

**Village of Downers Grove
Community Events Commission
Committee Room
Downers Grove Village Hall
April 15, 2010**

**PRESENT: Chairman Geoff Neustadt, Mr. Dave Humphreys, Mr. Scott Jacaway, Ms. Colleen Mahoney, Ms. Ellen Pendola, Mr. Rich Szydlo
Staff: Ms. Mary Scalzetti, Ms. Jamie Belongia**

ABSENT: Ms. Patti Marino, Ms. Becky Rheintgen

GUESTS: Dan Loftus, Larry Valyou, Andy Burns, Cindy Klima, Linda Kunze,

I. APPROVAL OF MARCH 18, 2010 and APRIL 1, 2010 MEETING MINUTES

Chair Neustadt asked for any additions or corrections to the minutes. With none reported, Mr. Jacaway motioned to approve March 18, 2010 and April 1, 2010 minutes with Mr. Szydlo second.. Minutes were approved unanimously

Chair Neustadt noted that at the Tuesday night Council meeting questions were submitted to Village Staff and the Rotary reference their event and that the item is scheduled to be voted on next Tuesday at the Village Council meeting. The comments discussed included crowd control which was later addressed by the Police Chief. The issue of who has the final authority to make adjustments to the event—the Village has the authority in the eyes of public safety. A question regarding volunteers to staff the event was answered by the Rotary regarding a network of Rotary volunteers from surrounding communities.

II. PUBLIC COMMENT

There was no public comment.

III. DIRECTOR'S REPORT

A. Temporary Use Application Review—Downtown Management Corp/Emmett's Ale House

The DT Management Corporation and Emmett's Ale House are requesting approval of a temporary use permit for an event on June 25, 26, 2010. Ms. Scalzetti introduced Dan Loftus, Chairman of Downtown Management Corporation for a brief overview of the event.

Mr. Loftus described the event and that the proposal includes a closure of Grove Street (first 180 feet). Access to the rear of the Main Street businesses just south of Grove Street would be available to local traffic only. The remainder of the event would be held on the private property of Emmett's Ale House. He outlined a map of the area and the location of the stage. He advised representatives from Emmett's were here, and noted, that Emmett's does events like this at other locations and that they have experience operationally. Mr. Loftus advised that Emmett's is seeking a waiver of some of the fees—administrative fees as well as some of the security and public works fees.

Mr. Valyou noted that Emmett's anticipates 500 to 1200 people per day and that they will advertise the event through Downtown Management and through its own advertising avenues. He noted that crowd control through Emmett's trained staff should not be an issue. He then asked for any other detailed questions that the CEC might have emphasizing their concern regarding additional fees. Mr. Burns then thanked the CEC for considering the event and echoed the overall goal of the event as being compatible with that of the community. The intention would be to invite a few of their colleagues to showcase some of their beers and to give an opportunity for residents to sample different types of beer and listen to a little music. Mr. Loftus asked the CEC to consider a recommendation to waive some of the fees such as the labor fees of \$4000 as that is a substantial cost.

Commissioner Neustadt noted that the fee decision will be made at the Manager and Council level. Ms. Scalzetti explained the temporary use permit fees and reiterated that fee waivers will be handled at the Village Manager and Council level. Mr. Loftus continued, that service fees (i.e. for security) could be waived with a proposal to provide their own security and a recommendation from the commission. Ms. Scalzetti reiterated that the CEC recommends the event—not the fees. Mr. Humphreys mentioned that he would like to have a discussion regarding the fees. Mr. Humphreys noted that the fees listed were standard and that the labor charge represents 62 staff hours.

Mr. Neustadt asked if there are any "event type" questions or layout questions for the applicant. Ms. Pendola asked for clarification of the entrances to the event. Mr. Loftus explained where the entrance was located as well as the emergency exits. Ms. Scalzetti inquired if the food served would be food from their current restaurant menu or a separate festival menu? Mr. Valyou advised that the food will be cooked outside and it would be more festival type. He also noted that glassware will not be allowed outside from a patron within the restaurant. Guests cannot walk outside with drinks in their hands and there will be staff positioned at the entrances and exits. Mr. Neustadt questioned the carding procedure and training of staff as it related to liquor rules and regulations. Ms. Scalzetti noted that applicants would need a special events liquor license and provided them with the necessary paperwork. Mr. Humphreys asked about the use of the park. Emmett's will not be using the park and food/beverages will not be allowed out of the enclosed festival area. Mr. Valyou advised that a promoter will plan the music which will be more classic rock as the target market age range is 25 – 55.

Mr. Humphreys asked about sound levels and how residents along Grove Street including the condos would be impacted. He questioned, will notification be sent to the impacted residents and businesses? Second, is there consideration for entertaining the guests of the fest but having a reasonable sound level? Ms. Pendola noted that notification of the neighbors should be added to the recommendation. The notification should include the event dates, time of street closure and re-opening, time of event and a contact number if there are any issues or concerns.

Mr. Loftus noted that DT Management has contact information for all the business' and that it is relatively easy to notify them, through e-mail. Ms. Scalzetti clarified that there should be two notification, a letter, so all residents are notified, whom are not on the business e-mail

list, followed by an e-mail to the businesses. Commissioner Neustadt noted that this would be added to the recommendation.

Commissioner Neustadt questioned if the sidewalk on the south side of Grove Street would be open as well as the pedestrian cross walk. The response was yes. Ms. Scalzetti asked if the music ended prior to 11:00pm or at festival closing time of 11:00pm. Mr. Valyou advised music would be playing till 11:00pm. Mr. Jackway clarified that there is a \$5 cover charge. He inquired about advertising and estimated population. Mr. Valyou noted that they estimate 500 to 1200 persons. Mr. Jackaway asked about the mechanism for “no more people” when the area becomes full. Mr. Valyou responded stating their staff is trained for crowd control. Ms. Scalzetti noted that police and fire personnel are trained in this area and will be there at all times.

Mr. Humphreys asked if it was a 21 and up event or all ages. Mr. Burns noted it will be a family event an all age event and that wristbands will be issued to 21 and up. Ms. Kunze added that every event at any Emmett’s location has been upscale, professional and the staff had been excellent. Mr. Humphreys noted that this has been his experience as well.

