

VILLAGE OF
FRANKFORT
EST. 1855

LAND USE AND POLICY COMMITTEE MINUTES
NOVEMBER 10, 2020

CALL TO ORDER

Chair Keith Ogle called the meeting of the Land Use and Policy Committee meeting to order at 7:15 P.M. on Tuesday, November 10, 2020, at the Village of Frankfort 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, Keith Ogle, Jessica Petrow, and Gene Savaria; Michael DiMaggio, Cindy Heath, Katie Schubert, and Don Schwarz. Staff in attendance included Village Administrator Rob Piscia, Asst. Administrator Jeff Cook, Police Chief John Burica, Finance Director Jenni Booth, Utilities Director Zach Brown, Event Coordinator Sue Lynchey, and Administrative Assistant Theresa Cork. Member Paul Slade was absent. Also present were Ed and Valerie Thelen.

APPROVAL OF MINUTES (September 9, 2020)

Trustee Borrelli made a motion (#1), seconded by Trustee Savaria, to approve the minutes of the Land Use and Policy Committee meeting of September 9, 2020, as presented. The motion was unanimously approved.

2021 MEETING AND HOLIDAY CALENDAR

Administrator Assistant Cork presented the 2021 Meeting and Holiday Calendar for committee review and consideration. Ms. Cork reported the calendar takes into consideration the Village's ten observed holidays. She noted Plan Commission meetings are typically scheduled for the second and fourth Thursday of each month, however both dates fall on a holiday for November 2021. Staff requested a Plan Commission meeting be scheduled for Thursday, November 18.

Members briefly discussed the proposed calendar and the scheduled dates for meetings. Following discussion, Trustee Savaria made a motion (#2), seconded by Trustee Borrelli, to forward a recommendation to the Village Board to approve the Village's 2021 Meeting and Holiday Calendar as presented. The motion was unanimously approved.

CREATION OF CLASS D-4 LIQUOR LICENSE

Asst. Administrator Cook reported The Wine Thief approached the Liquor Commissioner

requesting to amend their current “D-3” liquor license to include the sale of distilled spirits for on-premises consumption. He noted their current liquor license includes the sale of beer and wine only. Mr. Cook presented an amendment to the Village’s Liquor Code Ordinance establishing a Class “D-4” liquor license classification which expands the requirements of the “D-3” liquor license classification to include the sale of all alcoholic liquors for on-premises consumption for committee consideration.

Following brief discussion, Trustee Clavio made a motion (#3), seconded by Trustee Savaria, to forward a recommendation to the Village Board to amend Chapter 113 of the Code of Ordinances to establish the Class D-4 liquor license as presented. The motion was unanimously approved.

LICENSE PLATE READER CAMERAS

- A. *Provisional Agreement with Flock Safety and Memorandums of Understanding*
- B. *Intergovernmental Agreement with Will County*

Chief Burica presented several documents pertaining to the use and placement of license plate reading cameras in Village of Frankfort. The first document authorizes the Chief of Police to enter into an agreement with Flock Safety for the use of license plate reader cameras and authorizes the Village Administrator or Chief of Police to enter into Memorandums of Understanding with property owners.

Chief Burica reported the agreement with Flock Safety provides a 60-day trial period and five-year commitment thereafter for the purpose of exploring the use of license plate reading cameras. He further reported the Memorandums of Understanding provides for the placement of license plate reading cameras on properties within or adjacent to the corporate limits of the Village where they cannot be located on public right-of-way.

Chief Burica also presented an Intergovernmental Agreement with the County of Will for the placement of license plate reading cameras on county highways for committee review and consideration.

Committee members discussed the documents and the locations of the license plate reading cameras. Members further discussed costs associated with the camera system and the safeguards in place for privacy.

Chief Burica noted the cost of each license plate reading camera (up to 14 cameras) is \$2,000 per year for a period of five years if the Village determines the cameras are in the best interests of the Village and its residents following the 60-day trial period. He also noted several surrounding communities are taking part in the 60-day trial, including Matteson, Mokena, New Lenox, Orland Park, and Tinley Park.

