



**AGENDA**  
**VILLAGE OF ROSELLE**  
**VILLAGE BOARD COMMITTEE OF THE WHOLE**  
**July 23, 2018**  
**Following Village Board Meeting**

*Meeting Chaired by Mayor Andy Maglio*

**1. Roll Call**

**2. Approval of Prepared Agenda**

**3. Citizen Comments/Questions**

Residents who wish to address the Board, please come to the podium, state your name and address, and limit your comments to three minutes.

**4. Train Station Sublease - Coffee Vendor**

Documents:

[TRAIN STATION SUBLEASE - COFFEE VENDOR.PDF](#)

**5. Honorary Street Designation Applications**

Documents:

[HONORARY STREET DESIGNATION APPLICATIONS.PDF](#)

**6. Executive Session**

- A. Collective Bargaining - SEIU part-time firefighter's union
- B. Executive Session Minutes
- C. Litigation
- D. Personnel
- E. Real Property
- F. Security Procedures
- G. Risk Management

**7. Citizen Comments/Questions**

Residents who wish to address the Board, please come to the podium, state your name and address, and limit your comments to three minutes.

**8. Other Business**

## 9. Adjourn

In compliance with the Americans with Disabilities Act, any person with a disability requiring a reasonable accommodation to participate in the meeting should contact Jason Bielawski, ADA Compliance Officer, 8:30 a.m. to 5:00 p.m. Monday through Friday, telephone: 630-671-2810, email [jbielawski@roselle.il.us](mailto:jbielawski@roselle.il.us).

31 South Prospect Street Roselle, Illinois 60172-2023 [www.roselle.il.us](http://www.roselle.il.us)

Telephone: (630) 980-2000 Administrative Fax: (630) 980-8558 General Village Fax: (630) 980-0824



**AGENDA ITEM # 4**

**AGENDA ITEM EXECUTIVE SUMMARY  
Committee of the Whole Meeting  
July 23, 2018**

**Item Title:** Train Station Sublease – Coffee Vendor

**Staff Contact:** Jason M. Bielawski, Assistant Village Administrator

**COMMITTEE OF THE WHOLE ACTION**

**Provide direction to staff regarding a request from Maple Leaf Coffee Roasters for parking to be permitted on the roadway adjacent to the train station.**

**Executive Summary:**

The owner of Maple Leaf Coffee Roasters, which operates the café inside the Metra Train Station, has requested that short term parking be permitted on a trial period along the curb adjacent to the Train Station for non-commuter customers to purchase coffee from the café. Village Code currently prohibits parking a vehicle on the roadway in the parking lot, except momentarily to pick up or discharge passengers, and only if none of the following conditions are present:

- 1) At any place where the standing of a vehicle will reduce the useable width of the roadway for moving traffic to less than eighteen (18) feet.
- 2) At any place where the vehicle would block the use of a driveway or entrance/exit to the parking lot.
- 3) In any posted fire lane as established by village ordinances.
- 4) In any designated area reserved for buses.

Attached is an aerial of the roadway adjacent to the train station. Highlighted in yellow is an area that staff evaluated for the trial short term parking. None of the above conditions are present in this area. If the Village Board is desirous of permitting parking on the roadway, staff would request the following conditions be considered by the Village Board:

- 1) Trial period not to exceed 90 days.
- 2) Parking area limited to a maximum of 2 to 3 vehicles.
- 3) Parking duration be limited to no more than 10 minutes.
- 4) Owner covers the cost of signage, as approved by the Village.

The owner will be present at the Committee of the Whole meeting to further discuss his request.

**Implications:**

Is this item budgeted? n/a

Any other implications to be considered?

**Attachments:**

Aerial



Roselle Metra Station, 540 E Irving Park Road

<https://goo.gl/maps/1uPo9QzuyU82>



**AGENDA ITEM # 5**

**AGENDA ITEM EXECUTIVE SUMMARY  
Committee of the Whole Meeting  
July 23, 2018**

**Item Title:**           **Honorary Street Designation Applications**

**Staff Contact:**       Jeffrey D. O'Dell, Village Administrator

**COMMITTEE OF THE WHOLE ACTION**

**Consider two applications for establishing honorary street designations.**

**Executive Summary:**

The Village has received two applications to establish honorary street designations. Previously, the Village Board adopted a resolution establishing an administrative procedure for approving honorary designations of Village owned or controlled streets.

An honorary street designation recognizes an individual, non-profit organization, or significant event. Honorary street name signs shall be posted below the Village's standard street sign without changing the official name of the street or the official addresses of residents and businesses on the street. The honorary street sign shall be of similar size and shape of a standard street sign but it will be of a brown color rather than the normal green and white color used for public streets. Honorary street designations shall be limited to a one block long section of the street within the vicinity of the home, organization, or locations associated with the individual, non-profit organization, or significant event. Both applications were submitted to the Village Administrator's Office with the required \$300 fee to cover the costs for sign fabrication and installation. If the Village Board denies the application request, the fee will be refunded to the applicant.

