



**MINUTES**  
**REGULAR MEETING OF VILLAGE OF FRANKFORT**  
**PLAN COMMISSION / ZONING BOARD OF APPEALS**  
**MAY 11, 2017 – VILLAGE ADMINISTRATION BUILDING**  
**432 W. NEBRASKA STREET**

**Call to Order** Chair Don Schwarz called the meeting to order at 6:30 P.M.

Commissioners Present: Margaret Farina, Lisa Hogan, Alicia Hanlon, Maura Rigoni, Jessica Petrow, Susan Anstett and Don Schwarz

Commissioners Absent: None

Staff Present: Building Supervisor Adam Nielsen, and Administrative Assistant Marina Zambrano

Elected Officials Present: Liaison to the Village Board Trustee Mike Stevens, Trustee John Clavio, Trustee Keith Ogle, Trustee Cynthia Heath and Mayor Jim Holland

**A. Approval of Minutes from April 27, 2017**

**Motion (#1):** Approve the minutes from April 27, 2017 as amended

Motion by: Hanlon

Seconded by: Rigoni

Approved: (6 to 0)

Abstain: Anstett

**B. Public Hearing Request: Blacksmith Corner Townhomes Special Use (Ref. #105)**

Public Hearing Request: Rezoning from H1 to R4 with a special use for the establishment of a planned unit development for a proposed three unit townhome project at 12 Smith Street. Other Request: Final plat approval.

Building Supervisor Adam Nielsen presented the staff report and provided an overview of the request. Steve Lecas was present and described his proposed plan to build a 3 unit townhome development, located at 12 Smith Street. The applicant commented his proposal will create less traffic than a commercial development and will increase density and income within downtown business district.

Several residents were present and commented they would like to see residential on this lot, yet they expressed concern with parking along Kaffel Court and the surrounding areas. They also expressed concern with the scalability of this project, commenting that it was too large for the lot. The Kaffel Court residents expressed their dissatisfaction with the amount of parking, short driveways, and felt the design might result in the temporary obstruction of emergency vehicle access the Kaffel Court development.

Resident Deborah Hardwick commented the lot is designated as H-1 Historic District and should remain as such.

Chairman Don Schwarz asked for additional public comment and none were forthcoming.

**Motion (#2):** Close the Public Hearing

Motion by: Hanlon

Seconded by: Rigoni

Approved (6 to 0)

During the Plan Commission Discussion:

- Members discussed the proposed engineering and questioned stormwater run-off. Steve Lecas commented downspouts will be tied into underground drain tiles that will discharge into new stormwater infrastructure that is connected to the existing Village facilities.
- Residents noted at the March 23<sup>rd</sup> Plan Commission Workshop the applicant was to create an agreement to provide for maintenance of the existing ingress/egress easement. The applicant noted that numerous attempts have been made to the Kaffel Court representatives and their legal counsel with no correspondence. Staff noted the easement documents require the Kaffel Court HOA to maintain this area.
- Members discussed the proposal of a 5' Public Utility and Public Access Easement to include the 4' carriage walk along Kaffel Court. Plan Commission members recommended the applicant extend the sidewalk on Smith Street to the northern property line. The applicant agreed to this recommendation and commented engineering plans will be updated to include the sidewalk extension.
- Commissioners discussed the two units, A and B that take access from Kaffel Court and are serviced by a driveway less than 9' in length. The commissioners commented these driveways limit the opportunity for parking outside of the garage for tenants and guests and should be designated as no parking. The applicant noted the proposed covenants and restrictions for the development include restrictions on parking in driveways less than 20' in length, no parking along Kaffel Court and the right of HOA members to impose fines on property owners within the proposed Blacksmith Corner Subdivision that do not comply with the restrictions identified above.
- Members also discussed the revised proposal that includes reduced setbacks and three-car garages for units A and C. The three-car garages are serviced by a two-car door, with the third car space in tandem available for additional storage or parking space. Unit B is afforded a two-car garage.
- Many residents from the Kaffel Court HOA expressed concern with the limited setbacks and the availability of parking. Staff noted setbacks permitted under the current zoning designation allow for less restrictive setbacks. The applicant commented that ample public parking is available in the parking lots along Oak Street and where permitted on the street.

**Motion (#3):** Recommend the Village Board approve the Rezoning from H-1 to R-4.

Motion by: Rigoni  
Approved (6 to 0)

Seconded by: Anstett

**Motion (#4):** Recommend the Village Board approve a special use for a Planned Unit Development (PUD) for Blacksmith Corner, located at 12 Smith Street to permit the future construction of a 3 unit townhome development, in accordance with the reviewed plans and public testimony and conditioned upon, no parking on Kaffel Court, final engineering, extending the sidewalk to the northern property line of Smith Street and Village review and approval of any amendments to the covenants and restrictions.

Motion by: Rigoni  
Approved (4 to 2)

Seconded by: Hanlon

Nay (2) Farina & Anstett

Aye (4) Hogan, Hanlon, Rigoni and Petrow

**Motion (#5):** Recommend the Village Board approve the Final Plat of Subdivision in accordance with the reviewed plans and public testimony and conditioned upon final engineering and staff approval of the covenants and restrictions.

Motion by: Hanlon

Seconded by: Rigoni

Approved (4 to 2)

Nay (2) Farina & Anstett

Aye (4) Hogan, Hanlon, Rigoni and Petrow

**C. Final Plat Approval: Bartolini Resubdivision**

Request: Final plat approval to consolidate two existing lots into one 26,145 sq. ft. lot, located at 17 and 23 W. Bowen Street.

Building Supervisor Adam Nielsen presented the staff report and provided an overview of the request.

Chairman Don Schwarz asked for additional public comment and none were forthcoming.

**Motion (#6):** Close the Public Hearing

Motion by: Rigoni  
Approved (6 to 0)

Seconded by: Hanlon

During the Plan Commission Discussion:

- Commissioners questioned why the applicant was requesting the consolidation of the lots. Staff informed the commission the applicants stated they would like one large lot that they can utilize.

**Motion (#7):** Recommend the Village Board approve the Final Plat of the Bartolini Resubdivision, in accordance with the reviewed plans.

Motion by: Rigoni  
Approved (6 to 0)

Seconded by: Petrow

**D. Public Comments**

None

**E. Village Update**

Trustee Stevens provided an update on recent Board action.

**F. Other Business**

None

**G. Attendance Update**

All Plan Commission members in attendance confirmed their availability for the next Plan Commission Meeting to be held on May 25, 2017.

**Motion (#8):** Adjournment (9:15 PM)

Motion by: Hogan  
Unanimously approved by voice vote.

Seconded by: Hanlon

Approved May 25, 2017

As Presented 

As Amended \_\_\_\_\_

 /s/Don Schwarz, Chair

 /s/ Secretary