Mr. Loftus noted that Todd Reese provided the park district support for the use of the alleyway. Commissioner Neustadt noted that the Village would need a copy.

Mr. Jackaway likes the idea of Emmett’s using there own staff. He felt Emmett’s pays Village taxes and should be allotted some police and fire control because of that. This portion, in his opinion seems a bit high.

Ms. Pendola suggested that the model and the fee structure shouldn't be intended to make someone not do an event in the Village because of a fee structure. Adding that she wasn't sure Emmett’s needed the police and fire on the property the entire time if they are willing and able to provide their own security. Some fees make senses and some may not because of their particular foot print. Mr. Humphreys offered that it is conceivable that the fee structure could change between now and then.

Mr. Burns noted his understanding of the philosophy behind festivals with respect to the expense and impact of an event like Heritage Festival. Having done festivals we certainly understand the costs and in talking with Dan, we are more than happy to take on the risk of the event and costs of tents but want some balance with costs and to make sure we are not adding another layer of some expense. It will come down to, do we want to commit that much in order to potentially lose money? We hope the Village looks at it as though it will be something the Village enjoys. Mr. Humphreys noted that hopefully Council will not turn this into a profit center as events are intended to be revenue neutral. Unless that is what the Council decides.

Commissioner Neustadt motioned to approve the recommendation of a Temporary Use Application for Downtown Management/Emmett’s Ale House with a condition that notification is provided to the neighbors. Mr. Humphrey moved to accept the motion and Mr. Jackaway seconded the motion. Motion passed 5:0.

IV. OLD BUSINESS

A. July 4th Parade

Ms. Scalzetti described the three items with respect to the 2010 July 4th Parade. Two of the items were brought up at our last meeting, those being the selection of the parade marshal and adding a pet section to the parade. At last month's meeting, two members of the Grove Players spoke on behalf of their organization and their 75th anniversary year celebration. They advised that the Grove Players were the July 4 parade marshal's at their 50th anniversary and would be honored if this Commission selected them this year, as they celebrate their 75th year. Ms. Marino at last month's meeting requested we look into starting a pet section within our parade. Ms. Scalzetti advised that she had spoken with the event organizers of the pet parade in the Village of LaGrange, and felt confident we could add this new element on a trial basis. A motion was made by Ms. Pendola and second by Mr. Szydlo with the Commission unanimously agreeing to the parade marshal selection and to adding a pet section to the parade.

Ms. Scalzetti then advised that she had spoken with the Moose Riders of the Downers Grove Moose Lodge #1532. They are requesting to participate in the parade, with 6 – 7 motorcycles. They advised they wanted to let the people in Downers Grove know of their organization and the positive fundraising they do for children. The commission agreed to let them participate on a trial basis, if they refrained from revving the motorcycles.

B. Discussion—Report and Recommendation for Community Events Model

Commissioner Neustadt advised that from his perspective having two organizations come through this process has given the commission an opportunity to see that there are some items we may want to add to the model, such as a tiered fee structure. Ms. Pendola noted that it was our job to come up with a model and we are dealing with a real life application which is sort of not fair because we haven't had time to finish the model that we were charged with putting together.

Ms. Scalzetti noted that the Council realizes we are in a transition year and in the long run the outcome will be beneficial. Mr. Humphreys wants to discuss this timetable and get some understanding from the Council on this as he feels the CEC can have some significant preliminary recommendations but before we put our final stamp on these we should see how Grove Fest works. Council Neustadt thought he could ask his council colleagues to postpone recommendations until after the events (maybe August) so that we could see how the model equates with the items such as the actual event attendee numbers and public safety information. Ms. Pendola noted that we shouldn't bounce back and fourth. I think a facilitated discussion lead by Dave Fieldman really works well for us and we should continue this process and set up a meeting with him.

Commissioner Neustadt asked if a meeting without another item on the agenda is desirable and the commission thought that was a good idea. Ms. Scalzetti brought up the issue of looking to our civic partners and their calendar and being cognizant of what events they have scheduled and is there anything that may be conflicting. Commissioner Neustadt stressed the need to have a combined calendar.

Ms. Klima of Economic Development Corporation noted that her concern is that so many things are similar that we saturate and look ridiculous. I fear that if we are not careful, as someone who works hard to market the community, it is hard when we are talking about six or seven fests. Maybe create a master calendar for the community. Mr. Jackaway would like to see a template calendar. Major events that require your recommendation can really impact some of the other events in the community, I want us to look like we have a well organized community stated Ms. Klima, and then she asked the CEC to consider this when looking at recommending events.

Mr. Humphreys noted that only events on Village property come before the commission. Ms Klima noted that organizations work hard not to duplicate events. Commissioner Neustadt added that the proposed model has a section titled the “Villages Role in Events”, and if we have a meeting focused solely on the model this is one of the items that could be added to the recommended model. We could add a section that talks about checking with A, B, and C organizations so we are not duplicating or having something on the same weekend. We could suggest where they should look or stress this point as part of the application that the applicant has to check with these organizations. Mr. Jackway thought this was a great idea. Mr. Humphreys suggested that we need to include some sort of “community benefit” that implies that if we just did it last week, we don't want to do it again next week or there should at least be a method for encouraging diversity. Commissioner Neustadt stated that in a model, Council policy making, ordinance revisions, temporary use-do we want to limit the number of events? Ms. Mahoney commented that perhaps we could help organizations communicate and work together with one another and produce one larger events versus two small similar events. Commissioner Neustadt also added that we could have a deadline for temporary use permits for the next quarter.

Cindy Klima noted that there are key communicators that meet quarterly and all organizations come together. We can find a way to help make that happen. It helps me and I have no problem helping with something that leads to a positive end.

Linda agreed and said that events have taken place on 75th street and the police were not aware of and it was a surprise. It was on private property, and I remember the police saying they didn't know the event was happening. They are supposed to get a permit with the Village so if this could be looked at as part of the model as well. Also, Ms. Kunze advised she is anxious to hear a conversation about the fees because they are extreme for our Friday car shows and other events. There are certain events that we really want to keep and I'm glad the group is open to a discussion about tiering the fees. Mr. Humphries noted the charge from the Council was budget neutral and not turning these events into profit center

Ms. Scalzetti noted that staff time is a guesstimate but that going forward we will be tracking the exact time frames for doing these types of jobs. Applicants will prepay the estimates but applicants will receive money back if estimates are too high. Commissioner Neustadt said the downtown market has found volunteers to do some of the jobs to reduce costs. This is just one example.

