

**DOWNERS GROVE LIQUOR COMMISSION
VILLAGE HALL COUNCIL CHAMBERS
801 BURLINGTON AVENUE**

Thursday, January 8, 2015

I. CALL TO ORDER

Chairman Strelau called the Liquor Commission meeting to order at 6:40 p.m.

II. ROLL CALL

PRESENT: Mr. Austin (6:45), Mr. Clary, Ms. Fregeau, Mr. Jacobson, Ms. King, Mr. Krusenoski Chairman Strelau

ABSENT: None

STAFF: Assistant Village Attorney Dawn Didier, Liaison to the Liquor Commission Carol Kuchynka

OTHERS: Bruce VanOverloop, Court Reporter

III. APPROVAL OF MINUTES

Chairman Strelau asked for approval of the minutes for the October 2, 2014 Liquor Commission meeting and asked members if there were any corrections, changes or additions.

Hearing no changes, the October 2, 2014 minutes of the Liquor Commission meeting were approved as written.

Chairman Strelau reminded those present that this evening's meeting was being recorded on Village-owned equipment. Staff was present to keep minutes for the record and a court reporter was present taking the minutes verbatim.

IV APPLICATION FOR LIQUOR LICENSE

Chairman Strelau made the following statements:

"The next order of business is to conduct a public hearing for liquor license applications. For the benefit of all present, I would like to state that this Commission does not determine the granting or denial of the issuance of any license. We may at the end of each hearing, make a finding or recommendation with respect to the application. If necessary, the Commission may adjourn a hearing to a later date in order to have benefit of further information."

"At the conclusion of the hearing, the Commission will summarize its findings and determine any recommendations it wishes to make to the Liquor Commissioner."

"The Liquor Commissioner, who is the Mayor of Downers Grove, will, pursuant to Section 3-12 of the Ordinance, render decisions regarding issuance of available licenses within 60 days."

"Hearings by this Commission are held according to the following format: 1) reading of information pertinent to the application, 2) comments from the applicant, 3) comments from the public, 4) discussion by the Commission, and 5) motion and finding by the Commission."

Lakes Venture, LLC d/b/a Fresh Thyme Farmers Market

Chairman Strelau stated that the next order of business was an application hearing for Lakes Venture, LLC d/b/a Fresh Thyme Farmers Market located at 325 Ogden Avenue. She stated that the applicant is seeking approval for a Class "P-2", beer and wine only, off-premise consumption liquor license.

Chairman Strelau asked that any individual(s) representing the applicant to step forward and be seated. She asked that any individual(s) giving testimony, state and spell their name for the record, indicate their affiliation with the establishment and be sworn in by the court reporter.

Mr. Bruce VanOverloop was sworn in by the court reporter. Mr. VanOverloop introduced himself as the Director of Operations for Fresh Thyme Farmers Market.

Chairman Strelau asked Mr. VanOverloop to explain the operation and their request for a liquor license.

Mr. VanOverloop stated that they are a farmers market concept grocery store. He stated that they are like a conventional grocery store but their focus is on healthy lifestyles. He stated that they have all the typical grocery store departments, such as a meat department, deli, frozen foods and dairy. He stated that the pinnacle of the store is their produce department which represents 30% of their sales. He stated that the produce department is in the center of the store which takes up a large quantity of the floor space. He stated a typical grocery store has approximately 12% in produce sales.

Mr. VanOverloop described Fresh Thyme as a combination of Trader Joe's and Whole Foods. He stated that they provide world class service. He stated that beer and wine would compliment their grocery sales and be a convenience to their customers.

Chairman Strelau asked for comments from the Commission.

Ms. King asked about the number of employees and if any would be under 21. Mr. VanOverloop replied 90. He stated that there will be under 21 employees but they would not be in a position to ring up liquor sales.

Ms. King asked whether the cash register system prompts for liquor sales. Mr. VanOverloop replied that the registers will prompt the cashier to enter in the customer's date of birth.

Ms. King stated that their manual indicates they will not accept vertical licenses. Mr. VanOverloop replied that they will only take the vertical under 21 licenses with a manager's approval.

Ms. King asked what the consequences are to someone that sells to a minor. Mr. VanOverloop replied that corporate has a program for writing up employees. He stated that they are also counseled by department managers. Ms. King asked if there have been any store violations. Mr. VanOverloop replied that there have been no reprimands for alcohol infractions.

Mr. Austin passed on questioning to catch up.

Mr. Clary asked how many stores they have in operation. Mr. VanOverloop replied that this will be the 10th Fresh Market Store. He stated that they will be opening their third in Illinois in Fairview Heights this week.

Mr. Clary understood that they accept the vertical license with manager's approval but stated that not accepting them would eliminate potential sales to minors.

Mr. Krusenoski noted staff's experience with liquor sales and referred to David Bernier's liquor manager application. Mr. VanOverloop noted that Mr. Bernier has been named Vice President of Operations. Mr. Krusenoski asked if he will still serve as liquor manager. Mr. VanOverloop stated that he will be overseeing all liquor operations, however a store director will be hired to oversee this particular store. Mr. VanOverloop added that a grocery manager will be hired to oversee the liquor department at the store and added that person will not be hired until six weeks prior to the store's opening. He advised that the store director hired has over 40 years of experience in sales. Mr. VanOverloop advised that he will oversee Illinois store locations as well.

Mr. Krusenoski asked when they plan to open. Mr. VanOverloop replied April 29th.

Mr. Krusenoski asked where they operate in Illinois. Mr. VanOverloop stated that they have licenses in Mt. Prospect and Deerfield.

Mr. Krusenoski asked if they will transfer employees from the other stores. Mr. VanOverloop replied yes. He added that employees they hire will have grocery store and sales experience and noted some cashiers from the other locations will transfer.

Mr. Krusenoski cautioned them about accepting the vertical license. He stated that the Village's agent will use their own license which states the date they are under 21 until. He stated that they have to create an environment and culture and reinforce daily the importance of not selling to minors. He was pleased that a number of individuals had a number of years experience in liquor sales.

Mr. VanOverloop stated that they take liquor sales very seriously. He stated that they have three front end managers. He stated that staff is trained from A-Z in store operations. He stated that staff is BASSETT certified. He stated that their trainer, Ben Hardy, is very well versed on the IL licenses, spends a great deal of time on features of the vertical licenses and makes certain staff fully understands them. He stated that they take a great deal of pride in how they manage their stores.

Mr. Jacobson asked how Meijer is involved in the operation. Mr. VanOverloop replied that Meijer is not involved operationally, but financially.

Mr. Jacobson asked what kind of liquor training program they will have for employees upon hire. Mr. VanOverloop replied that anyone handling alcohol will go through the BASSETT training course on-site. He stated that there are five front end managers that will also handle procedural training.

Mr. Jacobson asked how regularly training takes place. Mr. VanOverloop replied they have weekly as well as daily huddles with staff.

Ms. Fregeau stated that management sets the culture, tone and tenor of the organization to staff regarding the importance of liquor sales.

Ms. Fregeau noted that some licensees have an immediate termination policy for those involved in liquor sales. She stated that they may want to expand on the consequences to staff if they are involved in the sale to a minor.

Ms. Fregeau stated that the manual indicated they card 30 and under and noted that some licensees card those appearing under 40.

Ms. Fregeau asked if Mt. Prospect and Deerfield conduct compliance checks. Mr. VanOverloop replied yes and that they have passed in Deerfield.

Ms. Fregeau asked what has been their biggest challenge with liquor sales. Mr. VanOverloop replied that they have not had any challenges. He stated that with the experience they have on board, constant huddles, meetings are important in order to ward off issues.

Mr. VanOverloop stated that they could card 40 and under.

Ms. Fregeau liked the layout of the store and the proximity of the beer and wine section to the checkout lanes.

Ms. Fregeau advised Mr. VanOverloop to work with staff when they hire the new liquor manager.

Mr. Austin asked about wine tastings. Mr. VanOverloop stated that they conduct tastings in both Deerfield and Mt. Prospect. He stated that they typically do them on special occasions and noted about a half dozen times or so. Mr. Austin asked if staff will conduct the tastings. Mr. VanOverloop replied that distributors will handle all aspects of the tastings. He stated that a store supervisor will also be in the area to monitor the tasting event.

Chairman Strelau asked staff if there was an issue with the liquor manager not being hired. Ms. Kuchynka replied no. She added that the new manager will need to complete the application, be fingerprinted, background checked and will need to meet with her to discuss local ordinance and policy prior to being appointed. Ms. Kuchynka stated that she would also do an on-site training seminar at the request of the licensee.

Mr. VanOverloop stated that the store director has been hired. He noted that the store manager designated as liquor manager would report to him directly. Ms. Kuchynka stated that she would contact corporate to determine who they would like to designate.

Chairman Strelau asked Mr. VanOverloop if he will be working at this store. Mr. VanOverloop replied as director of Operations he will be responsible for the Downers Grove location and be in the store often. Chairman Strelau noted that the Village is serious about compliance checks. She was pleased that they have daily huddles and discuss issues to run the store efficiently.

