



MINUTES

MEETING OF VILLAGE OF FRANKFORT PLAN COMMISSION / ZONING BOARD OF APPEALS

April 11, 2024 –VILLAGE ADMINISTRATION BUILDING

432 W. NEBRASKA STREET

- Call to Order:** Chair Schaeffer called the meeting to order at 6:30 PM
- Commissioners Present:** Nichole Schaeffer (Chair), Brian James, Johnny Morris, Jessica Jakubowski, Will Markunas, David Hogan, Dan Knieriem
- Commissioners Absent:** None
- Staff Present:** Community & Economic Development Director Mike Schwarz,
Planner Chris Gruba
- Elected Officials Present:** None

A. Approval of the Minutes from March 21st, 2024

Chair Schaeffer asked for questions or comments regarding the minutes. She noted that she shared some edits with staff which are reflected in the agenda packet. The commissioners generally agreed with the changes.

Motion (#1): To approve the minutes from March 21st, 2024, as amended.

Motion by: Jakubowski

Seconded by: James

Approved: (5-0-2, Markunas and Hogan abstained)

B. Public Hearing: Abbey Woods North (Ref #108)

Chair Schaeffer swore in any members of the public wishing to provide testimony.

Chris Gruba summarized the staff report and noted the changes to the plan since the previous workshop held on January 25, 2024.

Shawn O'Malley stated that this is the first time he is hearing about the letter of credit to cover the estimated cost of completing the stub street.

The HOA will maintain the swales up to the walls. The taller retaining walls have been lowered based on the engineering solutions suggested by Robinson.

Brain Hertz stated that the storm sewer now works well. He went on to describe the function and future maintenance. He added that the reason that the stub street stops short of the property line is due to the grade change.

Mike Schwarz stated that it was explained to the applicant that the Village will require a letter of credit for the estimated cost of extending the stub street to the property line. The duration of that letter of credit can be discussed and negotiated as part of the annexation agreement discussion with the Committee of the Whole.

Chris Gruba explained that Village staff does not encourage variations and always seeks to achieve compliance with Village requirements. He went on to explain the items that are still needed for staff review.

TJ Marczali stated that his Candle Creek project took all their water. Is there any impact to the highwater mark in Candle Creek? Will it increase the highwater mark?

Brian Hertz stated that there are about 50-60 acres north of St. Francis Road that drains to the south. The Abbey Woods North project will take much of this water.

Chair Schaeffer asked if the drainage was vetted through the Village Engineer.

Chris Gruba replied yes.

TJ Marczali also brought up the existing Candle Creek recapture agreement.

Mike Schwarz provided a brief explanation about recapture agreements and how they work. In this case, the Village cannot issue any permits for the project until the recapture amount is paid.

Jim Vanerlaan asked if there is a bike path on the plan.

Chair replied yes.

Jim Vanderlaan asked if there will be any fences on the property.

Chris Gruba replied no, but possibly on the Sisters of St. Francis property.

Jim Vanderlaan stated that he previously owned this property.

Chair Schaeffer began discussion with the other members on the various changes to the plan since the second workshop on January 25, 2024.

Regarding retaining wall height and length it was the consensus of the Commission that there were no concerns.

Regarding the type of retaining walls there was some discussion. Knieriem asked for a sample of the block.

Shawn O'Malley stated that the east wall would be block, the west walls might be block or poured concrete.

Knieriem is more comfortable with a poured wall.

Shawn O'Malley stated that the HOA will own and maintain the retaining walls. He is open to a poured concrete wall but does not want it to require a structural engineer's stamp.

There was some discussion of whether the HOA or the Village would maintain the underground rear yard storm sewers.

Chair Schaeffer asked the applicant if he was agreeable to the no fence easement requested by staff.

Shawn O'Malley replied yes.

On Lot 14, Chris Gruba described the swale and need for the requested no fence easement. There was some discussion about the no fence easement for this lot.

Shawn O'Malley stated that the lot area between the rear property line and the retaining wall on Lots 13 and 14 will be maintained by the private property owners to the limits of their property; on lots 7 through 11, this area will be maintained by the HOA.

Shawn O'Malley stated that the only permitted fence type in the subdivision will be a black aluminum open picket style fence to accommodate a consistent look and allow for overland drainage.

Chris Gruba stated that the Landscape Plan contained the incorrect measurements of plant units, and he was therefore unable to determine whether the plan met code requirements. He stated that the landscaping requirements appeared to have been met for the street trees and the landscape berm along St. Francis Road, but that the detention pond landscaping

and the preservation tree mitigation could not be calculated. He also noted that the Preliminary Plat contained the wrong front yard setback information for lots 12, 13, 23 and 24 since they are irregular, pie-shaped lots and the front setback is measured at the point where the lot is 100' wide. He also noted that the Preliminary Plat should be revised to illustrate a "no fence" easement between the rear property line and retaining wall for lots 7-11. Lastly, he noted that the plans should clearly note which retaining walls would be constructed of poured concrete and which would be stacked masonry block and that a detail of each should be provided to staff.

The applicants noted that they would work with Chris on the necessary revisions to the Preliminary Plat, Landscape Plan and provide details of the walls and fencing

Motion (#2): To keep open and continue the public hearing until April 25th, 2024.

Motion by: Jakubowski

Seconded by: Morris

Approved: 7-0

C. Public Comments

There were no public comments.

D. Village Board & Committee Updates

Mike Schwarz noted that the following projects were approved by the Village Board at its meeting on April 8, 2024:

- Zoning Ordinance Text Amendment: Parking Regulations
- Bear Down Barbecue Special Use Permit for Full-Service Restaurant with Liquor Sales: 20857 and 20859 S. LaGrange Road
- Ash Street Right-of-Way Vacation

He also noted that the following items were approved:

- Intergovernmental Jurisdictional Boundary Line Agreement Between the Village of Manhattan and the Village of Frankfort
- Downtown Parking Lots - 2 Smith Street & 11/19 White Street: Bid Award

Mike Schwarz noted that the following projects were discussed by the Committee of the Whole at its meeting on April 10, 2024:

- Lanigan Residence: 219 Pacific Street

- Dunkin' Commercial Multi-Tenant Project: East Side of LaGrange Road, south of St. Francis Road (Variation for reduced lettering height on monument sign)
- Proposed Zoning Ordinance Text Amendments
- Review of Proposed Fiscal Budget 2024/2025
- Mobile Food Vendors

E. Other Business

There was no other business.

F. Attendance Confirmation (April 25th, 2024)

Chair Schaeffer asked Commissioners to please let staff know if they cannot attend the next meeting. Commissioners Markunas and Jakubowski stated that they will not be able to attend the next meeting.

Motion (#3): Adjournment 7:52 P.M.

Motion by: Jakubowski

Seconded by: Morris

The motion was unanimously approved by voice vote (7-0).

Approved April 25th, 2024

As Presented As Amended

Nichole Schaeffer /s/ Nichole Schaeffer, Chair

Christopher Draz /s/ Secretary