

VILLAGE OF
FRANKFORT
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LAND USE AND POLICY COMMITTEE MINUTES
MARCH 11, 2020

CALL TO ORDER

Trustee Clavio called the meeting of the Land Use and Policy Committee meeting to order at 6:51 P.M. on Wednesday, March 11, 2020, at the Village Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Land Use and Policy Committee members present included Mayor Jim Holland, Village Clerk Brian Feehery, Trustees Adam Borrelli, John Clavio, Margaret Farina, and Jessica Petrow; Stacy Bond, Michael DiMaggio, and Cindy Heath. Staff in attendance included Village Administrator Rob Piscia, Asst. Administrator Jeff Cook, Police Chief John Burica, Finance Director Jenni Booth, Supt. Terry Kestel, Asst. Director of Development Services Zach Brown, Building and Economic Development Manager Adam Nielsen, and Administrative Assistant Theresa Cork. Also present was Marcia Steward. Members Brian Samuels and Paul Slade were absent.

APPROVAL OF MINUTES (February 12, 2020)

Trustee Borrelli made a motion (#1), seconded by Trustee Heath, to approve the minutes of the Land Use and Policy Committee meeting of February 12, 2020, as presented. The motion was unanimously approved.

NPDES REQUIREMENTS – DISCUSSION

Supt. Kestel reported the Illinois Environmental Protection Agency (IEPA), which administers the National Pollutant Discharge Elimination System (NPDES) permit program, requires all permit holders to complete certain activities annually to remain compliant in the program. He then proceeded to provide a summary of control measures and activities the Village undertakes as part of the program.

Committee members discussed stormwater management in the Village and inquired as to the approach to incremental site redevelopment. Staff discussed ongoing initiatives to review and document stormwater facilities and overland flow in the downtown area. Members recalled a recent presentation by the Conservation Foundation and suggested staff watch for opportunities to increase public education and outreach activities.

2020-2021 ROUTE 30 CONTRACTUAL LAWN MOWING PROGRAM – BID APPROVAL

Supt. Kestel presented four bid proposals submitted for the 2020-2021 Route 30 Contractual Lawn Mowing Program. He stated Ramiro Guzman Landscaping, Inc. provided the low bid of \$48,026.50. He noted the significant bid difference between the low qualified bid and other bids received. Mr. Kestel stated he met with Ramiro Guzman Landscaping and visited the site to ensure he understood the scope of work for the project. He also checked the references for the low bidder and received positive feedback, noting the contractor has experience with state right-of-way for the Village of Plainfield.

Trustee Farina made a motion (#2), seconded by Member Heath, to forward a recommendation to the Village Board to accept the low bid and award a two-year contract to Ramiro Guzman Landscaping, Inc. for the Route 30 Contractual Lawn Mowing Program, in the amount of \$48,026.50/annually. The motion was unanimously approved.

2020-2022 ROUGH CUT LOT MAINTENANCE PROGRAM – BID APPROVAL

Manager Nielsen presented a request for bid approval for the 2020-2022 Rough Cut Lot Maintenance Program. He stated Bill's Lawn Maintenance and Landscaping, Inc., provided the only bid for the work to provide rough cut lot mowing services at a rate of \$0.004 per square foot of vacant property.

Trustee Farina made a motion (#3), seconded by Trustee Petrow, to forward a recommendation to the Village Board to accept the bid and award a two-year contract to Bill's Lawn Maintenance and Landscaping for the Rough Cut Lot Maintenance Program. The motion was unanimously approved.

INTERGOVERNMENTAL RECIPROCAL REPORTING AGREEMENT: LINCOLN-WAY COMMUNITY HIGH SCHOOL DISTRICT 210 – APPROVAL

Chief Burica presented an Intergovernmental Reciprocal Reporting Agreement between the Village of Frankfort and Lincoln-Way Community High School District #210 for committee review and consideration. He reported this agreement would allow for information sharing as needed for safety and emergency situations. He noted this agreement is similar to the previous intergovernmental agreements with Homewood-Flossmoor District #233 and Frankfort School District #157-C.

Mayor Holland made a motion (#4), seconded by Trustee Farina, to forward a recommendation to the Village Board to authorize the execution of an Intergovernmental Reciprocal Report Agreement with Lincoln-Way Community High School District #210, as presented. The motion was unanimously approved.