Ms. Fregeau noted that there are two high schools in town. She asked how they train staff in spotting fake ids and/or out-of-state ids. Mr. VanOverloop stated that the BASSET training will cover the features of the drivers licenses. He stated that employees are shown actual samples of identifications to determine which are fake and which are real. He stated that training will be an ongoing process.

Mr. VanOverloop stated that new hires are sent to existing stores for two weeks for live training in the active store.

Chairman Strelau asked if there were any comments from staff pertinent to the application. Ms. Kuchynka replied that satisfactory background checks on the principals are pending and that background checks and a new application will need to be completed on the new liquor manager. She stated that the license is also contingent upon receipt of a Certificate of Occupancy, receipt of training certificates and the annual fee.

Chairman Strelau asked if there were any comments from the public. There were none.

Hearing the testimony given in this case, Chairman Strelau asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to the applicant with regard to their liquor license application.

MS. FREGEAU MOVED TO FIND LAKES VENTURE, LLC D/B/A FRESH THYME FARMERS MARKET LOCATED AT 325 OGDEN AVENUE, QUALIFIED FOR A CLASS "P-2", BEER AND WINE ONLY, OFF-PREMISE CONSUMPTION LIQUOR LICENSE. MS. KING SECONDED.

VOTE: **Aye:** Ms. Fregeau, Ms. King, Mr. Austin, Mr. Clary, Mr. Jacobson, Mr. Krusenoski, Chairman Strelau

Nay: None

Abstain: None

MOTION CARRIED: 7:0

Motion carried.

V. OLD BUSINESS

Chairman Strelau asked if there was any discussion, update from staff or comments from the Commission regarding any old business.

Ms. Kuchynka provided the Commission with a copy of the revised Chapter 3 Liquor Control Ordinance.

Ms. Kuchynka stated that liquor license fees have been raised effective January 1, 2015. She stated all fees charged by the Village are reviewed annually and updated by Administrative Regulation. Ms. Fregeau asked if Village fees are in line with neighboring communities. Ms. Kuchynka replied that Village fees are based on what it costs to administer the license rather than revenue based.

Chairman Strelau asked if the ordinance allows for wine and beer tastings. Ms. Kuchynka replied yes.

Ms. Kuchynka asked the Commission if they had any questions concerning the past three month end reports. There were none.

VI. NEW BUSINESS

Chairman Strelau asked if there was any discussion, update from staff or comments from the Commission regarding any new business.

Ms. Kuchynka stated there will be a February meeting and noted that there was an application on file.

Ms. Kuchynka stated that she just attended this evening's Community Events Commission meeting and noted that the Rotary is proposing a change to the Grove Fest which they will be seeking approval for a craft brewers festival held within the beer garden. She stated that the Rotary needs to provide additional information concerning the operation of the brewers fest, server guidelines and an updated layout.

Ms. Kuchynka noted that the brewers fest will be held from noon to 4 pm on Saturday in the beer garden. Tickets will be sold for the event and the beer garden will not be in regular operation. She stated that they are hoping to have 15-25 craft brewers who will sample their brews. She stated that each will have a representative from the facility and a person to help serve. She stated that 3ounce samples will be provided and no retail sales are allowed. She stated that Euclid Beverage will be overseeing the event. Ms. Kuchynka stated that the Mayor will be reviewing the special event liquor license application. She stated food vendors will be present throughout the festival, but not in the beer garden area.

Ms. Kuchynka stated that the Rotary will be promoting a designated driver program. She stated that they will have a post where non-drinkers can get a wristband indicating they are a designated driver. She suggested to the Rotary that ask food vendors to offer a free sample or free non-alcoholic drinks to those designated drivers.

Ms. Kuchynka stated that the Rotary is seeking additional business during the inactive time on Saturday afternoon. She noted that craft brewing has become quite popular in the area. Ms. Kuchynka stated craft brewers are very serious about their product.

Mr. Austin asked about tickets for the event. Ms. Kuchynka stated that there will be a charge for samples and attendance to the event. She stated that there are two activities taking place at the festival. She stated that they are sampling something other than what they are serving in the beer garden and noted that the Rotary is seeking to increase revenue by having a tasting event with craft brews.

Mr. Austin stated that this is a special event and wondered if there is a secondary special event within. Ms. Kuchynka stated that the Rotary will be the license holder for both activities so only one license will need to be obtained. She stated that additional guidelines will be required for all activities during the weekend long event. She noted that if they hired an outside company to conduct the event and complete sales transactions, another license would be required from whoever makes the "sale". She noted that they will have volunteers helping during the tasting and retain all of the proceeds.

Mr. Clary asked if all activities will remain within the beer garden. Ms. Kuchynka replied yes.

Mr. Krusenoski asked about the status of Mad Ape. Ms. Kuchynka replied the last she heard they were still settling on a location in town.

Ms. Fregeau asked where the tasting provisions were considered. Ms. Kuchynka replied they were contained in the "Class P" license provisions.

Ms. Fregeau asked if it was included in the amendments in November. Ms. Kuchynka replied yes. Ms. Fregeau stated that she did not see the tasting issue addressed in the Manager's Memo. Ms. Kuchynka noted that was addressed in general but was not addressed in detail on the memo.

Chairman Strelau asked where it is discussed what is allowed by way of tastings. Ms. Kuchynka replied the language was amended to allow "tastings" done in accordance with State statute.

VII. COMMENTS FROM THE PUBLIC

There were none.

VIII. ADJOURNMENT

Concluding business for the evening, Chairman Strelau called for a motion to adjourn.

Mr. Krusenoski moved to adjourn the January 8, 2015 meeting. The meeting was adjourned by acclamation at 7:28 p.m.

**DOWNERS GROVE LIQUOR COMMISSION
VILLAGE HALL COUNCIL CHAMBERS
801 BURLINGTON AVENUE**

Thursday, February 5, 2015

I. CALL TO ORDER

Chairman Strelau called the February 5, 2015 Liquor Commission meeting to order at 6:35 p.m.

II. ROLL CALL

PRESENT: Mr. Austin (6:35), Ms. Fregeau, Mr. Krusenoski, Chairman Strelau

ABSENT: Mr. Clary, Ms. King, Mr. Jacobsen

STAFF: Assistant Village Attorney Dawn Didier, Liaison to the Liquor Commission
Carol Kuchynka

OTHERS: Jian Hua (John) Chen, Court Reporter

III. APPROVAL OF MINUTES

Chairman Strelau asked for approval of the minutes for the January 8, 2015 Liquor Commission meeting and asked members if there were any corrections, changes or additions.

Hearing no changes, the January 8, 2015 minutes of the Liquor Commission meeting were approved as written.

Chairman Strelau reminded those present that this evening's meeting was being recorded on Village-owned equipment. Staff was present to keep minutes for the record and a court reporter was present taking the minutes verbatim.

IV APPLICATION FOR LIQUOR LICENSE

Chairman Strelau made the following statements:

"The next order of business is to conduct a public hearing for liquor license applications. For the benefit of all present, I would like to state that this Commission does not determine the granting or denial of the issuance of any license. We may at the end of each hearing, make a finding or recommendation with respect to the application. If necessary, the Commission may adjourn a hearing to a later date in order to have benefit of further information."

"At the conclusion of the hearing, the Commission will summarize its findings and determine any recommendations it wishes to make to the Liquor Commissioner."

"The Liquor Commissioner, who is the Mayor of Downers Grove, will, pursuant to Section 3-12 of the Ordinance, render decisions regarding issuance of available licenses within 60 days."

"Hearings by this Commission are held according to the following format: 1) reading of information pertinent to the application, 2) comments from the applicant, 3) comments from the public, 4) discussion by the Commission, and 5) motion and finding by the Commission."

Geng Hao, Inc. d/b/a Gong Ho Restaurant

Chairman Strelau stated that the next order of business was an application hearing for Geng Hao, Inc. d/b/a Gong Ho Restaurant located at 1338 W. 75th Street. She stated that the applicant is seeking approval for a Class "R-1", full alcohol, on-premise consumption liquor license.

Chairman Strelau asked that any individual(s) representing the applicant to step forward and be seated. She asked that any individual(s) giving testimony, state and spell their name for the record, indicate their affiliation with the establishment and be sworn in by the court reporter.

Mr. Jian Hua (John) Chen was sworn in by the court reporter. Mr. Chen introduced himself as the Liquor Manager and part owner of Gong Ho Restaurant.

Chairman Strelau asked Mr. Chen to explain the operation and their request for a liquor license. Mr. Chen stated that they purchased the existing Gong Ho Restaurant. He stated that the previous owners hold a license and he would like to continue to offer alcohol to its patrons.

Chairman Strelau asked for comments from the Commission.

Mr. Austin asked about their policy on adults sharing drinks with minors. Mr. Chen replied that drink orders will be taken by a server who will ask for identification. He stated that only adults will be served. He stated that if drinks are shared with minors, the server is to get the attention of the manager who will handle the situation with the table. Mr. Chen stated that he could add that policy to the manual.

Mr. Austin asked Mr. Chen if there will be any other managers on duty besides himself. Mr. Chen replied his sister-in-law will be managing as well.