**Application #1: Run for the Roses Ave.** Attached to this memorandum is the on-line form submittal. The request reflects posting of honorary street signs on West Bryn Mawr Avenue between the intersecting streets of West End Road and Mensching Road. The applicant has noted the reasons for the honorary designations as (1) Historical impact on the Village and (2) Humanitarian efforts impacting the Village. The attached application provides more detail on the criteria for approving the honorary street designation. Most notably, the annual Run for the Roses event will experience its 25<sup>th</sup> anniversary in 2019. The race is a charity event with proceeds benefitting the Tourette Syndrome Association.

**Application #2: Bochnia Sister City St.** Attached to this memorandum is the on-line form submittal. The request reflects posting of honorary street signs on Prospect Street between the intersecting streets of Elm Street and Main Street. The applicant has noted the reasons for the honorary designations as (1) Cultural impact on the Village and (2) Historical impact on the Village. The attached application provides more detail on the criteria for approving the honorary street designation. Most notably, the mission of the Roselle Sister Cities Commission is to promote world peace and cultural understanding through partnerships between communities using educational, cultural, humanitarian, and governmental exchanges. In 2003, a delegation of officials from Bochnia, Poland visited the Village of Roselle and an official signing ceremony naming Roselle and Bochnia as Sister Cities took place. The Roselle Sister Cities Commission hosts several fundraisers each year to support the mission and partnership between the communities.

Per the new policy, our Public Works and Community Development departments have reviewed each application, and other than a couple of minor recommendations, approved of each application. Based on their approval and my review of each application with regards to the new honorary street designation policy, I recommend the Village Board consider them for approval.

**Implications:**

**Is this item budgeted?** No, the application fee submitted by the applicant will cover the costs of sign fabrication and installation.

**Any other implications to be considered?** If the Committee of the Whole recommends approval, staff will prepare resolutions for the August 13 Village Board meeting authorizing installation of the honorary street signs requested.

**Attachments:**

Applications for honorary street designations  
Honorary Street Designation Policy

**From:** noreply@civicplus.com  
**Sent:** Thursday, July 12, 2018 11:49 AM  
**To:** Roselle  
**Subject:** Online Form Submittal: Honorary Street Designation Application

## Honorary Street Designation Application

Name of Honoree	Run for the Roses Ave.
Proper Street Name for Sign Placement	Bryn Mawr Avenue
Intersecting Street Names WithIn One Block Area	West End Road and Mensching Road
Reason for Street Selection (1)	Historical Impact on the Village
Reason for Street Selection (2)	Humanitarian Efforts Impacting the Village
Reason for Street Selection (3)	<i>Field not completed.</i>
Please check all of the following criteria that apply and provide an explanation for each of the applicable criteria:	
Criteria	Humanitarian Efforts Impacting the Village, Historical Impact on the Village
Explanation of Criteria	From a historical perspective, the 2019 Run for the Roses 5k run/walk race event will reflect its 25th anniversary in the community. This has been a family oriented event that has attracted as many as 1000 runners each year. There is also a youth race allowing younger family members to participate. From a humanitarian perspective, the Run for the Roses is a charity event benefiting the Tourette Syndrome Association of Illinois. All Run for the Roses race proceeds are donated to the Association and Tourettes Camp. The race starts on Bryn Mawr Avenue between West End Road and Mensching Road winding through the streets of Roselle ending in the parking lot of Lake Park High School.
Applicant Name	Patrick Devitt
E-mail Address	



Applicant Address

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City

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State

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Zip

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Phone

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**Making Your Payment**

*Submitting an application does not guarantee approval. You will be sent a confirmation email regarding the status of your application. Once your application has been approved, a \$300 fee is required. Payment instructions will be sent in the application approval email. Questions? Email [roselle@roselle.il.us](mailto:roselle@roselle.il.us).*

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**From:** noreply@civicplus.com  
**Sent:** Thursday, July 12, 2018 12:37 PM  
**To:** Roselle  
**Subject:** Online Form Submittal: Honorary Street Designation Application

## Honorary Street Designation Application

Name of Honoree	Bochnia Sister City St.
Proper Street Name for Sign Placement	Prospect Street
Intersecting Street Names WithIn One Block Area	Elm Street and Main Street
Reason for Street Selection (1)	Cultural Impact on the Village
Reason for Street Selection (2)	Historical Impact on the Village
Reason for Street Selection (3)	<i>Field not completed.</i>

Please check all of the following criteria that apply and provide an explanation for each of the applicable criteria:

Criteria	Cultural Impact on the Village, Historical Impact on the Village
Explanation of Criteria	From a cultural perspective, the mission of the Roselle Sister Cities Commission is to promote world peace and cultural understanding. It reflects an international movement to promote peace through partnerships between communities using educational, cultural, humanitarian, and governmental exchanges. From a historical perspective, in July of 2000, the Village Board approved a plan to form a Sister Cities relationship with Bochnia, Poland. In August of 2003, a delegation of officials from Bochnia visited Roselle and an official signing ceremony took place naming Roselle and Bochnia as Sister Cities. Since then, several delegations from each community have visited each other along with student exchanges. Peace Poles were installed in each community further highlighting this partnership. The Roselle Sister Cities Commission hosts several fundraisers each year in an effort to support the mission and partnership between the communities.