Mr. Neustadt made the suggestion to look at the events before we determine the fee models to see how it lines up then we make some changes to our model with that information. He further suggested that our next meeting solely discuss the model with Manager Fieldman facilitating. Ms. Scalzetti said the May meeting would be set to accomplish this.

Mr. Jackaway noted we have two experiments coming through the pipeline and I wonder if there is a mechanism for sharing their revenues numbers. They don't have to tell us but if we ask politely, they might tell us. Mr. Jackaway mentioned that just as he stated at the last meeting, the Rotary footprint becomes a prominent point, if we know they are generating that much money on the beer do they really need to jam all the games and all those rides in that small footprint as they are overextending. My name goes on this and I voted no because in the end, people are going to look at the Village and we will share the blame if something goes wrong. I keep the image of the Village in mind, and with that said I would like to know if these guys are taking the Village for a ride, or are they being genuine? How much money is adequate? Commissioner Neustadt noted the Rotary will have to pay for what they get from the Village, however, they will still make a considerable amount of money as they specifically know what the revenue was from Heritage Festival as our information is public. Let's look at our recommended model for the next meeting and focus on that discussion. Commissioner Neustadt asked about putting Ms. Klima on our commission as ex-officio.

Mr. Humphreys remarked, is there a way to delay our recommended report. Commissioner Neustadt advised he will talk to his colleagues about delaying the model closer to strategic planning or long range financial planning.

V. NEW BUSINESS

None

VI. ADJOURNMENT

Chairman Neustadt thanked guests for their participation and a motion was made to adjourn the meeting.

The next meeting is scheduled for May 20, 2010

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
May 12, 2010**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:33 p.m. Trustees present: Eblen, Greene, Humphreys, Read, and Daniels. Trustees absent: DiCola. Also present: Library Director Bowen, Assistant Library Director Carlson. Visitors: Resident William Wrobel of 7800 Queens Court.

APPROVAL OF MINUTES

Trustees reviewed the minutes of the regular meeting of April 28, 2010. It was moved by Read and seconded by Eblen **THAT THE MINUTES OF THE REGULAR MEETING OF APRIL 28, 2010 BE APPROVED AS WRITTEN.** Ayes: Eblen, Greene, Humphreys, Read, and Daniels. Abstentions: none. Nays: none. Motion carried.

Trustee DiCola arrived at 7:36 p.m.

PAYMENT OF INVOICES

Trustees reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by Greene **TO APPROVE PAYMENT OF OPERATING INVOICES FOR MAY 12, 2010 TOTALING \$54,292.93 AND ACKNOWLEDGE PAYROLLS FOR APRIL TOTALING \$168,877.99.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, and Daniels. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS

Resident William Wrobel shared that he has been communicating with Library Director Bowen regarding the library's neighbors' dumpsters and waste bins in the alley next to the library. He also mentioned that at the last Village Council meeting there was discussion about the continuation, or not, of the current waste disposal service for the Village. Wrobel noted that library trash is well-screened and maintained on the west side of the library, and that the alley on the east side of the library serves as street access for patrons returning materials to the library's

materials returns. He appealed to the library board to do more about the neighbor's trash next to the library, saying the library has been "taken advantage of by their neighbors" who have placed their dumpsters and waste bins in the alley right next to the library, making them appear to be the library's trash bins rather than the neighbors' to the east of the library. The containers have been overflowing many times and the lids of the dumpsters are sometimes left open and leaning against the library building. Wrobel has also spoken with Bob Barnett, the council liaison to the library, so he is aware of the concern and knows that library staff briefly talked with a couple of their neighbors about keeping the area cleaner and more confined, and which appears to be happening most days.

Wrobel also presented a fundraising idea for several Downers Grove organizations, including the library foundation, District 99 foundation, Tivoli theater organ restoration, etc. He'd like to have a charity event with CATOE, Chicago Area Theatre Organ Enthusiasts, the organization that maintains the two unique, vintage theater pipe organs at the Tivoli Theater and Downers Grove North High School. Wrobel has been talking with others in the community regarding this idea which he thinks could bring people from all over the metro area and involve local restaurants, CATOE-supplied musicians, and more. It would be a one-day fundraiser with morning and afternoon concerts on each of the two organs in Downers Grove. President Daniels suggested Wrobel get together with interested parties to discuss his idea.

OLD BUSINESS

- Continue the discussion of the revision of the By-Laws of the Board of Library Trustees

As directed during the discussion of the proposed revised by-laws at a past meeting, Bowen asked the library's attorney if the by-laws could describe the administrator as an ex officio member of the board. He recently received the attorney's response to that question, and the attorney strongly recommended that the board not do that. Bowen quoted the attorney's reasons in his board packet memo. Based on that recommendation Bowen suggested that the board reconsider the revised by-laws and return to the original description of the role of the library administrator that was discussed in the last few meetings. A copy of the relevant section was included in the board packet.

It was moved by Humphreys and seconded by Greene **TO ADOPT THE REVISED BY-LAWS INCLUDING THE ORIGINAL LANGUAGE IN ARTICLE II, SECTION 2. THE ROLE OF THE LIBRARY ADMINISTRATOR.** Ayes: DiCola, Eblen, Greene, Humphreys, and Daniels. Abstentions: Read. Nays: none. Motion carried.

Trustee Read abstained noting that he still thinks the description of the library director's role could be improved and that it should be reviewed again before the selection of a new director. President Daniels agreed that it could be reviewed again.

NEW BUSINESS

- Approve a change in library hours of operation during Grove Fest

As the board learned at the last meeting, the carnival amusement rides for the new Grove Fest will be located immediately adjacent to library building. Staff believes that this will be significantly distracting to patrons and staff who might be using the library, so Bowen requested that the hours that the library is open during the July festival be limited to hours that the rides are not operating. He recommended opening the library from 9 a.m. to 6 p.m. on Thursday and Friday, July 15 and 16; from 9 a.m. to 1 p.m. on Saturday, July 17; and closing the library on Sunday, July 18. The rides will start at noon on Saturday, but Bowen would like to keep the library open for one full four-hour shift to see how it goes, as a test for the future.