Mr. Austin asked about the service bar. Mr. Chen replied that staff members will approach the service bar for drinks. He stated that there are no seats at the bar and that all drink service will be brought to the tables by the servers.

Mr. Austin asked for clarification about checking identification. Mr. Chen stated that servers will take the customers order and verify their identification. He stated that if they have a problem or issue with the id, they are to ask for help from the manager.

Mr. Austin mentioned page 6 of the manual which describes the Under 21 identification and which id's are not acceptable. He felt the policy should be made clearer. Mr. Chen and Ms. Kuchynka confirmed that they will not accept the Under 21 vertical identification. Mr. Chen noted that page 6 had a description of the under 21 license, which is not acceptable.

Mr. Krusenoski stated that he was impressed with the manual. He particularly liked the termination policy.

Mr. Krusenoski stated that Mr. Chen is taking over an existing business. Mr. Chen stated that the closing was February 1st. Ms. Kuchynka confirmed that liquor service has stopped as of February 1st and an order of forfeiture was issued to the previous owner. She noted that Gong Ho may not serve liquor until a new licenses is issued.

Mr. Krusenoski noted Mr. Chen's previous experience and asked him about the other restaurant in Romeoville. Mr. Chen replied that he also owns and has operated the China House that holds a liquor license in Romeoville for the past two years.

Mr. Krusenoski asked why he sought a liquor license. Mr. Chen replied that there are many regular customers at the Gong Ho. He stated that he wanted to keep liquor service, the menu and the entire operation the same as there are so many regulars.

Mr. Chen stated that the previous owner has agreed to stay on and help at the restaurant, although he planned to retire.

Ms. Fregeau was pleased that Gong Ho was going to continue to operate in Downers Grove. She asked about the wait staff. Mr. Chen replied that all servers have agreed to stay on.

Ms. Fregeau noted that some licensees provide a liquor menu along with the application. She suggested that they provide a liquor menu to staff for their file.

Ms. Fregeau asked Mr. Chen what challenges he has faced when serving liquor. Mr. Chen recalled one incident in which a patron was intoxicated and they called the police for help.

Ms. Fregeau asked Mr. Chen if he had any liquor violations. Mr. Chen replied no.

Chairman Strelau asked about the servers and if they were certified. Mr. Chen replied that he attached their certifications to the application materials.

Chairman Strelau reminded Mr. Chen to be sure that servers check identification and keep a close eye on customers.

Chairman Strelau asked Mr. Chen about his liquor handling experience. Mr. Chen replied just his experience in Romeoville, but he had extensive experience in the restaurant business.

Chairman Strelau asked if there were any comments from staff pertinent to the application. Ms. Kuchynka replied that satisfactory background checks are complete, the finalized lease was received and a Certificate of Occupancy was issued. She stated that the only contingency was receipt of the pro-rated annual fee.

Chairman Strelau asked if there were any comments from the public. There were none.

Hearing the testimony given in this case, Chairman Strelau asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to the applicant with regard to their liquor license application.

MR. KRUSENOSKI MOVED TO FIND GENG HAO, INC. D/B/A GONG HO RESTAURANT LOCATED AT 1338 W. 75TH STREET, QUALIFIED FOR A CLASS "R-1", FULL ALCOHOL, ON-PREMISE CONSUMPTION LIQUOR LICENSE. MR. AUSTIN SECONDED.

VOTE: **Aye:** Mr. Krusenoski, Mr. Austin, Ms. Fregeau, Chairman Strelau

Nay: None

Abstain: None

MOTION CARRIED: 4:0

Motion carried.

V. OLD BUSINESS

Chairman Strelau asked if there was any discussion, update from staff or comments from the Commission regarding any old business.

Ms. Kuchynka provided the Commission with a copy of the revised Administrative Fee Regulation for Chapter 3, concerning license fees. Ms. Fregeau asked how much fees were raised. Ms. Kuchynka replied all fees Village-wide were raised three percent (3%).

VI. NEW BUSINESS

Chairman Strelau asked if there was any discussion, update from staff or comments from the Commission regarding any new business.

Ms. Kuchynka stated there will be a March meeting if she receives an application by tomorrow and noted that she was expecting a few in the near future.

Mr. Austin asked about the status of Mia's Cantina. Ms. Kuchynka replied that they are working with the Health Department, but still need to submit building permit application to the Village. She added that she was meeting with them tomorrow to review the floor plan.

VII. COMMENTS FROM THE PUBLIC

There were none.

VIII. ADJOURNMENT

Concluding business for the evening, Chairman Strelau called for a motion to adjourn.

Ms. Fregeau moved to adjourn the February 5, 2015 meeting. The meeting was adjourned by acclamation at 6:58 p.m.

APPROVED 4/6/15

VILLAGE OF DOWNERS GROVE
PLAN COMMISSION MEETING
PUBLIC HEARING

MARCH 2, 2015, 7:00 P.M.

Chairperson Urban called the March 2, 2015 meeting of the Downers Grove Plan Commission to order at 7:00 p.m. and led the Plan Commissioners and the public in the recital of the Pledge of Allegiance.

ROLL CALL:

PRESENT: Chairperson Urban, Mr. Bassler, Mr. Cozzo, Matejczyk, Mrs. Rabatah, Mr. Rickard

ABSENT: Mr. Waechtler, Mr. Quirk, Mr. Webster

STAFF: Planning Manager Stan Popovich and Village Planners Kelley Chrise and Patrick Ainsworth

VISITORS: Mr. Ken Rathje, Rathje Planning Services, Downers Grove; Ms. Jackie Tespstra, Providence Healthcare, 3450 Saratoga, Downers Grove; Mr. John Pemberton, Fire Towing, 4007 N. Washington, Downers Grove; Mr. David Stark, Fire Towing, 317 S. Lincoln St., Westmont, IL; Mr. Don Johnson

Chairperson Urban explained the protocol for the meeting.

APPROVAL OF JANUARY 5, 2015 MINUTES

A clarification was noted under the Roll Call and for staff to confirm the ex-officio members.

MINUTES OF THE JANUARY 5, 2015 MEETING WERE APPROVED, WITH CLARIFICATION TO PAGE 1, ON MOTION BY MR. MATEJCZYK, SECONDED BY MR. COZZO. MOTION CARRIED BY VOICE VOTE OF 6-0.

PUBLIC HEARINGS:

Chairperson Urban opened the public hearing for the following case but stated a request had been made to continue the case to April 6, 2015.

FILE PC 44-14: A petition approval of a Final Plat of Subdivision to subdivide the existing property into seven lots. The subject property is zoned R-3, Residential Detached House 3. The property is located on the north side of 35th Street, approximately 160 feet west of Saratoga Avenue, commonly known as 1350 35th Street, Downers Grove IL, (06-31-201-043). Greenscape Homes, LLC, Petitioner; Solid Rock Developers, Inc., Owner.

APPROVED 4/6/15

MOTION BY MR. MATEJCZYK TO CONTINUE FILE PC 44-14 TO A DATE CERTAIN, THAT DATE BEING APRIL 6, 2015. SECONDED BY MRS. RABATAH. MOTION CARRIED BY VOICE OF 6-0.

FILE 15-PLC-0001: A petition seeking rezoning, upon annexation, from R-1, Residential Detached House 1, to M-1 Light Manufacturing. The property will be annexed with the default zoning of R-1, Residential Detached House 1. The property is located on the north side of Hitchcock Avenue approximately 900 feet west of Walnut Avenue, commonly known as 502 Hitchcock Avenue, Lisle, IL (08-11-210-018). John K. and Bobbie J. Pemberton, Petitioners and Owners.

Chairperson Urban swore in those individuals that would be speaking on the above petition.

Village Planner Patrick Ainsworth located the parcel on the overhead county map stating the property was located in unincorporated Du Page County and was contiguous with the village's municipal boundary. Located to the south and east were incorporated properties zoned M-1 Light Manufacturing zoning. Per Mr. Ainsworth, the petitioner was seeking a voluntary annexation to the village noting when annexation takes place the property comes in with an automatic R-1, Residential Detached House 1 zoning designation. However, he explained that the petitioner was requesting a zoning map amendment from R-1 to M-1 Light Manufacturing, which was the current zoning to the east and south. With the zoning map amendment petition, the petitioner was required to hold a neighborhood meeting at the site, which did occur, but no one attended.

Turning to the subject site on the overhead, Mr. Ainsworth noted the current front gravel lot, the one-story masonry structure on the site, and a rear storage yard. Currently there was no water and sanitary sewer connection to the site. Due to the village having concerns about this, staff spoke to the petitioners and requested that they submit a letter of acknowledgement to enter into an annexation agreement with the Village in order to improve the property with several services.

Per staff, the petitioners did provide a site plan with proposed improvements -- landscaping, impervious storage area, and off-street parking. Mr. Ainsworth pointed out the site plan was not fully reviewed by village staff yet and could change. He reported the building footprint was not going to expand. A review of the M-1 bulk requirements then followed with Mr. Ainsworth confirming that the proposal met or exceeded the bulk requirements and was an appropriate zoning designation for the property. Currently, the petitioner was operating as a towing service out of the building which is a permitted use in the M-1 zoning district.

