MINUTES
REGULAR MEETING OF VILLAGE OF FRANKFORT
PLAN COMMISSION / ZONING BOARD OF APPEALS
AUGUST 10, 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, Maura Rigoni, Alicia Hanlon, and Don Schwarz
Commissioners Absent:	Jessica Petrow
Staff Present:	Building Department Supervisor Adam Nielsen and Administrative Assistant Marina Zambrano
Elected Officials Present:	Liaison to the Village Board Trustee Mike Stevens and Trustee John Clavio

A. Approval of Minutes from July 27, 2017

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

Motion by: Hogan Seconded by: Rigoni
Approved: (4 to 0)
Abstain: (1) Hanlon

B. Public Hearing Request: Harper Variance (Ref. #105)
Public Hearing Request: Driveway setback variance from 5 feet to 0 feet to permit the installation of a driveway on the property located at 125 Ash Street.

Building Department Supervisor Adam Nielsen presented the staff report and provided an overview of the request. Applicant Greg Harper was present and detailed his proposal. The applicant commented the reduced setback will not only allow for an improved turning radius, but is proposed to convey storm water run-off towards Ash Street. The applicant informed Plan Commission members of a recent project which included the installation of underground infrastructure along the northern property line and on the property located at 115 Ash Street to eliminate existing drainage issues. Rich Maher, the property owner of 115 Ash Street, was present and expressed his gratitude with the applicant and staff for their involvement in solving the existing drainage issue and offered support for the proposed variance request. Marcia Steward and Deborah Hardwick expressed their concern with variances being granted in the Downtown area.

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

Motion (#2): Close the Public Hearing

Motion by: Farina Seconded by: Rigoni
Approved (4 to 0)

During the Plan Commission Discussion:

- Commissioners noted the necessity for detailed engineering review, especially in regard to new construction and in developed areas.
- Commissioners discussed the underground storm water infrastructure the applicant installed on the property. The applicant commented this was to address an existing drainage concern on the property located at 115 Ash Street and any increase in run-off due to the new construction at 125 Ash Street. Commissioners expressed their appreciation with the applicant to work with adjacent property owners.
- Members discussed the need for landscaping on the north side of the driveway. The Commissioners noted this was not required but would like the applicant to install landscaping to screen the view of the driveway from the right of way. The applicant commented he is willing to install landscaping in this area so long as it would not deter storm water run-off to the recently installed storm water structure.
- Plan Commission members questioned if a fence could be permitted on the property line between 115 and 125 Ash Street. Staff informed the Commission that a fence could be permitted at the property line, pending Building Department review.

Motion (#3): Recommend the Village Board approve a driveway setback variance from 5' to 0' for the 35' noted on the plat of survey, to permit the construction of a driveway on the property located at 125 Ash Street in accordance with the reviewed plans and public testimony and conditioned upon:

- Staff approval of landscaping plans for the northwest corner of the driveway.

Motion by: Hogan Seconded by: Rigoni
Approved (4 to 0)

C. Public Comments
None

D. Village Update
Trustee Stevens provided an update on recent Board action.

E. Other Business
Plan Commission members questioned the email received by Marcia Steward, on behalf of the Old Town Homeowner's Association review of the proposed variance request. Plan Commission members noted the email was received via a private email address, it was not indicative of a typical HOA format, and was not signed by the

downtown group. Trustee John Clavio commented the Commission may want to ask residents making future public comment if they represent a Home Owner's Association group.

F. Attendance Update

Plan Commission members in attendance confirmed their availability for the next Plan Commission Meeting to be held on August 24, 2017.

Motion (#4): Adjournment (7:55 PM)

Motion by: Rigoni Seconded by: Hanlon
Unanimously approved by voice vote.

Approved August 24, 2017

As Presented _____

As Amended ✓

Maura A. Rigoni /s/Donnell Schwarz, Chair

_____ /s/ Secretary