POLICE DEPARTMENT: DISPOSAL OF SURPLUS VEHICLES – APPROVAL

Chief Burica requested the disposal of the following vehicles:

- 2012 Ford Explorer, VIN#1FMHK8D81CGA21104
- 2014 Ford Explorer, VIN #1FM5K8AR4EGA75788
- 2011 Ford Crown Victoria, VIN #2FABP7BV0BX113348

He reported the 2012 Ford Explorer will go to Will County Auto Action to be sold to the highest bidder. The 2014 Ford Explorer and the 2011 Ford Crown Victoria will be disposed of via a local salvage yard, noting these vehicles have serious mechanical defects and have been parted out to fix other Village vehicles.

Member Heath made a motion (#5), seconded by Trustee Borrelli, to forward a recommendation to the Village Board to pass an Ordinance disposing of the surplus vehicles via public auto auction or as scrap material. The motion was unanimously approved.

DEMOLITION PERMIT FEE RESTRUCTURING – DISCUSSION

Manager Nielsen reported that staff has been researching initiatives to further encourage the remodeling of homes within our “Old Town” residential district. He provided a table identifying the Village’s demolition permit fees compared to other municipalities, noting the Village’s demolition permit fee is \$70.00 and significantly lower than other neighboring municipalities. He reported the Village currently incentivizes remodeling of existing structures by offering permit fee waivers within the “Old Town” area through the Historic Home Preservation Program. He stated other municipalities have elected to adopt new construction techniques within their historic residential district. These new requirements include limiting the tops of proposed foundations to a maximum of one foot higher than existing elevations, increasing tree preservation measures, and requiring new construction maintain at least 75% of existing vegetation, and requiring the builder/developer to host a pre-construction meeting with adjacent property owners.

Committee members discussed increasing the Village’s demolition permit fees and adopting new construction techniques to encourage the remodeling of homes and attempt to dissuade teardowns within the “Old Town” residential district, recognizing the fee will not truly act as a deterrent.

Following discussion, members were in favor of establishing a demolition permit fee of \$1,000 and for staff to draft additional language relating to new construction techniques to encourage preservation of historic homes in the “Old Town” residential district for consideration at a future committee meeting.

HISTORIC PRESERVATION COMMISSION: LANDMARK NOMINATION PROCESS – DISCUSSION

Asst. Director of Development Brown advised committee members that the Historic Preservation Commission (HPC) forwarded to staff a preliminary determination that St. Peter’s United Church of Christ, 12 W. Sauk Trail, met the criteria for local landmark status. In reviewing the Historic

Preservation Ordinance, staff noted several key areas of the landmark designation process could be improved. Further, staff discovered that the application submitted by the HPC did not contain full documentation required by the ordinance, as written. He noted this is the Village's first application for landmark designation since its inception in 1994.

Committee members discussed the Village's Historic Preservation Ordinance and voiced concerns with the designation process as it is currently written. Members felt it was appropriate to take a comprehensive look at the ordinance and clarify procedural and technical application requirements prior to moving forward with the landmark designation process for St. Peter's United Church of Christ.

Marcia Steward, Historic Preservation Commission Chair, reported she is in the process of obtaining the missing application documents for St. Peter's Church and expressed her passion of the importance of historic preservation and Frankfort's identity as a historic village.

Following discussion, committee members recommended the ordinance be revised and for staff to work with the HPC and draft modifications for consideration at a future committee meeting.

OTHER BUSINESS

- *COVID-19 – Special Events*

Mayor Holland asked the opinions of the Village Trustees regarding cancellation of upcoming special events due to the coronavirus (COVID-19), most notably Earth Day (April 25), Farmer's Market (April 26), and Memorial Day Ceremony (May 25). Members felt it was important to monitor the situation, recognizing it is a fluid situation and the Village should follow the guidance provided by the public health authorities and any directives given by the state or federal government. Staff will continue to closely monitor developments related to the topic and provide updates as the situation develops.

- *Downtown Parking Update*

Mayor Holland provided an update relating to downtown parking. He advised members he distributed a letter and a map to downtown business owners asking for their help. The letter asked that street parking and the Breidert Green parking lot be reserved for customers and requested employees to park in one of the parking lots marked "Employee Parking" on the map. He noted there appears to be some compliance to the request.

Mayor Holland then distributed a draft letter he is considering having staff or a Community Services Officer place on vehicles parked on the street or the Breidert Green parking lot. He requested Village Board members to provide any comments or concerns to him in writing.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT

Hearing no further business, Trustee Borrelli made a motion (#6), seconded by Trustee Farina, to adjourn the Land Use and Policy Committee meeting of March 11, 2020, at 8:43 P.M. The motion was unanimously approved.