is confusing. Mr. Mosey asked if the petitioner could put up a fence to make a larger yard. Mr. Popovich said that he has an open design fence on the site. Mr. Pietrzak then explained, using an overhead drawing, how the property is seen now that the previous house on the corner property has been demolished. There has to be a primary structure for code-compliant accessory structures to be constructed.

Mr. Pietrzak said that if the lots were combined there would still be a 30' setback required on both Lyman and Summit.

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**Petitioner's presentation:**

Mr. Matthew Novak of 805 Summit Street is requesting a variation for the accessory structure. He provided background information regarding purchase of their home in 2010, and then purchase of the corner property in 2013. When the corner property was opened up to investors, he entered into a bidding war with a contractor and won the bid. They improved the corner lot with landscaping, underground irrigation, demolition of the house, etc. As his family grew they required more storage and wanted to build a custom shed to match their existing house. He learned that the shed has to be located east of the west wall. With the current setback regulations for R-4 zoning, the shed could be put in the back yard, but it would be extremely tight for their use. He is also concerned about safety issues. He thought they would be able to use the adjacent lot but was told that it would not be possible. He owns both lots however they are viewed separately. He could build a house on the corner lot, but cannot put a shed on that lot. He thinks there should be some grey area and discretion used in this situation. He is proud of the property, has invested a lot of time and money in the property, and asked that the Board consider the variance. He doesn't think this will set a precedent, as it should be on a case-by-case basis. He wants more storage and wants to enhance the property. Neighbors have given their approval to him.

Ms. Majauskas said the photo looks like a garage. Ms. Chrisse said that the document she is looking at is merely a template for permit documentation.

Mr. Novak said he did not want a garage door on the shed but wanted a double door. The photo Ms. Majauskas was referencing is not a photo of the shed that was planned for the property.

Ms. Majauskas said she is still confused and asked for clarification as to whether Petitioner could build a garage with an apartment on top. Ms. Chrisse responded that the Village does not allow dwelling units above detached garages.

There being no further questions or comments for the Petitioner, Chairman Earl asked if there was anyone from the public who wished to speak in this case. There being none, Chairman Earl closed the opportunity for further public comment.

**Board's Deliberation:**

Mr. Domijan said that the Petitioner created all the conditions. The setback requirements affect how the structure could be placed in the back yard.

Ms. Majauskas said in looking at this piece of property, the Petitioner has a huge lot and nowhere to put a shed because 95% of the lot cannot accommodate a shed. That makes it unique. There is no way the shed can fit properly in the rear yard. The uniqueness of the lot is that 95% of the lot cannot be used.

Mr. Domijan said if there is only a certain amount of space he would have to put in a smaller sized shed on the site. He doesn't find the lot to be unique because there is nothing that says the shed has to be 10'x10'.

Ms. Majauskas asked how small the shed would have to be before he could build it. She remembered a previous case where a shed was built incorrectly. Mr. Pietrzak replied that there are certain regulations regarding certain heights that might require a permit. Ms. Majauskas asked if he built a 9'x9' if he could build without a permit. Mr. Pietrzak said that's correct, as long as it is put in the right place. Ms. Majauskas asked at what point does it become a movable structure that does not need a permit.

Ms. Chrisse said the Village has setbacks for a variety of different structures no matter what.

Mr. Mosey said they are deliberating using the Village specifics applied to this particular lot.

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There was some discussion concerning where a shed can actually be placed in the back yard. If the Petitioner were to decide to sell the vacant lot in the future, he could not sell it with an accessory structure on it.

Ms. Majauskas said that the Village benefits from the fact that the vacant lot is part of Lot 12. Ms. Chrisse said it is not part of Lot 12. They are two separate lots with two separate PIN numbers.

Mr. Domijan said that they cannot permit certain types of accessory structures on that lot based on Village regulations. There are no grounds for granting a variation.

Chairman Earl called for a Motion.

**Mr. Domijan moved that in case 15-ZBA-0006 the Zoning Board of Appeals denies the variation as presented. Mr. Mosey seconded the Motion.**

**YEA: Mr. Domijan, Mr. Mosey, Ch. Earl**

**NAY: Ms. Majauskas**

**ABSTAIN: Mr. Werner**

**The Motion to deny carried 3:1:1. The variation is denied.**

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Mr. Popovich said that there is a request for a zoning exception next month. The property has a house within the setback that they want to expand going upwards. It comes under Section 12.080 of the Zoning Ordinance.

Ms. Chrisse said that a question raised last meeting was whether a person who made a motion must vote in the affirmative on that Motion. They do not have to vote in favor of a motion. Making a motion is to open up discussion on the issue.

Another item concerned the continuation of a meeting to another date and whether or not a Board member who was not present at the initial meeting would be able to vote on the issue at the continued meeting. If the public hearing is closed, the Board member would have the opportunity to review the minutes only of the initial meeting, and would have the opportunity to vote on the matter at the next meeting.

In response to a question raised regarding the Sign Ordinance, Mr. Popovich said that the Village Council voted to allow commercially prepared wall signs along the Burlington Northern.

Mr. Popovich announced that Ms. Chrisse is leaving the Village and will join the Village of Wooddale.

**ADJOURNMENT:**

**Mr. Domijan moved, seconded by Ms. Majauskas, to adjourn the meeting.**

**All in favor. The Motion carried unanimously.**

Chairman Earl adjourned the meeting at 7:45 PM.

Respectfully submitted,

Approved 8/26/15  
Tonie Harrington  
Recording Secretary