

COMMITTEE OF THE WHOLE  
JANUARY 8, 2018  
Meeting Held at Roselle Village Hall  
Council Chambers  
31 S. Prospect  
Roselle, IL. 60172

7:35 P.M.

Chaired by Mayor Maglio

PRESENT: Mayor Maglio, Trustees Berkshire, Devitt, Domke, Pileski, and Trejo.

ABSENT: Trustee Pransky

OTHERS PRESENT: Jeff O'Dell, Jason Bielawski, Jim Knippen, Steve Herron, Roman Tarchala, Dan Anderson, Mark Bozik, Pat Watkins, Natalie Engel, Tom Dahl, Victor Ramirez, and Patty Burns.

2. APPROVE PREPARED AGENDA

Request by staff to remove Agenda Item 6.

**Motion** by Trustee Devitt, second by Trustee Domke, to Approve the Agenda as Amended.

Upon voice vote: **MOTION CARRIED.**

3. CITIZEN COMMENTS/QUESTIONS – None

4. ROSELARE FOOD TRUCKS – LICENSE AGREEMENT

In May 2017, the Village Board approved a Special Use Permit for a craft brewery at 245 East Main Street. The facility, Roselare by Pollyanna Brewing Company, is now open.

Roselare operates on a 'Bring your own Food' concept where patrons can bring food in, order from a selection of local restaurants that deliver, or purchase food from a food truck for consumption at the brewery.

As part of the Special Use Permit, Pollyanna requested permission to host 1 or 2 food trucks up to 3 times weekly. In order to formalize this arrangement, the Village requested that they enter into a Food Truck License Agreement for the use of our public right-of-way.

Some of the key elements of the agreement are;

- The License Agreement is valid for one year and is renewable.
- Pollyanna must pay an annual \$1,000 license fee.
- Food Trucks are restricted to the hours of:
  - 3:00pm to 10:00pm Tuesdays through Thursdays,
  - noon to 11:00 pm on Fridays and Saturdays, and
  - noon to 7:00pm on Sundays.
- The food trucks are subject to the Village's business license requirements.

- The food trucks must carry general liability, business automobile, and umbrella insurance.
- Pollyanna can use 2 parallel parking spaces on the south side of Main Street, immediately adjacent to their property for the food trucks.

**Trustee Devitt** raised the concern about where food delivery cars were going to park. Should there be a designated spot for them to park for 3 minutes? *Staff does not think a special designated spot is needed. If it turns out something special is needed, staff will address it.*

**Mayor Maglio** requested that the provision of blocking off the opposite side of the street when a food truck is present to allow for traffic flow be included in the License Agreement. He also would like the food truck generators be placed in front of the food trucks with the exhaust pointed to the street.

Staff was directed to proceed.

## 5. MAIN STREET PARKING RESTRICTIONS

The Village's management team and Mayor recently studied the issue of on-street parking along Main Street from Roselle Road to Spring Street relative to public safety, parking needs of businesses, and existing restrictions contained in Village Code. The study identified inconsistencies between parking restrictions identified in Village Code and existing signage installed on the street. Furthermore, the study identified that Main Street, from Howard Street east to Spring Street, was too narrow for public safety vehicles to pass with parked cars on both sides of the street. Finally, the study identified the need for installing additional stop signs at certain intersections to improve vehicular and pedestrian safety. The proposed changes include:

- 1) **Main Street – Roselle Road to Howard Street:** Delete from Village Code the no parking restrictions from 5AM-8AM along the north side of Main Street from Roselle Road to Park Street; 4 hour parking restrictions along the south side of Main Street from Roselle Road to Prospect Street; and no parking at any time on the north side of Main Street from Park Street to Howard Street. These restrictions are not being enforced and are no longer necessary for the downtown area in addition to there are no existing signs installed stating these restrictions. Therefore, the only parking restrictions that will be in place for Main Street from Roselle Road to Howard Street is no parking over night from 2AM-5AM, which applies to all Village streets.
- 2) **Main Street – Howard Street to Spring Street:** Restrict parking due to the street being too narrow for vehicles, particularly public safety vehicles, to pass with parked cars on both sides of the street. Street parking would be restricted to the north side only. In addition, due to increased vehicle and pedestrian traffic in the area, a stop sign was installed at the southeast corner of Howard Street that stops northbound traffic on Howard Street.

