



MINUTES
REGULAR MEETING OF VILLAGE OF FRANKFORT
PLAN COMMISSION / ZONING BOARD OF APPEALS
OCTOBER 25, 2018 – VILLAGE ADMINISTRATION BUILDING
432 W. NEBRASKA STREET

Call to Order Chair Don Schwarz called the meeting to order at 6:30 P.M.

Commissioners Present: Lisa Hogan, Margaret Farina, Maura Rigoni, Alicia Hanlon, Gene Savaria, Jessica Petrow and Don Schwarz

Commissioners Absent: None

Staff Present: Assistant Director of Development Services Zach Brown, and Utilities Administrative Assistant Marina Zambrano

Elected Officials Present: Mayor Jim Holland, Trustee Mike Stevens, Trustee John Clavio, Trustee Cynthia Heath and Clerk Adam Borelli

Chairman Schwarz swore in all those wishing to give public testimony.

A. Approval of the Minutes from October 11, 2018.

Motion (#1): Approval of the minutes from October 11, 2018.

Motion by: Hanlon

Seconded by: Rigoni

Approved: (5 to 6)

Abstain: (1) Petrow

B. Public Hearing Request: Crystal Brook Subdivision Special Use (Ref.#102)

Public Hearing Request: Special use for a planned unit development for the Crystal Brook Subdivision, generally located at the northwest corner of Harlem Avenue and Steger Road.

Assistant Director of Development Services, Zach Brown presented the staff report and provided an overview of the request. The applicant, David Edwards, was present and further described his request noting that the Park District agreement has been approved.

During the Plan Commission discussion:

- Members discussed the timing of the park and arboretum improvements at the request of the 31st building permit. Commissioner Farina suggested the improvements or a portion thereof be installed immediately so that the residents have improved open space to utilize;

- Members discussed the open space requirements. Village ordinance requires planned unit developments provide a minimum of 20% open space. A combined total of 28.03 acres (20%) of open space is provided per the site plan. Staff noted that after 30 new construction building permits are issued no additional building permits will be released until all planned unit development conditions are met;
- Chairman Don Schwarz questioned if all builders constructing homes for the development will be subject to the same restrictions to complete Phase I first. Applicant, David Edwards noted that all builders will be subject to the same restrictions;
- Plan Commissioners discussed the size of the ingress/egress bridge at Harlem Avenue and questioned who the responsible party will be for maintenance of the bridge and roads within the subdivision. David Edwards, discussed the proposed bridge design and added that the roads will be owned and maintained by the Village. Mr. Brown added that final design engineering will be required for the proposed bridge design;
- Commissioners expressed their appreciation for the updated landscape plan as the previous plan included several plant species, which are no longer acceptable;
- Members commented on the proposed arboretum and shared that it will be a unique amenity for the residents of Crystal Brook;
- Plan Commissioners requested a landscape maintenance plan to verify compliance with the proposed plans. The applicant noted that he is currently accepting bids for landscape maintenance along and clean up along the Steger Road frontage. The applicant further noted that after release of the 31st new construction building permit additional landscape maintenance will take place within Phase II;

Motion (#2): Recommend the Village Board approve a special use for a planned unit development for the Crystal Brook subdivision in accordance with the reviewed plans and public testimony and conditioned upon:

1. Building permits in Phase 1 shall be limited to 30 lots including lots 1-5, 11-30, and 86- 90 as depicted on the provided phasing plan;
2. Revision of the covenants and restrictions for consistency with Village ordinance requirements;
3. Final engineering approval;
4. All homes to be constructed in compliance with the Village of Frankfort Zoning Ordinance regulations;
5. Construction of the Granton Place bridge connection to Harlem Avenue prior to issuance of the 31st building permit;
6. Staff approval of a revised arboretum / landscape plan consistent with current requirements;

7. Installation of the arboretum plantings and paths prior to issuance of the 31st building permit;
8. Provision of a maintenance and monitoring plan for all native landscape plantings areas prior to issuance of the 31st building permit;
9. Dedication of the arboretum and outlots A, G, and H to the Village of Frankfort at the conclusion of the maintenance and monitoring period and upon acceptance of the improvements by the Village of Frankfort;
10. Dedication and improvement of the park site in accordance with the Frankfort Park District Agreement dated 10-09-18 prior to issuance of the 31st building permit;

Motion by: Hanlon
Approved: (6 to 0)

Seconded by: Rigoni

C. 1.5 Mile Review: The Ranch Sports Club

Request: Special use for a private recreational facility to permit operation of The Ranch Sports Club, located at 7703 W. Steger Road, in unincorporated Will County.