Staff found that all standards had been met regarding the application, with the assumption that the annexation agreement would be executed. The proposal met the village's Comprehensive Plan and was consistent with the uses to the east and south. Staff recommended that the Plan Commission forward a positive recommendation to council, with the two conditions cited in its report.

Per Mr. Matejczyk's question, Mr. Ainsworth explained that the rear lot was currently not paved and staff was requesting that it be improved with a hard, dustless material, especially for on-site storage. Details followed. Mr. Ainsworth discussed that the sanitary system will be self-contained but the petitioner does have the option to go with the sanitary district (Downers Grove) or a septic system (DuPage County) as indicated in the annexation agreement. The petitioner was working

APPROVED 4/6/15

with Du Page County to use a septic system. Discussion followed on whether other septic systems existed in the Ellsworth Park development, if any, and throughout the village.

Plan Commissioner Mr. Rickard asked if this petition is for both annexation and rezoning or just for rezoning. Clarification followed by Mr. Ainsworth that just the rezoning portion would be reviewed by this commission. The village council would review the annexation portion of the request. Further explanation of the process followed, noting that the proposal was not a site plan review at this time. As pointed out by staff, while this parcel had a mailing address as Lisle, IL it was located within the village's planning boundary. After annexation it would be re-addressed as 2860 Hitchcock, Downers Grove, IL.

Petitioner's representative, Mr. Ken Rathje, Rathje Planning Services, Downers Grove, introduced petitioner Mr. John Pemberton, who closed on the property last year. Mr. Rathje summarized that the petitioners were seeking a pre-annexation zoning request asking for M-1 zoning upon annexation. The form of the annexation agreement required that the zoning that was being requested would be approved in order for the annexation to be valid. If the zoning was not approved, the annexation returned to the standard village form. Mr. Rathje described the property's location, size and confirmed a building existed on-site. He further shared the history of how this originally R-3 zoned property came to have a building with a commercial use on it going back to 1985 -- an error on DuPage County's part. Details followed.

Mr. Rathje pointed out that the parcel was located on the Downers Grove side of the boundary agreement between the Village of Lisle and Downers Grove, the comprehensive plan reflected the subject area as appropriate for an industrial land use, and the bulk standards were met. In general, the property will be used for indoor storage of tow trucks and normal truck maintenance -- basically oil changes and cleaning the trucks.

Lastly, Mr. Rathje indicated his clients were not in opposition to the annexation agreement and planned to install an aerobic digester with a mechanical septic plant. Proposed improvements include paving the front parking area, adding curbs, gutters, and sidewalks onto Hitchcock, and improving the building's interior. The petitioners did hold a neighborhood meeting but no one attended the meeting due to inclement weather; however, the property owner directly to the east of the parcel called Mr. Rathje and expressed support for the petition.

Mr. Matejczyk asked about the maintenance of the septic system and its use if someone decided to change and add an office building. Mr. Rathje discussed that his understanding was that such a septic system was required to be inspected by the DuPage Health Department, and, if there was a change in occupancy, Mr. Rathje stated he would have to speak with the county health department and the village about it. If the capacity of the property increased, he hoped to receive approval for a larger digester. If not, a land use decision would have to be made and a cost benefit analysis would have to be completed to see if it was worthwhile to pursue such a project.

Mr. Matejczyk voiced concern that the septic system may become inadequate unless inspected, since it was a stand-alone digester. Mr. Rathje explained that the overall area was served with good surface drainage but also that there would be a small amount of water release on the ground from the digester.

Chairperson Urban asked for public comment; none followed.

APPROVED 4/6/15

Mr. Rathje's asked for the commissioners' support, as his closing statement.

Chairperson Urban closed the public hearing.

Commissioner comments were positive: the proposal was compatible with the comprehensive plan and the standards were met. The proposed improvements -- the sidewalks, water service connection, and the fire alarm would be an improvement to the property. Staff also presented the standards to grant the rezoning and they were met. A motion was entertained by Chairperson Urban.

WITH RESPECT TO FILE 15 PLC-0001, MR. COZZO MADE A MOTION THAT THE PLAN COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL, SUBJECT TO THE FOLLOWING TWO CONDITIONS:

- 1. THE PETITIONERS SHALL ENTER INTO AN ANNEXATION AGREEMENT PRIOR TO VILLAGE COUNCIL CONSIDERATION; AND**
- 2. THE PETITIONER SHALL MAKE A PAYMENT OF FIVE (5) YEAR OF FIRE PROTECTION DISTRICT TAXES FOR THE SUBJECT PROPERTY PRIOR TO VILLAGE COUNCIL CONSIDERATION IN THE AMOUNT OF \$2,021.40**

SECONDED BY MR. RICKARD. ROLL CALL:

**AYE: MR. COZZO, MR. RICKARD, MR. BASSLER, MR. MATEJCZYK,
MRS. RABATAH, CHAIRPERSON URBAN**
NAY: NONE

MOTION CARRIED. VOTE: 6-0

(Commissioners took a five minute recess at 7:35 p.m. to allow staff to contact the petitioner for the next case. Commissioners reconvened at 7:40 p.m.)

Chairperson Urban re-opened the hearing for the following case:

FILE 15-PLC-0004: A petition seeking Special Use approval to permit an extended family accessory housing unit. The subject property is zoned R-2, Residential Detached House 2. The property is located on the east side of Venard Road, approximately 580 feet north of Ogden Avenue, commonly known as 4215 Venard Road, Downers Grove, IL (09-06-214-003). Paul and Susan Helsdo, Petitioner and Owner.

Because the petitioners were not available to present, Chairperson Urban entertained a motion to continue the case to April 6, 2015.

MOTION BY MR. COZZO, SECONDED BY MR. BASSLER TO CONTINUE THE PUBLIC HEARING FOR 15-PLC-0004 TO APRIL 6, 2015. MOTION CARRIED BY VOICE VOTE OF 6-0.

APPROVED 4/6/15

NEW BUSINESS

Planning Manager Popovich explained that the case numbering system is new to better integrate the cases into an archive system and the village's GIS system. He confirmed another agenda item for the April 6, 2015 meeting.

THE MEETING WAS ADJOURNED AT 7:46 P.M. ON MOTION BY MR. MATEJCZYK, SECONDED BY MRS. RABATAH. MOTION CARRIED UNANIMOUSLY BY VOICE VOTE OF 6-0.

/s/ Celeste K. Weilandt

Celeste K. Weilandt

(As transcribed by MP-3 audio)

DRAFT

**TRANSPORTATION AND PARKING COMMISSION
Minutes**

September 10, 2014, 7:00 p.m.

Council Chambers - Village Hall
801 Burlington Avenue, Downers Grove

Chairman Pro tem Schiller called to order the September 10, 2014 meeting of the Transportation and Parking Commission at 7:00 p.m. and led the commissioners in the recital of the Pledge of Allegiance.

Roll call followed and a quorum was established.

ROLL CALL:

Present: Chairman Pro tem Schiller; Commissioners Cronin, Golomb, Saricks, Wrobel

Absent: Chairman Stuebner

Staff Present: Mr. Dorin Fera, Traffic Manager; Police Parking Supervisor Tim Sembach

Others Present: Mr. Andrew Graves, 1308 Gilbert Avenue, Downers Grove; Mr. Chris Tyler, 340 Burlington, Downers Grove, Dennis and Ruth Golomb, Orland Park, IL

Chairman Pro tem Schiller reviewed the protocol for the meeting.

APPROVAL OF JULY 9, 2014 MINUTES

Mr. Saricks made a series of revisions to the BNSF Railway - Crude by Rail Safety Overview:

MR. CRONIN MADE A MOTION TO APPROVE THE MINUTES, AS REVISED. MR. SARICKS SECONDED THE MOTION. MOTION CARRIED BY VOICE VOTE OF 4-0-1 (MR. WROBEL ABSTAINS.)

PUBLIC COMMENT (non-agenda items)

Mr. Andrew Graves, 1308 Gilbert Avenue, Downers Grove, asked about a traffic calming petition he submitted. **Mr. Fera** offered to follow up with Mr. Graves after the meeting.

File # 09-14 – Douglas Road, Ogden Ave. to North End - Parking Modifications – **Mr. Fera** summarized that Douglas Road used to go all the way through but the area was fenced off for the past approximately 10 to 15 years. The northern portion was residential while the southern portion remained a thoroughfare. With the recent relocation of Skuddlebutts Catering, however, **Mr. Fera** stated that the village allowed them seven (7) parking spaces adjacent to their building for customer parking and there was a prior understanding that the rear of the lot would be used for Skuddlebutts Catering vehicles, supplies, etc. However, in recent years, **Mr. Fera** reported that parking was taking place on the west, north and east sides of Douglas Rd. to where the vehicles were parking as if it was a driveway. Therefore, **Mr. Fera** stated the village was looking to refine the parking so that village vehicles could have access to the area to install signage, snow plow, etc.

The proposal before the commissioners is an opportunity to rectify the problem and to get feedback. **Mr. Fera** explained the proposal is to have No Parking restrictions on one or two sides of the street.

