



# 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 AGENDA

**Tuesday, July 18, 2017**

**7:00 p.m.**

**Village of Maple Park**

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

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

### **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.*

### **3. APPROVAL OF MEETING MINUTES**

- June 20, 2017

### **4. PUBLIC WORKS JOB DESCRIPTION AND POSTING**

### **5. HANDBOOK REVIEW AND JOB PERFORMANCE PROCESS**

### **6. ORDINANCE REVIEW**

- **Ordinance 2017-09** – An ordinance amending Title 11 “Zoning Regulations,” Chapter 9 “Special Regulations,” Subsection 3 “Additional Parking Regulations,” of the Village Code of the Village of Maple Park, Illinois
- **Ordinance 2017-11** – An ordinance amending Title 11 “Zoning Regulations,” Chapter 2 “General Provision,” Subsection 3 “Accessory Building and Uses,” F. Prohibited Accessory Building,” of the Village Code of the Village of Maple Park, Illinois
- **Ordinance 2017-13** – An ordinance amending Title 7 “Motor Vehicles and Traffic,” Chapter 4 “Parking Regulations,” Subsection 3 “Trailer Parking Prohibited,” of the Village Code of the Village of Maple Park, Illinois

### **7. DISCUSSION ON NEW POLICE VEHICLE**

## **8. OTHER ITEMS**

## **9. ADJOURNMENT**

### Committee Members:

Trustee JP Dries, Chair

Trustee Kristine Dalton

Trustee Brandon Harris



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## PERSONNEL & COMMUNICATIONS COMMITTEE MEETING MINUTES

**Tuesday, June 20, 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 7:03 p.m.

Village Clerk Liz Peerboom called the roll call and the following Committee members were present: Chairman JP Dries, Trustee Brandon Harris, and Trustee Brandon Harris.

Others present: Trustee Chris Higgins, Public Works Director Mike Miller and Village Clerk Liz Peerboom.

### 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.*

None.

### 3. APPROVAL OF MEETING MINUTES

- May 16, 2017

Trustee Harris made a motion to approve the meeting minutes as amended, seconded by Trustee Dalton. Motion carried by roll call vote. Aye: Dries, Dalton, Harris. Nay: None. Absent: None. (3-0-0)

### 4. CONTINUED DISCUSSION OF GOLF CART RULES

Chairman Dries said that he asked the Police Chief to give some recommendations for a new policy. The committee went through the suggested changes to the code line by line.

After discussing the changes, the committee agreed to recommend changes to the code and to have the permits be required as of May 31, 2018.

### 5. REVIEW OF VILLAGE CODE REGULATING PARKING OF TRAILERS

Chairman Dries followed up on recommendations from the Planning Commission Public Hearing. He advised that some residents have asked to be grandfathered in if they built the approved surface for their trailer or RV under the current rules.



## MINUTES

### Personnel & Communications Committee

June 20, 2017

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Trustee Chris Higgins said that he called several communities, including Geneva and Batavia, and they do not prohibit parking a boat or an RV in a driveway. Trustee Harris advised that his family lives in Geneva and they do prohibit parking of an RV.

Trustee Higgins said that he has trouble with the 7-day rule. Trustee Higgins voice his opposition to the changes and said that he would like the current ordinance be enforced.

Trustee Harris said that he fishes and he owns a boat, but he realizes that owning a boat comes with the cost of storage. Trustee Higgins said that he would like the people that are not in compliance now given tickets. Trustee Harris said that the chief wants the ordinance tweaked so that he can enforce the code.

Trustee Dries will wordsmith the ordinance and send it to the Board. Trustee Harris likes the idea of working with the residents not working against them. The committee then discussed other possible changes.

## 6. DISCUSSION OF REPLACING A PUBLIC WORKS EMPLOYEE

Trustee Dries advised that Public Works employee Paul Johnson will be retiring at the end of the year, and he would like to hire someone that might be experienced enough to take over for Public Works Director Mike Miller when he retires.

The committee agreed that a job description will need to be written for both positions. The committee also discussed a timeline.

Trustee Harris suggested having the new employee enter data into the GIS, with the hopes of having the employee learn more about the village while doing that project. Trustee Dries asked about certifications and Mr. Miller advised that he does not have any certifications, although it would be nice if the new employee had a CDL.