- 3) **Spring Street:** Revise Village Code to restrict parking on both sides of Spring Street from Main Street to Maple Avenue to 4 hour parking, Monday – Friday, which is consistent with the existing signage. Install stop signs at the intersection of Main and Spring Streets and the northernmost entrance/exit to the American Legion parking lot.

**Trustee Trejo** suggested a 15 minute zone in the No Parking area – to be used as a drop off zone for drivers, taxis, Ubers, dropping off riders.

**Trustee Berkshire** proposed a wait and see attitude. He thinks these issues will work themselves out on their own.

**Trustee Pileski** recommended that there be a grace period before tickets start to be issued. Only issue warnings until everyone is aware of the changes.

Staff noted that weather will determine the timing of when these changes will take place. Staff was directed to proceed.

6. REMOVED FROM AGENDA

7. JIMMY JOHN'S SIGN VARIATION

The Planning and Zoning Commission recommended in favor (5-0) of the approval of a Variation to permit a wall sign area of 45 square feet in lieu of the 42 square feet permitted by code following their public hearing on December 5, 2017.

Michael Procaccio, owner of Jimmy John's located at 1450 W. Lake Street, has requested a sign variation to add a "drive thru" sign to the existing wall sign. When Mr. Procaccio opened the Jimmy John's in 2008, Jimmy John's corporate office did not offer a sign package with a "drive thru" option. Now that they offer this option, Mr. Procaccio would like to add "drive thru" to the existing sign to attract more drive thru customers. The existing sign will remain. Mr. Procaccio would only be adding the words "drive thru" to the sign, if the requested sign variation is approved. The existing sign is 37 square feet and adding "drive thru" to the sign will increase the square footage to 45 square feet, 3 square feet larger than what is permitted by code.

Staff was directed to proceed.

8. KENNEDY LIFT STATION SPECIAL USE PERMIT AND VARIATION

The Planning and Zoning Commission recommended in favor (5-0) of the approval of a Special Use Permit for a Utility and Public Service Use for a Municipally Owned and Operated Pumping Station and a Variation from the Required 5 Foot Setback for a Detached Accessory Structure following their public hearing on December 5, 2017, with the following condition:

- The Village allows the HOA and nearby homeowners to have significant input in the exterior finish on the lift station building.

Village staff intends to have the lift station building match the brick on the existing townhomes in The Trails. The Trails HOA do not have any records of the exact brick that was used on the townhomes, so Village staff will inform the Village's preferred vendor to try and match the brick as closely as possible.

The Village has hired Trotter and Associates, Inc. for the preliminary design phase for the Kennedy Lift Station which is currently located at the southwest corner of the Plum Grove Shopping Center. The current lift station has reached the end of its useful life. The new lift station will be constructed in a utility easement located on The Trails HOA property located directly south of the Plum Grove Shopping Center and north of the townhomes at 800-814 Shawnee Trail. The building housing the equipment will likely be accessed by Plum Grove Road. Village Staff is working on an agreement with the shopping center owner to have access from the shopping center property. However, an agreement has not yet been finalized, so all plans indicate a fenced driveway from Plum Grove Road for access. A variation for the building is required as Village staff and the Village's project engineer would like the building to be located as far from the residential properties as possible and as close to the property line shared with the shopping center.

The Village's project engineer has also suggested locating the air conditioning unit, generator, and exhaust vents on the side of the building facing the shopping center in order to limit the impact on the residential properties. Shrubbery and other landscaping can also lessen visual and noise impacts on the nearby residential properties.

Staff was directed to proceed.

9. **ENGINEERING DESIGN AND CONSTRUCTION SERVICES FOR THE KENNEDY LIFT STATION IMPROVEMENT PROJECT**

On September 25, 2017, the Committee of the Whole discussed the Kennedy Lift Station Project and consideration to approve an agreement for Engineering Design and Construction Services for the Kennedy Lift Station Improvements with Trotter and Associates, Inc. in the amount of \$218,843.00. The Committee discussed the project scope and options for locating the new lift station as well as current easements for the existing lift station. The proposed location for the new lift station is on Outlot B of Unit Three in the Trails Subdivision. There was not conclusive information at the time to determine if the Village had easement rights to build the lift station in this location. Therefore, the approval of the Engineering Services Agreement was delayed until the easement rights were resolved. Previously, Staff had met and discussed the general parameters of the project with The Trails representatives. Subsequently, the Village found documentation that did in fact provide easement rights to utilize this property for the intended purpose. However, a Special Use permit would be required. This was approved by the Planning and Zoning Commission on December 5, 2017 and consideration by the Committee of the Whole on January 8, 2018.