Bowen said he does not believe that patrons will be too inconvenienced by this change in hours. While evenings and weekends are the busiest times during the school year, heaviest usage moves to weekday hours during the summer. The library will also arrange due dates so that materials that would normally be due during the period of reduced hours can be returned on Monday when the library will be open for regular hours.

It was moved by DiCola and seconded by Read **TO APPROVE ALTERNATE HOURS OF OPERATIONS DURING GROVE FEST AS PRESENTED.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, and Daniels. Abstentions: none. Nays: none. Motion carried.

- Appointment of the voting representative vote for the Metropolitan Library System Board of Directors election

The slate of candidates for the MLS Board has been released and voting must be completed by early June. A representative must be appointed to vote on behalf of the Downers Grove Public Library. This year there is not a lot of competition. There are three candidates for three vacancies representing member library trustees, one candidate for one vacancy representing academic libraries, one candidate for one vacancy representing special libraries, and two candidates for one vacancy for a public library administrator. Bowen said he would be happy to serve as the voting representative for the library, as in the past; or the board could appoint someone else to vote for the library.

It was moved by Humphreys and seconded by Eblen **TO APPOINT THE LIBRARY DIRECTOR THE VOTING REPRESENTATIVE TO VOTE FOR DOWNERS GROVE IN THE MLS ELECTION.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, and Daniels. Abstentions: none. Nays: none. Motion carried.

- The Annual performance review of the Library Director

This agenda item was moved to the end of the regular meeting to be held in a closed session, as allowed in the Open Meetings Act, Chapter 5, 120/2, to consider: “the compensation and performance of specific employees.”

REPORT FROM THE ADMINISTRATION

Bowen gave the board a heads up that in the library's normal buying cycle it is time to upgrade the computers used by the public in the library. He had reserved a large part of the 2009 Per Capita Grant (received summer 2009) for this purpose, since future state grant funding is precarious. The library has ordered 30 computers, so the board will be seeing a large invoice from HP in the near future.

The library has received bad news from Illinois library systems. As reported in the past, the Metropolitan Library System, of which Downers Grove is a member, began cutting staff and services some time ago, when it was clear that the state budget was in a terrible shape. As a result of its proactive cost-cutting and planning, MLS is in reasonable shape, at least for the next six months or so. Other systems, however, are not faring so well.

Sarah Long, the director of the North Suburban Library, issued a statement to the NSLS member libraries, stating that "NSLS will be dramatically scaling back programs and services effective May 30, 2010. From our recent Needs Assessment Survey, we know that Van Delivery service is the most important service for the majority of members. We will take all necessary steps to preserve this service intact. But most other services and programs will be dramatically reduced, eliminated, or spun off. Many NSLS staffers will be laid off. I will be one of the people leaving. We are still working out the details but quick action is needed." It sounds like delivery service may be the only service NSLS will be offering. NSLS does not have an automation consortium like SWAN; however, NSLS did focus on developing a number of cooperative buying projects that libraries from beyond NSLS were able to participate in.

Voices of Vision Talking Book Center, one of the four regional centers that provide talking books and Braille resources for the visually impaired, is also planning to shut down operations. VoV serves 12 counties in northern Illinois, including DuPage County, providing talking books and Braille books to residents. They have only received 3% of their allocated funding from the state this year, and the fiscal year is almost over. The service is hosted by the DuPage Library System through a contract with the state library, and it has only continued to function this long because DLS used its own reserve funds to support the service. However, DLS like the other systems has only received about 50% of the funding that was budgeted in this year's state budget, and its reserves are running low. DLS can no longer subsidize Voices of Vision.

On a related note, Bowen reported that, at the urging of member library administrators, the SWAN Council has been studying how SWAN could become an independent entity. A business plan is being developed to identify all of the costs involved in operating SWAN, and Klein, Thorp, and Jenkins was asked for an opinion on how this might be accomplished. Currently SWAN is a department of MLS. All contracts and agreements concerning SWAN are actually with the MLS Board. While SWAN member libraries pay SWAN fees that support all of the service, including most SWAN personnel costs, and part of the members' fees are earmarked for the SWAN reserve fund (which is almost a million dollars), in reality in the event MLS was liquidated or consolidated with another entity, that reserve fund is part of MLS resources, all

SWAN staff are MLS employees, every piece of furniture and equipment is owned by MLS, and the contract with the vendor of the automated system is with MLS.

According to the attorneys it would be easy for SWAN member libraries to make an intergovernmental agreement to operate and maintain SWAN as an independent entity. The new SWAN could contract with MLS for space and accounting services, and could have an intergovernmental agreement with MLS to allow staff to participate in the MLS health insurance group, like the Downers Grove library and park district staff participate in the Village health insurance group. SWAN staff would continue to be eligible to participate in IMRF. The SWAN Council would have to become a Board of Directors. The MLS Board would have vote to cancel all SWAN membership agreements, which they can do anytime without notice. And, new intergovernmental agreements between member libraries to create the new SWAN would have to be adopted. Assuming that the MLS Board agreed to release them, SWAN's funds would become SWAN's funds, and SWAN's computers and other equipment could be sold to SWAN for \$1. Once this is accomplished, the new SWAN could stand alone, and even choose to move to another location if that became desirable in the future.

Member library administrators will discuss SWAN becoming an independent entity at the June SWAN Quarterly Meeting, and, particularly in view of the system funding issues, Bowen is sure the consensus will be to move forward with this process as quickly as possible. To provide the current level of service, SWAN would still need MLS or some other entity to maintain a delivery service in order to move materials between libraries, but the consortium catalog would still exist. In the worst case, patrons would have to travel to other libraries to pick up material that was not available at their home library.

Trustee DiCola asked about other systems consortium catalogs, and Bowen responded that most other systems have member libraries with stand-alone catalogs. A few libraries in the DuPage Library System have a joint catalog, but most of the member libraries have stand-alone catalogs.

Trustee Humphreys asked what the affect would be on the library's budget if SWAN becomes an independent entity. Bowen reiterated that SWAN is identifying all of the costs involved in its operation so the library does not know at this time; however, SWAN member libraries' fees do support most of the service, including most personnel costs, and SWAN does have a reserve fund of almost one million dollars.

Bowen will be on vacation May 17-21, so the packet for the May 26 board meeting will not be sent out until Monday, May 24. Bowen expects to have a fairly short agenda. He will also be on vacation the week of June 7, which would be the week of the first June board meeting. If the board has no objection, at the next meeting he will ask the board to cancel the regular meeting of June 9. At the end of June the board will begin the 2011 budget process.

The Gordinier aerial sculpture which is replacing the piece that was damaged in 2008 was delivered to the library the previous week, and the installer from Terry Dowd, Inc. uncrated the piece to determine how to install it. The piece is similar to the original one; however, Gordinier believes the new seamless welding and hanging method, as well as size of the glass panes should

prevent the damage that occurred with the original piece, i.e., cracked glass panes. The installer will schedule the installation in the near future.

The estimated cost to install the piece is \$1,650, and the piece will hang a little higher due to Gordinier's new means of hanging the piece. (The installers had to hang the repaired copper cone a little higher back in 2008 so the two sculptures should look fine together.) The board was invited to view the new piece in Director Bowen's office after the meeting.

TRUSTEE ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

Trustee DiCola who is President of the Library Foundation said she has been thinking more about the Foundation having a fundraising goal to build a green roof for the library, and she would like library staff to look at a grant application from the Illinois Clean Energy Community Foundation to see if the Library Foundation can apply for it. She circulated photos from a recent Tribune article on a couple of types of green roofs, for energy saving only and for both energy saving and instructional or demonstration purposes.

Trustee Read who is a trustee for the MLS board said the board is working on arrangements for when the executive director retires this fall, perhaps an interim director.

EXECUTIVE SESSION FOR THE ANNUAL PERFORMANCE REVIEW OF THE LIBRARY DIRECTOR

At 8:30 p.m. it was moved by Read and seconded by Greene **THAT THE BOARD GO INTO EXECUTIVE SESSION TO DISCUSS THE ANNUAL PERFORMANCE REVIEW OF THE LIBRARY DIRECTOR.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, Daniels. Nays: none. Motion carried.

Trustees discussed the job performance of the Library Director. President Daniels will review the board's comments with Library Director Bowen.

At 8:59 it was moved by Eblen and seconded by Read **THAT THE EXECUTIVE SESSION BE ADJOURNED.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, Daniels. Nays: none. Motion carried.

The regular meeting was reconvened at 9:59 p.m.

It was moved by Eblen and seconded by Read **THAT LIBRARY DIRECTOR BOWEN BE GRANTED A 1.5% SALARY INCREASE TO \$122,889.00 PER YEAR.** Ayes: DiCola, Eblen, Greene, Humphreys, Read, Daniels. Nays: none. Motion carried.

No other business was discussed.

ADJOURNMENT

The meeting was adjourned at 10:00 p.m.

TRANSPORTATION AND PARKING COMMISSION

Minutes

March 10, 2010, 7:00 p.m.

Council Chambers - Village Hall
801 Burlington Avenue, Downers Grove

Chairman Wendt called the March 10, 2010 meeting of the Transportation and Parking Commission to order at 7:00 p.m.

The chairman led the commissioners and the public in the recital of the Pledge of Allegiance. The commissioners and the public were informed that the meeting was being recorded on Village-owned equipment to aid in the preparation of the meeting minutes.

Roll call followed and a quorum was established.

ROLL CALL:

Present: Chairman Wendt, Members Schiller, Mr. Stuebner, Mr. Saricks, Mr. Cronin

Absent: Co-Chairman Gress, Ms. Van Anne, Ms. Jeffries

Staff Present: Traffic Manager Dorin Fera; Police Ofr. Timothy Sembach

Visitors: Mr. Ken Gould, 408 Lake Ave.; Mr. Paul Wagner and Mrs. Gloria Wagner, 503 Lake Ave.; Ms. Tina Welch, 4941 Main St.; Ms. Amy Lucas, 4941 Main St.; Mr. Matt Judd, 4941 Main St.; Ms. Marissa Malinski, 2118 Warren Ave.; Mr. and Mrs. Herald, 2100 Warren Ave.; Ms. Debbie Cummane, 2114 Warren Ave.; Ms. Theresa O'Rourke, 2104 Warren Ave.; Ms. Linda Kunze, Downtown Management Corp.; Mr. Tomassa Jordak, 2118 Warren Ave.; Ms. Kelly Cronin, 1117 Jefferson Ave.; Mr. Mark Cronin III, 1117 Jefferson Ave.

An explanation of the meeting's protocol followed.

APPROVAL OF THE FEBRUARY 10, 2010 TRANSPORTATION AND PARKING COMMISSION MINUTES. Clarification was noted that the motions that were made for File Nos. 02-10 and 03-10 were amended for exclusion of the parking restriction on Saturdays, Sundays and holidays. **Mr. Fera** concurred and staff would make the signage change.

MINUTES OF THE FEBRUARY 10, 2010 MEETING WITH NOTED CORRECTION/CLARIFICATION, WERE APPROVED ON MOTION BY MR. SARICKS, SECONDED BY MR. CRONIN. MOTION PASSED BY VOICE VOTE OF 5-0.

PUBLIC COMMENTS None.

1. File #05-10 2100 Warren, east of Belmont - Overnight Parking. Traffic Manager **Mr. Fera** explained this petition was brought to staff back in July 2009 but was not brought before the commission due to the construction that was occurring in the area for the Belmont grade separation. While construction has stopped for now, he explained it will pick up shortly on the next phase which will provide no parking in the vicinity. Staff was trying to address the residents' hardships but could not find a resolution. Therefore, staff was recommending that no parking be allowed on the south side of Warren Avenue due to construction activity. **Mr. Fera** recommended that the residents call the police to notify them that they will be parking overnight. He did not know the construction schedule at this time and recommended denial of the petition at this point. However, staff was open to suggestions.

Regarding the 12 overnight parking spaces that were available, a question was raised as to what the difference was if the parking was shifted to the east side of Belmont Avenue, wherein **Mr. Fera** explained that when construction begins, the 12 spaces will not be available and because the staging of the area has been set, there was no chance for the Village to modify anything. Also, everything west of the two-lane run-around would be within a construction zone. The petition would remain on file and Mr. Fera would keep his eyes open for available parking. He envisioned that once the construction is completed, the parking configuration could be different on Warren Avenue. **Mr. Fera** explained that the parking lots south of the tracks and west of Belmont would remain, as well as new Lots J and K. He reiterated that there may be opportunities to put parking spaces within those lots but they would not be easily accessible.

Asked if there was any other parking opportunities that staff could offer somewhere else, **Mr. Fera** stated the matter was discussed. Overnight enforcement was briefly discussed. Asked if residents could park on the southwest corner (Lot H) during the interim period while construction was going on, **Mr. Fera** stated it could be considered but noted the spaces were permitted spaces. Approximately 40 metered spaces existed in Lot H and it was suggested to use 12 spaces from those 40 spaces and not meter the parking spaces. **Mr. Fera** raised the convenience factor, as these residents would still need to cross Belmont Road.

Chairman Wendt opened up the matter to public comment.

Ms. Theresa O'Rourke, 2104 Warren Avenue, agreed that construction was an issue with the petition. However, her main reason for the petition was because she and other women in the association did not like the parking lot on the other side of Belmont Avenue because it was desolate. She stated that the Village of Berwyn used overnight stickers and suggested staff review other towns. She and the residents appreciated having the parking close. Dialog followed regarding the bypass and not knowing how it would affect the residents realistically.

Ms. Kathryn Herald, 2100 Warren Avenue, was open to alternatives and paying for stickers.

Ms. Debbie Cummane, 2114 Warren Avenue, inquired how far the construction on Warren would extend. She discussed some of the construction that has occurred in the past. She supported spaces toward the east. She also noted that since the two new parking lots opened, there has been more commuter spaces available along the tracks.

Mr. Fera expected to hear about the Metra project soon and he suggested to meet with the residents to provide them more accurate information since he could not provide an answer tonight. Regarding the issuance of permits for the parking deck, **Mr. Fera** stated permits were \$195 per quarter.

Mr. Stuebner recommended tabling the matter until more information was received. **Chairman Wendt** asked the residents for more time, if they preferred. Asked when the residents last thought about expanding their parking, **Ms. Cummane** said it was about two years ago.

MR. STUEBNER MADE A MOTION THAT THE PETITION BE TABLED UNTIL MORE REFINED CONSTRUCTION PLANS FOR THE BELMONT ROAD PROJECT ALONG WARREN AVENUE WERE AVAILABLE. SECONDED BY MR. SCHILLER.

MOTION CARRIED BY VOICE VOTE OF 5-0.

2. File #06-10 Maple at Main Parking Lot - Overnight Parking. **Mr. Fera** explained this petition was brought to staff by the owner of the 5223/5231 Main Street addresses. The request is for the Village to consider having a certain number of overnight parking spaces in the Main and Maple lot from March 1st to November 1st. The parking is in the downtown area. This petition was brought before the Village two to three times within the past five years for consideration but nothing was ever done. **Mr. Fera** explained the building does have many units and the residents of the building felt the parking deck was too far to be considered. However, he explained that it would be beneficial to hear from the residents and to discuss what will or will not work and then move the matter to the village leaders so that it can be developed into a parking policy.

Chairman Wendt asked if any other commissions should be involved in this matter, **Mr. Fera** stated that likely the Plan Commission and probably the Zoning Board of Appeals should be involved. **Chairman Wendt** questioned staff why the overnight parking in the deck was not being fully utilized. **Mr. Fera** responded that perhaps the cost is too much or the distance to walk is too far. Discussion followed that illegal overnight parking has been taking place in many of the Village lots in the downtown, and now with increased enforcement the violators are not happy about it.

Some commissioners supported residents paying a fee for overnight parking so the village does not lose revenue. Per a question, meters could be installed in the deck for overnight parking.

Chairman Wendt opened up the matter to public comment.

Ms. Linda Kunze, executive director for the Downtown Management Corporation, stated she was present to gather the commissioners' thoughts in order to present them to her board for their opinion. One of her board members did share his concern to her about setting a precedent that if a lot exists on the south side of town for overnight parking, one should exist on the north side of town. She also relayed that she is contacting the downtown business owners to see if they have any spaces to rent out. **Ms. Kunze** discussed that her board wanted a comprehensive parking study done by the village, but due to economics, it was set aside. However, her board, staff and others eventually want to get a parking study done. She will put together her parking information for staff and the commissioners. She also discussed the weak lighting in the deck, and getting it better maintained, which could also be an issue for parking there. **Mr. Stuebner** believed a precedent for charging fees was already set with the Parking Deck.

Chairman Wendt believed it was necessary to accommodate the residents, but at the same time, to find out the costs to administer parking permits and charge accordingly. As to where residents were parking currently, some thought it was at various church parking lots. **Mr. Saricks** thought if some residents were paying privately, they could pay the city, since one-half to three-quarters of the commuter parking lot was sitting empty after 6:00 p.m. and it could be tried on a test basis. At the same time, however, he thought it would be beneficial to wait until more feedback on the matter was received.

Mr. Fera added that the Public Works staff did a downtown parking survey several years ago on this matter, and one church did respond but the location was too far east. He offered to provide **Ms. Kunze** the data for her to follow up with the churches. **Ms. Kunze** agreed to receive this information.

Commissioners appeared to reach a consensus of having parking lots available on a paid basis for overnight parking so the village recovers revenue but that the completion of a downtown parking study or policy was beyond this commission.

MR. STUEBNER MADE A MOTION TO TABLE THIS MATTER AND HAVE THE VILLAGE COMPLETE A DOWNTOWN PARKING STUDY, AND THEN STAFF PRESENT IT TO THIS COMMISSION. STUDY SHOULD CONSIDER COST OF OVERNIGHT PARKING TO KEEP REVENUE STREAM. SECONDED BY MR. SARICKS.

Per a question, **Mr. Fera** stated that staff did expect that as the Acadia On The Green development fills up in occupancy, the overnight parking spaces in the deck would also fill up. **Mr. Fera** also stated that the downtown area has no parking space requirements for commercial or residential developments. He expected that two lists will come out of this petition: one for commuters and one for residents. As to the cost of administering permits, **Mr. Fera** explained that one employee now oversees those administrative duties.

Ms. Kunze, in response to comments, stated her board's budget does not allow for an official parking study but she hoped the commissioners would find acceptable her board's thoughts on where the issues exist. The commissioners concurred.

MOTION CARRIED BY VOICE VOTE OF 5-0.

3. File #07-10 Main Street north of Rogers Street - Overnight Parking. **Mr. Fera** referenced an attachment placed on the dais regarding this petition. Commissioners pointed out that this petition was very similar to the above petition. **Mr. Fera** located the building on the overhead and discussed that it was very old and had no parking spaces or alley around it. Again, it was noted (in the petition) that the parking deck was too far to walk. **Mr. Fera** understood that some arrangements for private parking in the immediate area may have fallen through. He also noted it was not clear in the petition if the request was from March 1st to November 1st.

Chairman Wendt stated he did not support overnight parking on Main Street and did not agree with the recommendation. Others voiced concern about setting a precedent.

Chairman Wendt opened up the matter to public comment.

Ms. Tina Welch, 4941 Main Street, owner of the property stated her building is landlocked and there is no parking for her tenants. Her automotive neighbor has his parking lot filled most of the time with cars being worked on. **Ms. Welch** stated that while the auto business owner would not mind the residents using the parking, the owner of the property would, which was not an option for her building. **Ms. Welch** discussed the difficulty of finding tenants for her building because no parking existed and the tenants she rented to could not afford the parking deck. She did support the parking across from Starbucks.

Mr. Stuebner raised two issues: first, that if parking on the street was less than \$195.00 per quarter, the Parking Deck would likely become empty; secondly, overnight parking space on Rogers Street would become private spaces, essentially, because no residential sticker exists. **Ms. Kunze** then explained the prior and temporary use of Village stickers for the residents of First Street.

Ms. Amy Lucas, 4941 Main Street, a tenant, stated that to date, residents are parking illegally on Main Street, which was dangerous. She did not want to continue parking this way or be a burden to the village.

For informational purposes, **Mr. Fera** mentioned that Lot A includes employee parking, 3-hour parking, and commuter parking, so the 6:00 a.m. time limit was not an issue in this lot.

Commissioners agreed to have the above parking study include overnight parking for Main Street north of Rogers Street. A question was asked of staff that if the village increases the number of overnight spaces, could it decrease the cost for the overnight quarterly sticker yet maintain the same amount of revenue, wherein **Mr. Fera** would follow up and bring it up for discussion after the study is conducted. A last comment was made that a bus system exists in the village and that many commuters drive to the train station when they could consider using the bus. The residents, however, do not have an option and the study should give first priority to the residents. The Commissioners dialogued that the number of commuter spaces may have to be reduced.

Chairman Wendt noted, however, that Metra has a contract with the lots. **Mr. Fera** stated he was waiting to hear from Metra about the same topic.

Ms. Gloria Wagner, 503 Lake Avenue, stated that Nancy's Tea Room was up for sale and would the village be interested in purchasing it and create a parking lot. Also, she said the Village of Berwyn uses a parking sticker program. She also noted the Methodist Church north of the tracks and west of Cass Avenue rents to commuters.

Dialog followed that the concerns raised should be addressed in the above-referenced parking study.

4. 08-10 Lake Avenue, Fairview to West End - Parking Modifications. **Mr. Fera** reported this location was brought forward through the Police Department. Some of the residents were receiving tickets which raised this matter. Staff reviewed the options and recommended removing the restrictions since most of the businesses had their own internal parking along Ogden Avenue.

Chairman Wendt opened up the matter to public comment.

Mr. Kent Gould, 408 Lake Avenue, explained the parking signs were placed there because residents on Lake Avenue wanted the restriction due to the radiator shop and their employees and customers parking on Lake Avenue. He believed once the restriction was removed, the employees would park there again due to better access from the business. Mr. Gould also stated there was a dangerous situation at Lake and Fairview Avenues and believed restrictions should be placed at those corners.

Mr. Tom Wagner, 503 Lake Avenue, supported parking on Lake Avenue and to try it for a year to see if parking increases. He also agreed there was dangerous parking occurring at the corners of Lake and Fairview.

Ms. Gloria Wagner, 503 Lake, stated she supported lifted the parking ban and protecting the corners.

Mr. Fera added that some of the area businesses were gone which makes for usable on-street parking on Lake Avenue by the residents. As far as businesses from the east side of Fairview

Avenue, he stated Fairview Avenue traffic has increased in recent years, and that parking west of Fairview Avenue for employees or customers of businesses on the east side is much more difficult these days.

MR. STUEBNER MADE A MOTION THAT THE TRANSPORTATION AND PARKING COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL AND THAT THE FOLLOWING BE IMPLEMENTED:

MODIFY THE “NO PARKING 6AM TO 6 PM” DESIGNATION ALONG BOTH SIDES OF LAKE AVENUE , BETWEEN FAIRVIEW AVENUE AND THE WEST END, TO BE A “NO RESTRICTION” DESIGNATION, PERMITTING ON-STREET PARKING THROUGHOUT THE DAY.

ALSO, INSTALL “NO PARKING HERE TO CORNER” SIGNS ALONG THE NORTH SIDE OF LAKE AVENUE AT FAIRVIEW AVENUE.

SECONDED BY MR. SCHILLER.

Questions followed on other signage and striping in the area.

MOTION CARRIED BY VOICE VOTE OF 5-0.

OLD BUSINESS

Mr. Fera reported that the Village Council approved the two prior parking recommendations for Hillcrest School parking and Pierce Downer. Dialog followed on the new format of the council meetings and some of the issues encountered. Commissioners then talked about the following: being comfortable with the village council making policy decisions, the prior discussion on overnight parking, and staff commenting on transit access to the train stations. **Mr. Fera** provided highlights on the traffic calming program and mentioned a neighborhood localized traffic request went out for bid today. Details followed.

COMMUNICATIONS - None

ADJOURN

MR. SCHILLER MADE A MOTION TO ADJOURN THE MEETING. MR. CRONIN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. THE MEETING WAS ADJOURNED AT 9:05 P.M.

