



# Village of Maple Park

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

Village Hall: 815-827-3309

Fax: 815-827-4040

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

## PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

**Tuesday, May 16, 2017**

**7:00 p.m.**

**Village of Maple Park**

**302 Willow Street, Maple Park, IL, 60151**

### 1. MEETING CALL TO ORDER AND ROLL CALL

Chairman JP Dries called the meeting to order at 7:00 p.m.

Deputy Clerk Cheryl Aldridge called the roll call and the following committee members were present: Trustee JP Dries, Trustee Brandon Harris, and Trustee Kristine Dalton.

Also present: Village President Kathy Curtis, Trustee Chris Higgins, Police Chief Tony Ayala, Building Inspector Lou Larson, and Deputy Clerk Cheryl Aldridge.

### 2. PUBLIC COMMENTS – *Any resident wishing to address the Committee may do so according to the Rules of Public Comment and should register with the Village Clerk prior to the meeting.*

Kathy Curtis read her comments. “As a resident, I am tired of personal property being stored in drive ways. I feel it is negatively impacting my property value. As a Village President, I am embarrassed over the appearance of our community. The gateway to our Village is not attractive. I receive complaints on a regular basis. For the conditions to change, we need code improvements. As a Board, it is our role to govern the Village. I feel it is time to make some hard decisions about what is in the best interest of the town.”

Chris Higgins questioned the enforcement of the current code, and also gave examples of current violations. Wanted to see current codes be enforced and not have to wait for code changes for enforcement.

### 3. APPROVAL OF MEETING MINUTES

- March 14, 2017

Trustee Harris made a motion to approve the Personnel Committee meeting minutes from March 14, 2017, seconded by Trustee Dalton. Motion carried by roll call vote. Aye: Dries, Dalton, Harris. Nay: None. Absent: None (3-0-0)

Decision was made to move up purchase of village computers and a computer back up system on the agenda.

#### **4. DISCUSSION OF PURCHASING VILLAGE COMPUTERS AND A COMPUTER BACKUP SYSTEM**

Trustee Dalton made a motion to approve the purchase of village computers and a computer backup system, seconded by Trustee Harris. Motion carried by roll call vote. Aye: Dries, Dalton, Harris. Nay: None. Absent: None (3-0-0)

#### **5. DISCUSSION OF PARKING / NUISANCE ISSUES – REVIEW OF THE VILLAGE CODE**

JP Dries submitted a village survey he had completed with several examples of violations of improperly stored vehicles and equipment. Question regarding responsibility and current process for notifying residents of violation. Chief of Police red tags vehicle and/or equipment and gives the resident a 7-day grace period to comply or make arrangements to comply. If upon the 7-day grace period the situation is still not rectified, a village ticket is then issued and a letter is sent to the resident to inform them they have another 7-days to comply before the vehicle/equipment will be towed/removed. No response or reply after the letter is sent, then the police department can remove or tow the vehicle/equipment. The process begins all over if the resident complies with the first notice of violation, and then returns the vehicle/equipment after compliance. Chief Acosta indicated that is the frustration with the current code. Additional efforts are made to contact/assist handicapped and/or “snowbird” residents who might not be able to immediately comply. JP Dries submitted a copy of Village of Huntley code as an example to utilize:

“...Vehicles shall be parked or stored completely on an impervious surface (concrete, black top, brick pavers, etc.) to be approved by the village authority having jurisdiction over these regulations. Gravel, wood chips, grass, etc. are not approved surfaces.”

The following changes/updates to the village code was discussed and suggested:

##### **11-9-3: Additional Parking Regulations (Also listed in 5-3-4 – Abandoned inoperable vehicles prohibited)**

#4

Current wording:

- ☐ Vehicles which are no longer in use or operational shall not be parked in any yard's accessory to a residential use and must be stored in closed garages.

