



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, November 19, 2024
[immediately following Village Board Meeting]

CALL TO ORDER

ROLL CALL

APPROVAL OF THE MINUTES

- 1. Approval of the Minutes** for the meeting of the Committee of the Whole from **November 5, 2024.**

PUBLIC COMMENT (limited to 3 minutes per speaker)

OLD BUSINESS

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

NEW BUSINESS

- 3.** Discussion and Recommendation of an agreement with Vanderwalle & Associates related to the creation of a Main Street Overlay Zoning District
- 4.** Discussion and Recommendation of future uses and development of the Village's property located at 11243 Main Street.

PUBLIC COMMENT (limited to 3 minutes per speaker)

PRESENTATIONS

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting

Tuesday, November 05, 2024

CALL TO ORDER

Administrator Kurlinkus called meeting to order 6:50pm

ROLL CALL

Trustee Plock 654pm attendance

PRESENT

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

ABSENT

Trustee Susan Petty

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **October 15, 2024.**

Administrator Kurlinkus entertained a motion

Motion made by Trustee Sima, Seconded by Trustee Mallicoat.

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

Absent: Trustee Petty and Trustee Plock

PUBLIC COMMENT (limited to 3 minutes per speaker)

None

OLD BUSINESS

None

NEW BUSINESS

Trustee Sima proposed a sign for the property of Hodges Run, to show the Pop-Up Market Design for the future. Administrator Kurlinkus stated this is already in progress and coming soon. Trustee Sima also stated it would be nice to have a sign on the "Labree" property for interested parties for development. President Gustafson mentioned that North Park Water has contacted the Village that for \$12,000 the Village can paint and design the water towers in Roscoe. President Gustafson stated the Village would be entering into an agreement with North Park Water to paint the water tower on Chestnut. Trustee Babcock mentioned that the Village should involve David Syndey of Place Foundry. Administrator Kurlinkus stated that we can bring this to the next meeting with Place Foundry next week.

Trustee Sima mentioned that nothing has been resolved around the neighborhood signs, and Administrator Kurlinkus stated he could bring it back to the board. Trustee Plock inquired about the pricing and if the property owners were contacted? Administrator Kurlinkus stated he would bring it back to committee next meeting. Trustee Plock inquired about the park lighting for Chicory Ridge, and Administrator Kurlinkus stated he would bring this back to next meeting as well.

Administrator Kurlinkus stated that the concrete pad and railing were installed at Riverside Park. The back shelter house at Riverside Park will be replaced next year, a donation of labor was provided by Martin Exterior. The front shelter will be torn down per recommendation and rebuild in spring.

Place Foundry Open Meeting Tuesday November 12, 2024 at 530pm.

Trustee Wright provided information around the Hometown Holiday Event to be held on December 14, 2024 from 3-7pm. The event will feature a food court, Chris Kringle huts, a horse-drawn trolley, and a tree-lighting ceremony. Youth groups will be invited to decorate trees, and local businesses are encouraged to participate. The event will also include a Santa appearance and a snowball fight.

Troop 6222 provided information regarding the sponsored blood drive for Reach Roscoe VFW to be held on November 12, 2024.

1. **Discussion and Recommendation** of approval of a resolution allocating the Village's **American Rescue Plan Act (ARPA) funds** for the provision of government services.

Administrator Kurlinkus summarized the recommendation stating that The Village received \$1.4 Million in funding from the American Rescue Plan Act received in 2021, and those funds must be obligated by December 31, 2024. The funds then must be spent by December 31, 2026. The funds can be used for various projects, including the Bridge Street parking lot and the Hodges Run pop-up markets. Administrator Kurlinkus suggested allocating those funds for those pending projects. President Gustafson stated the grants applied for don't come near the costs of the projects, and decisions for the grants applied for will not be known until 2025. The Village has made the merit stage for the Pop-Up Market grant review, the timeline of decision will be end of 2024 beginning of 2025.

Administrator Kurlinkus entertained a motion;

Motion made by Trustee Sima, Seconded by Trustee Wright.

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

Absent: Trustee Petty

Trustee Plock arrived, not part of vote

2. Discussion and recommendation of the Village applying for a National Fitness Campaign grant for the installation of a NFC Fitness Court.

Administrator Kurlinkus summarized the recommendation, stating as part of the Porter Park expansion project, the Village of Roscoe is exploring opportunities to enhance community wellness and outdoor recreational resources. One initiative under consideration is the installation of a Fitness Court, a state-of-the-art outdoor bodyweight circuit training system designed by the National Fitness Campaign (NFC). This project aligns with our commitment to promoting healthy lifestyles and expanding accessible fitness options for our residents. The grant, if awarded, will provide partial funding toward the cost of the Fitness Court installation. The remaining costs would be covered by Village resources allocated to the Porter Park expansion and would be credited towards the Village's matching contribution for the park development under the OSLAD grant. The grant is for \$50,000. By securing this grant, the Village can offset costs associated with the installation and construction of the Fitness Court, making this project both economically viable and beneficial to the community. The Village has completed prequalification's for the grant and if awarded would install equipment summer/fall 2025.

President Gustafson inquired about the maintenance, and it was stated its low maintenance, and the equipment has 10-year warranty.

Motion made by Trustee Mallicoat, Seconded by Trustee Plock.

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

3. Discussion and Recommendation of chain-link fencing at Public Works for the quoted amount of \$15,000 from Crimson Valley Landscaping/Estate Deck & Fence.

Administrator Kurlinkus summarized the recommendation and called on Troy to provide the board with overview; Troy stated that this fencing is for two locations at Public Works. The first part is behind the public works salt shed and between the new addition building and salt shed. The other location is in the Police impound area. Staff has received three quotes from fencing companies. They ranged from \$27,634, \$19,412, and the winning quote from Crimson Valley Landscaping/Estate Deck & Fence for \$15,000. Project was budgeted for \$24,000 for this year.

Administrator Kurlinkus entertained a motion;

Motion made by Trustee Wright, Seconded by Trustee Mallicoat.

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

Absent: Trustee Petty

PUBLIC COMMENT (limited to 3 minutes per speaker)

Trustee Sima proposed a sign for the property of Hodges Run, to show the Pop-Up Market Design for the future. Administrator Kurlinkus stated this is already in progress and coming soon. Trustee Sima also stated it would be nice to have a sign on the "Labree" property for interested parties for development. President Gustafson mentioned that North Park Water has contacted the Village that for \$12,000 the Village can paint and design the water towers in Roscoe. President Gustafson stated the Village would be entering into an agreement with North Park Water to paint the water tower on Chestnut. Trustee Babcock mentioned that the Village should involve David Syndey of Place Foundry. Administrator Kurlinkus stated that we can bring this to the next meeting with Place Foundry next week.

Trustee Sima mentioned that nothing has been resolved around the neighborhood signs, and Administrator Kurlinkus stated he could bring it back to the board. Trustee Plock inquired about the pricing and if the property owners were contacted? Administrator Kurlinkus stated he would bring it back to committee next meeting. Trustee Plock inquired about the park lighting for Chicory Ridge, and Administrator Kurlinkus stated he would bring this back to next meeting as well.

PRESENTATIONS

None

EXECUTIVE SESSION (IF NECESSARY)

None

ADJOURNMENT

Trustee Sima thanks Boy Scouts Troop 6222

Administrator Kurlinkus entertained a motion;

Motion made by Trustee Plock, Seconded by Trustee Sima.

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

Absent: Trustee Petty

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 2.

Agenda Item: Discussion and Recommendation of a Policy for Subdivision Entrance Maintenance & Signage

Date: July 12, 2024

Meeting: Committee of the Whole – 7/19/2024

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

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.

Key Issues

- Responsibility of basic maintenance of signs and landscaping on Village ROW or Property is that of the Village.
- Signs on private property remain responsibility of property owner (generally an HOA).
- HOAs may request that they be allowed to install Lighting or Irrigation, but this will be responsibility of the HOA.
- HOAs may request a grant up to the established dollar amount of replacement & repair to be set by the Board (draft policy identifies \$3500), and to install more elaborate signage / landscaping upon request of 51% of Owners in the effected Plat.

Fiscal Note/Budget Impact

Board needs to decide the maximum amount to spend on installation of new signage/repairs to be allocated to subdivision for quinquennial maintenance and repair.

Prior Legislative Actions

The draft policy is up for initial discussion by the COTW on July 19, 2024. This has not been previously reviewed by the Committee, but has been created as a starting point for discussion.

Action Required/Recommendation

Discussion and Recommendation to the Board of any changes or comments to the draft subdivision policy.

Attachments

Subdivision Entrance Maintenance Policy – Draft for Discussion Purposes.

