

**VILLAGE OF ROSCOE
10631 Main Street
Roscoe, Illinois 61073**

**Committee of the Whole Meeting Minutes
Tuesday, June 6 2023
[Immediately following the Village Board Meeting]**

MEMBERS OF THE PUBLIC ARE ENCOURAGED TO PARTICIPATE IN THIS MEETING IN PERSON OR REMOTELY VIA VIDEO OR TELECONFERENCE.

**REMOTE ATTENDANCE INFORMATION IS AVAILABLE AT:
VILLAGEOFROSCOE.COM**

Minutes

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

3.1. Approval of Minutes from the May 16, 2023 COTW Meeting

Administrator Sanders entertained a motion,
Trustee Sima made a motion to approve minutes.
Second by Trustee Petty,
Discussion:

Roll Call Vote: Trustee Petty, Plock, Sima, Wright, Babcock and Mallicoat - YES.
Motion Passed: 6-0-0

4. PUBLIC COMMENT (Limited to 3 minutes per speaker)

Administrator Sanders addressed the audience in regards to how public comment works. Administrator Sanders stated the next four items under new business were heard previously at the public hearing for the Zoning Board of Appeals. There are a number of actions that may be taken by the Village of Roscoe, which are governed under state statute. The public hearing was held at the Zoning Board of Appeals on April 12th as well as May 17th. The public hearing is the meeting where the applicant makes their presentation, as well as the public can speak and ask questions. This meeting is for consideration for the board to make recommendation to the board for final action. No action will be taken this evening. Public Comment will be at the beginning and end of the meeting, you are welcomed to come forward or stand to speak to these items on the agenda.

- Carolyn Dryden; Ms. Dryden questioned the musical performances, if this would be loud music that would be amplified? Her second question is in reference to the parking on Frances Drive, and it was mentioned last meeting that there would be no parking. She thinks it would be best to add no parking. Ms. Frances wanted to know about the lighting, and if that has been addressed.
- David and Hope Collins; Mr. Collins opposes 5.4 on the agenda in reference to the 2 family units. Mr. Collins requested that the board take into consideration of voting against this zoning change. Mr. Collings stated this is a quiet neighborhood, and was built in the late 90's which consists of 37 homes and 4 commercial lots. The subdivision was built with intent to have individual custom homes, with no 2 hours alike. Mr. Collins stated the original builder wanted the homes to be custom and unique. Mr. Collins does not feel building the 2 family units would benefit the direction that the Village has for Main Street.
- Brent Johnson; Mr. Johnson stated he is the owner of the lots in question for agenda item 5.4. Mr. Johnson stated he has a lot of options if not rezoned, but stated there is no such thing as soft commercial. Mr. Johnson pointed out the streetscape of Main Street, where there is commercial zoning, mixed in with residential. He requested the board to please consider the rezoning.
- Jeff Schelling; Mr. Schelling stated he has concern with traffic that would be on Hodges Run. The street has picked up a lot of traffic as a shortcut from Main Street to 2nd Street. He stated people run the stop sign, and that there are concerns already with regards to the traffic. He feels adding new zoning would only increase those concerns.
- Brent Johnson; Mr. Johnson stated there is no way that traffic can be stopped from going thru Hodges Run. Mr. Johnson stated commercial zoning will increase the traffic more than the residential zoning. Mr. Johnson stated during the holidays, traffic is crazy through that subdivision and he has no control over that, but that the neighbors have no concerns regarding that.
- Robert Delasandro; He has lived in the subdivision for five years; the concerns are real. The traffic is a concern and feels a study should be done for that area. Mr. Delasandro echoes Mr. Collins and Schellings statements and requests that the board consider voting no on item 5.4
- Attorney Tom Green; Attorney Green stated there seems to be misconception regarding the pavilion and the idea of amplified sound. Attorney Green stated there will be no amplified sound, it had been addressed and wanted this to be stated again.

- Kelly Winterland; Kelly would like a definition of amplified music, does this include Bluetooth devices, speakers? Can the pavilion be moved further away? Kelly is concerned regarding traffic, safety, misconduct from the patrons that will be attending.