Applicant Name                      Joan Domke

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E-mail Address

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Applicant Address

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City

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State

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Zip

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Phone

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**Making Your Payment**

*Submitting an application does not guarantee approval. You will be sent a confirmation email regarding the status of your application. Once your application has been approved, a \$300 fee is required. Payment instructions will be sent in the application approval email. Questions? Email [roselle@roselle.il.us](mailto:roselle@roselle.il.us).*

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## **VILLAGE OF ROSELLE HONORARY STREET DESIGNATION POLICY**

### **Section 1: Summary and Purpose**

The Village of Roselle has established a policy to administer requests for honorary street designations. This policy has been established to provide criteria and a procedure for approving honorary designations of Village owned or controlled streets. All honorary street designations approved by the Village Board prior to adoption of this policy shall be grandfathered and not subject to this policy.

### **Section 2: Terms**

**Honorary Street Designation:** The renaming or conaming of a Village owned or controlled street to honor the service, commitment, or other type of participation by an individual or non-profit organization or to recognize a significant event.

**Honoree:** Name of individual, non-profit organization, or significant event an application specifies for honorary street designation.

**Individual:** An honoree who has made a significant contribution to the Village, either through civic involvement, as part of a historic event relevant to the specific Village street, or to the geographical location of specific Village street.

**Non-Profit Organization:** An Illinois non-profit organization, entity, family, group, or civic or charitable organization that has made a significant contribution to the Village, either through civic involvement, as part of a historic event relevant to the specific Village street, or to the geographical location of specific street.

**Significant Event:** An event that is nationally, regionally, or locally recognized or is special or unique to the Village.

### **Section 3: General Provisions**

Honorary street designations shall reflect recognition of individuals, non-profit organizations, or significant events. Honorary street name signs shall be posted below the Village's standard street sign without changing the official name of the street or the official addresses or residences and businesses on the street. The honorary street name sign shall be of similar size and shape of a standard street sign but it will be of a brown color rather than the normal green and white color used for public streets.

Honorary street designations are confined to the right of way within the vicinity of the home, organization, or locations associated with the individual, organization, or significant event. No honorary street designation shall be used that will duplicate or be confused with the name of an existing Village street. Honorary street designations will be limited to a one block long section of the street and limited to one sign at the specified location. Only one honorary street sign will be allowed at an intersection.

Up to two honorary street sign designations will be made per calendar year. If more than two honorary street designations have been made during a calendar year, the Village will notify other applicants and they may resubmit their application the following calendar year. An honorary street designation shall remain in effect for no more than three years after installation. At the end of the three year period, the Village will remove the honorary street sign and make it available to the applicant. The Village has the right to remove any honorary street sign prior to the end of the three year period.

A fee of \$300 to cover the Village's costs for sign fabrication and installation is required at the time of application. If the application is not approved, the fee will be refunded. A letter of consent will be required as part of an application for an individual or non-profit organization honorary street designation request.

#### **Section 4: Criteria for Approving Honorary Street Designations**

Only individual, non-profit organization, or significant event honorary street designation requests are eligible for consideration.

The honoree must have made significant and clearly defined contributions to the Village of Roselle through cultural, humanitarian, historic, or military achievement.

The honoree must have resided in the Village of Roselle during their lifetime, during which time the individual or organization shall have preferably resided or located on or adjacent to the Village street specified for dedication in the application.

Any additional criteria established by the Village Board to further support the honorary street designation request.

#### **Section 5: Procedure for Filing and Approving Applications**

The applicant shall submit a completed honorary street designation application and the \$300 fee to the Village Administrator's Office. Upon receipt of the application and fee, the Village Administrator shall distribute the application to the

Directors of Public Works and Community Development for their department reviews and a recommendation regarding the application. These departments will review the application to ensure sufficient documentation exists to evaluate the applicant's request and the location desired for the honorary street designation is feasible.

If the application satisfies the criteria established for approving an honorary street designation, the Village Administrator will forward a staff recommendation to the Village Board for consideration and approval. The Village Board will review staff's recommendation and the applicant's request, and if approved, will adopt a resolution authorizing the installation of an honorary street sign. The Village Administrator will notify the applicant of the Village Board's decision and direct the Public Works department to fabricate an honorary sign. Public Works will determine the date for the sign to be installed and notify the applicant.

Attached:     Honorary Street Designation Application  
                  Resolution Establishing an Honorary Street Designation Policy  
                  Resolution Authorizing Installation of an Honorary Street Sign