SUBDIVISION ENTRANCE MAINTENANCE POLICY

- A. Purpose.** The purpose of this policy is to identify the Village's stance regarding the repair and/or replacement of subdivision entrance signs and support walls within the Village's Right-of-Way (ROW); the maintenance and/or replacement of said signs and/or support walls; and the addition of new features such as lighting, fencing, irrigation, seasonal color, and annual plantings.
- B. General Standards.** The repair, replacement, or alteration of an existing subdivision entrance sign and/or support wall shall adhere to the requirements identified within the Village Sign Ordinance. The Applicant shall coordinate with the Zoning Administrator and/or the Village Planning Department to ensure the requirements of this ordinance are met.
- C. Subdivision entrance signs located on private property.** Maintenance and repair of subdivision entrance signs not located within the Village's right-of-way, or upon Village owned property shall be the sole responsibility of the established HOA or owner of the parcel upon which the signage is located. An HOA or parcel owner may request that the Village assume responsibility for the repair and maintenance of such signage, however, prior to assuming any such responsibility for repair or maintenance, the HOA or owner of the parcel on which the sign is located shall be required to dedicate that portion of the of the parcel as public right-of-way or to deed the ownership of the parcel to the Village of Roscoe. The Village shall not maintain or repair subdivision entrance signs located on private property.
- D. Maintenance, repair and replacement of existing subdivision signs and/or support walls.**

The Village shall maintain, repair and/or replace all subdivision signs and/or replacement walls within the Village Right-of-Way (ROW) only and not under the jurisdiction or maintained by an established Homeowner's Association (HOA) in accordance with the following:

1. **Repair:** Repair and maintenance of current signage shall always be considered as the first option for the Village's maintenance program. Repair shall be limited to repainting the monument sign, sign panel and/or the individual letters affixed to the support walls identifying the name of the subdivision no more than once every five (5) years. A standardized palette of paint colors shall be maintained by the Village Planning & Community Development Department and shall be used to repaint existing signs.
2. **Removal and/or replacement:** Should an existing sign become damaged or deteriorated beyond economic repair, as determined by Public Works Director, the Village shall remove and dispose of said sign. The sign shall then be replaced at an amount not to exceed \$3,500 per subdivision in accordance with the following:
 - a. Signs shall be replaced in accordance with a standardized sign template as determined by the Village Planning Department to include material, color, shape, size and font.

b. Monument signs shall include the replacement of the sign panel and/ or the individual letters affixed to the monument sign. The sign panel shall be similar in size to what was removed, or shall adhere to a standardized sign template as determined by the Village Planning Department, to include color, shape, size and font.

c. Replacement of the sign panel and/ or the individual letters shall not include any repairs to the monument structure itself. Should it be determined that the monument structure itself is damaged or deteriorated beyond economic repair, as determined by Public Services Director, the Village shall remove and dispose of said monument structure and replace the monument sign with freestanding standardized sign as determined by the Village Planning Department to include material, color, shape, size and font.

C. Maintenance, repair and replacement of existing landscaping, irrigation and lighting.

1. **Landscaping:** The Village shall maintain plant material and landscape mulch at the subdivision entrances. Any new and/ or additional plant material that is above and beyond what was initially approved and accepted by the Village shall be approved in advance by the **Public Works Director**, and shall be paid for and maintained at the sole expense of the established HOA or group of homeowners within a subdivision.

2. Irrigation Systems.

a. The Village acknowledges that some subdivision entrances may have included underground irrigation systems installed by the original developer. The Village shall no longer operate, maintain and/ or repair these systems. It is further understood these systems shall remain in place, but shall be considered as abandoned.

b. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.

c. Upon approval of the transfer of ownership and maintenance responsibilities the established HOA or group of homeowners within a subdivision shall become solely responsible for all maintenance and repair costs associated with the irrigation system. The Village shall not participate in, nor shall they assume payment of any utility bills associated with the maintenance of these systems.

3. **Sign lighting:** It is understood that some subdivision entrances may have included overhead or directional lighting to illuminate the subdivision sign. As of this date, the Village shall no longer operate, maintain and/ or repair these systems. It is further understood these systems shall remain in place, but shall be considered as abandoned.

- a. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.
- b. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.
- c. Upon approval of the transfer of ownership and maintenance responsibilities the established HOA or group of homeowners within a subdivision shall become solely responsible for all maintenance and repair costs associated with the lighting system. The Village shall not participate in, nor shall they assume payment of any utility bills associated with the maintenance of these systems.

D. Upgrade and/ or replacement – Non-standard. In the event that a subdivision sign is located within the Village ROW and a group of homeowners within a subdivision with or without an HOA desire to replace their subdivision sign with something other than the current signage, or different than the standardized sign template as determined by the Village Planning Department, the following information shall be submitted to the Village Planning Department for consideration:

1. **Petition.** A petition containing the signatures of not less than fifty (50) percent plus one (1) of the property owners within the subdivision plat where the entrance sign is located. Signatures from renters shall not be deemed as consent.

The petition shall include language indicating those signing are aware that all design and construction costs, and future maintenance responsibilities of signage and surrounding landscaping to include pruning of plants, mulching of plant beds, irrigation systems, lighting, etc. , are the sole responsibility of the established HOA or the group of homeowners within the subdivision.

2. **Sign design:** A detailed drawing of the proposed sign, prepared in accordance with the standards identified within the Village Sign Ordinance, to include material and color selection.

4. **Landscape plan:** A landscape plan identifying the exact location of the proposed sign and all landscaping enhancements.

5. **Village Board Approval:** Upgrades and replacements beyond the standard sign replacement of the Village shall require prior approval of Village Board.

6. **Sign Grant:** Should the Village Board approve this request, the group of homeowners may be eligible for a \$3,500 grant per sub-division, based upon budgeted funds. If the Village Board approves and authorizes the grant, the group of homeowners within a subdivision shall become

solely responsible for all maintenance and repair costs of associated signage and landscaping of the subdivision entrance. The Village shall not participate in any maintenance responsibility or utility costs associated with subdivision entrances.

Village of Roscoe – Subdivision Sign Inventory

Item # 2.



Subdivision: Crystal Hills
Closest Intersection: Roscoe Road & Leana Drive
Location of Sign: Median [Village ROW]

Village of Roscoe – Subdivision Sign Inventory

Item # 2.

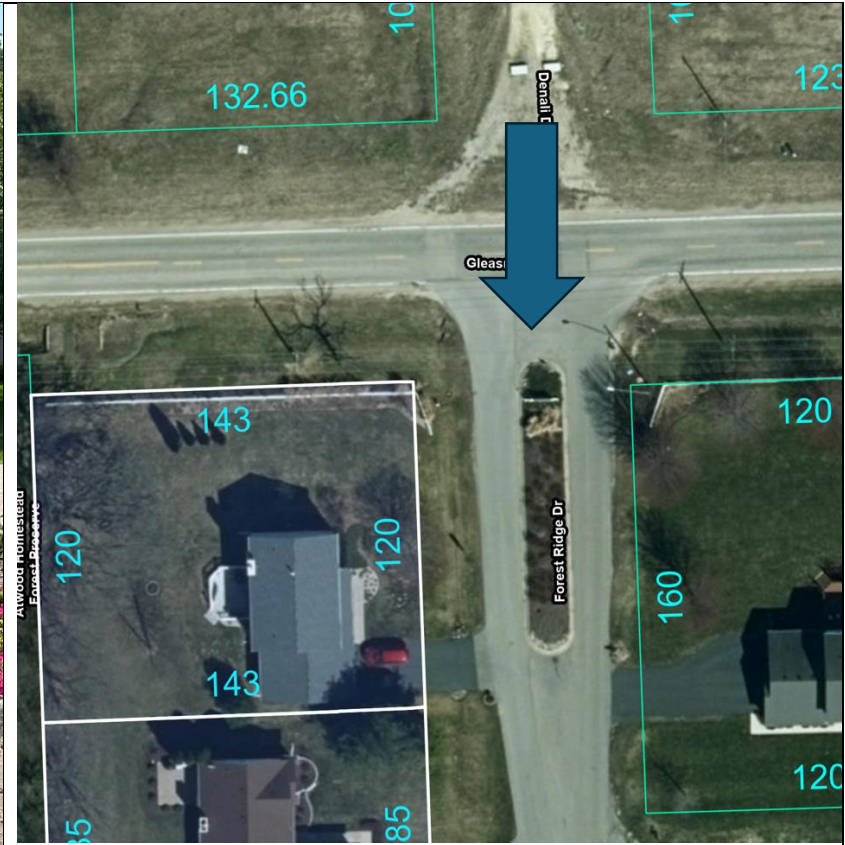


Subdivision: Hawks Pointe

Closest Intersection: Old River Rd. & Thickett Trl.

Location of Sign: Private Property [No Easement]

Village of Roscoe – Subdivision Sign Inventory



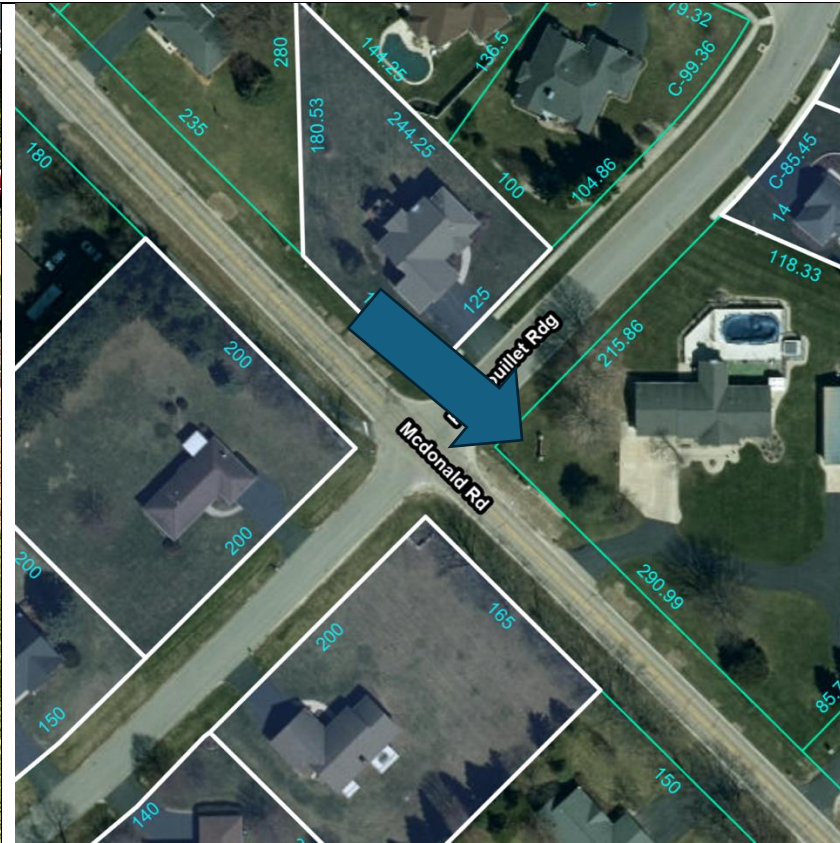
Subdivision: Prairie Ridge

Closest Intersection: Gleasman Rd. & Forest Ridge Dr.