5. NEW BUSINESS

- 5.1.** Discussion and **Recommendation to the Board** for approval of a Special Use Permit to allow construction of a multi-purpose Community Open-Air Pavilion, including live musical performances, at 4562 Hononegah Road (PIN: 04-29-251-015). *ZBA Motion to recommend approval passed 5-0-2 on 5/17/23*

Administrator Sanders provided an overview of the recommendation. The land was annexed in around 2019. Administrator Sanders presented the site design to the board, and stated the Special Use Request was presented April 12th, however a question regarding parking came up and this was then placed on the May 17th meeting. There have been many attendees from the public at those meetings, with many questions regarding music and parking. The Roscoe Township received a grant funding for the development of the community center as well as the pavilion. The pavilion has existed on the master plan since the beginning, at the location located on the exhibit near the community center. There are two different items being presented, the Special Use as well as the Variance for parking. In reference for parking, it is requested to have a variance for no curb and gutter for one year from the date of occupancy to allow time for the Township to accumulate those funds. The question or concern regarding the drive access from Prairie Rose has been removed and not being pursued. The Township will not allow amplified sound, which Administrator Sanders described as a sound system, band playing music or speaking with a pa system. The Township asked that it not be allowed by policy, and if someone wanted the use of amplified music, applicant would need to seek a special event permit. There was a condition by the Zoning Board Appeals on approval, to not allow amplified music at all. The pavilion has a design with open space and an enclosed portion for restrooms, storage and a concession window.

Trustee Sima thanked those in attendance, and appreciates their involvement. Trustee Sima stated he does not feel comfortable with deciding on this issue as a newly elected member. Trustee Sima, as he is not aware of the history, and wants to understand how the process worked, was the people notified of the plan, was there alternatives? He would like to understand what type of communication was given to the public.

Trustee Babcock echoed Trustee Sima's statement and thanks those in attendance. Trustee Babcock stated that he is on the board for this reason to ensure that the constituents are heard. He wants to make a decision that would benefit both parties.

Trustee Wright, stated he loves the building and portion of the plan. Trustee Wright stated he was there for the ribbon cutting and it's a great looking place. Trustee Wright stated he has a lot of questions, regarding parking, police presence, alcohol. Administrator Sanders stated this is the time to ask these questions.

Administrator Sanders invited Attorney Green and Township Supervisor Nowicki to come up to address board. Administrator Sanders addressed Trustee Simas comments, and stated that all legal notices went out for meeting/public hearing for April 12, those legal notice and publications were done 15 days in advance of meeting. Since there were two requests presented for May 17th, notices went out again by mail and publication 15 days in advance. Trustee Sima, stated that wasn't his question, he wanted to know if the people of Prairie Rose were notified during the planning stages and design. Attorney Green stated Roscoe Township started the process by purchasing the Robert Cross home who was the first settler in Roscoe. The Township has had the drawing and designs in the Township Office for two years. The Township has held public meetings and spoke of the vision of the property and discussion of applying for grants. The Township was fortunate to receive this grant, and the concept of the Township is to serve the community and the citizens. The Township has received 2 grants and the designs were submitted during the application of the grant and unable to make changes to the designs. The pavilion is coming quicker than anticipated due to the grant, and need a variance for the parking lot as the Township needs to have matching funds. The Township allows rental of the community center, and charges for those rentals. The Township also controls who rents, the type of event as well as the number of attendees. They are not accepting all rental requests. Township Supervisor Nowicki has stated the Township has had numerous public meetings and has been opened for questions, stating this is not a new project and has been in the works for over two years. There has been over a dozen events at the center already and there have been no complaints, and feels this really is no different than Leland Park and their shelter. The time limits were discussed at the ZBA and this has been annexed since June 2020. Trustee Babcock inquired if this is Village or Township? The property owner is the Township and was annexed into the Village of Roscoe. Administrator Sanders stated there are four townships that feed together, Harlem, Rockton, Roscoe and South Beloit.