New wording:

- ☐ To store, cause to be stored, or permit to remain in public view on any premises within the village, inoperable motor vehicles, not located within a garage. For the purpose of this section, “inoperable motor vehicle” means any motor vehicle from which, for a period of at least 7 days,

the engine, wheels or other parts have been removed or on which the engine, wheels or other parts have been altered, damaged or otherwise so treated that the vehicle is incapable of being driven under its own power or one that for any period of time has been rendered inoperable because it does not have evidence of registration as required by 625 ILCS 5/3-701 et seq., or one that does not display a current license as required.

### 11-2-3: Accessory Buildings and Uses

#5

Current wording -

- ☐ The parking of a trailer, recreational vehicle, or similar vehicle is allowed. The parking area must be paved.

New wording –

- ☐ Need to update the definition of the of Recreation vehicles
  - o For the purpose of this section, recreational vehicles shall include campers, motor homes, boats (and other watercraft), pop-up campers, utility trailers, trailers to haul snowmobiles, snow mobiles, All terrain vehicles (ATV's), 4-wheel ATV's (Quads) and golf carts.
- ☐ Need to update the definition of approved surface to read as suggested previously.
- ☐ In regards to the parking of recreational vehicles:
  - o No recreational vehicles shall be parked or stored on property in any zoning district that is not located in a fully enclosed permanent structure, except for one recreational vehicle not located in a fully enclosed permanent structure may be parked in the side or rear of a residential lot and must be at least 5 feet from the property line. Temporary storage tents for recreational vehicles will shall not be considered such a structure.
  - o All parking and storing of recreational vehicles shall be on a hard surface as identified. Owners of recreational vehicles will have one year from the approval of this ordinance to be in compliance with the rule.
  - o Parking of recreational vehicles for the purpose of loading and unloading may be permitted in the driveway. The recreational vehicle may not be parked for more than seven consecutive days in a driveway in any zoning districts.
  - o All recreational vehicles that are required to be properly licensed, must have current registration posted on the vehicle parked within the village
  - o No recreational vehicle shall be parked on private property in such a manner as to impair the safety of pedestrian or vehicular traffic, for example, by obstructing visibility in such a manner that could impair the safe entrance and exit of a vehicle from and upon adjacent properties, or the safety of pedestrians in the public right of way or on private property.
  - o Recreationally vehicles will be limited to no longer than 30 feet in a driveway and may not impede a sidewalk.
- ☐ You have the policy for pods and shipping containers.



## **Portable Storage Units**

Discussion regarding suggested wording was discussed and suggested as follows:

PORTABLE STORAGE UNIT shall mean any container, storage unit, shed-like container or other portable structure that can be or is used for the storage of personal property of any kind and which is located for such purposes outside an enclosed building. Specifically excluded from this definition are accessory buildings or sheds complying with all building codes and land use requirements.

Portable storage units shall be permitted in any zoning district subject to compliance with the following:

- Portable storage units shall not be placed on city owned property or public right-of-way.
- Portable storage units shall only be placed upon driveways or other hard surfaces, as approved by village staff in all zoning districts.
- The number of days the portable storage unit shall remain on the lot would be for a minimum of (1) day and a maximum of forty-five (45) days.
- Shipping containers are strictly prohibited.
- Any person found in violation of this ordinance may be fined an amount not to exceed seven hundred and fifty (\$750.00) dollars. Each day that a violation is permitted to exist after notification thereof shall constitute a separate offense.
- That each section and part hereof of this Ordinance is deemed to be severable and should any section or part thereof be held invalid or unconstitutional by any court of competent jurisdiction, such ruling shall not affect the validity or the constitutionality of the remaining portions of this Ordinance.
- All ordinances, resolutions or orders or parts thereof, which conflict with the provisions of this ordinance, are to the extent of such conflict hereby repealed.
- This Ordinance shall be in full force and effect upon its passage and publication according to law

## **Fences**

Suggested change to village code as follows:

- ☐ Planning Commission – Subdivision Ordinance?
  - Fences –
    - ☐ Corner Lots
      - ☐ A corner lot shall be considered to have two front yards, example – the yards that face the public roadway
      - ☐ A fence on a corner lot may only place a fence that is 3 feet solid board or 4 feet with 50% open slotting in the front yards
      - ☐ A 6-foot fence is not to exceed past the most exterior wall of the house on either yard.