Location of Sign: Median [Village ROW]

Village of Roscoe – Subdivision Sign Inventory

Item # 2.



Subdivision: Deerwood

Closest Intersection: McDonald Rd. & Rambouillet Rdg.

Location of Sign: Private Property [No Easement]

Village of Roscoe – Subdivision Sign Inventory

Item # 2.



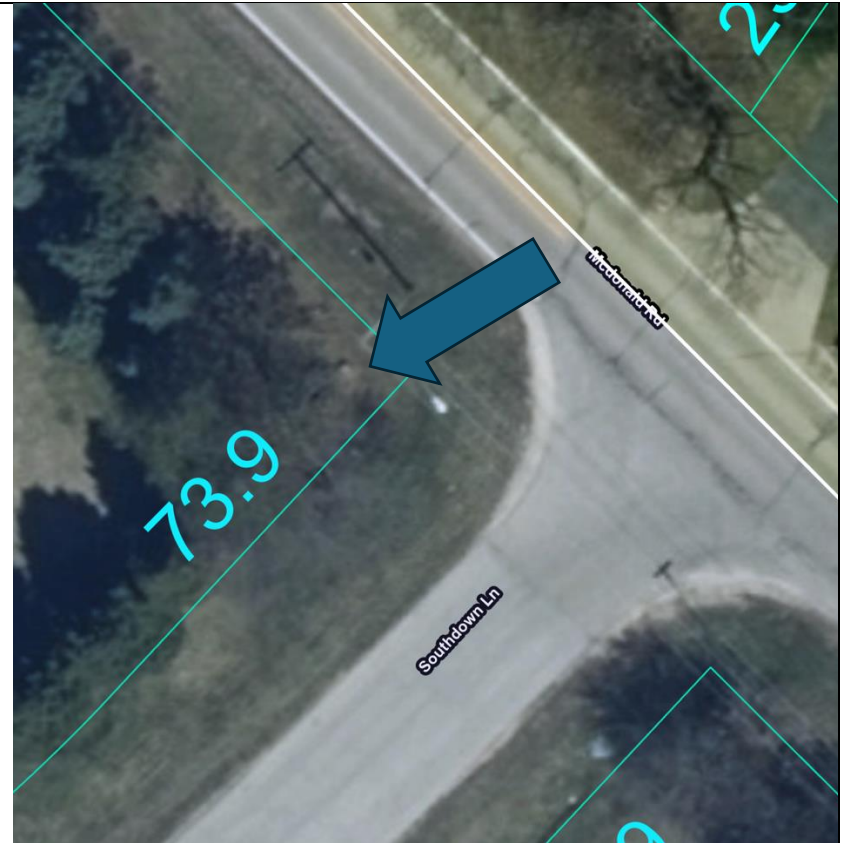
Subdivision: Shepherd Hills - 1

Closest Intersection: McDonald Rd. & Rambouillet Rdg.

Location of Sign: Private Property [Entrance Structure Easement]

Village of Roscoe – Subdivision Sign Inventory

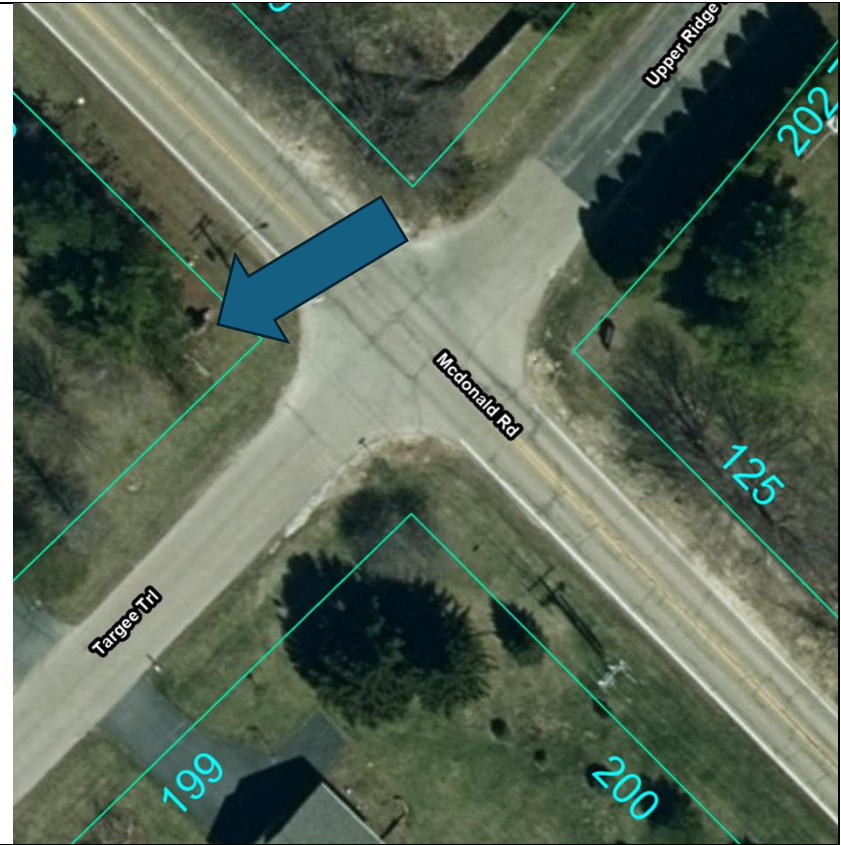
Item # 2.



Subdivision: Shepherd Hills - 2
Closest Intersection: McDonald Rd. & Southdown Lane
Location of Sign: Private Property [Entrance Structure Easement]

Village of Roscoe – Subdivision Sign Inventory

Item # 2.



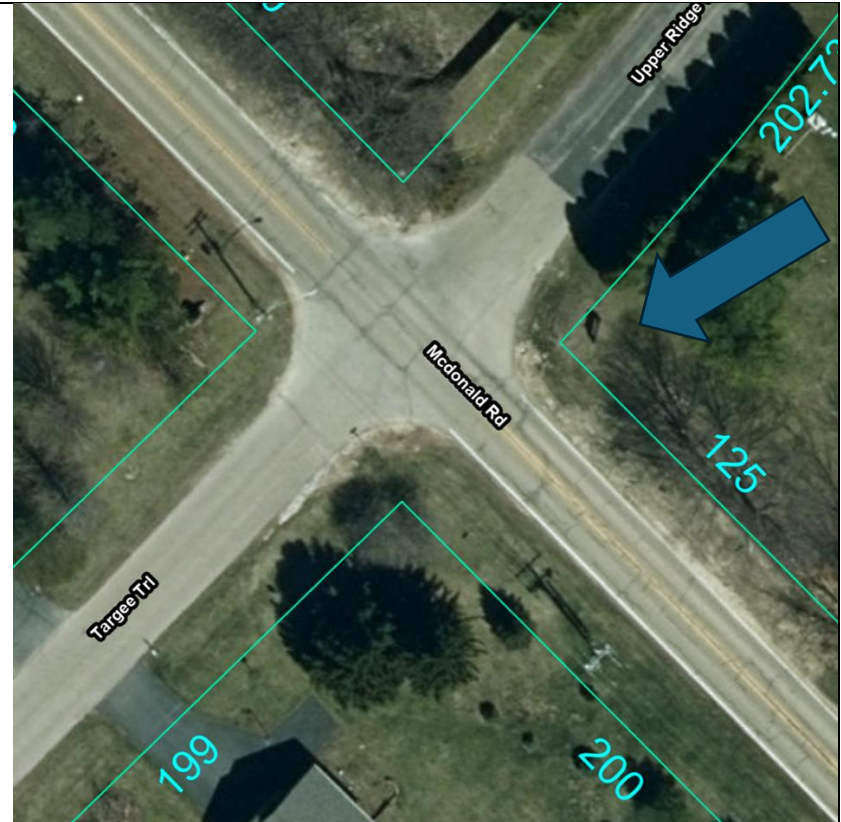
Subdivision: Shepherd Hills - 3

Closest Intersection: McDonald Rd. & Targee Trail

Location of Sign: Private Property [Entrance Structure Easement]

Village of Roscoe – Subdivision Sign Inventory

Item # 2.



Subdivision: Sagewood

Closest Intersection: McDonald Rd. & Upper Ridge Way

Location of Sign: Private Property [No Easement]

Village of Roscoe – Subdivision Sign Inventory

Item # 2.