DRAFT - Transportation and Parking Commission

September 10, 2014

Questions followed as to who was parking in the area, wherein **Mr. Fera** explained that it appeared to be Skuddlebutts Catering delivery trucks. **Mr. Wrobel** confirmed same from his own site observation. However, he said he saw the area from a different perspective -- it could function as a driveway providing access to the shopping center, in addition to the driveway giving access to the parking behind the other buildings -- similar to a private drive.

Per questions, **Mr. Fera** confirmed that Skuddlebutts Catering and the other businesses along the street were notified by letter about tonight's meeting. No responses in support or opposition were received. However, **Mr. Fera** stated he intends to personally visit the businesses to discuss what the village was proposing to do. In addition, he said staff did consider vacating the section of land in order to let it become part of the private ownership but allowing the village the rights for utilities, etc. **Mr. Wrobel** then proceeded to explain a public safety issue (right in/right out) that existed at the shopping center.

In response to a question, **Mr. Fera** explained that this portion of Douglas Rd. is becoming an unregulated, uncontrolled parking at-will area and the village did not want to set a bad example. Also, the trucks parking there interfered with the village's trucks, snow plows, and any maintenance activities. **Mr. Fera** believed, for the short-term, the village could solve the problem by installing a couple of signs and getting some of the vehicles off the street. Asked if the current 6 or 7 parking spaces were needed should the rear parking lot become full, **Mr. Fera** stated he has not observed the rear parking lot full and that the spaces on the street could be traded for the available ones in the parking lot. **Mr. Fera** also pointed out that the overnight parking is also an issue because no one was moving the trucks and, in reality, the police could issue tickets every overnight event in which vehicles park on the street.

Chairman Pro tem Schiller invited the public to speak. No public comments followed.

MR. SARICKS MADE A MOTION THAT THE VILLAGE INSTALL "NO PARKING ANY TIME" ALONG THE EAST, NORTH, AND WEST SIDES OF DOUGLAS ROAD, AS SHOWN ON STAFF'S DRAWING.

SECONDED BY MR. GOLOMB. VOICE VOTE: 4-1

**AYE: MR. SARICKS, MR. GOLOMB, MR. SCHILLER, MR. CRONIN
NAY: MR. WROBEL**

MOTION PASSED. VOTE: 4-1

(Mr. Wrobel voted Nay, since he wanted to see on-street parking remain as is.)

File #10-14 – Burlington Avenue, Fairview Avenue to Wilcox Ave. – Parking Modifications

Mr. Fera reported that Burlington Avenue was a street utilized by many people over the years but in recent years the Universal Spa Training facility was drawing many visitors, students and staff coming/going to the school. Staff is recognizing the business's need for the area and was proposing upgrading to the 4-hour parking restriction. Area four-hour parking restrictions on adjacent streets were pointed out. Asked about the original justification for the No Parking Anytime restriction near Fairview Ave, **Mr. Fera** could not recall specifically, since it has been in place for a long time.

Benefits of the four-hour window were explained by **Mr. Fera**. Concern was raised by **Mr. Schiller** that if the current petitioner's clients were using the current two hours and it was extended to four hours, potentially, if there were other businesses along the area whose

DRAFT - Transportation and Parking Commission

September 10, 2014

customers were parking on the street, the extra two hours would take time away from them. **Mr. Schiller** noted that both parking lots did appear to have some parking spaces available.

Chairman Pro tem Schiller invited the public to speak. No comments were received.

MR. GOLOMB MADE A MOTION THAT THE VILLAGE REPLACE “2-HOUR PARKING” WITH “4-HOUR PARKING” ALONG BURLINGTON AVE., BETWEEN FAIRVIEW AND WILCOX AVE., AND ALSO MAINTAIN “NO PARKING ANY TIME” RESTRICTION FOR BNSF ACCESS, AS SHOWN ON ATTACHED DRAWING.

SECONDED BY MR. WROBEL. VOICE VOTE: 5-0

**AYE: MR. SCHILLER, MR. GOLOMB, MR. SARICKS, MR. CRONIN, MR. WROBEL
NAY: NONE**

MOTION CARRIED. VOTE: 5-0.

Mr. Chris Tyler, owner of the University Spa Training facility, 340 Burlington, summarized his business runs a medical skin care program, trains teachers, and has been in the same location only since 2009. **Mr. Tyler** stated that his clients are seen rushing out after two hours to move their vehicles, and this parking revision would be a benefit.

OLD BUSINESS

Mr. Fera stated upcoming agenda topics will include the parking readjustment around McCollum Park; all-way stop controls; an update to a street under Study Area No. 1; and discussion of Study Area No. 4. **Mr. Fera** provided an update on the IDOT project scheduled for 55th Street and the closure of Webster Street.

COMMUNICATIONS - See packet for more information.

ADJOURN

**MR. WROBEL MADE A MOTION TO ADJOURN THE MEETING AT 7:55 P.M.
MR. SARICKS SECONDED THE MOTION. MOTION CARRIED BY VOICE VOTE OF 5-0.**

Respectfully submitted,

Celeste Weilandt,
Recording Secretary
(as transcribed from MP3 digital recording)

DRAFT

**TRANSPORTATION AND PARKING COMMISSION
Minutes**

October 8, 2014, 7:00 p.m.

Council Chambers - Village Hall
801 Burlington Avenue, Downers Grove

Chairman Pro tem Schiller called to order the October 8, 2014 meeting of the Transportation and Parking Commission at 7:00 p.m. and led the commissioners in the recital of the Pledge of Allegiance.

Roll call followed and a quorum was established.

ROLL CALL:

Present: Chairman pro tem Schiller, Commissioners Cronin, Golomb, Saricks, Wilkinson

Absent: Chairman Stuebner, Commissioner Wrobel

Staff Present: Dir. Nan Newlon; Police Parking Supervisor Tim Sembach

Others Present: Mr. Pat Summers, 6941 Lyman, Downers Grove; Mr. Mike Peters, 6911 Lyman, Downers Grove; Ms. Ann Kimpton, 6900 Meadowcrest, Downers Grove; Mr. Bill Petty, 6716 Meadowcrest, Downers Grove; Mr. ___ Pargen, 6931 Lyman, Downers Grove; Mr. Mike Erickson, 6830 Meadowcrest, Downers Grove; Ms. Ellyn Bayer, 6722 Meadowcrest, Downers Grove; Ms. Lois ____, 6831 Meadowcrest, Downers Grove; Mr. Joe Philips, 840 Jay Drive, Downers Grove; Mr. Kevin Camion, 1205 Grant Street, Downers Grove; and Ms. Colleen Krizek, 1244 Grant Street, Downers Grove

Chairman Pro tem Schiller reviewed the protocol for the meeting.

APPROVAL OF SEPTEMBER 10, 2014 MINUTES

**MR. SARICKS MADE A MOTION TO APPROVE THE MINUTES AS PRESENTED.
MR. CRONIN SECONDED THE MOTION. MOTION CARRIED BY VOICE VOTE OF 5-0.**

PUBLIC COMMENT (non-agenda items)

Mr. Ken Brentwish, 6089 Chase Avenue, requested that stop signs be installed at the intersection of 61st and Chase near his home. He did not have a petition and the .commissioners asked that he file a petition form.

File # 13-14 McCollum Park – Various Streets – Parking Restrictions (April 1 to November 1) – Ms. Newlon reviewed the petition being requested noting there were various restrictions for this area . The village placed the item on the agenda for discussion and to see whether there was interest in changing the balance that existed in the area due to changes in the park. A notice was posted and comments were received by email from residents who could not attend the meeting. Many of the comments raised expressed concern about making the restrictions any less than what currently existed. Other concerns included people using the park and parking in the street spaces versus parking in the lot that is provided within the park.

Proposed is having the same restriction from April 1 to November 1, Monday through Friday, from 4PM to 11 PM instead of 7PM due to night games. It was suggested to find out if weekends were still an issue with the residents. Should no consensus be reached tonight, Dir. Newlon reminded the commissioners that there was still time to consider the matter. She asked to hear from the residents.

DRAFT - Transportation and Parking Commission

October 8, 2014

Chairman pro tem Schiller stated that the proposed revisions made the restrictions simpler and would ease the code enforcement, from the police department's perspective. Mr. Cronin pointed out that the letters received from the four residents indicated they did not want parking on the weekends, while the new sign proposed allowed for parking on the weekends.

Chairman pro tem Schiller invited the public to speak.

Mr. Pat Summers, 6941 Lyman, has seen the changes to the park area over many years. Specifically, children are dropped over at the Lyman Avenue entrance, vehicles often back up onto Jay Drive, which is a safety concern, and during Sunday morning soccer games vehicles are parked forward and backward all along Lyman Avenue. There are no restrictions currently covering Sunday mornings; existing parking restrictions are ignored by those using the park and enforcement is non-existent unless residents called them. Additionally, no yield signs exist on north and southbound Lyman at Valleyview and most vehicles travel on Valleyview as if they have the right of way. He recommended the following: installation of resident-only parking signs with no date/time restrictions on all streets around the park; installation of yield signs on north and southbound Lyman at the Valleyview intersection; and installation of a Not a Thru Street sign on northbound Lyman at Valleyview. Lastly, the use of McCollum Park for organized activities should be by permit only conditional upon the use of the provided parking lots and police enforcement of the restrictions listed.

