

VILLAGE OF
FRANKFORT
EST • 1855

LAND USE AND POLICY COMMITTEE MINUTES
OCTOBER 9, 2019

CALL TO ORDER

Chair Keith Ogle called the meeting of the Land Use and Policy Committee to order at 5:31 P.M. on Wednesday, October 9, 2019, at the Village Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Land Use and Policy Committee members present included Chair Keith Ogle, Trustees John Clavio, Margaret Farina, Jessica Petrow, and Dick Trevarthan; Village Clerk Gene Savaria, Stacy Bond, Michael DiMaggio, and Paul Slade. Staff in attendance included Village Administrator Rob Piscia, Asst. Administrator Jeff Cook, Police Chief John Burica, Deputy Chief Will Dowding, Supt. Terry Kestel, Event Coordinator Sue Lynchey, and Administrative Assistant Theresa Cork. Corey Weaver, Kristin Schoon, Pam Griffin, Deborah Hardwick, Liz Connolly, Marty Connolly, and Brenda O'Brien were also present. Members Cindy Heath and Brian Samuels were absent.

APPROVAL OF MINUTES (August 14, 2019)

Trustee Clavio made a motion (#1), seconded by Trustee Farina, to approve the minutes of the Land Use and Policy Committee meeting of August 14, 2019, as presented. The motion was unanimously approved.

MCIMETRO ACCESS TRANSMISSION SERVICES CORP – RIGHT OF WAY AGREEMENT

Supt. Kestel provided the Committee with an overview of the right-of-way agreement with MCImetro Access Transmission Services Corp., d/b/a Verizon Access Transmission Services. He explained the Village entered into a right-of-way agreement with Wide Open West Illinois, LLC on November 21, 2016, for the installation of aerial fiber optic telecommunications cables along Pfeiffer and Lambrecht Roads. The agreement was later assigned to MCImetro, which the Village then amended on September 17, 2018. He further explained MCImetro has since requested right-of-way access on several other locations throughout the Village. Due to their expanded needs, the Village and MCImetro have created a new right-of-way agreement covering the entire Village boundaries. Mr. Kestel noted as a telecommunications retailer under certain state laws, MCImetro is allowed right-of-way access. He further noted the initial term of this agreement is for a period of ten years and was reviewed by Village counsel.

Following brief discussion, Trustee Farina made a motion (#2), seconded by Trustee Petrow, to forward a recommendation to the Village Board to enter into a Right-of-Way Agreement with

MCImetro Access Transmission Services, Corp., d/b/a Verizon Access Transmission Services, as presented. The motion was unanimously approved.

DOWNTOWN PARKING CONCEPTS

Deputy Chief Will Dowding shared that at the July 10th Land Use & Policy Committee meeting, the committee looked at ways to improve downtown parking. He noted there is a perception that the Village has insufficient parking in the downtown area, but according to past parking studies conducted, there are a sufficient number of parking spaces for the downtown except during special events; however, prime spaces in the immediate vicinity of a business are not always available. As a result, the Traffic Advisory Committee explored several parking management strategies in an effort to maximize parking turnover for prime parking spaces in the downtown Historic District.

Deputy Chief Dowding then introduced three parking concepts (Annex 1, 2, and 3) establishing limited parking zones with 3-hour limits from 8:00 AM to 8:00 PM, as well as parking permits for the residential streets. He explained parking meters and license plate reader systems were not explored at this time due to costs. He further explained enforcement of timed and restricted parking is labor intensive for the Police Department, noting voluntary compliance is ideal but may not achieve the desired result. He further noted enforcement will require direct observation as “chalking tires” and other means of marking vehicles is no longer a viable option. He concluded by noting these are conceptual ideas and if the committee decides to move forward, these concepts will be presented to the public for further input.

Committee members discussed the proposed downtown parking concepts and enforcement policy, including costs, staffing, fine schedules, and compliance concerns. Discussion ensued among committee members regarding the benefits and drawbacks of on-street parking limitations on the various downtown streets and Village-owned parking lots.

Member DiMaggio felt the Chamber of Commerce, downtown businesses, and merchants should enforce their own parking policy so employees are not permitted to use prime parking spaces. He did not feel enforcement of downtown parking violations was the best use of police services for the community.

Committee and audience members discussed the use of prime parking spaces for an extended period of time by employees and business owners, noting downtown merchants have been asked on several occasions to require employees to park in the peripheral parking lots and cooperation has been limited.

Members acknowledged parking will always be a concern within a successful downtown and felt implementing the most cost effective strategies to increase parking turnover was the best approach to take at this time.

It was suggested to designate a time-limited parking space with a 20-minute limit on the southeast corner of Oak Street, south of Kansas Street to the parking plans.

Following discussion, Trustee Clavio made a motion (#3), seconded by Trustee Petrow, to present

“Annex 1” to the public and conduct an online survey to solicit comments from the community. The motion was approved by a majority vote with a dissenting vote by Member DiMaggio.

Deputy Chief Will Dowding then presented two new traffic flow patterns for Oak Street between Kansas Street and Nebraska Street in an effort to navigate traffic to other public parking lots which are underutilized.

- 1) Northbound Traffic Flow on Oak Street between Kansas Street and Nebraska Street
 - a) Minimal Cost
 - o Signage
 - o Education

- 2) 2-Way Traffic on Oak Street between Kansas Street and Nebraska Street
 - a) Significant Cost
 - o Signage
 - o Tree Removal
 - o Curb Reconfiguration
 - o Loss of Parking Space

Mayor Holland made a motion (#4), seconded by Trustee Farina, to present the northbound traffic flow change on Oak Street as part of the downtown parking concepts for public comments. The motion was unanimously approved.

2020 MEETING AND HOLIDAY CALENDAR

Committee members reviewed a draft of the 2020 Meeting and Holiday Calendar. No changes were requested.

Mayor Holland made a motion (#5), seconded by Trustee Clavio, to forward a recommendation to the Village Board to approve the 2020 Meeting and Holiday Calendar as presented. The motion was unanimously approved.

COMMITTEE STRUCTURE DISCUSSION

Mayor Holland opened the discussion relating to committee structure. He shared that at a previous meeting, members discussed the structure of the Village’s advisory committees and use of Committee of the Whole meetings. Members then offered several suggestions regarding the current structure of the standing committees including, onboarding of new members, providing additional volunteer opportunities, engaging members, designating committees to specific times, conducting additional meetings on different nights to avoid marathon meetings, allocating time for discussion and deliberation, and creation of task forces or advisory groups. Members felt the committee meetings are a place for discussion, debate, and consideration of Village business and the external perspectives of non-elected members provide valuable input and a commonsense approach.

OTHER BUSINESS

There were no other items for discussion.

PUBLIC COMMENTS

Pam Griffin thanked the Committee for their efforts relating to downtown parking and she asked about restricted parking on residential streets. Deputy Chief Dowding stated permit parking is proposed in the parking concepts for the residential streets near the downtown.

Marty Connolly also thanked the Committee for addressing parking in the downtown area.

ADJOURNMENT

Hearing no further business, Trustee Farina made a motion (#6), seconded by Mayor Holland, to adjourn the Land Use and Policy Committee meeting of October 9, 2019, at 6:40 P.M. The motion was unanimously approved.