Subdivision: Remington Creek

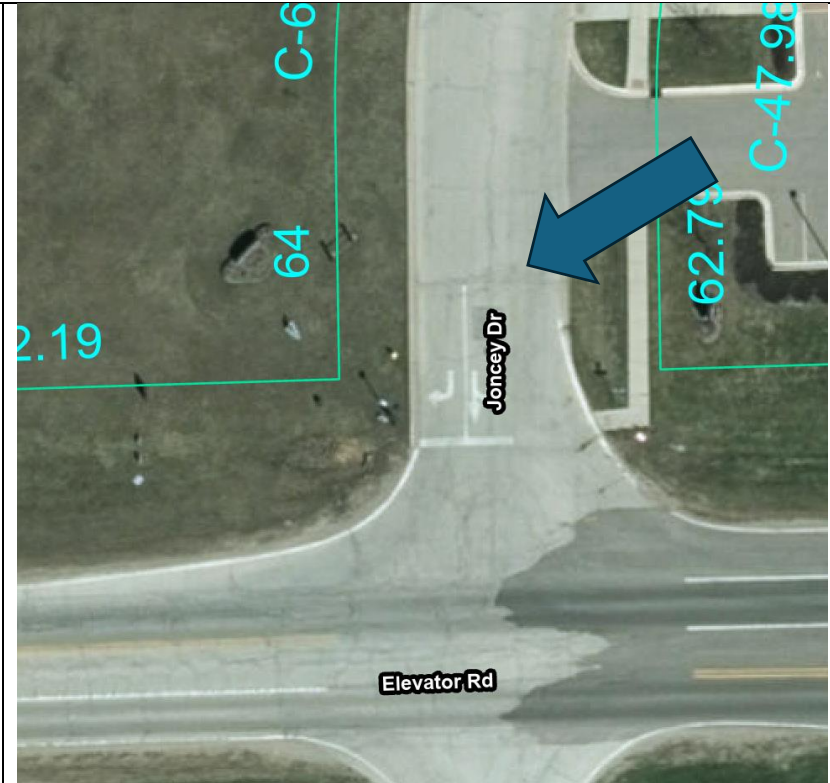
Closest Intersection: Swanson Rd. & Sheringham Dr.

Location of Sign: Private Property [No Easement/Utility Easement]

N.B. There is an Entrance Structure Easement on the west side of the road.

Village of Roscoe – Subdivision Sign Inventory

Item # 2.



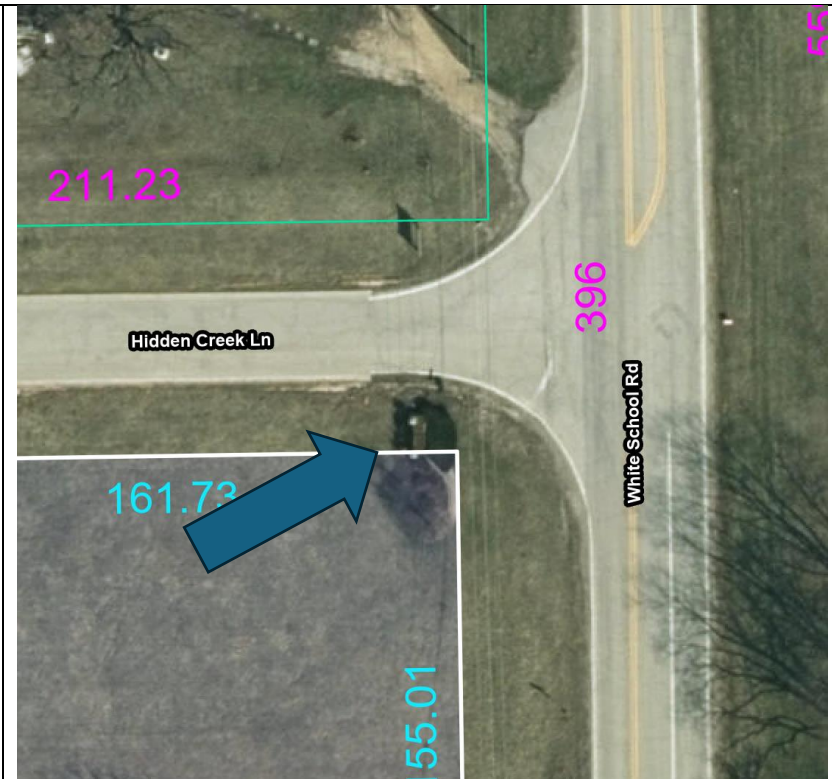
Subdivision: Kinnikinnick Creekside

Closest Intersection: Jonecy Dr. & Elevator Rd.

Location of Sign: Private Property [No Easement]

Village of Roscoe – Subdivision Sign Inventory

Item # 2.



Subdivision: Hidden Creek

Closest Intersection: Hidden Creek Ln. & White School Rd.

Location of Sign: ROW [Village ROW] / Private Property [No Easement]

Village of Roscoe – Subdivision Sign Inventory

Item # 2.



Subdivision: Promontory Ridge

Closest Intersection: Rockton Road & Promontory Trail

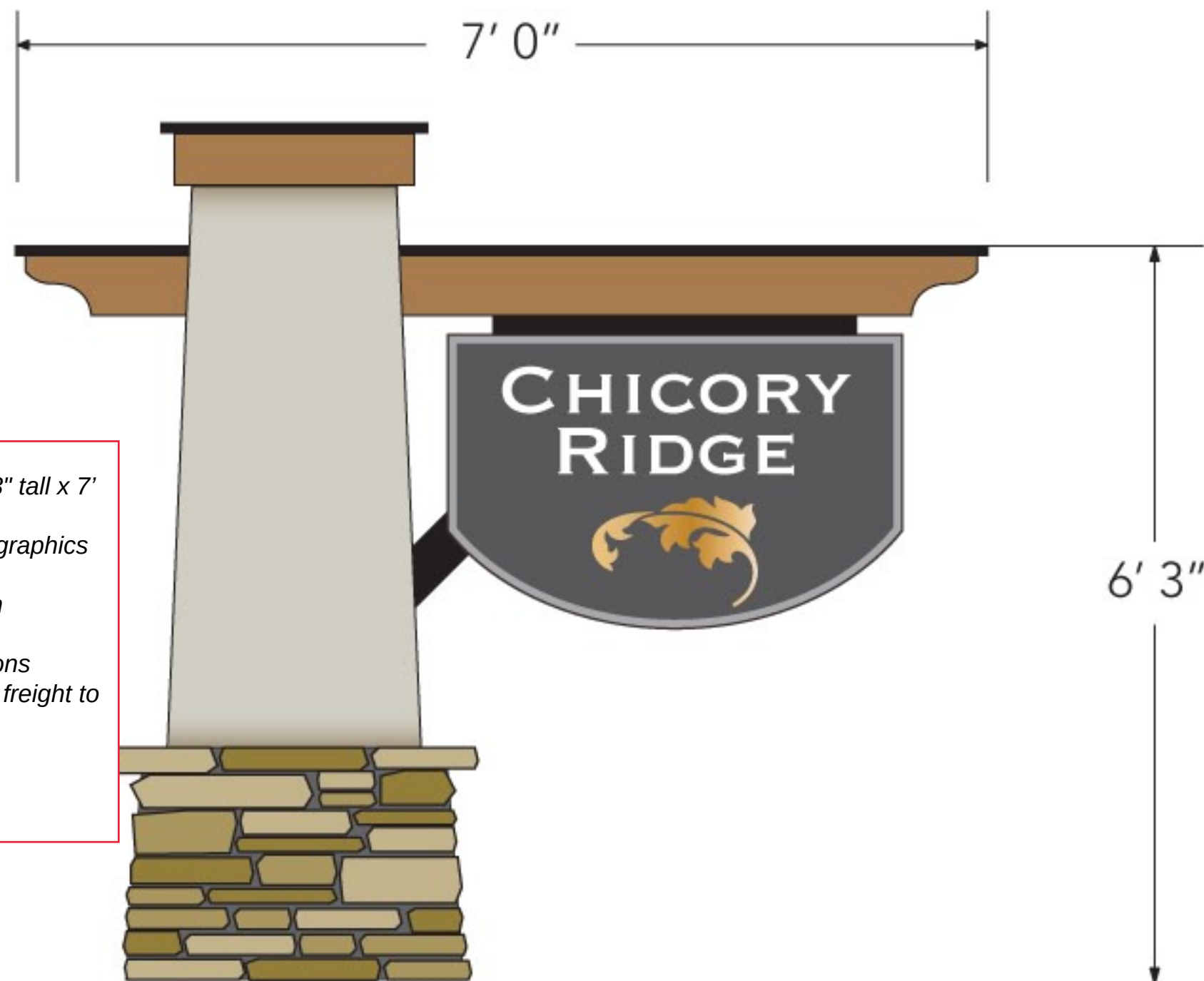
Location of Sign: Median [Village ROW]

Chicory Ridge, Village of Roscoe, IL

QTY (1) 6' 3" h x 7' 0" w x 32" d Custom Monument

DOUBLE sided raised embossed graphics

Faux wood cantilever arm



DESIGN 1 (Page 1)

QTY (1) Custom Monument at 6' 3" tall x 7' 0" wide x 32" deep

DOUBLE sided raised embossed graphics

Faux stone base

Faux Wood pergola/cantilever arm

Wood and steel internal structure

Installation materials and instructions

Wood crate and insured interstate freight to 61073

TOTAL \$16,201.88 Delivered



Design by BestSignMonuments.com

All visual representations and designs are the intellectual property of Best Sign Monuments™ and are protected under copyright law. Any duplication of this design or any element is in direct violation of that law and will result in legal action.

toll free: (800) 735 7209

website: www.bestsignmonuments.com

Copyright © 2023
BestSignMonuments.com

NOTE: All colors displayed may look different in person than on your computer screen due to the individual monitor and/or screen color settings. Printers as well whether laser or inkjet vary. Colors on screen to print references such as (Sherwin Williams, Benjamin Moore etc.) are used in designs for customer's reference to see in person, or to aid in matching architectural building colors. All artwork must be approved by the customer before we move forward with the order. It is the customer's responsibility to ensure that the proof is correct in all areas. Please be sure to double check spelling, grammar, layout, and design content. If the proof containing errors is approved, the customer is responsible for all costs, including corrections and/or reproduction.