Respectfully submitted,

Celeste Weilandt,
Recording Secretary
(as transcribed by digital recording)

**VILLAGE OF DOWNERS GROVE
ZONING BOARD OF APPEALS MEETING
APRIL 28, 2010**

Call to Order

Chairman White called the meeting to order at 7:30 PM.

Roll Call

Present: Mr. Domijan, Ms. Earl, Mr. Isacson, Ms. Majauskas,
Ch. White

Absent: Mr. Benes, Mr. LaMantia

A quorum was established.

Staff: Damir Latinovic, Jeff O'Brien

Minutes of March 24, 2010

Mr. Isacson made a motion to approve the minutes of the March 24, 2010 Zoning Board of Appeals meeting. Mr. Domijan seconded the Motion.

AYES: Mr. Isacson, Mr. Domijan, Ms. Earl, Ms. Majauskas, Ch. White

NAYS: None

The Motion passed unanimously.

Meeting Procedures

Chairman White reviewed the procedures to be followed during the public hearing, and called upon anyone intending to speak before the Board on the Agenda item to stand and be sworn in. Chairman White then explained that there are seven members on the Zoning Board of Appeals and for a requested variation to be approved there must be a majority of four votes in favor of approval. He added that the Zoning Board of Appeals has authority to grant petitions, without further recommendation to the Village Council.

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ZBA-06-10 A petition seeking a front yard setback variation for the property located at the Southwest corner of Grant Street and Statton Street, commonly known as 4500 Statton Street, Downers Grove, IL (09-05-318-011), Ryan Small, Petitioner/Owner.

Petitioner's Presentation:

Mr. Ryan Small, 4500 Statton Street, Petitioner and owner of the property, stated that he wants to put an addition onto the existing house which would include changing the existing one-car garage into a two-car attached garage. He would like the new garage to be the same distance from the front property line as the existing house. Mr. Small said that the existing house is 15.8 feet from the north property line, and the new garage would have to be set back further from that according to the Village's zoning regulations. He would like the garage and existing house to

line up so it looks as if the new garage were original to the house. There is sufficient space to park a car in the driveway after the addition has been completed. If he had to follow the Code, his alternatives would eliminate much of the back yard, and alter plans for the interior of the house.

There being no questions from the Board of the Petitioner at this time, Chairman White called upon Staff to make its presentation.

Staff's Presentation:

Mr. Damir Latinovic, Village Planner, said that the subject property is a corner lot about 7,658 square feet in size, and is improved with a ranch house and a one-car attached garage. The Petitioner proposes constructing a two-car 506 square foot attached garage, as well as a third bedroom to the existing house. The Petitioner is requesting a front yard setback variation to construct the garage 15.8 feet from the north (front) property line, where a 22.22-foot front yard setback is required by Village Code. The existing one-car garage portion of the house is approximately 17.2 feet from the north property line. The petitioner would like to have the garage and existing house, which is 15.7 feet from the north property line, in-line.

Mr. Latinovic said that the Petitioner was previously before the Zoning Board of Appeals in June of 2007 requesting the same 15.8 foot front yard setback from the north property line for construction of the same two-car attached garage. The variance was granted; however, it expired after one year because the Petitioner did not start the project, and as a result of the expiration, the Petitioner had to submit another application. Mr. Latinovic said that the house is 29.3 feet from the east property line, 5.8 feet from the south property line, and 42 feet from the rear property line. The existing structure is legal non-conforming because it does not meet the current front yard setback (22.22 feet) from the north property line.

Mr. Latinovic noted that the two-car proposed garage would be 25.2 feet from the rear property line and 19 feet from the south property line. The petitioner has applied for a building permit and is awaiting the decision of the Board to proceed with the construction.

Mr. Latinovic pointed out that Staff studied the site to determine if there was any other option, and found that the Petitioner has two options. The first option would be to add a second car stall onto the existing one-car garage, but push it south to meet the 22.22 foot setback. That would result in an unusable U-shaped space behind the garage, and Staff does not believe that would yield a reasonable return on the property.

Mr. Latinovic said that the second option would be to construct a new two-car detached garage five feet from the side and rear lot lines. Staff also believes this would result in an inadequate 24-foot wide rear yard space between the existing house and the garage which would have less privacy with exposure to Grant Street. Staff believes the position of the existing house creates a unique circumstance and presents a physical hardship and practical difficulty on the part of the Petitioner to improve the property with reasonable return.

Mr. Latinovic reviewed the standards for granting variations, stating that staff believes all standards for granting the variation as outlined in staff's report dated April 28, 2010 have been met, and staff recommends approval of the request. He asked that if the Zoning Board of Appeals grants the variation, it be subject to the condition as stated on page 5 of staff's report dated April 28, 2010.

Ms. Earl noted that there is a tree in the Village parkway that might have to be removed, and asked if that would have to be replaced. Mr. Latinovic said a separate permit is required for tree removal in a public parkway. The Village Forester will examine the tree and make her decision, which could include either saving or replacing the tree at a cost to the petitioner. The petitioner is aware of that requirement, and is waiting for the Zoning Board's decision before proceeding.

There being no further questions, and no public input, Chairman White closed the opportunity for further public input.

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Board's Deliberation

Chairman White asked for comments from the Board.

Mr. Isacson said if this petition was before the Board previously and granted under the same type of circumstances, he is in favor of granting the petition.

There being no contrary opinions, Chairman White called for a Motion.

Mr. Domijan made a motion in case ZBA 06-10, that the Board approve the variation request as presented with the following condition:

The proposed house renovation shall substantially conform to the Plat of Survey with Topography prepared by Professional Land Surveying, Inc. dated February 09, 2007, last revised October 20, 2009 and the architectural plans prepared by Magner-Manalang Architects dated February 26, 2010 attached to this report except as such plans may be modified to conform to Village codes, ordinances, and policies.

Ms. Earl seconded the Motion.

Roll Call vote noted the following:

AYES: Mr. Domijan, Ms. Earl, Mr. Isacson, Ms. Majauskas, Ch. White
NAYS: None

The Motion passed unanimously.

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Mr. O'Brien informed the Board that there would be a meeting next month reviewing a petition for a sign variation.

There being no further business, Chairman White adjourned the meeting at 7:46 PM.

Respectfully submitted,

Tonie Harrington
Recording Secretary