

VILLAGE OF
FRANKFORT
EST. 1855

JOINT
COMMUNITY SERVICES COMMITTEE AND
LAND USE AND POLICY COMMITTEE MINUTES
APRIL 12, 2017

CALL TO ORDER

Community Services Chairman Keith Ogle and Land Use and Policy Committee Chairman Bob Kennedy called the joint meeting to order at 6:30 P.M. on Wednesday, April 12, 2017, at the Village Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Members of both committees present included Community Services Committee Chairman Keith Ogle, Land Use and Policy Committee Chairman Bob Kennedy, Trustees Cindy Heath, Mike Stevens, Dick Trevarthan; Village Clerk Adam Borrelli, Mary Ann Bergdolld, Jeff Boubelik, Abby Jarchow, Michael DiMaggio, Stacy Bond, David Schumpp, and Paul Slade. Staff in attendance included Administrator Jerry Ducay, Asst. Administrator Rob Piscia, Police Chief John Burica, Supt. of Public Works Terry Kestel, Director of Community Development Jeff Cook, Finance Director Jenni Booth, Utilities Director Tony Minette, Community Relations Manager Mary Canino, Administrative Assistant Theresa Cork and Plan Commission Chair Don Schwarz. Others in attendance included Frankfort Fire Protection District representative Sean Fierce; Chamber of Commerce representatives Alicia Bermes; Frankfort Fall Fest Representatives Steve Hogan and Lisa Ricchio; Frankfort Bluegrass Festival Representatives Steve Habrichter and April Jackson; Frankfort Car Club representatives Chuck Ravetto and Joe Oster; Operation Playground representative Phil Simmons; Corey Weaver of My Sisters & Me Boutique; Kristin Schoon of Lil' Surprises; Emily Beshansky and Dani Zlebart of Chew on This; Joe Christiano of Francesca's Restaurant Group; Mari Smith of Frankfort Bowl; Hildegard Popoff of All Small Miniatures; Tommy Ridings of Smokey Barque; Pamela Pivaronas of Silver Strand Boutique; Jon DePaolis of the Frankfort Station; Nate Thomas, Tom & Lois Barz, Carolyn Williams, Thomas Morgan, Veva Doogan, Pamela Biesen, Robert McKenna, Michael Davis, Deborah Hardwick, Mark Adams, Steve Racz, Robert Laub, Joan Lohrens, and Pamella Griffin.

APPROVAL OF MINUTES

- A. Community Services Committee (March 8, 2017)**
- B. Land Use and Policy Committee (February 8, 2017)**

Trustee Kennedy made a motion (#1), seconded by Trustee Trevarthan, to approve the minutes of the Community Services Committee of March 8, 2017, as presented. The motion was unanimously approved.

Trustee Trevarthan made a motion (#2), seconded by Trustee Heath, to approve the minutes of the Land Use and Policy Committee of February 8, 2017, as presented. The motion was unanimously approved.

FALL FESTIVAL 2017 – FINAL APPROVALS

A. Chamber of Commerce

The Village of Frankfort proposed the closure of Kansas Street between White Street and Walnut Street on Friday, September 1, from 4:00 P.M. to the end of the Fest. Lisa Ricchio, Fall Fest Chair, requested Village approval to allow artisans to setup booths in the Luscombe lot on Friday evening, from 5:00 P.M. to 8:00 P.M., noting 22 artisans are planned for that lot.

Following brief discussion, Trustee Heath made a motion (#3), seconded by Trustee Stevens, to approve the public property requests for Fall Fest as presented. The motion was approved unanimously.

B. BETA Team – Beer/Entertainment Tent

No representatives from the BETA Team were in attendance at the meeting. BETA management informed Community Relations Manager Mary Canino there were no proposed changes.

Trustee Heath made a motion (#4), seconded by Trustee Stevens, to approve BETA's public property request for Fall Fest as presented. The motion was approved unanimously.

C. Frankfort Fire Protection District - Carnival

Deputy Chief Sean Fierce reported there were no proposed changes for the Fall Fest carnival layout from last year.

Trustee Kennedy made a motion (#5), seconded by Trustee Heath, to approve the Fire District's public property request for Fall Fest as presented. The motion was approved unanimously.