Designer & Project Manager

Tricia Parker

(678) 262-8100

sales@bestsignmonuments.com

Chicory Ridge, Village of Roscoe, IL

Location Mock-up

FPO - For position only. Not to scale.



Design by BestSignMonuments.com

All visual representations and designs are the intellectual property of Best Sign Monuments™ and are protected under copyright law. Any duplication of this design or any element is in direct violation of that law and will result in legal action.

toll free: (800) 735 7209

website: www.bestsignmonuments.com

Copyright © 2023
BestSignMonuments.com

NOTE: All colors displayed may look different in person than on your computer screen due to the individual monitor and/or screen color settings. Printers as well whether laser or inkjet vary. Colors on access to print references such as (Sherwin Williams, Benjamin Moore etc.) are used in designs for customer's reference to see in person, or to aid in matching architectural building colors. All artwork must be approved by the customer before we move forward with the order. It is the customer's responsibility to ensure that the proof is correct in all areas. Please be sure to double check spelling, grammar, layout, and design content. If the proof containing errors is approved, the customer is responsible for all costs, including corrections and/or reproduction.

Designer & Project Manager

Tricia Parker

(678) 262-8100

sales@bestsignmonuments.com

Chicory Ridge, Village of Roscoe, IL

QTY (1) 5' 0" h x 9' 0" w x 22.5" d Custom Monument

DOUBLE sided raised embossed graphics

Faux wood pergola



COLOR KEY

	#106 Sky
	Wood Grain
	Bright White
	Rich Black
	Metallic Gold
	Gray
	420 China White

DESIGN 2 (Page 3)

QTY (1) Custom Monument at 5' 0" tall x 9' 0" wide x 22.5" deep

DOUBLE sided raised embossed graphics

Faux Wood pergola/cantilever arm

Installation materials and instructions

Wood crate and insured interstate freight to 61073

TOTAL \$12,785.14 Delivered

Scale 1" = 1'



Design by BestSignMonuments.com

All visual representations and designs are the intellectual property of Best Sign Monuments™ and are protected under copyright law. Any duplication of this design or any element is in direct violation of that law and will result in legal action.

toll free: (800) 735 7209

website: www.bestsignmonuments.com

Copyright © 2023
BestSignMonuments.com

NOTE: All colors displayed may look different in person than on your computer screen due to the individual monitor and/or screen color settings. Printers as well whether laser or inkjet vary. Consistent access to paint references such as (Sherwin Williams, Benjamin Moore etc.) are used in designs for customer's reference to see in person, or to aid in matching architectural building colors. All artwork must be approved by the customer before we move forward with the order. It is the customer's responsibility to ensure that the proof is correct in all areas. Please be sure to double check spelling, grammar, layout, and design content. If the proof containing errors is approved, the customer is responsible for all costs, including corrections and/or reproduction.

Designer & Project Manager

Tricia Parker

(678) 262-8100

sales@bestsignmonuments.com

Chicory Ridge, Village of Roscoe, IL
Location Mock-up

FPO - For position only. Not to scale.

Item # 2.



Design by BestSignMonuments.com
All visual representations and designs are the intellectual property of Best Sign Monuments™ and are protected under copyright law. Any duplication of this design or any element is in direct violation of that law and will result in legal action.
toll free: (800) 735 7209 website: www.bestsignmonuments.com
Copyright © 2023
BestSignMonuments.com

NOTE: All colors displayed may look different in person than on your computer screen due to the individual monitor and/or screen color settings. Printers as well whether laser or inkjet vary. Colors are as close as possible to what we see in person. Colors are used in design for customer's reference to see in person, or to aid in matching architectural building colors. All artwork must be approved by the customer before we move forward with the order. It is the customer's responsibility to ensure that the proof is correct in all areas. Please be sure to double check spelling, grammar, layout, and design content. If the proof containing errors is approved, the customer is responsible for all costs, including corrections and/or reproduction.

Designer & Project Manager
Tricia Parker
(678) 262-8100
sales@bestsignmonuments.com

Chicory Ridge, Village of Roscoe, IL

QTY (1) 5' 7.62" h x 9' 0" w x 18" d Custom Monument

DOUBLE sided raised embossed graphics

Faux wood pergola

COLOR KEY	
	#106 Sky
	Wood Grain
	Bright White
	Rich Black
	Metallic Gold



DESIGN 3 (Page 5)
QTY (1) Custom Monument at 5' 7.62" tall x 9' 0"
wide x 18" deep
DOUBLE sided raised embossed graphics
Faux Wood pergola/cantilever arm
Installation materials and instructions
Wood crate and insured interstate freight to 61073
TOTAL \$14,475.62 Delivered

Scale 1" = 1'



Design by BestSignMonuments.com

All visual representations and designs are the intellectual property of Best Sign Monuments™ and are protected under copyright law. Any duplication of this design or any element is in direct violation of that law and will result in legal action.

toll free: (800) 735 7209

website: www.bestsignmonuments.com

Copyright © 2023
BestSignMonuments.com

NOTE: All colors displayed may look different in person than on your computer screen due to the individual monitor and/or screen color settings. Printers as well whether laser or inkjet vary. Customer access to paint references such as (Sherwin Williams, Benjamin Moore etc.) are used in designs for customer's reference to see in person, or to aid in matching architectural building colors. All artwork must be approved by the customer before we move forward with the order. It is the customer's responsibility to ensure that the proof is correct in all areas. Please be sure to double check spelling, grammar, layout, and design content. If the proof containing errors is approved, the customer is responsible for all costs, including corrections and/or reproduction.

Designer & Project Manager

Tricia Parker

(678) 262-8100

sales@bestsignmonuments.com

Chicory Ridge, Village of Roscoe, IL
Location Mock-up

FPO - For position only. Not to scale.

Item # 2.



Design by BestSignMonuments.com
All visual representations and designs are the intellectual property of Best Sign Monuments™ and are protected under copyright law. Any duplication of this design or any element is in direct violation of that law and will result in legal action.
toll free: (800) 735 7209 website: www.bestsignmonuments.com
Copyright © 2023
BestSignMonuments.com

NOTE: All colors displayed may look different in person than on your computer screen due to the individual monitor and/or screen color settings. Printers as well whether laser or inkjet vary. Colors on access to print references such as (Sherwin Williams, Benjamin Moore etc.) are used in designs for customer's reference to see in person, or to aid in matching architectural building colors. All artwork must be approved by the customer before we move forward with the order. It is the customer's responsibility to ensure that the proof is correct in all areas. Please be sure to double check spelling, grammar, layout, and design content. If the proof containing errors is approved, the customer is responsible for all costs, including corrections and/or reproduction.

Designer & Project Manager
Tricia Parker
(678) 262-8100
sales@bestsignmonuments.com

~\$1200.00

Item # 2.

A large, tan-colored sign with a green border and a green floral design in the top center. The word "RALSTON" is written in large, green, serif capital letters. Below it, the words "FAMILY PARK" are written in smaller, green, serif capital letters, enclosed in a green oval frame with dots on either side.

RALSTON

• FAMILY PARK •

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 3.

Agenda Item: Approval of Work Order with Vandewalle & Associates for Main Street Overlay Zoning District

Date: November 15, 2024

Meeting: COTW - November 19, 2024

Prepared by: Josef Kurlinkus

Department: Planning / Zoning

Overview/Background Information

The Village of Roscoe is actively pursuing the redevelopment of its Main Street area to create a vibrant, mixed-use district that reflects the community's goals and vision as outlined in the "Main Street District Plan" prepared by The Place Foundry. To facilitate this redevelopment, the Village seeks to create and implement a Main Street Overlay Zoning District. This initiative will ensure the zoning regulations align with the desired land use patterns, aesthetic standards, and functionality of the Main Street area.

Vandewalle & Associates, the Village's current zoning consultant, has submitted a Work Order outlining their proposal to draft and implement the overlay zoning district. Their approach builds on the recommendations of the "Main Street District Plan" and includes ordinance amendments, mapping, public engagement, and final adoption.

The Work Order from Vandewalle & Associates details a comprehensive eight-task process to complete the overlay zoning district:

Draft Initial Overlay Text: Review the "Main Street District Plan" to prepare the initial text for the overlay district.

Revise Based on Staff Input: Incorporate Village Staff feedback into a second draft.

Public Open House: Facilitate community engagement to gather input on the proposed overlay districts.

Zoning Board of Appeals (ZBA) Review: Present public feedback and a revised draft to the ZBA for initial review.

Prepare Third Draft and Mapping: Finalize the text and prepare zoning maps based on additional comments.

Staff Report and Public Hearing: Develop a comprehensive staff report and facilitate a ZBA public hearing for feedback and potential approval.

Village Board Adoption: Present the final draft to the Village Board for consideration and adoption.

Final Deliverables: Provide adopted text, maps, and digital files in ArcGIS format to Village Staff.

Fiscal Note/Budget Impact

Budget and Schedule

The total cost for the proposed services is not to exceed \$7,750. Work is scheduled to begin on December 1, 2024, and be completed by May 31, 2025.