### **Yield and Stop Signs**

Discussion regarding installation of additional Yield and Stop Signs within village. Stop signs would require change/update to current village code; however, yield signs do not and will be installed in the areas needed.

## **6. DISCUSSION OF GOLF CART ORDINANCE**

Review and discussion of current code and changes/amendments that would need to be made. Chief Ayala to put together a checklist of items he would like to see updated, which include the following:

- Definitions
- Requirements
- Compliance with Traffic Laws
- Operation Within Village
- Change from Penalty to Permits
- Enforcement and Penalty

## **7. ADJOURNMENT**

Trustee Harris made a motion to adjourn the meeting, seconded by Trustee Dalton. Motion carried by voice vote.

Meeting adjourned at 9:34 p.m.

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Cheryl Aldridge  
Deputy Clerk

Committee Members:  
Trustee JP Dries, Chair  
Trustee Kristine Dalton  
Trustee Brandon Harris

## Chapter 11

### GOLF CARTS AND UTILITY TERRAIN VEHICLES

#### 7-11-1: DEFINITIONS:

#### 7-11-2: REQUIREMENTS:

#### 7-11-3: COMPLIANCE WITH TRAFFIC LAWS:

#### 7-11-4: OPERATION WITHIN VILLAGE:

#### 7-11-5: PERMITS

#### 7-11-6: ENFORCEMENT AND PENALTY:

#### 7-11-1: DEFINITIONS:

**GOLF CART:** A GOLF CART is defined in 625 ILCS 5/1-123.9 and means a vehicle specifically designed and intended for the purposes of transporting one (1) or more persons and their golf clubs or maintenance equipment while engaged in the playing of golf, supervising the play or maintaining the condition of the grounds on a public or private golf course. A motorized vehicle with three (3) or four (4) wheels that is not designed to be operated at a speed of more than twenty-five (25) miles per hour.

For purposes of this article, a “golf cart” specifically does not include All-terrain vehicles, of highway motorcycles and any other vehicle which is not described within the foregoing definitions of “golf Carts”.

**UTILITY TERRAIN VEHICLE:** A self-propelled, electrically powered, four-wheel motor vehicle or self-propelled, gasoline or diesel powered four-wheel motor vehicle with an engine displacement under one thousand two hundred (1,200) cubic centimeters, which is capable of attaining a speed of no more than fifteen (15) miles per hour.

**VILLAGE STREETS:** Any of the streets or alleys dedicated within the boundaries of the village of Maple Park with a maximum speed limit of twenty-five (25) miles per hour. (Ord. 2011-01, 1-4-2011)

State Roads shall mean all roads under the State’s jurisdiction, include Route 38, and Countyline Road.

Township roads and County roads shall mean any roads under the jurisdiction of the township and/or county roads districts, respectively, and shall include any roads outside the boundaries of the Village limits under such jurisdiction.

- Golf carts may be operated during the hours between sunset and sunrise as well as during daylight hours in designated areas only.

### 7-11-2: REQUIREMENTS:

All persons operating a golf cart or a utility terrain vehicle on the streets under the jurisdiction of the Village of Maple Park must ensure compliance with the following requirements:

- A. Proof of Liability Insurance is required by Article VI, Chapter 7 of the Illinois Vehicle Code: Driver must carry proof with the vehicle at all times. Vehicle is subject to tow under provisions of Illinois Vehicle Code.
- B. Valid Driver's License: Driver must have a current Valid government issued driver's license
- C. Age Requirement: Driver must be of the age of eighteen (18).
- D. All Golf Carts must be registered with the Village of Maple Park and proof of such registration must be displayed on the rear of the vehicle.
- E. Each golf cart and utility terrain vehicle must be inspected by the Village Chief of Police or designated representatives.

**D. Required Equipment:** Golf carts and utility terrain vehicles must be equipped as required by other vehicles in 625 ILCS 5/12-709 and as follows:

- 1. Brakes and brake lights;
  - 2. A steering wheel apparatus;
  - 3. Tires;
  - 4. Rearview mirror;
  - 5. Approved "slow moving vehicle" emblem on the rear of the vehicle<sup>1</sup>;
  - 6. Headlight that emits a white light visible from a distance of three hundred feet (500') to the front of which must be illuminated when in operation;
  - 7. Taillamp that emits a red light visible from a distance of at least one hundred feet (100') from the rear which must be illuminated when in operation;
  - 8. Any additional requirements which may be required by 625 Illinois Compiled Statutes 5/11-1426.1, as amended.
- E. Occupants: The maximum number of occupants in such vehicles shall be deemed to correspond with the total number of seats available on the particular vehicle. (Ord. 2011-01, 1-4-2011),
- F. Golf carts and Utility Terrain vehicles require proper seating equipment for Infants and Children and must meet the minimum requirements of the Compiled Statutes of the Illinois State Vehicle Code. (No Exceptions).

### 7-11-3: COMPLIANCE WITH TRAFFIC LAWS:

Drivers of golf carts and utility terrain vehicles must comply with all applicable provisions of the Illinois vehicle code<sup>2</sup>, and with all traffic laws otherwise codified by this code. A person operating or in actual physical control of a golf cart or utility terrain vehicle while under the influence of alcohol or drugs as



described herein on a roadway is subject to 625 Illinois Compiled Statutes 5/11-500, 5/11-501, and 5/11-502. Etc. (Ord. 2011-01, 1-4-2011)

#### **7-11-4: OPERATION WITHIN VILLAGE:**

A. Prohibited: Except as otherwise provided in this chapter, it is unlawful for any person to drive or operate a nonhighway vehicle upon any street, highway, or roadway in the village of Maple Park.

B. Permitted: Golf carts and utility terrain vehicles may only be operated on streets within the village of Maple Park which are limited to a maximum speed limit of twenty-five (25) miles per hour. (Ord. 2011-01, 1-4-2011)

C. Golf carts may not be operated on sidewalks or other public property not accessible to or authorized to vehicle traffic.

D. Golf carts may only be authorized on Village Streets as set forth in this Ordinance. Golf cart may not be operated on streets and highways, and roads under the jurisdiction of the Illinois Department of Transportation (Illinois Route 38) or any County Highway Department (Countyline Road) or Township Road District (Thatcher Road).

E. Crossing of State highways will only be allowed a perpendicular angle of 90 degrees.

F. Golf carts may be operated during the hours between sunset and sunrise as well as during daylight hours.

#### **Change from Penalty to Permits.**

#### **7-11-5: PERMITS:**

A. No person shall operate a motorized golf cart or utility terrain vehicle without obtaining a permit from the Village Clerk as provided herein. Permits shall be granted for a period of one (1) year and may be renewed annually beginning May 1, of each year. The cost of permit is Twenty-Five Dollars (\$25.00). Insurance coverage is to be verified and a copy filed in effect by the Village Clerk when renewing the permits.

B. Every application for a permit by resident shall be made on a form supplied by the Village and shall contain the following information:

- Name and address of the resident applying for permit
- Name of Liability insurance carrier
- The Serial number, make model and description of the golf cart.
- Signed waiver of liability by resident/applicant releasing the Village from any and all future claims resulting from the operation of golf cart pursuant to this article or any other Ordinance of the Village of Maple Park.
- Photo static copy of applicable liability insurance coverage card specifically for the golf cart to be operated on Village Streets
- Any other information as the Village may require.



C. No permit shall be granted unless the following conditions are met:

- The golf cart or utility terrain vehicle must be inspected and approved by the Chief of Police or designee to ensure that the vehicle is safe to operate only on the Village streets as outlined on the village map, and is in compliance with the requirements of this article.
- Any handicapped resident or applicant must submit a certificate signed by a physician that he is a handicapped applicant and is able to safely operate a motorized golf cart on the streets and roadways outlined in this ordinance as within the boundaries of Village of Maple Park.
- The applicant must provide evidence of insurance in compliance with the provisions of Illinois Statutes regarding minimum liability insurance for passenger motor vehicles to be operated on the roads of the State of Illinois.

#### **7-11-6: ENFORCEMENT AND PENALTY:**

- A. The village of Maple Park has the authority to suspend or revoke a permit granted hereunder upon a finding that the holder thereof has violated any of the provisions of this article or if there is evidence that the permit holder cannot safely operate the motorized golf cart on the designated roadways.
- B. Any person who violates any provision of this article shall upon conviction be subject to a fine not less than seventy-five dollars (\$75.00) nor more than seven hundred-fifty dollars (\$750.00) and costs of attorney's fees, prosecution, and court. A second conviction shall result in suspension of permit for 6 months, or the remainder of the calendar year for the permit.
- C. Upon a conviction of operating a golf cart or utility terrain vehicle on a State highway, or county roads, other than crossing at designated locations (as defined in Operation within Village, section D and E of this ordinance), shall result in a fine no less than two hundred-fifty dollars (\$250.00) nor more than seven hundred-fifty dollars (\$750.00) plus court costs. First conviction shall result in suspension of permit for the remainder of the calendar year of permit.

Violators of the provisions of this chapter shall be subject to the general penalty set forth in title 1, chapter 4 of this code. (Ord. 2011-01, 1-4-2011)

Footnotes - Click any footnote link to go back to its reference.

Footnote 1: 625 ILCS 5/12-709.

Footnote 2: Adopted in chapter 1 of this title pursuant to the authority of 625 ILCS 5/20-204.

## Liz Peerboom

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**From:** JP Dries <jdries@premiersecuritycorp.com>  
**Sent:** Wednesday, June 14, 2017 9:39 AM  
**To:** Liz Peerboom (epeerboom@villageofmaplepark.com)  
**Subject:** FW: Wording

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**From:** JP Dries  
**Sent:** Wednesday, May 17, 2017 10:36 AM  
**To:** Liz Peerboom (epeerboom@villageofmaplepark.com) <epeerboom@villageofmaplepark.com>; Cheryl Aldridge <caldridge@villageofmaplepark.com>  
**Subject:** Wording

### 11-9-3: Additional Parking Regulations (Also listed in 5-3-4 – Abandoned inoperable vehicles prohibited)

#4

Current wording:

- Vehicles which are no longer in use or operational shall not be parked in any yards accessory to a residential use and must be stored in closed garages.

New wording:

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### 11-2-3: Accessory Buildings and Uses

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- The parking of a trailer, recreational vehicle, or similar vehicle is allowed. The parking area must be paved.

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- Need to update the definition of the of Recreation vehicles
  - For the purpose of this section, recreational vehicles shall include campers, motor homes, boats (and other watercraft), pop-up campers, utility trailers, trailers to haul snowmobiles, snow mobiles, All terrain vehicles (ATV's), 4 wheel ATV's (Quads) and golf carts.
- Need to update the definition of approved surface (I handed you the document with the wording)
- In regards to the parking of recreational vehicles:

- No recreational vehicles shall be parked or stored on property in any zoning district that is not located in a fully enclosed permanent structure, except for one recreational vehicle not located in a fully enclosed permanent structure may be parked in the side or rear of a residential lot and must be at least 5 feet from the property line. Temporary storage tents for recreational vehicles will shall not be considered such a structure.
  - All parking and storing of recreational vehicles shall be on a hard surface as identified. Owners of recreational vehicles will have one year from the approval of this ordinance to be in compliance with the rule.
  - Parking of recreational vehicles for the purpose of loading and unloading may be permitted in the driveway. The recreational vehicle may not be parked for more than seven consecutive days in a driveway in any zoning districts.
  - All recreational vehicles that are required to be properly licensed, must have current registration posted on the vehicle parked within the village
  - No recreational vehicle shall be parked on private property in such a manner as to impair the safety of pedestrian or vehicular traffic, for example, by obstructing visibility in such a manner that could impair the safe entrance and exit of a vehicle from and upon adjacent properties, or the safety of pedestrians in the public right of way or on private property.
  - Recreationally vehicles will be limited to no longer than 30 feet in a driveway and may not impede a sidewalk.
- You have the policy for pods and shipping containers.
  - Planning Commission – Subdivision Ordinance?
    - Fences –
      - Corner Lots
        - A corner lot shall be considered to have two front yards, example – the yards that face the public roadway
        - A fence on a corner lot in may only place a fence that is 3 feet solid board or 4 feet with 50% open slotting in the front yards
        - A 6 foot fence is not to exceed past the most exterior wall of the house on either yard.



## Liz Peerboom

---

**From:** JP Dries <jdries@premiersecuritycorp.com>  
**Sent:** Wednesday, June 14, 2017 9:39 AM  
**To:** Liz Peerboom (epeerboom@villageofmaplepark.com)  
**Subject:** FW: Follow up from Personnel/Communications Committee

**From:** JP Dries  
**Sent:** Monday, June 05, 2017 7:32 AM  
**To:** Liz Peerboom (epeerboom@villageofmaplepark.com) <epeerboom@villageofmaplepark.com>  
**Cc:** caldridge@villageofmaplepark.com  
**Subject:** RE: Follow up from Personnel/Communications Committee

In looking at Chapter 7-4-3, under Recreational Vehicle, the following descriptions need to be added:

- boats (and other watercraft), pop-up campers, utility trailers, trailers to haul snowmobiles, snow mobiles, All terrain vehicles (ATV's), 4-wheel ATV's (Quads) and golf carts.

Thanks,

JP

**From:** JP Dries [<mailto:jdries@villageofmaplepark.com>]  
**Sent:** Thursday, June 01, 2017 1:40 PM  
**To:** JP Dries <[jdries@premiersecuritycorp.com](mailto:jdries@premiersecuritycorp.com)>  
**Subject:** Fwd: Follow up from Personnel/Communications Committee

Sent from my iPhone

Begin forwarded message:

**From:** "Liz Peerboom" <[epeerboom@villageofmaplepark.com](mailto:epeerboom@villageofmaplepark.com)>  
**Date:** June 1, 2017 at 11:47:10 AM CDT  
**To:** "JP Dries" <[jdries@villageofmaplepark.com](mailto:jdries@villageofmaplepark.com)>  
**Cc:** "Cheryl Aldridge" <[caldridge@villageofmaplepark.com](mailto:caldridge@villageofmaplepark.com)>  
**Subject:** Follow up from Personnel/Communications Committee

Good afternoon JP!

Just had some thoughts on a couple of the items from the last committee meeting with regards to the definition of RV's and approved surfaces,

since those items are not currently on the agenda for the Public Hearing scheduled for next Thursday, June 8<sup>th</sup>.

Attached is the current codes referencing those items. If you could please take a moment to review them and let Cheryl know your thoughts about where you would like to have those definitions updated that would be great. If you feel they need to be included in Chapter 11 and not simply referenced from Chapter 7, then we would need to add them to the agenda for the public hearing.

Thank you!

-Terri D'Amato

Village of Maple Park

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