

VILLAGE OF
FRANKFORT
EST • 1855

LAND USE AND POLICY COMMITTEE MINUTES
DECEMBER 13, 2017

CALL TO ORDER

Chairman Bob Kennedy called the meeting of the Land Use and Policy Committee to order at 6:47 P.M. on Wednesday, December 13, 2017, at the Village Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Land Use and Policy Committee members present included Mayor Jim Holland, Chairman Bob Kennedy, Trustees John Clavio, Cindy Heath, Keith Ogle, Mike Stevens, and Dick Trevarthan, Village Clerk Adam Borrelli, Stacy Bond, Michael DiMaggio, Ilene LeRose, Brian Samuels, Paul Slade, and Marc Steinman. Staff in attendance included Village Administrator Rob Piscia, Assistant Village Administrator Jeff Cook, Police Chief John Burica, Finance Director Jenni Booth, Utilities Director Tony Minette, Superintendent of Public Works Terry Kestel, Community Relations Manager Mary Canino, and Administrative Assistant Theresa Cork. Plan Commission Chair Don Schwarz was also present.

APPROVAL OF MINUTES (November 8, 2017)

Trustee Heath made a motion (#1), seconded by Member Samuels, to approve the Land Use and Policy Committee minutes of November 8, 2017, as presented. The motion was unanimously approved.

OVERWEIGHT AND OVERSIZED LOAD PERMITTING ORDINANCE - APPROVAL

Police Chief Burica presented the final draft of an ordinance regulating the permitting of overweight and overdimension vehicles. He noted that without this ordinance, oversized and overweight vehicles can operate on any roads under the Village's jurisdiction without restriction. He further noted by issuing permits, the Village can help to reduce damage that may be caused to roads, as well as to control which roadways these loads can use, making sure they avoid areas with failing roadway conditions or other obstructions. He reported that the Village will work with Oxcart Permit Systems to overlay our roads to the State of Illinois permit map system. This service will be at no cost to the Village and is automated through the State of Illinois Overweight and Oversized loads permitting department.

Following presentation and brief discussion, Trustee Clavio made a motion (#2), seconded by Member Samuels, to forward a recommendation to the Village Board to adopt an Ordinance amending the Village of Frankfort Traffic Code of Ordinances to include the permitting of

overweight and overdimension loads operating on the Village of Frankfort roadways. The motion was unanimously approved.

LIQUOR AMENDMENT: NEW LIQUOR LICENSE CLASSIFICATION – APPROVAL

Manager Canino presented an amendment to the Liquor Ordinance proposing to create a new liquor classification to address the operations of a brew pub. The new Class D-2 classification will authorize the retail sale of liquor upon the premises of a Restaurant/Brew Pub and permit carry-out sales of beer or ale manufactured on site. It was noted that to qualify for a Class D-2 license, the applicant must also hold a Brew Pub license issued by the State of Illinois. The current Class D liquor license classification would be reclassified as D-1.

Following presentation and brief discussion, Trustee Heath made a motion (#3), seconded by Trustee Stevens, to forward a recommendation to the Village Board to adopt an amendment to the Liquor Code Ordinance to reflect the creation of a Class D-2 liquor license. The motion was unanimously approved.

CODE OF ORDINANCES: TEXT AMENDMENT TO §150.57 AND §150.99 – APPROVAL

Asst. Administrator Cook presented text amendment to the Village's Code of Ordinances to more specifically define contractor responsibility in the permit process. He noted the amended text applies a graduated enforcement strategy to address repeat violators. He reported the goal of the amendment is to promote contractor business practices that assist the Village in administering its permit process and reduce the occurrence of investment in non-compliant improvements and enforcement action by the Village. Mr. Cook further noted that upon committee recommendation to the Village Board to approve the building code amendment, staff will prepare a letter notifying registered, licensed contractors in the Village of Frankfort of the proposed changes to the permit process, and bring the ordinance to the Village Board for adoption with an effective date around March 1, 2018.

Committee members discussed the merits of the proposed text amendment and the definition of a contractor. Following brief discussion, Trustee Trevarthan made a motion (#4), seconded by Trustee Heath, to forward a recommendation to the Village Board to adopt an amendment to the Building Code Ordinance to reflect the text amendment to Sections 150.57 and 150.99, as presented. The motion was unanimously approved.

OLDE STONE ESCROW ACCOUNT – FINAL DISBURSEMENT

Asst. Administrator Cook presented a request from Blue Olde Stone, LLC to disburse the final balance of \$20,000 from the escrow account established with the Village. Mr. Cook noted as part of their disbursement request, Blue Olde Stone requests \$15,000 be distributed to the Frankfort Park District and the remaining \$5,000 be remitted to Blue Olde Stone, LLC. He reported the Village held the remaining balance of \$20,000 to secure the improvement and turnover of Lot 110 (the park site) and Outlot D to the Frankfort Park District. He further reported the conveyance occurred in late November 2017, and Blue Olde Stone has fulfilled their obligations under the original 2012 escrow agreement.