Action Required/Recommendation

Staff recommends that the Village Board approve the Work Order with Vandewalle & Associates for the creation of the Main Street Overlay Zoning District. This partnership will provide the technical expertise and community engagement necessary to ensure the zoning ordinance reflects the goals and objectives of the Main Street redevelopment initiative.

Attachments

Vandewalle & Associates Work Order #01



VANDEWALLE & ASSOCIATES INC.

November 11, 2024

Work Order Number 0001; Main Street Overlay Zoning District Amendments Services

This Work Order is made under the terms and conditions established in the Agreement for Consulting Services, dated February 29, 2024 between “Client”, Village of Roscoe, Illinois, and VANDEWALLE & ASSOCIATES, INC. All capitalized terms contained herein have the meaning set forth in the Agreement.

Section A Scope of Services

VANDEWALLE & ASSOCIATES agrees to provide the Village with the following “Services”:

VANDEWALLE & ASSOCIATES will undertake the following tasks in conducting a review, amendment, mapping, and adoption of Main Street Overlay Zoning Districts for the Village of Roscoe. Specifically, this work entails:

- Review “Main Street District Plan” recommendations, propose map amendments to formally map said corridors, and amend ordinance language as necessary.
- Propose text amendments to the zoning ordinance to create two new overlay districts in the Main Street area to accomplish the goals and objectives set forth in the “Main Street District Plan” created by The Place Foundry for the Village.

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax
247 Freshwater Way Suite 500 • Milwaukee, Wisconsin 53204 • 414.988-8631
www.vandewalle.com

Task One: Draft #1 of Overlay Text

VANDEWALLE & ASSOCIATES will review the “Main Street District Plan”, completed by The Place Foundry for zoning recommendations and applicable topics that will require ordinance amendments to successfully implement the plan. After the first draft of the ordinance is complete, VANDEWALLE & ASSOCIATES will participate in one meeting with Village staff to review Village Staff comments and suggested revisions.

Task Two: Draft #2 of Overlay Text

VANDEWALLE & ASSOCIATES will receive comments from Village Staff and implement them in a second draft of the ordinance text amendment.

Task Three: Public Open House and Draft Summary of Public Input

VANDEWALLE & ASSOCIATES will coordinate a public open house to provide an opportunity for residents and stakeholders to learn about the Main Street Overlay districts and offer input before the amendment is forwarded for adoption. The intent of this event is to provide members of the public who may not otherwise attend a ZBA or Village Board meeting a chance to voice their support or concerns for the project. Both written and verbal feedback will be collected from participants and VANDEWALLE & ASSOCIATES will summarize the feedback to be shared with Village Staff and the ZBA.

Task Four: First ZBA Meeting to Review Draft #2 and Public Input from Open House

VANDEWALLE & ASSOCIATES will prepare the public comments gathered from the open house and create a staff report for a ZBA meeting to thoroughly describe the proposed changes to the existing ordinance in Draft #2 of the text amendment. ZBA will provide feedback for VANDEWALLE & ASSOCIATES staff regarding the project. This will be virtually attended by VANDEWALLE & ASSOCIATES staff to reduce travel costs.

Task Five: Draft #3 of Overlay Text and Map

VANDEWALLE & ASSOCIATES will draft a third iteration of the proposed text amendments incorporating comments from Village staff, the general public, and the ZBA. If needed, VANDEWALLE & ASSOCIATES will also provide a map of the two new zoning overlay districts.

Task Six: Staff Report, Public Hearing, and Second ZBA Meeting

VANDEWALLE & ASSOCIATES will prepare a staff report detailing the changes to the zoning ordinance proposed in the third iteration of the amendment. This will be used for a ZBA meeting and will include a public hearing and the ZBA will take action on the text amendment. This meeting will be attended virtually by VANDEWALLE & ASSOCIATES staff to reduce travel costs.

Task Seven: Village Board Adoption Meeting

VANDEWALLE & ASSOCIATES will attend the Village Board adoption meeting to present the public draft ordinance and map. This meeting will be attended virtually by VANDEWALLE & ASSOCIATES staff to reduce travel costs.

Task Eight: Adopted Overlay Zoning Text and Map

VANDEWALLE & ASSOCIATES will prepare the adopted version of the ordinance and map and provide the digital ArcGIS files to Villages Staff.

Section B Schedule

Services in this Work Order shall commence from December 1, 2024 and be in effect through May 31, 2025.

Section C Costs

All work will be completed on a time and materials basis with the budget for this Work Order not to exceed \$7,750.

VANDEWALLE & ASSOCIATES

Village of Roscoe/Work Order #0001

November 11, 2024

4

Except to the extent modified herein, all terms and conditions of the original Agreement shall continue in full force and effect.

Village of Roscoe

By:

Signature of Authorized Representative

Date

Printed Name

Title

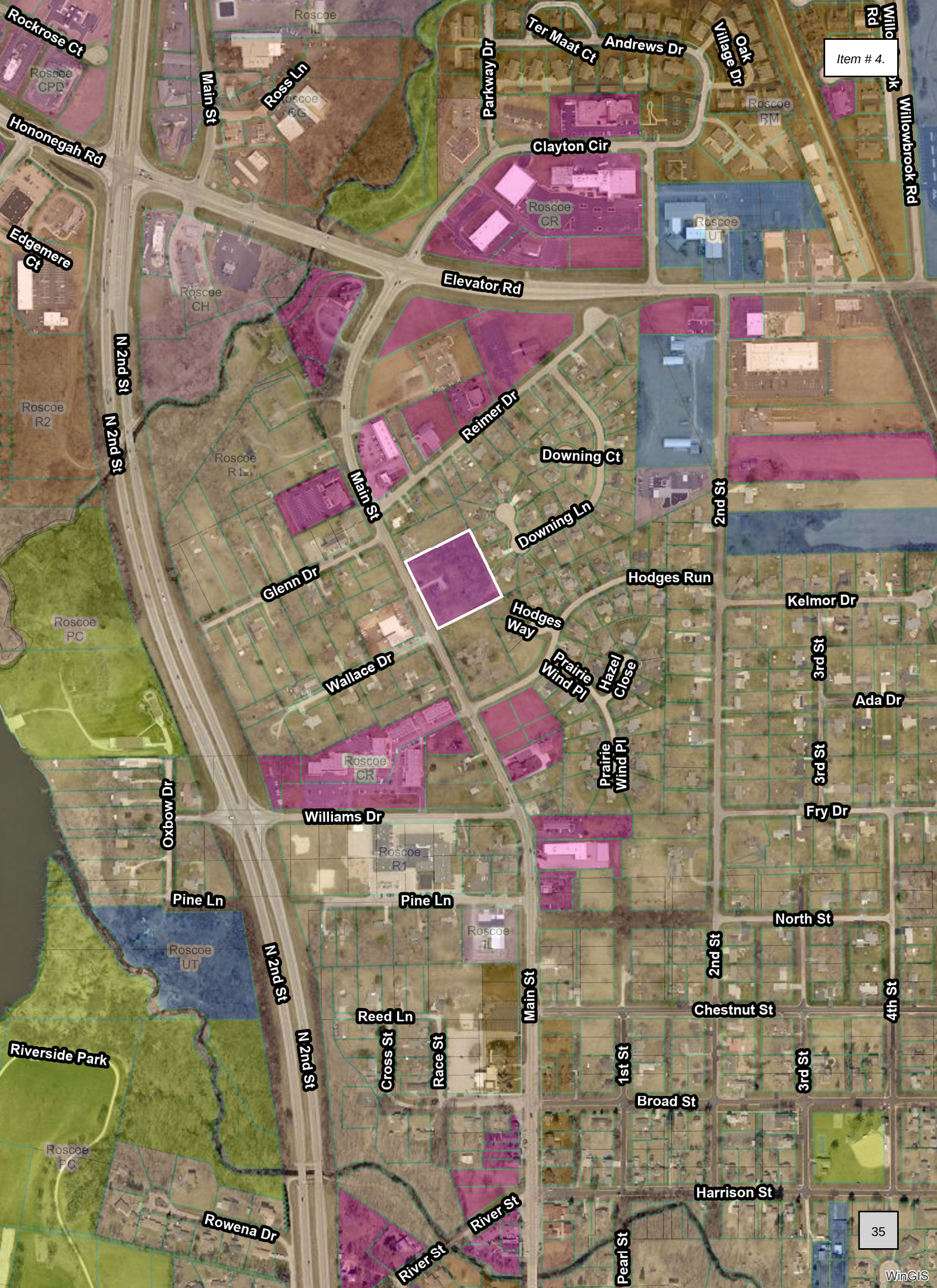
VANDEWALLE & ASSOCIATES, INC.

By:

Nonna Anderson

Nonna Anderson, Business Manager

Date



Item # 4.