Chairman Pro tem appreciated the input but explained he preferred that any changes be done to the parking signs first and then address the other issues if they become a problem, in the future.

Mr. Mike Peters, 6911 Lyman, Downers Grove, shared that his neighborhood is tranquil but during certain times of the seasons it does become very hectic, loud and he has to clean up trash from people participating in the activities. He noted no enforcement takes place and the parking restriction signs are confusing. His driveway has been blocked many times. He preferred resident parking only or no parking at all.

Ms. Ann Kimpton (phonetic spelling) 6900 Meadowcrest, supported the above comments but added that Meadowcrest is not wide enough for two vehicles to pass when parking is allowed on both sides. She explained the challenges of maneuvering the street with children darting back and forth. She supported resident only parking or restricting the hours earlier on Saturday and Sunday or all day. Park activity has increased very much. She noted the park's parking lots are empty because the streets are closer.

Mr. Bill Petty, 6716 Meadowcrest, expressed concern that during the spring vehicles park even though there are parking restrictions. He supported signs that state No Standing/No Parking.

Residents clarified that the disruptive activities were mainly during the soccer and football seasons. Questions from the commissioners followed as to how visitors were being handled currently, i.e., police are called and license plate information is provided to them.

Per a question, Dir. Newlon explained there was nothing in the ordinance currently that addresses resident-only parking but it could be considered. However, Mr. Cronin pointed out that if the village chose to move in that direction, most likely there would be an administrative fee associated with it.

Chairman Pro tem Schiller asked if it would be beneficial for someone from the village to contact someone at the park district about these issues and whether the people causing the problems

DRAFT - Transportation and Parking Commission

October 8, 2014

are Downers Grove residents. A question was raised whether the police department had a towing service, wherein Police Parking Supv. Sembach stated the village had a contract with four towing companies.

Mr. ___ Pargen, 6931 Lyman, shared that the problem has been the same before and after the park expansion. He did not believe there was any sign confusion only that people had to read the signs and enforcement had to take place. He believed the issues were on the weekends and that parking restrictions should be placed on Saturday and Sunday. Another study was probably in order too.

Mr. Mike Erickson, 6830 Meadowcrest, explained he and his neighbors "fought hard" to get the current sign restrictions in place but they were not being enforced. Trash was everywhere and driveways were blocked. He believed parking should be taking place in the park's parking lot. He then asked what was the reason for overnight parking restrictions. He believed the current signage was fine and if residents were having a party to notify the police.

Mr. Cronin agreed it had to do with enforcement and if \$25.00 fines were issued for a while it would get people not to park along the street. Additionally, Mr. Saricks noted that the soccer issue may have not been an issue when the signs were originally installed.

Ms. Ellyn Bayer, 6722 Meadowcrest, stated her issue was different in that she is at the east end of the park and she has no fenced yard so she experiences parents/kids cutting through her yard every so often. While she has no issues with the new soccer field she does see the trash that accumulates regularly and believes the park district should be notified of same. However, she stated that within her own cul-de-sac, family and friends do park often and currently there are no restrictions in the cul-de-sac. Should parking restrictions be extended, she asked for consideration, such as a sticker, to be allowed to be placed in vehicles' windows so that her friends/family are not ticketed. She commented on the gentle "reminder" signs that other villages use to remind people that they are in a neighborhood and to not park illegally. That, with enforcement/tickets would get people to spread the word to not park illegally.

Mr. ___ mentioned that during the baseball season the parking lots are full, including the one along Main Street, during those times when one team is finishing up and another is warming up, so the street parking is needed.

Ms. Lois _____, 6831 Meadowcrest, said she spoke to the park district last year whom indicated there would be no parking issues due to the new parking lot; however that proved untrue. She spoke to a representative at the park district again this year who said someone would speak to the coaches and the parents to remind them about the restrictions, which helped a bit. She shared some of the incidents she encountered with coaches and drivers. Safety was another concern of hers.

Mr. Joe Philips, 840 Jay Drive, was not in favor of No Parking and supported restricted parking. He believed that if the park district scheduled a number of venues that it needed to provide the parking for same. It appeared the park district was over-using the park if not enough spaces were being provided. Lastly, he asked that the links to the meeting work properly on the village's web site.

Mr. Saricks asked if there were options for No Standing/Stopping signage, wherein Dir. Newlon said staff would explore all options and speak to the legal department as to what other options existed.

Mr. Mike Peters returned and emphasized that enforcement was key.

DRAFT - Transportation and Parking Commission

October 8, 2014

Mr. Mike Ericson, 6830 Meadowcrest asked what percentage Mr. Cronin would get ticketed when parking overnight.

Mr. Cronin discussed that he wanted to find out what the policy/reason was for the police to not write tickets to those parking illegally, believing enforcement would take care of the issues.

Mr. Saricks asked staff to provide an update on this matter no later than the December 2014 meeting. The chairman pro tem entertained a motion.

MR. SARICKS MADE A MOTION TO TABLE THIS MATTER PENDING INVESTIGATION THAT WILL PROVIDE ANSWERS NO LATER THAN THE DECEMBER 2014 TAP MEETING REGARDING THE LACK OF ENFORCEMENT OF EXISTING NO PARKING RESTRICTIONS AND THE FAILURE TO ISSUE TICKETS OR TOW VIOLATING VEHICLES.

SECONDED BY MR. CRONON. ROLL CALL:

**AYE: MR. SCHILLER MR SARICKS, MR. CRONIN, MR. WILKINSON, MR. GOLOMB
NAY: NONE**

MOTION CARRIED. VOTE: 5-0

File #14-14 – Grant Street – Middaugh Ave. To Saratoga Ave. – Parking Restrictions.

Dir. Newlon reported this matter came up April 9, 2014 and there were no representatives from the south side of Grant Street. The matter was tabled to a future date and staff invited residents to provide input again on this action. Parking in this area is near Herrick, Pierce Downer and North High schools with much parking activity along Grant Street with concerns about congestion and sight distance/visibility for traffic. A proposal was made to propose No Parking Anytime on the north side of Grant Street between Linscott and Middaugh. The item is returning for consideration.

Commissioners had no comments. Chairman Pro tem Schiller opened the meeting to the public.

Mr. Kevin Camion (phonetic spelling), 1205 Grant Street, expressed concern about the parking along the south side of Grant Street. The street was too narrow for two vehicles to pass and more so with the parking. Trash was a problem during school time; there was difficulty cutting grass when vehicles parked on the grass; and safety was a concern due to the nearby schools.

Ms. Colleen Krizek, 1244 Grant Street, reminded the commissioners of her last concerns – the issue was basically a 20 minute problem when parents arrive to pick up their children from Herrick School. More activity takes place on Saturday morning when team pictures are being taken and when the school has football nights. She explained the activity within her own home; the recently downed tree that provided better visibility to reduce speeding; and the fact that if the village eliminated the parking on the north side of the street from Saratoga to Middaugh, the village was eliminating an area that was not utilized during the school day because the vehicles were parking on the south side. During the weekends, when her family visited, the village would then be eliminating the parking for them.

Ms. Krizek read an email from her neighbor (Beth Dellacotta (phonetic spelling), 1240 Grant Street) who could not attend the meeting. In her email, Ms. Dellacotta stated that the parking should be revised to No Parking from 7AM to 4PM on the south side of Grant where a sidewalk

DRAFT - Transportation and Parking Commission

October 8, 2014

exists currently. Her daughter was almost hit last month from a parked motorist on the south side who decided to pull out while she was crossing the street. There has been no police enforcement for the south side of the street nor is there enforcement for the parking limitations on the south side of Grant. Ms. Dellacotta indicated that the only parking she had was in front of her home and if that parking is limited she will have nowhere to park. She asked that the police enforce the restrictions to see if that helps and to not remove the parking because parents want to pick up their children from school instead of taking a bus which is what her tax dollars pay.

It was noted by the chairman pro tem that certain parts of Grant Street were restricted from 7AM to 4PM while another portion of Grant was restricted from 7AM to 1PM and he suggested making the restrictions uniform from 7AM to 4PM to make enforcement easier.

Discussion followed on what various restrictions were in place and what would help with the two-way traffic there. Dir. Newlon recalled this was Traffic Study No. 2 and staff did look at making the parking more uniform. She suggested extending the south side restriction to 4PM and monitor it with a report back at the next meeting.

Asked if any resident objected to making changes to the south side of the street and leave the parking on the north side of Grant (Middaugh to Linscott). No resident comments followed.

MR. SARICKS MADE A MOTION THAT THE TRANSPORTATION AND PARKING COMMISSION RECOMMEND MODIFYING THE EXISTING NO PARKING RESTRICTIONS ON THE SOUTH SIDE OF GRANT STREET, BETWEEN MIDDAUGH AND LINSCOTT, TO NO PARKING FROM 7AM TO 4PM, TO BE EVALUATED, AND TO ENSURE EMERGENCY VEHICLES CAN CLEAR THAT STRETCH OF GRANT STREET.