D. Boy Scout Troop #270 – Public Parking

Steve Malcom, representing Boy Scout Troop #270, commented that they anticipate no changes to the shuttle service provided for Fall Fest.

Trustee Stevens made a motion (#6), seconded by Trustee Heath, to approve Boy Scout Troop #270 public property request for Fall Fest as presented. The motion was approved unanimously.

E. Operation Playground Foundation – Handicap Parking

Operation Playground representative Phil Simmons reported no changes are proposed for handicap parking in the Trolley Barn parking lot. A question was raised relating to the number

of available handicap parking spaces, requesting additional spaces be allotted for handicap parking. Mr. Simmons noted Operation Playground accommodates drop-off for handicap when the lot is full. It was also requested for the Chamber to post “No Parking of Vendors Allowed” signage in the Trolley Barn parking lot. The Chamber agreed to provide the signage.

Deputy Fire Chief Fierce expressed concern regarding emergency vehicle access through the lot maintained by Operation Playground (Trolley Barn Lot) during Fall Fest. He noted that access for emergency vehicles must not be compromised. He suggested parking spaces in the eastern portion of the parking lot be left open for emergency access. Phil Simmons, representing Operation Playground, agreed to keep the lot accessible for emergency vehicles.

Trustee Heath made a motion (#7), seconded by Trustee Kennedy, to approve Operation Playground’s public property request for Fall Fest as presented. The motion was approved unanimously.

PROPOSED STREET CLOSURE REQUESTS (KANSAS-WHITE TO OAK; ASH-KANSAS TO NEBRASKA) – APPROVALS

A. Bluegrass Festival 2017

Manager Canino presented a proposal for the closure of Kansas Street between White Street and Oak Street; and the closure of Ash Street between Nebraska Street and Kansas Street from Saturday, July 8, at 9:00 A.M. to Sunday, July 9, at 9:00 P.M. for the 2017 Bluegrass Festival.

Following presentation, a lengthy discussion ensued among committee members and several downtown business merchants regarding the benefits and drawbacks of the proposed street closures. Safety was cited as the main reason for the proposed street closures. A few downtown merchants in attendance voiced their concern with the proposed street closures, noting that it negatively impacts their business and requested a compromise of closing the streets at 3:00 P.M. rather than for the entire two-day weekend. This latter suggestion was in line with previous year’s activities.

Following discussion, Trustee Kennedy made a motion (#8), seconded by Trustee Trevarthan to approve the following street closures during the 2017 Frankfort Bluegrass Festival:

- Closure of Kansas Street between Ash Street and White Street, from Saturday, July 8, at 9:00 A.M. to the end of the Bluegrass Festival on Sunday, July 9, at 9:00 P.M.,
- Posting of “No Parking” signs on Kansas Street during the entire Bluegrass event;
- Posting of “Do Not Enter” signs at Oak Street for eastbound traffic on Kansas, from Saturday, July 8, at 9:00 A.M. to the end of the festival on Sunday, July 9, at 9:00 P.M.;
- Closure of Ash Street between Nebraska Street and Kansas Street on Saturday, July 8, from 3:00 P.M. to 10:00 P.M. and Sunday, July 9, from 3:00 P.M. to 9:00 P.M.; with a

sign notifying drivers/attendees of the street closure at 3:00 P.M. on Saturday, July 8 and Sunday, July 9;

- Closure of Kansas Street between Ash Street and Oak Street on Saturday, July 8, from 3:00 P.M. to 10:00 P.M. and Sunday, July 9, from 3:00 P.M. to 9:00 P.M.; with a sign notifying drivers/attendees of the street closure at 3:00 P.M. on Saturday, July 8 and Sunday, July 9.

The motion was unanimously approved. It was noted that Public Works will provide the proper barricades and signage.

B. Smokey Barque - Frankfort Hops Fest

Discussion was tabled to a later date at the request of Tommy Ridings of Smokey Barque.

C. Frankfort Car Club - Cruisin' Frankfort

Community Relations Manager Canino also presented a proposal for the closure of Kansas Street between White Street and Oak Street; and the closure of Ash Street between Nebraska Street and Kansas Street on Thursday evenings for Cruisin' Frankfort 2017. She stated the new footprint for the car show will consist of the Breidert Green Parking Lot, Kansas Street between White and Oak, and Ash Street between Nebraska and Kansas weekly for classic car display. No parking lots will be utilized by the Car Club other than Breidert Green.