MAIN STREET DISTRICT ROSCOE

STRUCTURING FOR SUCCESS

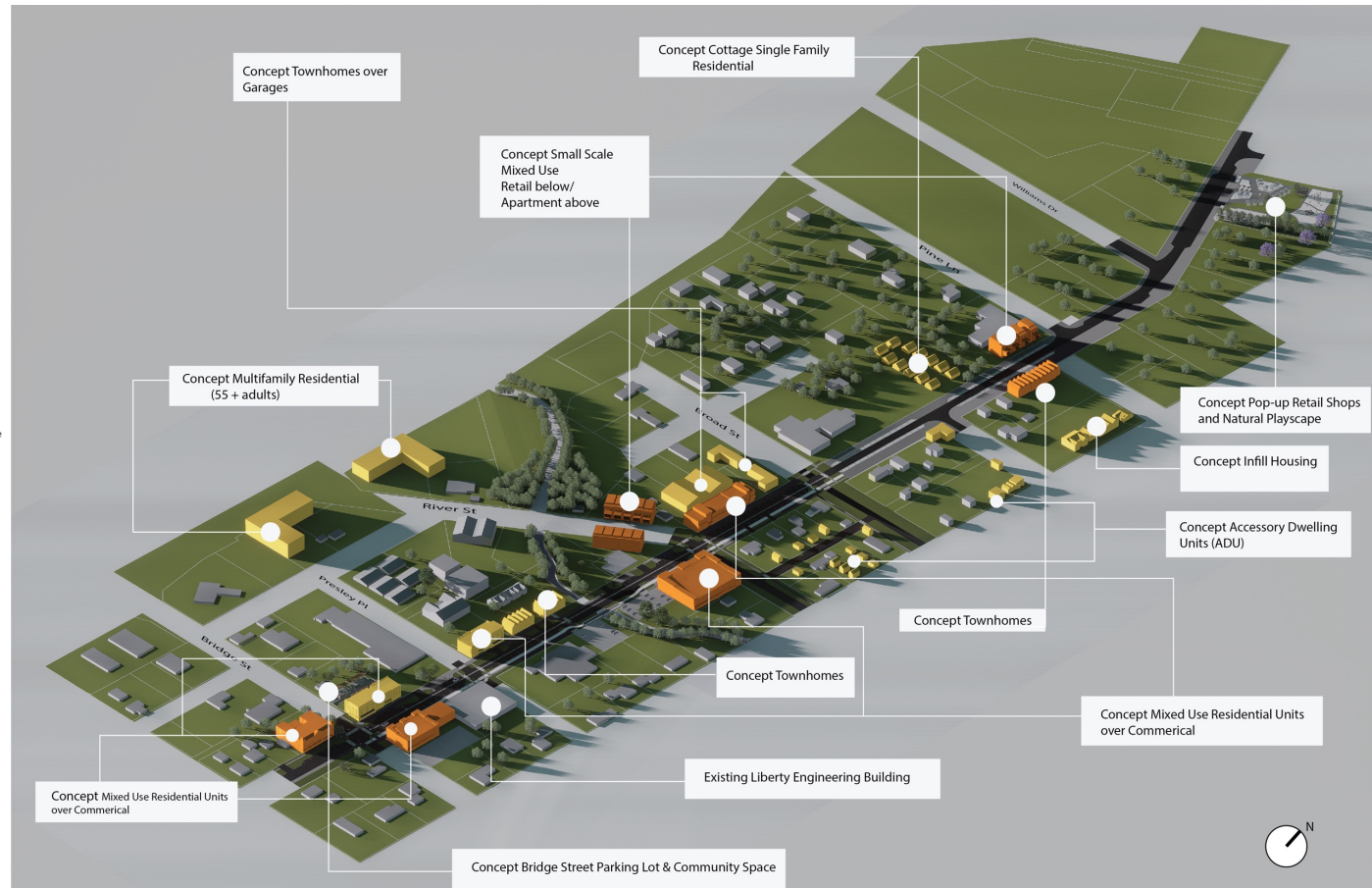
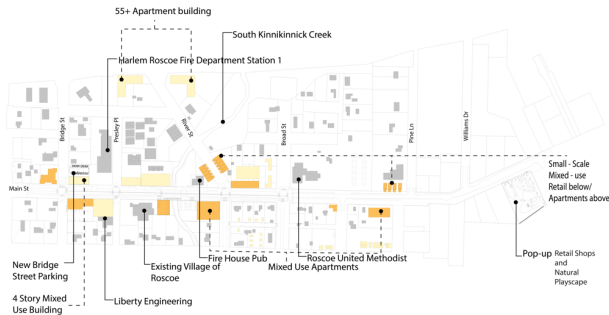
VILLAGE OF ROSCOE, IL