MR. CRONIN SECONDED THE MOTION. ROLL CALL:

AYE: MR. GOLOMB, MR. WILKINSON, MR. CRONIN, MR. SARICKS, MR. SCHILLER

NAY: NONE

MOTION CARRIED. VOTE: 5-0

OLD BUSINESS

Dir. Newlon presented the flyers that will be mailed to the residents of Traffic Study No. 4; discussed traffic counts underway; and the maintenance of a traffic count map. Traffic striping has been undertaken in the area of Neighborhood Study No. 3. Mr. Saricks inquired about the east/west traffic on Summit which was delayed by staff due to sight/distance issues. Dir. Newlon announced that a new traffic controller box will be installed in the downtown district from an IDOT grant received and pedestrian count-downs will be installed in some intersections of downtown. Staff provided an update on the bike/pedestrian plan with a presentation to occur in the future. Lastly, a final member was appointed yesterday to TAP Commission.

COMMUNICATIONS - See packet for more information.

DRAFT - Transportation and Parking Commission

October 8, 2014

ADJOURN

**MR. CRONIN MADE A MOTION TO ADJOURN THE MEETING AT 8:27 P.M.
MR. SCHILLER SECONDED THE MOTION. MOTION CARRIED BY VOICE VOTE OF 5-0.**

Respectfully submitted,

Celeste Weilandt,
Recording Secretary
(as transcribed from MP3 digital recording)

DRAFT

**TRANSPORTATION AND PARKING COMMISSION
Minutes**

December 10, 2014, 7:00 p.m.

Council Chambers - Village Hall
801 Burlington Avenue, Downers Grove

Chairman Stuebner called to order the December 10, 2014 meeting of the Transportation and Parking Commission at 7:00 p.m. and led the commissioners in the recital of the Pledge of Allegiance.

Roll call followed and a quorum was established.

ROLL CALL:

Present: Chairman Stuebner, Commissioners Carter, Cronin, Golomb, Saricks, Schiller, Wilkinson, Wrobel

Staff Present: Dir. Nan Newlon

Others Present:

Chairman Stuebner reviewed the protocol for the meeting.

APPROVAL OF OCTOBER 8, 2014 MINUTES

A change was noted under Old Business, pg. 5, wherein Mr. Saricks said he had inquired about east/west traffic control on Summit and that the information was not provided at the meeting.

**MR. SCHILLER MADE A MOTION TO APPROVE THE MINUTES AS REVISED.
MR. SARICKS SECONDED THE MOTION. MOTION CARRIED BY VOICE VOTE OF 6-0-1
(CHAIRMAN STUEBNER ABSTAINS)**

Dir. Newlon introduced new commissioners Wilkinson and Carter who shared their and professional background and involvement in the village.

PUBLIC COMMENT (non-agenda items)- None.

File # 15-14 Summit Street – Various Intersections – Dir. Newlon discussed that back in 2001 the village conducted one of its first neighborhood traffic studies to look at a neighborhood as a whole – the area bounded by Main Street, Fairview, Maple and 55th Street. In implementing the original recommendations from that study, staff found that Summit Street was a different type of street and when the alternative yield pattern was implemented, it was so much that drivers were not paying attention to it. Therefore, staff was proposing to convert some of the yield signs on Summit to stop signs, as a first step, so that speed on Fairmont would be reduced and stop for Summit.

A question was raised if the panel signs -- where vehicles must stop for pedestrians -- were only used for interior business districts, wherein Dir. Newlon explained that to-date they were located in the downtown area but were not located in other parts of the village, to this level, and could be something the commission could consider. Also the width of the street has to be considered. Mr. Schiller favored the traffic consultant's suggestion that cross traffic does not stop since drivers were going from yield signs to stop signs at every two-way stops and that it was easy to assume if a driver does not see that it is a four-way stop, somebody might drive on and get T-boned. Dir. Newlon stated those would be incorporated into all of the signs.

DRAFT - Transportation and Parking Commission

December 10, 2014

Mr. Cronin agreed there were challenges at this area due to the blind hill. However, he did not believe stop signs were necessary at the Summit and Webster location due to the way the street was off-set.

Chairman Stuebner asked if meeting notices were sent to the neighborhood, wherein Dir. Newlon indicated not to everyone because she considered the proposal a minor change. The chairman asked that staff, in the future, notify the entire neighborhood when these cases arise.

MR. SARICKS MADE A MOTION TO ACCEPT THE CHANGES IN SIGNAGE, AS PRESENTED. SECONDED BY MR. SCHILLER.

MOTION CARRIED BY VOICE VOTE OF 8-0.

OLD BUSINESS

Dir. Newlon referenced information about a follow-up from some correspondence she received regarding last month's discussion on McCullom Park. A history of parking enforcement was referenced. As a result of the last meeting, she reported the parking at the park has improved. However, she stated this matter would return again before the spring and she would notify the neighborhood again to discuss options. Dir. Newlon then explained the conversations she had with the park district and the soccer group using the park. Mr. Schiller shared his concerns about the park district scheduling soccer teams/leagues at 7:00 AM on the weekends, seeing that the participants were not even from Downers Grove and were disrupting the neighborhood. Dir. Newlon reminded him that the residents could also attend park district board meetings to share their concerns.

Dir. Newlon then referenced a brochure for an open house at the Lincoln Center that was held on November 20th regarding the 55th Street improvement plans. The plans included intersection improvements at 55th Street and Main Street, 55th Street and Fairview Avenue, resurfacing from Dunham to Williams, and a traffic signal interconnect from Cass to Dunham. Construction was expected to start 2017 with some property acquisitions. Dir. Newlon stated she will be placing the information on the village's web site.

Mr. Cronin inquired as to what the village thought about the left turns onto Washington, noting that the problem was just being pushed down to Lyman. On another issue, Dir. Newlon pointed out that there was a high amount of traffic accidents at Washington and 55th due to its vertical sight-distance problems. Dialog then followed on how traffic was moving through the area currently and its challenges.

Staff provided an update on the Neighborhood Traffic Study No. 4. An expected public meeting will be scheduled in late January or early February.

Per Dir. Newlon, the village has hired a consultant to look at the feasibility of a future grade separation east of Belmont. The consultant also looked at pedestrian-only grade separations. Dir. Newlon said staff will be creating a web site for the public to provide its feedback and she will bring that to the next meeting. Details followed. A general dialog was raised regarding train storage at Belmont. The chairman supported a pedestrian grade.

On another matter, Chairman Stuebner mentioned that at North High School on Saratoga, where the cross sign is located, and to the north of where one pulls into the new parking lot, near some striping -- apparently there is not enough space from the sign from where the cars area allowed to park and when cars are traveling when activities are taking place at the high

DRAFT - Transportation and Parking Commission

December 10, 2014

school. He also added that the schools were letting the bus lots fill up with cars while the buses were parking on the street. Dir. Newlon would follow up.

COMMUNICATIONS - See packet for more information. Mr. Saricks asked staff if the commissioners could get an update on the adoption and implementation of the pedestrian and bike plan. Dir. Newlon would follow up but said the group has not been meeting regularly. Lastly, Dir. Newlon distributed copies of the meeting procedures for their binders.

ADJOURN

**MR. WROBEL MADE A MOTION TO ADJOURN THE MEETING AT 7:37 P.M.
MR. SCHILLER SECONDED THE MOTION. MOTION CARRIED BY VOICE VOTE OF 8-0.**

Respectfully submitted,

Celeste Weilandt,
Recording Secretary
(as transcribed from MP3 digital recording)

DRAFT

TRANSPORTATION AND PARKING COMMISSION
Minutes

March 11, 2015, 7:00 p.m.

Council Chambers - Village Hall
801 Burlington Avenue, Downers Grove

Chairman Stuebner called to order the March 11, 2015 meeting of the Transportation and Parking Commission at 7:00 p.m. and led the commissioners in the recital of the Pledge of Allegiance.

Roll call followed and a quorum was established.

ROLL CALL:

Present: Chairman Stuebner, Commissioners Carter, Cronin, Golomb (arrives later)
Saricks, Schiller, Wilkinson, Wrobel

Staff Present: Dir. Nan Newlon

Others Present: Mr. George Slimmer (phonetic spelling), 4905 Main Street, Downers Grove

Chairman Stuebner reviewed the protocol for the meeting.

PUBLIC COMMENT – None.

A change in the agenda followed:

File #04-15 Grade Separation Feasibility Study – Update – Director Newlon recalled this item fell under a capital project to perform a feasibility study for a grade separation in the village and tonight's discussion was a first step to begin discussing options, costs and available funding. Specifically, the draft feasibility study suggested locations such as Fairview Avenue on the east and Gilbert Park on the west, as well as five potential grade crossings: one at Fairview, one at Maple, one at Washington, Main and Forest. Also, three alternatives were suggested for a pedestrian-only crossing by Gilbert Park. Newlon stated that all of the recommendations called for significant funding, an impact on adjacent properties, but would address safety and mobility.