Frankfort Car Club representative Joe Oster commented that the Car Club plans to use the Prairie Park parking lot as a staging area only for the show cars. He mentioned that the Car Club plans to stage the weekly feature cars on Kansas Street using oblique parking. Considerable discussion took place regarding the proposed closing of the streets with a few downtown merchants voicing their displeasure of the weekly closing of the streets for the event.

Following discussion, Trustee Kennedy made a motion (#9), seconded by Trustee Trevarthan to approve the closure of Kansas Street between White Street and Oak Street; and the closure of Ash Street between Nebraska Street and Kansas Street for Cruisin' Frankfort 2017, every Thursday, beginning May 11 through September 14, from 5:00 P.M. to 8:00 P.M., with no parking/staging of show cars on the streets prior to 4:00 P.M.

The Frankfort Car Club confirmed that they will block off the intersections and monitor the streets during the event. Public Works will work with the Car Club for the posting of the "No Parking" signs on Thursday afternoon. The Car Club will be responsible for the removal of any signage following the event each week.

PUBLIC PROPERTY REQUESTS – APPROVALS

A. Chamber of Commerce - Concerts on the Green

The only change to the format for the 2017 Concerts on the Green series was a request for

additional signage on the stage for their 30th Year Anniversary Party.

Trustee Kennedy made a motion (#10), seconded by Trustee Trevarthan, to approve the Chamber of Commerce's public property request for Concerts on the Green as presented. The motion was approved unanimously.

B. Frankfort Historic Business Association - Fiesta Night

Committee members reviewed FHBA's request to host "Fiesta Night", a girls' night out shopping event. The event is scheduled for May 10, 2017, in downtown Frankfort from 6:00 P.M. to 9:00 P.M. The FHBA also requested the use of the Breidert Green stage. No alcohol permitted for the event.

Trustee Heath made a motion (#11), seconded by Trustee Trevarthan, to approve FHBA's public property request for "Fiesta Night" as presented. The motion was approved unanimously.

C. Frankfort Historic Business Association - Weekly Sunday Sidewalk Sale

Committee members also reviewed a request from the FHBA to allow downtown merchants to set up sidewalk style tables during the weekly Farmer's Market.

Following a brief discussion, Trustee Heath made a motion (#12), seconded by Trustee Trevarthan, to approve FHBA's request for weekly Sunday Sidewalk Sale during the Farmer's Market, conditioned upon the following: table directly in front of business; no sidewalks blocked; no presence on Old Plank Road Trail; Farmer's Market hours only; no additional signage; and no tents. The motion was approved by a majority vote.

VALET PARKING REQUEST

Community Relations Manager Canino presented a proposal from the Francesca's Restaurant Group offering valet parking for Francesca and Fat Rosie's restaurants on Saturdays and Sundays from April 30 through October 1. She reported 22 public parking spaces in the former Fox Lumber lot are proposed to be reserved for valet parking. She also provided a preliminary lease agreement of \$10/space for 24 weeks for the season. Francesca Restaurant Group representative Joe Christiano spoke before the committee stating that this would be a complimentary service provided by the restaurants. Mr. Christiano stated that he has been in contact with several professional valet companies to provide the service, noting that the required liability insurance will be provided by the company chosen.

The committee members discussed the valet parking request, noting that valet parking was identified as an option to explore in the downtown parking study. Following discussion, it was the general consensus of the committee that valet parking was a worthwhile amenity to offer and directed staff to work with the Francesca's Restaurant Group to establish details for valet parking in the downtown area and to bring it back to committee.

It was requested by a resident that employees of the downtown restaurants to park in the perimeter parking lots rather than in the Breidert Green parking lot. Mr. Christiano stated that he would inform his staff at their weekly meetings to comply with the parking request.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT OF COMMUNITY SERVICES COMMITTEE

Hearing no further business for the Community Services Committee, Trustee Kennedy made a motion (#13), seconded by Trustee Trevarthan, to adjourn the Community Services Committee meeting at 9:00 P.M. The motion was unanimously approved.