Trustee Borrelli made a motion (#4), seconded by Trustee Petrow, to forward a recommendation to the Village Board authorizing the Chief of Police to enter into an agreement with Flock Safety for the use of license plate reader cameras and authorizing the Village Administrator or Chief of Police to enter into memorandums of understanding with record property owners related to the

installation, maintenance, repair and removal of license plate reader cameras. The motion was unanimously approved.

Member Heath made a motion (#5), seconded by Trustee Savaria, to forward a recommendation to the Village Board authorizing the execution of an Intergovernmental Agreement between the Village of Frankfort and the County of Will for the placement of license plate reading cameras located on county highways in the County of Will. The motion was unanimously approved.

SNOW GLOBE DINING EXPERIENCE REQUEST

Administrator Piscia presented a request from Ed and Valerie Thelen, of the Wine Thief, to set up “Snow Globe” dining experiences on the property located at 6 Elwood Street for committee consideration.

Ed and Valerie Thelen further described the request and provided written approval from Five Kings Properties, LLC, as landlord of the property, to place “snow globes” in the parking spaces directly north of The Wine Thief in order to continue outdoor dining throughout the cold weather season.

Committee members discussed the Restore Illinois Phase 4 Guidelines and Mitigation Measures published by the Illinois Department of Commerce and Economic Opportunity, relating to outdoor structures such as tents, domes, or igloos for single table dining groups, which was updated November 9, 2020.

Members further discussed safety, snow management, aesthetics, and enforcement concerns for this type of temporary outdoor dining experience.

Members felt it was important to adapt quickly to a difficult and ever-changing set of circumstances precipitated by the COVID-19 pandemic and directed staff to proceed with creating guidelines for a temporary use permit for “Snow Globe” dining experiences in the Village.

OTHER BUSINESS

- *Closure of Kansas Street*

Members discussed the procedural requirements for the permanent versus seasonal closure of Kansas Street as well as engaging the community in the discussion. Members also discussed the implementation strategies outlined in the Comprehensive Plan as it relates to the potential street closure and the priority status for each action item.

Mayor Holland suggested to look at utilizing Kansas Street as an ice-skating rink during the winter months as part of the review process for closure of Kansas Street.

○ *Social Media*

Administrator Piscia reported Sue Lynchey will provide initial monitoring of the Village's presence on social media to provide information to our residents. Members discussed the Village's social media presence and the costs of hiring a communication specialist.

○ *Annual Tree Lighting Event*

Administrator Piscia reported staff is planning to hold a virtual tree lighting event this year. Holiday greetings from the trustees and musical selections will be pre-recorded in order to provide a safe event. The virtual pre-recorded event will take place on Thursday, December 3, as previously scheduled.

○ *Holiday Stationary Parade*

Event Coordinator Lynchey reported Village staff met with the Fire District and the Park District earlier today to discuss a holiday stationary parade from 4:00 PM to 6:00 PM as part of the tree lighting event. She explained the stationary parade would take place at Commissioners Park and families would remain safely in their vehicles and "drive-thru" to see Santa and Mrs. Claus, holiday lights, and decorations. She reported the event is only a concept at this time and she will reach out to local civic organizations to see if there is interest from them in taking part in the event. Members voiced support of the event.

○ *Sign Ordinance*

Administrator Piscia reported the Village relaxed enforcement of sign regulation violations during the COVID-19 pandemic as a way to help our local businesses. He described a few of the ongoing issues with the proliferation of signs in the Village and requested input from the committee.

Committee members discussed the various sign violations in the Village and best practices for enforcement during these challenging times. Following discussion, staff was directed to create a uniform, temporary sign plan for businesses.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT

Hearing no further business, Trustee Savaria made a motion (#6), seconded by Trustee Borrelli, to adjourn the Land Use and Policy Committee meeting of November 10, 2020, at 9:07 P.M. The motion was unanimously approved.