Assistant Director of Development Services, Zach Brown presented the staff report and provided an overview of the request. The applicant, Dale Kahlman and Attorney, Lorien Schoenstedt were present and further described the request adding that the proposal is for a limited indoor sports facility for travel teams that is much needed in the community.

During the Plan Commission discussion:

- Commissioner Hanlon discussed the reasoning behind the land remaining zoned A-1 agriculture with a special use permit for the “private recreational club”. Attorney Schoenstedt added this is the best resale option in order keep the agricultural land marketable;
- Plan Commission members discussed fire safety requirements including means of ingress and egress and suggested a review to verify compliance with Village requirements; The applicant noted the existing 16 foot driveway accommodates two-way traffic, but also plans to address the Commissioners concerns and widen per the Will County standards;
- Member Hogan questioned whether a future expansion is possible or if a new permit application will be required. The applicant’s legal counsel noted the current special use request applies to the 10 acres;
- Commissioner Farina noted the submittal does not indicate how many employees will be at the facility. The applicant commented that he will be solely responsible for the interior and exterior maintenance of the facility. He further commented that teams utilizing the facility will be given an access code to enter the facility, further reducing the need for additional staff;

- Commissioners commented on the existing parking area. Members suggested that paving and painting stall lines in the parking lot would be appropriate. The applicant noted that he plans to keep the existing gravel driveway and parking lot, but hopes to widen;
- Plan Commission Members discussed the existing exterior lighting provided for the facility and suggested the addition of more, due to many events being held in the evening. The applicant commented that there are existing flood lights around the building that cover the parking area and believes it to be sufficient;
- Member Rigoni discussed the size of the facility and number of occupants compared to the amount of parking. The applicant commented the facility can accommodate up to 80 people based upon the provided parking plan, but typical use suggests utilization anywhere from 20-30 people at a time;
- Commissioners discussed the hours of operation. The applicant noted that the facility is seasonal and days and hours will vary depending on sports seasons, but possible hours of operation will be from 4-10 p.m. during weekdays and weekends until 6 p.m.;

Motion (#3): Recommend the Village Board not object to the proposed special use for a private recreational club to accommodate The Ranch Sports Club proposed at 7703 W. Steger Road in unincorporated Green Garden Township and condition upon:

1. Increasing the access drive to Steger Road to a minimum of 24' of paved bituminous asphalt or concrete surface;
2. Paving or resurfacing of the parking area with bituminous asphalt or concrete;
3. Provision of a site lighting plan in accordance with minimum illumination requirements;
4. Limitation of the special use to the interior of the existing pole barn building only and when requesting exterior use request will have to be reviewed by Village of Frankfort Committee;
5. Compliance with all applicable life safety requirements of the 2012 International Building Code;

Motion by: Hogan
Approved: (6 to 0)

Seconded by: Rigoni

D. Plan Commissioner Training #2: Chicago Metropolitan Agency for Planning training session, under the CMAP Local Technical Assistance Program, regarding implementation of a Comprehensive Plan.

Assistant Director of Development Services Zach Brown introduced Maggie Jarr and Patrick Day with CMAP. Mr. Brown noted that the intent of the project is to provide the Village of Frankfort's Plan Commission members with customized trainings on

priority topics, including core competencies as well as local government best practices.

Mr. Day and Ms. Jarr conducted a training that focused on familiarizing the Plan Commission with one major category of plan implementation, being: development regulations. During the discussion:

- Commissioners discussed what zoning regulations can and cannot do to support the Comprehensive Plan;
- Members discussed zoning techniques and deliberated over case studies;
- Members discussed how to address key regional priorities;

E. Public Comments

None

F. Village Update

Trustee Stevens provided an update on recent Village Board approvals.

G. Other Business

Commissioner Petrow was able to take advantage of the IAPA membership and hopes other members take advantage of their membership as well.

H. Attendance Update

Members present confirmed their availability for the next Plan Commission Meeting to be held on November 8, 2018

Motion (#4): Adjournment (9:08 PM)

Motion by: Hogan

Seconded by: Rigoni

Unanimously approved by voice vote.

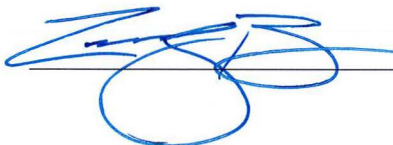
Approved November 8, 2018

As Presented 

As Amended _____



/s/Donnell Schwarz, Chairman



/s/ Secretary