President Gustafson had several questions for Attorney Green and Mr. Nowicki;

- Weddings will they be indoors or outdoors? Attorney Green stated both, wedding could be outdoors and then move indoors for reception.
- What is the capacity? Attorney Green stated the multi-purpose room is roughly 120 lecture style and about 110 in the dining mode
- Hours of operation? Attorney Green stated 8am – 10pm is what is listed as events to occur. President Gustafson asked when would music end, it was stated 9pm for any type of music. Administrator Sanders stated it was 8am - 10pm 7 days a week. If music then music would need to stop by 9pm everyone out by 10pm.
- What is the plan for removing people, how is this going to be managed for crowds? There will be staff onsite to make sure everyone is leaving by 10pm and if needed will hire private security.
- No extension now for the drive from Prairie Rose, will there be another entrance? This would need to be discussed with the County for another entrance on Hononegah?
- Lighting, how is this managed? Lighting is set up on elaborate program, and the electrician and company are coming back to give more training on the lighting and programming. Lights are dimming by 10pm.
- Is there an event coordinator? Yes, an employee has taken on this responsibility?
- How many events are scheduled? Its been popular due to the advertisement, opening

and because it is new. This wasn't built as an event center, it's a community center with lots of education being provided. Weddings will happen, its not being pushed and not the intent to promote.

President Gustafson would prefer that the Village not be responsible for special event permits for the Township establishment.

Administrator Sanders presented the access points, with potential of entrance. The county opposes anything that could back up the road, the county does not care about back up on property. Trustee Sima stated with events, it may be difficult to turn left onto Hononegah Road. Trustee Wright inquired about police presence? Trustee Plock stated the applicant would pay for that, it could be requested for them to pay. Trustee Petty stated she understands the issue with the parking lot, but police presence was brought up on the April 12th meeting, and there was a board member from Township there and stated that the Village of Roscoe would handle that. Attorney Green stated the member did not have any authority to state that, and the Township will comply with any rules that are established by the Village. President Gustafson stated the Village does not have the staff to take care of the Township events, and would recommend to contract privately to handle that. Attorney Green stated the Township will do what they need to do, and doesn't anticipate the center would be rented 7 days a week.

Trustee Wright asked with the current grant, can they move the building? Attorney Green stated no, its not able to be moved its already funded. Trustee Petty asked if they have to match the funding of the grant roughly \$337,000? It was stated yes, Trustee Mallicoat asked what the time frame of the grant is only a year to use? Attorney Green stated to use the money by 2024. Trustee Sima stated his concern and asked if they could meet with the residents of Prairie Rose, and alleviate their concerns? Mr. Nowicki stated they have held numerous public meetings, public hearings? Trustee Sima said he feels having a non-formal meeting to allow the residents ask questions and address the list of questions. Trustee Babcock stated that the narrow street the access was a concern to the residents and this is now not an issue? Administrator Sanders stated that has never been on the request and no longer being considered. Trustee Babcock stated that its hard to believe that there will be no noise concerns. Attorney Green addressed Trustee Babcock that the access street from Prairie Rose is not being considered and the Township has no intention to request it as an access. Trustee Babcock stated it's a tough situation, and feels they should revisit and have another meeting to make everyone comfortable. Trustee Plock stated the building is designed to have the music / sound deflected and pushed out along with heavy vegetation behind the pavilion.

Dawn of the Township stated that the hours are 8am – 10pm is when it will be available, matching all the parks. This is open to the public, and there can be families that want to hang out and have a lunch at the pavilion, this is general public use as well. Administrator Sanders asked how will they handle a family having lunch and an event planned? Do they get kicked out? Dawn stated there is no way to lock it up, and anyone who has rented it will have paperwork. Township does not lock their parks except for winter. Trustee Petty asked that a meeting be held at Prairie Rose Community room, on their turf and give them the opportunity to ask questions directly. Dawn feels the Township has been very open

and the design plans have been at the events and public meetings. Trustee Sima does not see the harm in holding a meeting at Prairie Rose with the residents.

Attorney Green stated that there is a time crunch as they need to get construction drawing done, and get things out to bid and this is important. He was hoping to come out tonight to get out to bid within the next 45 days. Trustee Plock inquired if it can be brought back 1st week of July, Administrator Sanders stated it could be brought back next meeting if the meeting was held next week. Administrator Sanders asked Kelly if there was the possibility to be done at Prairie Rose? President Gustafson asked if this could be done within the next 7 -10 days, Kelly stated she would get started on it and will let them know. President Gustafson wanted clarification, would this come back to the board on the 20th if they have their meeting in time. Trustee Plock asked that the meeting be held in the meeting, as he would like to attend. Clerk Johnston asked a question to Attorney Green, how easy is it to obtain a grant like this? Attorney Green stated it is not easy to obtain a grant like this and the community is lucky. Clerk Johnston stated that she believes it needs to be understood how hard it is to get a grant like this. Trustee Petty stated that Mount Carroll is having a problem with finishing all the things with their grant. Trustee Mallicoat addressed the board if there was anything else that the Township would need once they resolve the one issue with the meeting with Prairie Ridge? Is there anything else concerning the board members now that the Township needs to do? Trustee Mallicoat stated he doesn't want to see the Township come back and then we go through this again. Administrator Sanders asked Kelly is the elimination of amplified sounds satisfy Prairie Rose? Kelly stated no, it does not satisfy. Trustee Wright stated he is concerned that if a family is at the pavilion having lunch they can be kicked out. Trustee Mallicoat stated it's the same for our parks/pavilion if someone is there and there is a rental they are asked to leave. Attorney Green stated they would have a rental schedule posted, and sometimes it is not possible to satisfy everyone. Trustee Sima stated we aren't going to please everyone, but having a meeting is a good start. Mr. Nowicki asked Administrator Sanders if public notices went out then everyone has been notified with what is going on, Trustee Sima stated notifying someone and sitting down having a conversation are two different things. Mr. Nowicki stated they will invite Kelly and the board and publish so no one violates open meeting laws. President Gustafson inquired about the events, what if it's for 250 people? Mr. Nowicki stated they are seeing what is coming in for rental requests and what the facility can support. They can turn down any rental application, political rally, vendor events. Attorney Kurlinkas recommended that the conditions on Special Events Permit be put into place while they are pending the meeting with Prairie Rose.

Administrator Sanders entertained a motion,
Trustee Petty made a motion to layover pending public meeting with Prairie Rose,
Second by Trustee Babcock,
Roll Call Vote: Trustee Wright, Sima, Plock, Petty, Mallicoat and Babcock - YES.
Motion Passed: 6-0-0

5.2. Discussion and **Recommendation to the Board** for approval of a Variance to parking lot design standards, waving surface paving and curb and gutter

requirements for a defined period of time at 4562 Hononegah Road (PIN: 04-29-251-015). *ZBA Motion to recommend approval passed 5-0-2 on 5/17/23*

Administrator Sanders summarized this recommendation together with 5.1 providing overview and conversation on request. The request is for Variance for one year from the date of occupancy.

Administrator Sanders entertained a motion,
Trustee Plock made a motion to layover pending public meeting with Prairie Rose,
Second by Trustee Wright
Roll Call Vote: Trustee Mallicoat, Petty, Babcock, Wright, Plock and Sima - YES.
Motion Passed: 6-0-0

5.3. Discussion and Recommendation to the Board for approval of a Map Amendments from the **CR:** Commercial Retail District to the **CG:** Commercial General District for a property commonly known as 11076 Main Street (PIN: 04-33-177-015). *ZBA Motion to recommend approval passed 5-0-2 on 5/17/23*

Administrator Sanders summarized the request for the map amendment to the board. Attorney Green provided overview stating he represents the applicant Mr. Nelson. He thanked the staff for the positive recommendation. Attorney Green made the request for map amendment from CR Commercial Retail to CG Commercial General District. Attorney Green stated that it matches the consistent use of the area. The current business is on Metric Road, and the applicant wishes to move family business into a better location. The business Nelson Imports is a positive business with positive comments from the public. This is an auto repair shop as well sale of automobiles. It would be small in the sales of automobiles, just a few cars 2-10, with primary use for service of import cars. It is felt it will benefit the area, and customers can walk over to the retail shops while car is being serviced. The CR shopping area is mix use of hair salons, laundromat, bank, dentists, business offices, along with retail business. It will diversify the neighborhood and once the zoning is approved the property will be closed on. They will come back with development of the site. Attorney Green asked to look favorably on the request. This is a three-generation family operation and feels it would benefit the area. The business has been in the area for 5 years. Administrator Sanders stated this is a change of zoning being presented, is from CR to CG. This is not approval for development, only change of zoning. Attorney Green stated the applicant is on contract but sale will not go through if not approved. Trustee Babcock inquired about their current location, and stated that seems more fitted for that area. Trustee Babcock stated this does not support his vision for Main Street, and thanked the applicant for coming. Applicant stated that they want to move as his clients want to be able to shop when they drop their cars off, and the area offers that. There are properties in the area on Main Street that are zoned this way. Trustee Babcock stated he is not negative on his idea, just negative on the location. Trustee Sima stated he likes the design, but this does not fit the vision for the community. Applicant stated that next to Culvers there are two automotive shops.

Administrator Sanders entertained a motion,
Trustee Plock made a motion to approve.

Second by Trustee Petty,
Roll Call Vote: Trustee Plock - YES.
Trustee Wright, Sima, Petty, Mallicoat and Babcock
Motion Failed: 1-5-0

- 5.4.** Discussion and **Recommendation to the Board** for approval of a Map Amendments from the **CR:** Commercial Retail District to the **R2:** Two-Family Residential District for a group of four properties commonly known as 5459, 5473, 5487, 5501 Hodges Run. (PINs 04-33-180-003, 04-33-180-001, 04-33-180-002, 04-33-251-009). *ZBA Motion to recommend approval failed 0-5-2 on 5/17/23*

Administrator Sanders summarized the request, explaining the move from CR to R2. Administrator Sanders stated there is no such thing as soft commercial. Administrator Sanders stated that owner Brent Johnson could address board. Mr. Johnson stated that they are not going to develop commercial space, and stated the number of vacancies on Main Street is high. He is willing to move the entrance to Main Street. He is welcome to design ideas, color schemes, and willing to do a traffic study for commercial use. He feels that the 4 units are going to rent from \$1800-\$2000 and the renters are paying more than most of for their mortgage. Trustee Babcock asked if it is typical if it fails, that it still comes to the board. Trustee Sima asked if Hodges Run has an HOA, and would the development be part of Hodges Run? It was stating no, from Mr. Collins in the audience, and the bottom line is that the design/rezoning does not match the original development. Mr. Johnson stated from Hononegah Road to Culvers it's a mix match of zoning, adding this is nothing new. Mr. Johnson is open to the design for landscape to make the area blend and look nice. Administrator Sanders stated that would be looked at during design review as there are ordinances and setbacks for fences. Mr. Johnson said they would be more than willing to match up to the same design as Hodges Run. President Gustafson inquired if a chicken coop would be allowed in R2? Administrator Sanders stated not in R2 only R1. A resident inquired about who would maintain the properties? Mr. Johnson stated he can't prejudge renters, and that isn't fair. Michael Dunn asked what happens if you build and can't rent it out will you lower the rent and is this the vision of Main Street to add more house on it? Trustee Babcock asked Mr. Johnson if he is the seller/owner or developer? Mr. Johnson owns the land and trying to sell, Trustee Babcock stated at the end of the day you are looking to make money. Trustee Babcock stated he is only elected for four years and if you don't like what he has to say he can vote him out. This doesn't fit the vision for Main Street.

Administrator Sanders entertained a motion,
Trustee Petty made a motion to approve a map amendment CR to R2.
Second by Trustee Mallicoat,
Roll Call Vote: Trustee Sima, Plock, Mallicoat, Babcock, Petty and Wright - NO.
Motion Failed: 0-6-0

5.5. Discussion and Recommendation to the Board for approval of an Ordinance governing Solar Energy Facilities.

Administrator Sanders summarized the Ordinance, and stated he sent a memo out to the board. The ordinance presented is to set the rules for the primary use for solar. The ordinance expands on setting rules for solar energy systems/ solar projects for the primary use of the property. The industry is divided by 2 categories, community scale solar development , commercial/ utility scale solar development. Trustee Sima inquired about the draft, and Administrator Sanders stated it was modifying the ordinance and open to suggestions tweaking.

Administrator Sanders entertained a motion,
Trustee Plock made a motion to approve.

Second by Trustee Sima,

Discussion:

Roll Call Vote: Trustee Wright, Sima, Plock, Mallicoat, Petty and Babcock- YES.

Motion Passed: 6-0-0

5.6. Discussion and Recommendation to the Board for approval of a Special Event Permit for National Night Out.

President Gustafson inquired about the item, as the information in packets is for the Radio Flyers. President Gustafson asked if any documentation was needed. Administrator Sanders asked to present on monitor the date is for Tuesday August 1st, and confirmed by Deputy Chief Farone. Attorney Kurlinkas stated this is just the discussion. Deputy Chief Farone gave an overview of the event.

Administrator Sanders entertained a motion,
Trustee Plock made a motion to approve.

Second by Trustee Wright,

Discussion:

Roll Call Vote: Trustee Babcock, Mallicoat, Petty, Plock, Sima and Wright- YES.

Motion Passed: 6-0-0

6. OLD BUSINESS

6.1. Discussion and Recommendation of the Purchase of Property located at 11243 Main Street

Administrator Sanders summarized the recommendation and Attorney Kurlinkas gave quick overview of the property.

Administrator Sanders entertained a motion,
Trustee Plock made a motion to approve.

Second by Trustee Babcock

Roll Call Vote: Trustee Babcock, Petty, Mallicoat, Sima, Wright and Plock- YES.

Motion Passed: 6-0-0

6.2. Discussion and Recommendation to enter into an agreement for the completion of necessary repairs at Porter Park Cabin.

Troy provided a summary of the request for repairs on the Porter Park Cabin. This project is the Porter park cabin restoration. This restoration will restore the exterior and interior of the cabin. Some examples of the work that will take place is media blasting outside logs to stain them, replace rotten logs, chinking/caulking logs, replace cracked drywall with tongue and groove wood (carsiding), staining inside logs, replacing light fixtures, etc. Last fall staff received two quotes for this project. One of the quotes was priced a lot more from the other. The higher quote did show more work that was to be completed. Trustee Mallicoat asked if the humidifier was going to be put in, it was stated yes. Trustee Sima asked if it will be completed by 2023, Administrator Sanders said they will want completion date by middle of October for use for the Halloween Event.

Administrator Sanders entertained a motion,
Trustee Plock made a motion to approve.
Second by Trustee Petty
Roll Call Vote: Trustee Wright, Plock, Sima, Mallicoat, Babcock and Petty - YES.
Motion Passed: 6-0-0

In addition to this, Administrator Sanders provided the quote for the additional parking lot, which would be total \$32,100 survey and design. For a new 120 stall parking lot.

Administrator Sanders entertained a motion,
Trustee Plock made a motion to approve.
Second by Trustee Sima
Roll Call Vote: Trustee Babcock, Sima, Plock, Mallicoat, Petty and Wright - YES.
Motion Passed: 6-0-0

7. PRESENTATIONS:

Trustee Sima made a motion to hold off the presentations until next meeting:
Second by Trustee Plock
All in favor AYE

7.1. Presentation on Village of Roscoe Liquor Commission and Licensing
[presented by: Josef Kurlinkus - Village Attorney]

7.2. Discussion of Village of Roscoe Procurement Policies and Procedures
[presented by: Scott Sanders - Village Administrator]

8. PUBLIC COMMENT (Limited to 3 minutes per speaker)
Mr. Collins thanked the board for listening

9. EXECUTIVE SESSION

10. ADJOURNMENT

Trustee Petty made a motion to hold off the presentations:
Second by Trustee Plock
All in favor AYE