MAIN STREET DISTRICT



Master Planning

VILLAGE OF ROSCOE, IL



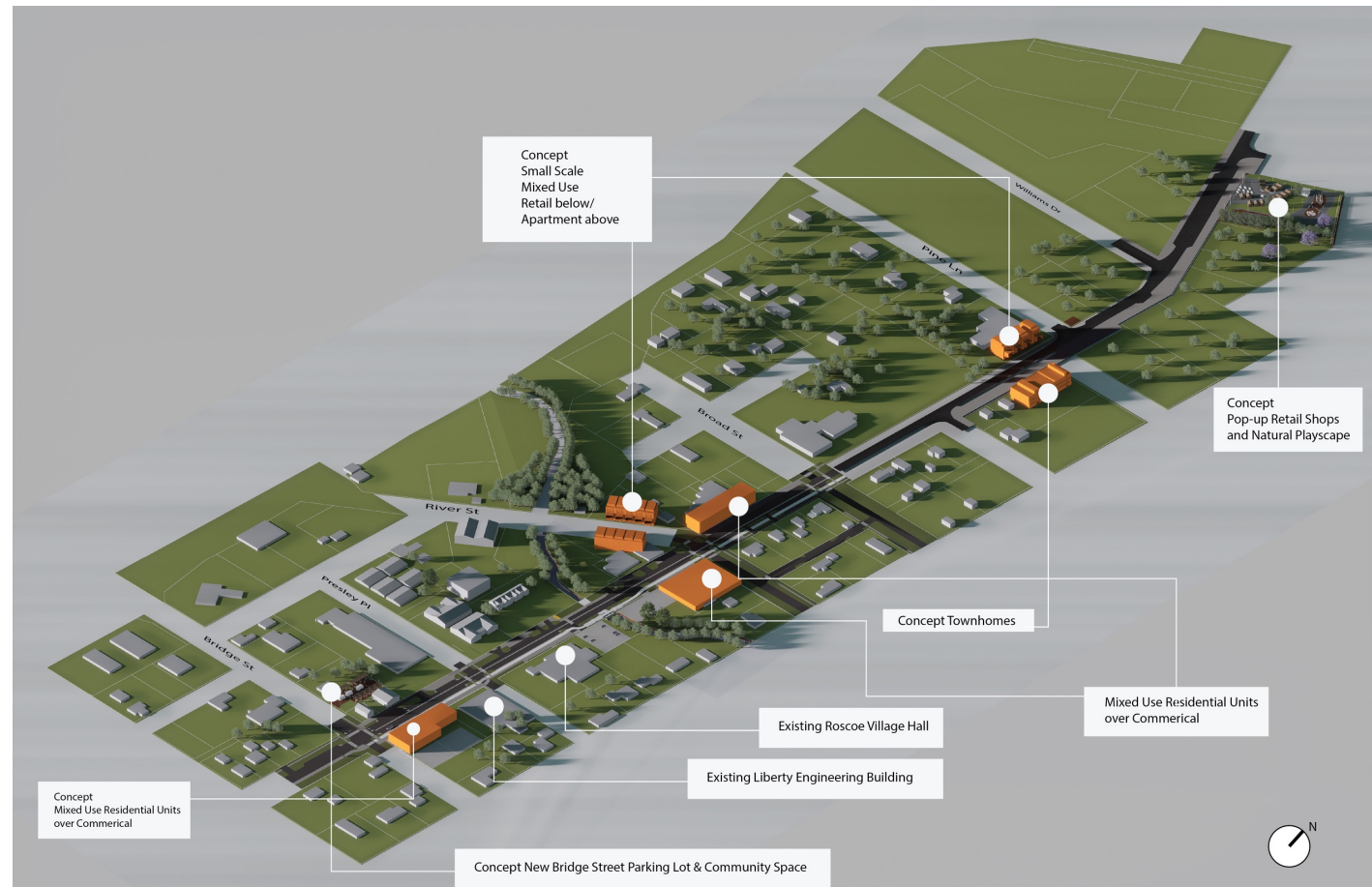
Short Term Implementation

VILLAGE OF ROSCOE, IL



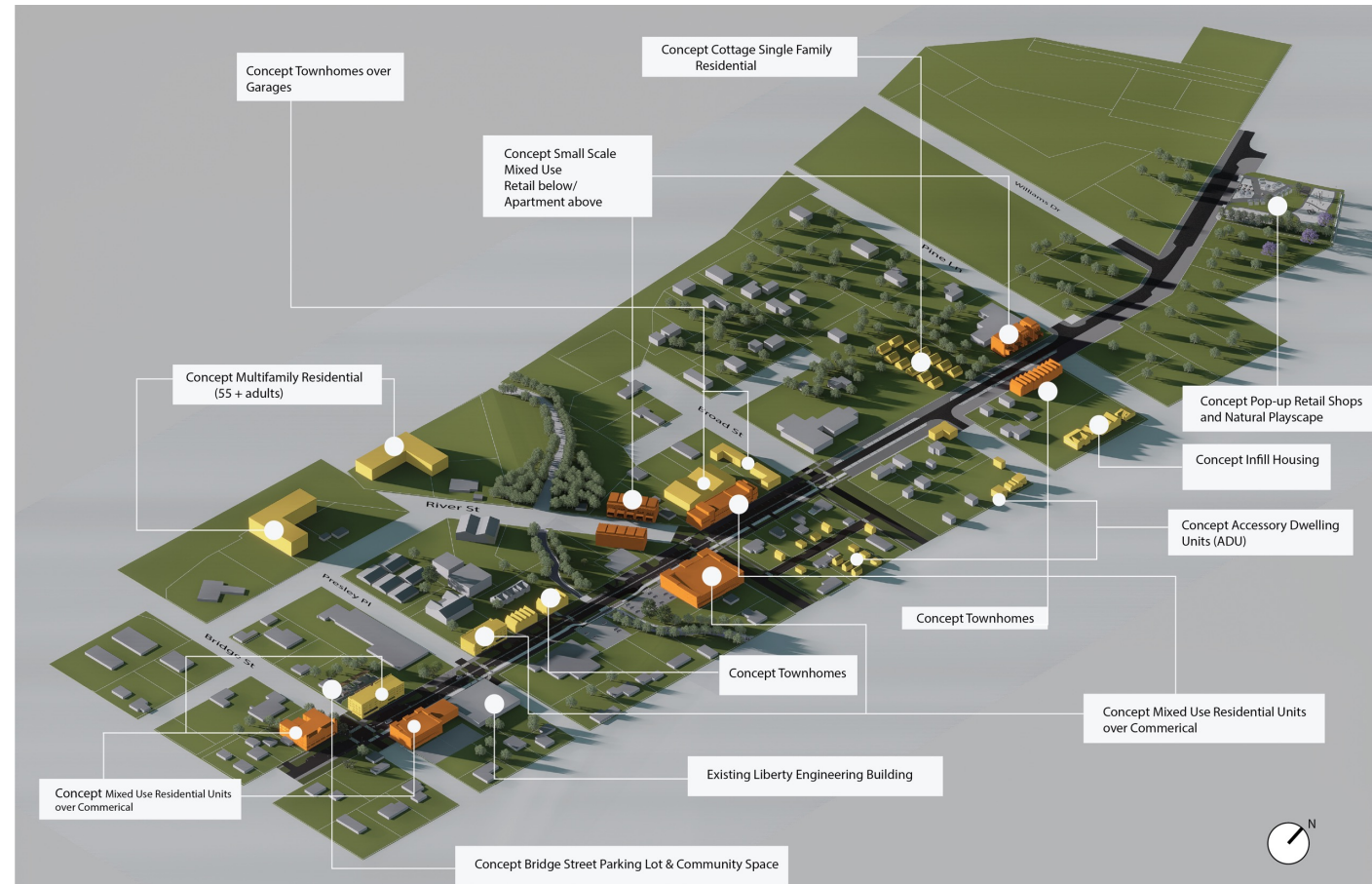
Medium Term Implementation

VILLAGE OF ROSCOE, IL



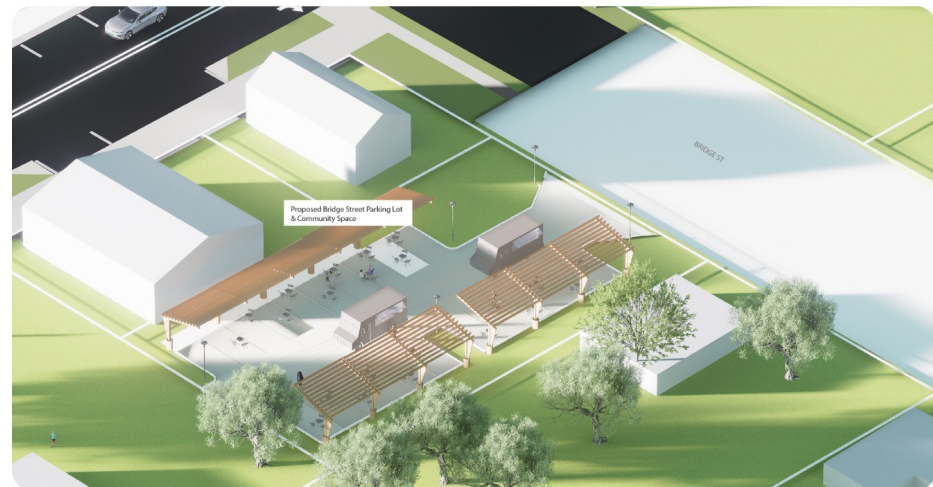
Long Term Implementation

VILLAGE OF ROSCOE, IL



Tactical Projects

VILLAGE OF ROSCOE, IL





MAIN STREET DISTRICT ROSCOE

ESTABLISHING A BUSINESS DISTRICT

Main Street District Business Alliance

Naming Recommendation:

- Main Street District Roscoe Alliance (MSDRA)
- Legal Status: 501(c)(3) non-profit organization.

Purpose:

- Main Street District Roscoe Alliance (MSDRA)
- Collaborative effort between businesses, property owners, and community members
- Dedicated to revitalizing and enhancing Roscoe's downtown area
- Advocate for Main Street District businesses and property owners
- Coordinate efforts related to commerce, community, and culture
- Foster partnerships between public and private sectors
- Drive implementation of the Main Street District Blueprint

Main Street District Mission and Vision

Mission:

The Main Street District Roscoe Alliance is dedicated to promoting, preserving, and enhancing the Main Street District of Roscoe as a vibrant center for commerce, community, and culture."

- Promote: Drive economic growth and visibility
- Preserve: Maintain Roscoe's unique character and heritage
- Enhance: Improve the district's appeal and functionality

Commitment:

- Foster a thriving business environment
- Create engaging community spaces
- Celebrate local culture and history
- Drive sustainable development

Vision:

A dynamic, walkable Main Street District that serves as the heart of Roscoe, attracting residents, visitors, and businesses alike.



Membership Structure

Business Owners

- Local retailers, restaurants, and service providers
- Voting rights and full participation in business alliance initiatives

Property Owners

- Owners of commercial and residential properties in the district
- Individuals crucial for implementing physical improvements and development

Community Stakeholders

- Residents and individuals passionate about Main Street's future
- Volunteer opportunities and voice in community projects

Corporate Partners

- Large businesses and corporations
- Sponsorship opportunities and strategic guidance



Board of Directors

Executive Board

- President: Provides overall leadership and direction; Serves as the primary spokesperson for MSDRA
- Vice President: Supports the President and leads special initiatives; Steps in when the President is unavailable
- Secretary: Maintains official records and meeting minutes; Ensures compliance with bylaws and regulations
- Treasurer: Oversees financial management and reporting; Develops annual budget and financial strategies

Additional Board Members

- Represent diverse stakeholder interests
- Contribute expertise in areas such as: Business development, Urban planning, Marketing and events, Building Character preservation, and Community engagement

Key Commitments/ Responsibilities

- Strategic planning and goal-setting
- Fiscal oversight and resource allocation
- Policy development and implementation
- Advocacy for the Main Street District
- Two-year terms
- Monthly board meetings
- Active participation in MSDRA events and initiatives



Potential Focus Areas

Economic
Vitality

Design and
Placemaking

Promotion
and Events

Membership
and Outreach

Business
Attraction and
Retention

Advocacy and
Government
Relations

Fundraising
and Grant
Writing



— Funding Strategy

Membership Dues

- Tiered structure based on business size/type
- Ensures member investment in the district's success

Grants/Potential TIF Funding

- Local/State economic development grants
- Arts and culture grants
- Collaboration with Village for a future Tax Increment Financing
- Reinvestment of increased property tax revenue
- Funding for public infrastructure improvements

Sponsorships

- Local businesses
- Corporate sponsorships
- In-kind donations for programs and initiatives

Fundraising Events

- Annual event
- Special Quarterly or Monthly events

— Initial Projects/Initiatives

- Launch Pop-Up Shop & Playscape (2025)
- Launch Website, Social Media, and Quarterly Member Meetings (2025)
- 2025 Quarterly Events (Winter, Spring, Summer Themes)
- Pop-Up Retail Program (2026)
- Façade Improvement Program (2026)
- Experience Main Street Marketing Campaign (2027)

MAIN STREET DISTRICT ROSCOE

ZONING & DEVELOPMENT ENGAGEMENT

— Adopt the Overlay District for Main Street

November 2024

- Draft 1 of Overlay Text
- Village Staff Review of Draft 1
- Draft 2 of Overlay Text
- Prepare Overlay Map (if needed)
- Public Open House, Summary of Public Input - December

December 2024

- Public Open House, Summary of Public
- ZBA Meeting #1 to review Draft 2 and Open House Comments
- Village Staff Review of Draft 2
- Draft 3 of Overlay Text and Map

January 2025

- Staff Report, Public Hearing & ZBA Meeting #2
- Village Board Meeting – Final Approval

— Structure Developer Solicitation Process for Village-Owned Property

Single-Phase RFP Approach:

- Expedites developer selection
- Focuses on specific property opportunities
- Streamlines evaluation process

— Structure Developer Solicitation Process for Village-Owned Property

RFP

Components:

- Mixed-use vision alignment
- Public space integration
- Infrastructure coordination
- Building Design Guidelines/Goals

Submission

Requirements:

- Project concept and design
- Development team experience
- Financial capacity proof
- Implementation Timeline
- Community benefit proposal

Evaluation

Process:

- Initial Staff Review
- Village Board Presentation
- Public Open House
- Final Selection/Negotiation

— Structure Developer Solicitation Process for Village-Owned Property

Potential Timeline:

- December 2024: RFP Development
- January 2025: RFP Release
- March 2025: RFP Evaluation
- April 2025: Developer Selection/Negotiation

— Explore Establishing a TIF District for Main Street

Feasibility Study Components:

- District Boundary Analysis
- Eligibility Criteria Review
- Economic Impact Analysis
- Implementation Strategy

Key Milestones:

- Joint Review Board coordination
- Taxing district engagement
- Public hearing process
- Ordinance preparation
- District certification

MORE TO COME

FINAL THOUGHTS/ QUESTIONS?

PLACE
foundry