Following presentation Trustee Trevarthan made a motion (#5), seconded by Member Samuels, to forward a recommendation to the Village Board authorizing the final disbursement of the Blue Olde Stone Escrow Account in the amount of \$20,000, as presented.

Following motion, committee members discussed the dedication of land during the subdivision process. Administering processing fees for new escrow accounts in the future was also discussed. Staff was instructed to ensure no outstanding debt was due to the Village prior to final disbursement of escrow to Blue Olde Stone, LLC. Following discussion, the motion was unanimously approved.

VERIZON TELECOMMUNICATIONS LEASE AMENDMENT: CHICAGO SMSA LIMITED PARTNERSHIP – 1025 LAMBRECHT ROAD – APPROVAL

Asst. Administrator Cook reported Chicago SMSA Limited Partnership (Verizon) proposes to amend their lease agreement before reinstalling equipment after the Village painted the water tower at 1025 Lambrecht Road. He noted the lease amendment provides for a revised equipment arrangement, 3rd party inspections, reimbursement of Village costs, one additional lease term and an increase in annual rent of \$3,600.

Committee members discussed the lease amendment and requested staff to identify the basis of rent schedule in documentation provided for Village Board approval.

Following presentation and brief discussion, Trustee Trevarthan made a motion (#6), seconded by Trustee Heath, to forward a recommendation to the Village Board to approve the lease agreement amendment No. 2 with Chicago SMSA Limited Partnership d/b/a Verizon Wireless, as presented. The motion was unanimously approved.

SEXUAL HARASSMENT POLICY – APPROVAL

Administrator Piscia reported the State of Illinois recently enacted Public Act 100-0554, which prohibits sexual harassment, requires sexual harassment training, and requires government entities to adopt, by way of ordinance or resolution, a sexual harassment policy that meets the minimum requirements enumerated in the State Officials and Employees Ethics Act. To be compliant, the Village must adopt a policy by January 15, 2018. He reported the Village of Frankfort currently has a policy that covers harassment prevention, including sexual harassment. He noted a minor language change to Chapter 16, Section 16.05 of the Village of Frankfort's Personnel and General Safety Manual has been added to cover complaints made against the Village Administrator.

Following presentation, committee members discussed the requirements of the Public Act. Mr. Piscia noted SWARM provides sexual harassment training for Village employees and encouraged elected officials to attend. It was also suggested for staff to review the sexual harassment policy on an annual basis for compliancy. Administrator Piscia reported that the Village is required to submit an annual report every August detailing the training programs completed during the previous year and the plan for compliance for the coming year.

Following brief discussion, Trustee Ogle made a motion (#7), seconded by Trustee Heath, to forward a recommendation to the Village Board to adopt a Resolution establishing a policy prohibiting sexual harassment for the Village of Frankfort. The motion was unanimously approved.

OTHER BUSINESS

1. Will County Rezoning Petition

Asst. Administrator Cook reported a petition for rezoning of property located at 8560 W. St. Francis Road in unincorporated Frankfort Township has been filed in Will County. He stated the applicant proposes to rezone the property from A-2 to A-1 to convert the existing residential use, which permits agricultural activities and unlimited farm animals. He noted he received verbal confirmation from Will County that the applicant withdrew the application for map amendment, however he advised the members that a resolution of formal legal objection would be included on the next Village Board agenda if formal confirmation of the withdrawal is not received.

2. Solar Farms

Asst. Administrator Cook noted he plans to attend a Will County Committee of the Whole meeting tomorrow. On the agenda is a presentation regarding solar farms. He noted County Board Speaker Jim Moustis was quoted in the paper suggesting a desire to see common baseline regulations developed across Will County to address the increasing interest in solar farm development. Committee members inquired about the current proposal in Frankfort and Mr. Cook provided an update on the project. He noted the applicant recently suggested posting a bond to secure particular aspects of the project, stating staff previously requested a letter of credit or escrow account for this purpose. Committee members discussed the differences of bonds, letters of credit and escrow accounts and advised staff to not accept a bond.

3. White Street Development

Asst. Administrator Cook reported he has a developer interested in the development of a one-story restaurant with retail and office space on Village-owned property located at the frontage of the parking lot on White Street and adjacent to Prairie Park (sometimes referred to as 7 N. White Street). Committee members questioned if the developer would be interested in 11 White Street. Mr. Cook noted the developer felt the site is attractive as a second choice, but expressed concern for uncertainty surrounding the existing house. The developer also prefers the proximity to the trail afforded at 7 N. White and feels such a development can create and extend the exciting and engaging environment of downtown.

PUBLIC COMMENTS

No public comments were addressed to the committee.

ADJOURNMENT

Hearing no further business, Trustee Trevarthan made a motion (#8), seconded by Trustee Stevens, to adjourn the Land Use and Policy Committee meeting of December 13, 2017, at 8:07 P.M. The motion was unanimously approved.