Following adjournment of the Community Services Committee meeting, Chairman Kennedy took over chairmanship of the Land Use and Policy Committee meeting.

PRIVATE STREETS DISCUSSION

Director of Community Development Jeff Cook provided a memo offering background information on private streets to address the request for the Village to accept dedication of private streets. He reported some residents who attended this year's annual Homeowner's Association meeting requested the Village to accept dedication of private streets in their neighborhood in order to gain services such as snow removal. Following his overview, he identified three policy options for committee consideration to address ongoing ownership and maintenance of private roads: 1) offer contract services for snowplowing; 2) develop criteria and process to accept dedication of qualifying private roads; or 3) retain private ownership as originally set forth.

Committee members discussed the issue of private streets and audience members also offered comments on the topic. Two residents advised they reside on private streets spoke in opposition of the Village accepting the dedication of private streets. One resident noted he was representing multiple HOA's and stated his clients expressed interest in getting snow removal services from the Village. Following discussion, it was the consensus of the committee to retain private ownership and not accept dedication of any private streets or offer contract services.

DONATION BOX ORDINANCE

Assistant Administrator Piscia brought forth for committee review a Donation Box Ordinance repealing Ordinance No. 2697 "Regulating the Drop of Recycling Containers" for their consideration. He reported the ordinance was previously presented at the February 8, 2017 Land Use and Policy Committee meeting. Following that meeting, staff was directed to supplement

the existing language in the ordinance and to bring it back for approval. Mr. Piscia highlighted the changes to the ordinance including, UDCBs will be placed on the parcel in a location where normal deliveries are received; 25 feet from any property line; UDCBs cannot block or impede access to parking or driveways; shall be of the same color scheme as the adjacent parcel building; and not include any extra “attention getting” devices or products prohibited in the Village of Frankfort sign ordinance. He noted Hannah Brennan from Mahoney, Silverman and Cross, reviewed the ordinance to ensure that it complies with 1st Amendment requirements.

Following brief discussion, Trustee Heath made a motion (#14), seconded by Trustee Stevens to forward a recommendation to the Village Board adopting the new revised ordinance regulating donation boxes within the Village of Frankfort.

LAND DEDICATION AGREEMENT: LOT 2 OF THE KUNES SUBDIVISION - APPROVAL

Director Minette noted as part of the Village’s Wastewater Treatment Plant Consolidation Program, the Village requires an easement to accommodate the construction of a new force main from the existing Hickory Creek Lift Station to the Regional Plant to the west. He reported the Village considered an easement through the Will County Forest Preserve property to accommodate the new force main and determined costs to mitigate necessary tree removal and annual licensing fees (\$700,000) were prohibitive.

Staff has since reached a tentative agreement with Terry Kunes, owner of Terry’s RV and the ±4.7 acre property located immediately north of the dealership, for the granting of 15’ wide public utility and drainage easement on Terry’s RV property and Lot 1 of the Kunes Subdivision, and the dedication of a ±1.9-acre parcel of land on Lot 2 of the Kunes Subdivision to the Village. Mr. Minette reported Mr. Kunes proposes to expand the existing parking lot to the north onto Lot 1 of the Kunes Subdivision and storm water management will be constructed by Kunes on the dedicated property, which will be owned and maintained by the Village of Frankfort. As part of the agreement, the Village agrees to install the required parking lot perimeter landscaping, and waive the entitlement, permit and engineering review fees incurred for the proposed parking lot expansion. The proposed agreement contemplates a total of \$21,190.50 in concessions to Mr. Kunes, a savings of approximately \$678,810 when compared to the alternative of working with the Will County Forest Preserve.

Following discussion, Trustee Heath made a motion (#15), seconded by Trustee Trevarthan to forward a recommendation to the Village Board to approve the land dedication agreement with Terry Kunes as presented. The motion was approved unanimously.

OTHER BUSINESS

None.

PUBLIC COMMENTS

No public comments were addressed to the committee.

ADJOURNMENT

Hearing no further business, Trustee Trevarthan made a motion (#16), seconded by Trustee Stevens, to adjourn the Land Use and Policy Committee meeting of April 12, 2017, at 9:40 PM. The motion was unanimously approved.