Meeting Minutes

Location:
Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting

Tuesday, July 16, 2024

CALL TO ORDER

ROLL CALL

PRESENT
Trustee William Babcock
Trustee Stacy Mallicoat
Trustee Susan Petty
Trustee Justin Plock
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **July 16, 2024.**

Motion to Layover:

PUBLIC COMMENT (limited to 3 minutes per speaker)

None

OLD BUSINESS

1. **Discussion and Recommendation** of a Text Amendment to the Village's Zoning Ordinance related to **Residential Driveway Width Standards.**

   Administrator Kurlinkus summarized the recommendation stating, this is an item which was referred to the ZBA by the Village Board of Trustees for consideration. The proposal being brought forward extends the distance that the driveway can remain at full garage width and reduces the distance from the ROW line where the taper to the roadway begins. This would extend for full width of garage of 25 feet, tapering within five feet of the right of way line.

   Motion made by Trustee Petty, Seconded by Trustee Plock. Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

2. **Discussion and Recommendation** of a Text Amendment to the Village's Zoning Ordinance related to **Residential Accessory Structure Exterior Facade Materials.**

   Administrator Kurlinkus summarized the recommendation; stating the proposal there are currently no guidelines for façade materials for accessory structures in residential zoning districts. The proposal being brought forward identifies the types of materials that may be used on an accessory structure in a residential zoning district so as to maintain the characteristics of residential neighborhoods. Administrator Kurlinkus stated there is no zoning code for any exterior material guidelines or standards for residential garages, accessory buildings, and accessory structures. In order to ensure consistent character and development quality of accessory buildings and structures in residential neighborhoods, the Code should be amended to add additional language that specifies the types of exterior materials that should be used in the development of accessory structures.

   Motion made by Trustee Plock, Seconded by Trustee Sima.
   Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

NEW BUSINESS

3. **Discussion and Recommendation** of a labor agreement with Sergeants of the Village of Roscoe Police Department.

   Administrator Kurlinkas called on Chief Hawley to provide overview to board members. Chief Hawley stated the version of the Sergeant Agreement originally started in 2020 to mirror the patrol FOP contract however it was never signed. I have worked with the Police Departments new law firm to update the agreement. Two noticeable changes in the agreement are the eligibility of Administrative Sergeant and the position, along with legal protections to Sergeants when acting in their official capacity.

   Motion made by Trustee Mallicoat, Seconded by Trustee Plock.

   Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

4. Discussion and Recommendation of a **Special Event Permit** for the **Roscoe Lions Club Fall Festival and Parade** to be held at **Leland Park** on **September 6th, 7th, & 8th.**

   Administrator Kurlinkus summarized the request:

   The request is for a special event permit for the 114th Fall Festival. Festival Event Dates & Times: September 6th 5pm-10pm, September 7th 12pm-10pm, September 8th 12pm-8pm Parade Date: September 8th 11am. As of now, no alcohol permit has been requested for this event. If requested, the temporary liquor license will have to be approved by the Liquor Commission.

President Gustafson introduced Mr. Bill Gibbard to the board who is the organizer of the festival. Mr. Gibbard stated he appreciates the Village for allowing them to use Leland Park for the festival. The festival is looking for volunteers, if interested please reach out.

Motion made by Trustee Plock, Seconded by Trustee Mallicoat.
Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

5. Discussion and Recommendation of a **Special Event Permit** for the **Stateline Disc Golf Association (SDGA) Open Presented by Nick Sommer, Country Financial** to be held at **Porter Park** on **September 28, 2024.**

Administrator Kurlinkus summarized the recommendation, The request is for a special event permit for a disc golf tournament to be held at Porter Park on September 28th. This event will be a 2 round Disc Golf tournament as a season closer for the 2024 Disc Golf Season.
This tournament is hosted by the Stateline Disc Golf Association and presented by Nick Sommer Country Financial. This event is expected to sell out and provide plenty of exposure to the Porter Park disc golf course and the associations involved. The cabin will be utilized as part of the event.

President Gustafson introduced Mr. Josh Garcia who introduced himself as co-founder and board member of the local Disc Golf Association. Mr. Garcia stated that this will be a season closer to showcase Porter Park and there should be around 70+ participants. Trustee Sima asked if this will be an annual event? Mr. Garcia stated this is the lowest floor and they want to continue to grow and make it bigger.

Motion made by Trustee Petty, Seconded by Trustee Wright.
Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

6. **Discussion and Recommendation** of adoption of a policy related to the maintenance of subdivision entrance signs and landscaping.

Administrator Kurlinkus provided the board with an overview draft of the proposed policy.

The Village Board of Trustees has requested that staff create a draft policy related to the uniform maintenance of subdivision entryways and signage. The attached policy identifies the responsibilities of the Village in maintaining subdivision entryway signage and landscaping & sets a maximum $ amount for the installation of new signage outside of what the developer has installed upon dedication of the subdivision. It also provides the process for HOAs or neighborhood associations to request more elaborate signs & landscaping to be maintained by the association.

Trustee Plock pointed out the point where the Village does not want to place subdivision signs on private property, stating that most of the subdivisions are private property where the signs were located. Trustee Plock inquired if the Village will be reaching out to the owners where the signs would be on private party. Administrator Kurlinkus stated the Village would have to work with those property owners.

Trustee Plock would like to lay this over so the board can determine how many signs would be on private property. Trustee Sima asked if all the areas in the subdivision private property are, is there any space on that property that would be allowed. A grant program for sign maintenance or upgrades was proposed by Administrator Kurlinkus, with amounts varying based on subdivision size. The Village plans to seek permission from property owners for sign access and maintenance. If denied, they may designate public areas for signs. The responsibility for upkeep could be shared between the Village and homeowner associations. The draft policy invites feedback. Moving forward, the Village considers requiring developers to install signs in new subdivisions and revisiting signage after assessing private property concerns.

Motion to layover

Motion made by Trustee Plock, Seconded by Trustee Wright.
Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

PUBLIC COMMENT (limited to 3 minutes per speaker)

John Martin stated he would think the property owner would want the sign to be in good shape and keep it in good shape. Mr. Martin inquired about the letter about the electric aggregator, stating he lives in township, and wanted to know if he was included. Administrator Kurlinkus explained that residents could opt out but would likely remain in the program until they requested otherwise. He clarified that if residents already had another provider, they would receive an opt-in letter to join the village's program, but they wouldn't be automatically switched. Lastly, he emphasized that those with solar couldn't switch to the new provider and must stay with the current one to receive benefits.

PRESENTATIONS

None

EXECUTIVE SESSION (IF NECESSARY)

None

ADJOURNMENT

752 pm

Motion made by Trustee Plock, Seconded by Trustee Babcock.
Voting Yea: Trustee Babcock, Trustee Mallicoat, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright