



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Website: <http://www.villageofmaplepark.org>

**BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING AGENDA
TUESDAY, JULY 18, 2023
MAPLE PARK CIVIC CENTER
302 WILLOW STREET, MAPLE PARK
7:00 P.M.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL/QUORUM ESTABLISHED**
- 4. PUBLIC COMMENTS** – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings” handout. Please complete a speaker request form and submit it to the Village Clerk. You may also send an e-mail to villageclerk@villageofmaplepark.com in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting. Time Limit: 5 minutes per speaker.*
- 5. PROJECTS / BUDGET REVIEW**
 - Current Projects / Budget / Status / Costs / Fiscal Year 2024**
 - Main Street Stormwater
 - Projected Needed Projects / Costs / Fiscal Year 2025**
 - Stormwater
 - Water Mains / Valves
 - Parking
 - Pavement
 - Playground
 - Building Maintenance
 - Water Treatment Plant Fencing
 - Sidewalk Repair
 - Crosswalk for Main Street and County Line Road
- 6. REVIEW THE PARKING STUDY PROPOSAL FROM KENIG, LINDGREN, O’HARA, OBOONA, INC.**
- 7. DISCUSSION TO AMEND ORDINANCE TITLE 6 POLICE REGULATIONS, CHAPTER 2 ANIMAL CONTROL TO INCLUDE POULTRY**
- 8. OTHER BUSINESS**
- 9. ADJOURNMENT**



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MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Cheryl Aldridge

DATE: July 14, 2023

SUBJECT: PARKING STUDY

BACKGROUND

Shortage of parking spaces and its effect on Maple Park businesses on Main Street have been the topic of discussion by the Village Board for several years. In the 2023 fiscal year, the Village Board voted to budget for a parking study to be done on Main Street in the amount of \$30,000. A parking study proposal was received from KLOA / Kenig, Lindgren, O'Hara, Aboona, Inc. The proposal estimates the cost of the parking study on an hourly rate, plus reimbursement for direct expenses. They estimate the costs to be in the range of \$14,500 to \$15,500.

RECOMMENDATION

The staff recommends that the Village Board review and forward the parking study proposal to the Board's regular meeting on August 1, 2023 for approval.

Attachment

Parking Study Proposal from KLOA / Kenig, Lindgren, O'Hara, Aboona, Inc.

June 1, 2023

Ms. Cheryl Aldridge
Village Administrator
Village of Maple Park
302 Willow Street
P.O. Box 220
Maple Park, Illinois 60151

Re: Parking Study Proposal
Maple Park, Illinois

Dear Ms. Aldridge:

Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) is pleased to submit this proposal for our professional parking planning services in connection with the parking operations within the commercial district in Maple Park, Illinois. Currently, the area is experiencing shortages in parking supply, especially on weekday and Saturday evenings, caused by the restaurants and bars in the area. The purpose of the study is to assist the Village of Maple Park in the evaluation of the existing and future parking operations and develop recommendations on how to best mitigate the parking shortages.

We have developed the following scope of services and fee proposal based on our experience with similar studies and my discussion with you. This work program will thoroughly examine the existing parking demand, estimate the future parking needs, and working with Village staff, develop recommendations and strategies that the Village can implement to mitigate any existing and future parking issues.

Scope of Services

1. *Data Collection.* A field reconnaissance of the study area will be conducted and will include an area generally bounded by County Line Road on the west, Center Street on the north, Liberty Street on the east, and Elm Street on the south. Field observations will be performed to ascertain the existing operating conditions of the parking facilities. All relevant data and information will be collected and reviewed. In addition, the following data collection and surveys will be performed:
 - An inventory of the existing on-street parking and the public parking facilities will be conducted to determine the physical and operating characteristics, including the number of parking spaces, type of parking spaces, and time restrictions.
 - Occupancy surveys of the existing on-street parking and the public parking facilities will be performed every one hour from 11:00 A.M. to 10:00 P.M. The occupancy surveys will be conducted on a typical/normal Friday and Saturday.
2. *Turnover Study.* A turnover study of the on-street parking spaces along Main Street within the study area will be conducted between 5:00 P.M. and 10:00 P.M.
3. *Analysis of Existing Operations.* All of the data, information, and surveys collected/performed by KLOA, Inc. will be reviewed, tabulated, and analyzed to provide a thorough understanding of the existing study area parking operations. The results of the data collection efforts will be summarized in tables and figures and will include the following information/data:

- The parking characteristics of the commercial district area by street and subarea, including the total number of parking spaces, type of parking, and time restrictions.
- The parking demand of the commercial district by street and subarea, including the peak parking demand broken out by type/use, the distribution per location, and the accumulation of parking per time of day and day of the week.

Any parking issues/concerns and/or deficiencies will be identified and documented.

4. *Future Parking Supply.* The future parking supply in the study area will be estimated based on occupancy of vacant buildings or stores and/or any potential redevelopment opportunities.
5. *Evaluation of Parking Conditions.* The parking demand will be compared to the parking supply to determine if sufficient parking is provided in the study area. Parking surpluses and deficiencies will be identified by location, type/use, and time restrictions.
6. *Parking Recommendations.* Based on the results of the study and working with the Village, parking recommendations, policies, and/or strategies will be developed to mitigate existing and future parking deficiencies and issues. Recommendations will be made that can be implemented to address parking distribution, usage, designation, and restrictions. This will include the recommendations to create additional parking via a municipal lot either within the existing commercial uses and/or north of the railroad tracks.
7. *Study Reports and/or Documents.* A memorandum report summarizing our findings and recommendations will be submitted upon completion of our work.
8. *Meetings and Hearings.* A Principal of KLOA, Inc. who is familiar with the analyses, findings, and recommendations of the parking evaluation will be available to attend meetings and/or hearings, as necessary, to discuss or present the results of the study. Attendance at two meetings is assumed in the budget estimate, including a kick-off meeting and a second meeting to discuss the findings of the study.

Time of Performance

We estimate that the parking study will be complete within seven to eight weeks of receipt of a signed copy of this letter of agreement.

Meetings and hearings will be attended as arranged during advance requests by you. For formal meetings and for hearings at which presentations may be required, it is desired that 7 to 10 days' advance notice be given to KLOA, Inc.

Cost of Services

The cost of services rendered by KLOA, Inc. on this project will be based on our hourly rates currently in effect, plus reimbursement at cost for direct expenses such as parking counts, travel, reproduction, etc. Based on our experience in similar studies, we estimate the costs to complete Items 1 through 8 to be in the range of \$14,500 to \$15,500.

Ms. Cheryl Aldridge
June 1, 2023
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All costs for professional staff time and direct expenses in connection with attendance at meetings and/or hearings beyond the two budgeted for in Item 8 of the scope of services will be itemized separately on our invoices and are in addition to the costs estimate above. Hourly rates for a Principal of KLOA, Inc. to attend daytime meetings is \$245 and to attend evening hearings is \$340.


Method of Payment

Invoices will be submitted every two weeks and will reflect the charges incurred on the project during the previous period. Invoices will show staff time and expenses separately. Invoices are due and payable within 30 days of the invoice date. Payments due KLOA, Inc. are not contingent on project financing or project approval and are the responsibility of the Village of Maple Park. To the maximum extent permitted by law, the Village of Maple Park agrees to limit Kenig, Lindgren, O'Hara, Aboona, Inc.'s liability for the Village of Maple Park's damages up to the sum of the total fee on this project. This limitation should apply regardless of the cause of action or legal theory pled or asserted.

We are pleased to have this opportunity to offer our professional services to the Village of Maple Park. We look forward to initiating our services on the project upon receipt of a signed copy of this letter of agreement.

Sincerely,

KENIG, LINDGREN, O'HARA, ABOONA, INC.


Luay R. Aboona, PE, PTOE
As its Principal
and Contracting Officer

ACCEPTED AND APPROVED THIS

____ DAY OF _____, 2023

(Signature)

(Typed/Printed Name)

C: Jeremy Lin

Authorized to Execute Agreements for:



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MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Cheryl Aldridge

DATE: July 14, 2023

SUBJECT: ORDINANCE REVIEW

BACKGROUND

At the Village Board's Committee of the Whole meeting on June 20, 2023, the Village Board directed the staff to obtain additional information on similar ordinances that allow chickens in the community. And, for the staff to work with our legal counsel to draft an in-town poultry ordinance for Maple Park. Please find an in-town poultry ordinance for your review.

RECOMMENDATION

Staff recommends that the Village Board review the in-town poultry draft ordinance amending village code Title 6, Chapter 2 Animal Control, Livestock and Poultry (6-2-9) and direct staff on further actions on this ordinance.

Attachment
Draft Ordinance

VILLAGE OF MAPLE PARK

ORDINANCE NO. 2023-

**AN ORDINANCE AMENDING TITLE 6, “POLICE
REGULATIONS,” CHAPTER 2, “ANIMAL CONTROL,”
SECTION 9, “LIVESTOCK AND POULTRY,” OF THE
MAPLE PARK VILLAGE CODE**

**ADOPTED BY
THE BOARD OF TRUSTEES
OF THE
VILLAGE OF MAPLE PARK**

Published in pamphlet form by authority of the Board of Trustees of the Village of Maple Park,
Kane and DeKalb Counties, Illinois, this ____ day of July, 2023.

ORDINANCE NO. 2023-

**AN ORDINANCE AMENDING TITLE 6, “POLICE
REGULATIONS,” CHAPTER 2, “ANIMAL CONTROL,”
SECTION 9, “LIVESTOCK AND POULTRY,” OF THE
MAPLE PARK VILLAGE CODE**

WHEREAS, the Village of Maple Park, DeKalb and Kane Counties, Illinois is a duly organized and existing municipality created under the provisions of the laws of the State of Illinois; and,

WHEREAS, the President and Board of Trustees of the Village of Maple Park believe it is in the best interest of the health, safety, and welfare of its citizenry to amend the text of the Municipal Code of the Village regarding poultry within the Village of Maple Park.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Village of Maple Park as follows:

SECTION 1. That Section 6-2-9: Livestock and Poultry of the Maple Park Village Code shall be deleted in its entirety and replaced with the following:

6-2-9: LIVESTOCK AND RESIDENTIAL CHICKENS:

- A. Livestock. It shall be unlawful to harbor or keep any live horse, cattle, swine, sheep, goat, rabbits, or other livestock anywhere in the village unless otherwise permitted in the village zoning regulations.
- B. Residential Chickens.
 - 1. Up to six (6) domestic chickens may be kept on properties zoned and occupied for single-family residential use or agricultural use only.
 - 2. Roosters are prohibited within the corporate boundaries of the village.
 - 3. Chickens kept in accordance with this section shall be in an enclosure and/or fenced area at all times.
 - 4. Any such chickens and enclosures shall be kept in the rear yard of the premises.
 - 5. All areas where chickens are kept shall be maintained in a neat and clean manner, free of undue accumulation of waste, such as to cause odors that are detectable on adjacent properties.
 - 6. All provisions of Chapter 1 of Title 5 “Nuisances” of the Maple Park Village Code shall remain in effect notwithstanding the permissions granted by this Section.
 - 7. Any enclosure and adjacent fenced area shall be set back:
 - i. No closer than five (5) feet to any property line; and
 - ii. Shall be screened with year-round landscaping, walls and/or fencing so as not to be visible from any public street or adjoining lot when viewed from an observation height of five (5) feet above grade.

SECTION 2. Severability. If any provision of this Ordinance, or the application of any provision of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision, or application of such provision, is severable, unless otherwise provided by this Ordinance.

SECTION 3. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

PASSED this ____ day of _____, 2023, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2023.

SEAL

Suzanne Fahnestock, Village President

ATTEST:

Caryn Minor, Village Clerk

I further certify that on the ____ day of _____, 2023, the Board of Trustees of Maple Park passed and approved **AN ORDINANCE AMENDING TITLE 1, "ZONING REGULATIONS," CHAPTER 2, "ANIMAL CONTROL," SECTION 9, "POULTRY," OF THE MAPLE PARK VILLAGE CODE**

Dated at Maple Park, Illinois, this ____ day of _____, 2023.

L)

Caryn Minor, Village Clerk

STATE OF ILLINOIS)
) SS
COUNTIES OF DEKALB AND KANE)

I, Caryn Minor, certify that I am the duly appointed and acting municipal clerk of Maple Park, DeKalb and Kane County, Illinois.

I further certify that on the ____ day of _____, 2023, the Board of Trustees of the Village of Maple Park passed and approved **AN ORDINANCE AMENDING TITLE 6, “POLICE REGULATIONS,” CHAPTER 2, “ANIMAL CONTROL,” SECTION 9, “LIVESTOCK AND POULTRY,” OF THE MAPLE PARK VILLAGE CODE**

Dated at Maple Park, Illinois, this ____ day of _____, 2023.

(SEAL)

Caryn Minor, Village Clerk