Newlon summarized what was considered in the study, i.e., the number of trains traveling through town; the number of vehicles that travel on the roads listed above; and the number of vehicle/pedestrian/bicycle crashes that have occurred. Additionally, the study addressed overpasses and underpasses, but tonight's main focus would be proposed underpasses since there were significant financial costs associated with overpasses. Dir. Newlon reviewed a number of crossing exhibits on the overhead, discussing the various impacts to neighboring properties (Golomb arrives 7:14 p.m.) and suggested there may be some need to change traffic patterns in the downtown.

Per the chairman's questions, Dir. Newlon stated there were no cost estimates for any of the crossings she discussed. Chairman Stuebner recommended that author of the study confirm IDOT's earlier statement that once the Belmont underpass was completed that IDOT would not be constructing any more underpasses. Per Newlon, a cost-benefit study would also be done.

Discussion among the commissioners then proceeded to the cost of the study itself, with Mr. Saricks recalling that the underpass concept was the result of the need for pedestrian/cycle access to the north and south sides near the vicinity of Gilbert Park as well as the need for a safe pedestrian crossing in the downtown area for pedestrians to walk underneath to avoid

DRAFT - Transportation and Parking Commission

March 11, 2015

trains. The chairman was in support of finalizing the study to examine a pedestrian crossing for Main Street; others agreed, sharing the various activities that occur in the downtown area. Dir. Newlon would follow up with the consultant in revising the study contract. However, Mr. Schiller was not supportive and did not know why the village was considering the crossings when there were other proposals were being requested in Illinois. Mr. Wrobel concurred. However, Dir. Newlon reported that BNSF and Metra had money for the crossing. To that point, Mr. Schiller pointed out that neither agency funded the Belmont underpass with significant money -- it was the State of Illinois -- and so he was not supportive of pursuing the study. Dialog was raised that if IDOT did not have more money to put towards such project, then it should not be pursued.

Dir. Newlon reminded the commissioners that the proposal was projected for many years out. The chairman suggested that staff speak to BNSF first before moving forward, due to an annual grant program it had which related to a public benefit.

Chairman Stuebner opened up the meeting to public comment.

Mr. George Slimmer (phonetic spelling), 4905 Main Street, Downers Grove, stated he was on the taskforce for the Belmont underpass project. He stated that the State of Illinois did have significant money for safety purposes due to the railroads contributing to its safety fund on an annual basis. He reported that Downers Grove was one of the most dangerous crossing communities as far as railroad/vehicle/pedestrian accidents. He pointed out the traffic challenges that emergency vehicles experienced in order to get to Good Samaritan Hospital. However, a commissioner pointed out that a hospital could be built somewhere south of the tracks and ambulances could travel there for less funding money. Regarding the Belmont underpass, Mr. Slimmer explained that the most difficult challenge for the Belmont project was purchasing the nearby private properties. The village, on the other hand, did not have any direct costs associated with the underpass, except for the \$35,000 to hire a lobbyist to obtain the funding for the underpass. He did not believe an underpass nor an overpass was viable. Instead, he mentioned the plans that DuPage and Cook Counties had for grade separation from Chicago through Downers Grove with plans to have raised track beds (similar to Oak Park) in Downers Grove, which he believed could still be done today and believed they were cost effective. He discussed the benefits of same and asked that the commission not discuss the report further but to focus the approach on raised track beds and seeking the funding for them. (Mr. Slimmer handed the chairman a partial copy of the DuPage/Cook County plan.)

Chairman Stuebner then addressed some of Mr. Slimmer's comments as it related to costs. He stated that grade separations were less costly than raising a railroad. He worked in the industry and there were noise abatement issues and environmental studies to consider.

Mr. Slimmer then discussed the small taskforce group he was involved in some years ago, but stated that once Metra was behind the project the funding started falling into place. He reminded the commissioners of the train tragedies that occurred over the years. He too, found it unreasonable that the village spent \$60,000 on the study when it could have obtained the information from an engineering department at the University of Illinois for no cost.

In closing, the chairman agreed the village did need to know the numbers behind the vehicle and pedestrian collisions, the costs of delays, how much delay exists when accidents happen, etc. However, he did clarify that the Burlington Northern did not have to pay for more than 10% of the cost and that Metra nor the State had any money.

Dir. Newlon continued with her presentation, reviewing additional options for Gilbert Park and Lee Street. In conclusion, she stated she would ask the council if some options could be added

DRAFT - Transportation and Parking Commission

March 11, 2015

to the scope of work while removing some others and not increasing costs. Per a question, funding options would be part of the scope.

Mr. George Slimmer, 4905 Main Street, returned and commented that when the taskforce began with the Belmont station, no one knew where the funding would come from, but, through time and having good contacts, the funds became available. He believed certain political people would get behind and support such a project.

Asked if the commissioners could alter the study, Dir. Newlon stated she would have to get approval first from the council to make significant changes or budget changes. However, she offered to ask the consultant to look at a pedestrian underpass for the downtown area as an option. In summary, the commissioners agreed;

- the study needed to be fine-tuned more towards pedestrians with underpass locations at Gilbert Park and possibly downtown, with the possibility of leaving one grade separation for autos, such as the one at Forest;
- the study was a wish list and the council should spend no further money on it;
- the comments voiced already could apply to any other train town;
- funding was a concern;
- while having options was good, pedestrian access and vehicle movements were critical to the vibrancy of the village for the next 25 years, especially since train traffic will ultimately increase; and
- except for an underpass at Forest, no other options seemed feasible.

The chairman recommended placing the study on hold until the village's funding issues were resolved. If it moved forward, he asked that the consultant do a study including the Tiger?? grants and to focus on an underpass in the downtown area.

File # 01-15 Parking Lot H Reconstruction – Dir. Newlon reported there is funding from Metra to assist with the reconstruction of Lot H at Belmont. Staff is in the process of locating alternative parking for the permit holders. The construction work is being bid out as two options: a complete reconstruction or as a two-phase construction project. Asked why the city would not fund the construction itself by raising the parking fees to outside residents, Newlon said the funding for the project had been in place for over 10 years and the contract was for many parking lot improvements.

A side discussion then followed as to this commission's role as a recommending body to the village council. Additional comments followed as to why the parking rates were not raised for non-residents who drive to Downers Grove to use the express trains. Mr. Schiller conveyed his recollection of this same topic some years ago, noting that Burlington/Metra made the final decisions on that subject. Newlon would follow up with the village attorney on this issue. She reminded the commissioners that some of the same questions being asked about the riders and shuttle availability were something that she dealt with during the Belmont construction.

As a last comment, the chairman surmised that the Burlington Northern parking lot agreements which discussed keeping the parking fees equal for everyone, were old agreements and probably drafted when the Burlington ran the commuter system. He suspected if the village approached them, they would not care if the agreements were modified/rewritten. He would like the village to pursue that issue.

DRAFT - Transportation and Parking Commission

March 11, 2015

File # 02-15 McCollum Park – Various Streets – Parking Restrictions, April 1 to November 1

– Dir. Newlon updated the commissioners that she has been in contact with the park district and she is proposing to schedule an action item at the next meeting. She confirmed the district is scheduling playing time on Sundays, similar to Saturdays. However, she is also proposing to have signs that state “No Stopping, Standing, or Parking” as a weekday restriction. Saturdays and Sundays would remain the same restriction of 9AM to 4PM. However, it was pointed out that since Saturdays games were starting at 8:00 AM, the weekend restriction should probably be from 7:00 AM to 7:00 PM, or something similar. Continuing, Newlon reported the park district did discuss with its teams the concerns raised by the residents and this commission. Mr. Schiller and the chairman reiterated that during the first couple of Sundays police enforcement should be in place or at least have a tow-away zone. Dir. Newlon closed by stating that she believed the park district was being proactive but would follow up with them to ensure they were following through with their soccer field changes. Other comments followed regarding the challenges of parking in the area in general.

File # 03-15 Neighborhood Traffic Study Area #4 – Update – Newlon reported there will be a traffic study meeting next week held in this location but in the larger training room. She also met with St. Joseph School and St. Mary School to talk about circulation and parking issues around the schools. Draft recommendations will be presented at that meeting. This commission will also have a chance to review the recommendations.

OLD BUSINESS

The chairman asked that when Newlon presents the new paving plan for the village that she include the traffic calming devices for the streets.

Newlon shared some professional facts about the new traffic manager, Matthew Mayer.

Mr. Schiller expressed his appreciation for the members of the commission that were knowledgeable about the tank car issues and for having the representative from Burlington speak to the village. Mr. Wrobel commented about a Wall Street Journal article he recently read regarding tank cars and the product they carry. Chairman Stuebner was pleased to see Naperville hold a table top exercise for its first responders regarding this type of emergency.

COMMUNICATIONS - See packet for more information.

ADJOURN

MR. SARICKS MADE A MOTION TO ADJOURN THE MEETING AT 8:25 P.M. MR. CRONIN SECONDED THE MOTION. MOTION CARRIED BY VOICE VOTE OF 8-0.

Respectfully submitted,

Celeste Weilandt,
Recording Secretary
(as transcribed from MP3 digital recording)