This project is one of the six projects approved in the loan application and is referenced as L175422. It is part of the overall \$17,348,000 loan application and is part of the approved IEPA Loan Facility Plan. The construction costs are estimated at \$1,810,905 for this project.

Staff was directed to proceed.

10. I-390 LANDSCAPING, MONUMENT SIGNAGE AND BRIDGE AFFIXMENTS

Over the last two years, former Mayor Smolinski and staff worked with other municipal and county representatives to develop a plan for installing landscaping, monument signage, and decorative bridge fencing affixments along the I-390 corridor from the Lake Street Interchange to Meacham Road. DuPage County was the recipient of an Illinois Transportation Enhancement Program (ITEP) grant to create a coordinated aesthetic improvement plan that would provide a decorative entrance to the corridor in Hanover Park, community identifier signage at the interchanges, and a prairie style look to existing bridge fencing. Municipal officials from Hanover Park, Roselle, and Itasca met several times with County officials to finalize plans for these improvements.

The County is prepared to solicit competitive bids for these improvements in the next couple of months and planning for construction to occur later this spring. Prior to the bidding process, it is asking each municipality to enter into a Memorandum of Understanding (MOU) identifying future maintenance responsibilities related to this landscaping, signage, and bridge fencing affixments. Late last month, Mayor Maglio and staff met with the County's consultant on the project to discuss final design of these improvements and future maintenance responsibilities. Staff expects a draft of the MOU to be available for Village Attorney review by early next week. In anticipation of that review, staff is seeking assurance from the Village Board that it is in agreement with the proposed improvements in the Roselle portion of the corridor and future maintenance responsibilities.

Maintenance responsibilities for these improvements will include future replacement of two deep cycle marine batteries for lighting the monument signs, and anything related to the landscaping. The batteries need to be replaced every 3 to 5 years. Landscape maintenance will include mulch and shrub trimming on an annual basis. How that will be handled is also dependent on Illinois Toll Highway Authority access to the area as it has jurisdiction of the roadway now. There has been some discussion on behalf of the municipalities to coordinate this maintenance through one landscape management contract where each pays its fair share of the contractual costs.

Staff directed to proceed.

11. PROGRESSIVE DINNER SPECIAL EVENT

Trustee Berkshire had suggested an idea for a Progressive Dinner as a special event for Downtown Roselle.

**Mayor Maglio** questioned what the role of the Village should be in this type of an event. He supports the Village playing a guidance roll, but feels that the businesses should be the lead on it. He is not interested in adding another event for staff to commit time and resources too.

**Trustee Devitt** agreed with Mayor Maglio. His also has concern about other businesses/restaurants in Roselle that are not receiving the same resources and attention.

**Trustee Domke** loves the idea and suggests to get the ball rolling that the Village should be engaged initially. Once the group has the event plans underway, the Village can step out of any leadership role.

**Trustee Berkshire** stated that his idea is for the Village to promote and foster the success of the event, not be the lead in the event.

**Trustee Devitt** does not support the idea. He thinks the Village should have a hands off approach.

Staff was directed to communicate with Trustee Berkshire when the next Main Street Merchants meeting is held so he can attend and tell them of his idea.

12. CITIZEN COMMENTS/QUESTIONS - None

13. EXECUTIVE SESSION

**Motion** by Trustee Devitt, second by Trustee Trejo, to go into an Executive Session at 8:30 p.m. pursuant to the requirements of the Illinois Open Meetings Act under Exemptions 5 ILCS 120/2 (c) to discuss 21 Executive Session Minutes, 5 Real Property, 12 Risk Management, 11 Litigation, and **3 Collective Bargaining** and Personnel.

ROLL CALL:

AYES: Devitt, Trejo, Berkshire, Domke, Pileski

NAYS: None

ABSENT: Pransky

**MOTION CARRIED.**

ADJOURN EXECUTIVE SESSION

**Motion** by Trustee Devitt, second by Trustee Domke, to Adjourn the Executive Session at 8:48 p.m.

Upon Voice Vote: **MOTION CARRIED.**

14. OTHER BUSINESS - None

15. MOTION TO ADJOURN COMMITTEE OF THE WHOLE MEETING.

**Motion** by Trustee Trejo second by Trustee Domke to Adjourn Committee of the Whole at 8:50 p.m.

Upon Voice Vote: **MOTION CARRIED.**