

VILLAGE OF
FRANKFORT
EST. 1855

LAND USE AND POLICY COMMITTEE MINUTES
FEBRUARY 14, 2018

CALL TO ORDER

Chairman Bob Kennedy called the meeting of the Land Use and Policy Committee to order at 6:45 P.M. on Wednesday, February 14, 2018, 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, and Mike Stevens; Stacy Bond, Michael DiMaggio, and Marc Steinman. Staff in attendance included Village Administrator Rob Piscia, Asst. Village Administrator Jeff Cook, Police Chief John Burica, Finance Director Jenni Booth and Administrative Assistant Theresa Cork. Plan Commission Chair Don Schwarz was also present.

APPROVAL OF MINUTES (December 13, 2017)

Trustee Clavio made a motion (#1), seconded by Trustee Heath, to approve the Land Use and Policy Committee minutes of December 13, 2017, as presented. The motion was unanimously approved.

CMAP LOCAL TECHNICAL ASSISTANCE PROGRAM – MOU & RESOLUTION - APPROVAL

Asst. Administrator Cook reported that Village staff submitted five grant applications under the Chicago Metropolitan Agency for Planning's (CMAP) Local Technical Assistance (LTA) program in 2017. He further reported CMAP awarded assistance to the Village to conduct Plan Commissioner Training. As part of the program, CMAP requires the Village to execute a Memorandum of Understanding and adopt a resolution demonstrating support for the project. Mr. Cook presented a copy of the MOU and a draft resolution for committee review. He reported the Plan Commissioner Training is tentatively scheduled for March 22, 2018, and will be noticed as a joint Committee of the Whole and Plan Commission meeting.

Following presentation, committee members discussed the program and scope of services that will guide technical assistance services to be provided by CMAP. Committee members spoke in favor of the Plan Commissioner Training and were in support of the project.

Mayor Holland made a motion (#2), seconded by Trustee Heath, to forward a recommendation to the Village Board to adopt a Resolution to accept planning technical assistance services delivered by the Chicago Metropolitan Agency for Planning and authorize the execution of the Memorandum of Understanding between CMAP and the Village of Frankfort, dated January 24, 2018. The motion was unanimously approved.

VILLAGE OF FRANKFORT COMPREHENSIVE PLAN – CONTRACT APPROVAL

Asst. Administrator Cook reported at its January 10, 2018 meeting, the Departmental Operations Committee reviewed three proposals and fee estimates submitted for professional planning services to prepare an update to the Village's 2004/2010 Comprehensive Plan. The DOC committee directed staff to contract with Teska Associates, Inc. to complete the project, including six sub-area plans within the scope of services. The sub-area plans include: 1) downtown commercial; 2) downtown residential; 3) Rt. 30/45 East to 84th (Silver Cross); 4) I-57 Business Development; 5) East Rt. 30 Redevelopment (84th to Harlem); and 6) Laraway Road Corridor.

Asst. Administrator Cook then presented a draft contract agreement between the Village of Frankfort and Teska Associates, Inc. for professional and technical services in connection with the creation and publication of a Comprehensive Plan. Committee members discussed the agreement and scope of services to be provided by the consultant. Mr. Cook described the planning process and some of the expected components and plan elements to committee members, noting the Comprehensive Plan will provide vision and guide future decisions over the next 10-20 years for the Village. He further noted the project will likely take 12-18 months to complete and include numerous meetings, workshops, and public input.

Following presentation and discussion, Mayor Holland made a motion (#3), seconded by Member Steinman, to forward a recommendation to the Village Board to enter into a contract with Teska Associates, Inc. to complete a Comprehensive Plan, for a maximum compensation of \$131,500.00. The motion was unanimously approved.

CHICAGO SMSA LIMITED PARTNERSHIP D/B/A VERIZON WIRELESS – GRAINERY SUB LEASE AGREEMENT - APPROVAL

Asst. Administrator Cook presented a draft facilities space lease agreement between the Village of Frankfort and Chicago SMSA Limited Partnership d/b/a Verizon Wireless to permit the installation of six wall-mount antennae on the west side of the Grainery Tower and three wall-mount antennae on the east side of the tower. The lease would also provide for secured ground space within the building to house supporting equipment (easternmost access door). Mr. Cook provided renderings of the proposed antennae changes and reported the company recently agreed to increased financial terms to match a 2009 agreement at 1025 Lambrecht Road of \$3,150/mo; 3% escalator). Mr. Cook noted this agreement included a separate 'Right-of-Entry' (ROE) Agreement for their contractors to perform due diligence site work before entering into the lease.

Following presentation, committee members discussed the terms of the agreement and identified a few clerical corrections to be made and directed staff to update the document prior to Village Board approval. There was some concern expressed about potential maintenance activity during

high volume events and it was suggested to add language to the contract to reduce potential conflict with Village events.

Trustee Heath made a motion (#4), seconded by Trustee Ogle, to forward a recommendation to the Village Board to enter into a right-of-entry agreement with Chicago SMSA Limited Partnership d/b/a Verizon Wireless, to co-locate telecommunications equipment at the Grainery Tower, located at 24 Elwood Street, subject to final legal review. The motion was unanimously approved.

Trustee Clavio made a motion (#5), seconded by Trustee Heath, to forward a recommendation to the Village Board to enter into a facilities space lease agreement with Chicago SMSA Limited Partnership d/b/a Verizon Wireless, to co-locate telecommunications equipment at the Grainery Tower, 24 Elwood Street, terms to be generally consistent with the 2009 Chicago SMSA Limited Partnership lease agreement at 1025 Lambrecht Road, subject to final legal review, a lease term expiring coincident with the Village's lease of the property, no impact to any existing operational equipment, and subject to 1890's Theme Committee review and approval and correction of clerical errors as discussed. The motion was unanimously approved.

OTHER BUSINESS

Administrator Piscia reported Silver Cross Hospital has granted utility easements to the Village to accommodate the relocation of a standby generator from the North WWTP to the Jackson Creek Lift Station and the item will come before the Village Board at the next meeting for approval.

PUBLIC COMMENTS

No public comments were addressed to the committee.

ADJOURNMENT

Hearing no further business, Trustee Stevens made a motion (#6), seconded by Trustee Ogle, to adjourn the Land Use and Policy Committee meeting of February 14, 2018, at 7:38 P.M. The motion was unanimously approved.