Trustee Harris suggested having a 5-month review of the new employee to be sure he is ready to take that position. Trustee Dalton suggested a 3-month review and a 6-month review. Trustee Harris agreed and said that he didn't want the village to be in the situation where there is only 2 months left until Mr. Miller retires and we realize that the employee is not the person to take over the Public Works Director position.

The committee also discussed having a residency requirement for the Public Works Director or having a requirement that the person can respond within a certain amount of time. Trustee Dries advised that most communities are doing away with residency requirements. Trustee Dalton said that it would be hard for someone that lives far away to get here to plow snow during a bad snow storm.

The committee agreed on the following timeline:

- July 18<sup>th</sup> meeting – Job Description due from Mike for Paul's position for the committee to review
- Suggested items – CDL license and distance from town
- August 15<sup>th</sup> meeting – Job posting created and finalized job description

## MINUTES

Personnel & Communications Committee

June 20, 2017

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- September 1<sup>st</sup> – Job posting posted
- September 19<sup>th</sup> meeting – Review of applicants and resumes
- October – Schedule interviews with candidates – Mike Miller to be included.
- November – Job offer prior to Thanksgiving week
- December 11<sup>th</sup>, - Target start date for new employee

### **7. FINALIZING EMPLOYEE REVIEW PROCESS**

This item will be discussed at the next meeting.

### **8. OTHER ITEMS**

None.

### **9. ADJOURNMENT**

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

Meeting adjourned at 8:50 p.m.

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Liz Peerboom, CMC  
Village Clerk

#### Committee Members:

Trustee JP Dries, Chair

Trustee Kristine Dalton

Trustee Brandon Harris

**VILLAGE OF MAPLE PARK  
KANE AND DEKALB COUNTIES, ILLINOIS**

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**ORDINANCE NO. 2017-09**

**AN ORDINANCE AMENDING TITLE 11 "ZONING REGULATIONS,"  
CHAPTER 9 "SPECIAL REGULATIONS," SUBSECTION 3 "ADDITIONAL  
PARKING REGULATIONS," OF THE VILLAGE CODE OF THE  
VILLAGE OF MAPLE PARK, ILLINOIS**

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

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**ORDINANCE NO. 2017-09**

**AN ORDINANCE AMENDING TITLE 11 "ZONING REGULATIONS,"  
CHAPTER 9 "SPECIAL REGULATIONS," SUBSECTION 3  
"ADDITIONAL PARKING REGULATIONS," OF THE VILLAGE CODE  
OF THE VILLAGE OF MAPLE PARK, ILLINOIS**

**WHEREAS**, the Board of Trustees has deemed it to be in the best interest of the Village of Maple Park, Illinois to amend this section of the village code; and

**NOW THEREFORE, BE IT ORDAINED** by the Village Board of the Village of Maple Park, Illinois, that the Village Code be amended as follows:

**SECTION 1.**

**TITLE 11 ZONING REGULATIONS**

**CHAPTER 9 SPECIAL REGULATIONS**

**SUBSECTION 3 ADDITIONAL PARKING REGULATIONS** (Also listed in 5-3-4 – Abandoned Inoperable Vehicles Prohibited)

**A. USE OF PARKING FACILITIES**

~~4. Vehicles which are no longer in use or operational shall not be parked in any yards accessory to a residential use and must be store in closed garages.~~

**4. Recreational Vehicles**

- a) For the purpose of this section, recreational vehicles shall include campers, motor homes, boats (and other water craft), pop-up campers, utility trailers, trailers to haul snowmobiles, snow mobiles, All Terrain Vehicles (ATVs), 4-wheel ATVs (Quads), and golf carts.
- b) No recreational vehicle shall be parked or stored on property in any zoning district that is not located in a fully enclosed permanent structure, except for recreational vehicles not located in a fully enclosed structure may be parked in the side or rear of a residential lot and must be at least five feet (5') from the property line.
- c) All parking and storing of a recreational vehicle shall be on a approved surface as identified. Owners of recreational vehicles shall have one (1) year from approval of this ordinance to be in compliance with this rule. "Approved Surface" means an area used for the parking or storage of vehicles that is overlaid or otherwise paved with concrete, asphalt, paving stones or other hard surfaced durable material approved by the building official.
- d) Parking of recreational vehicles for the purpose of loading and unloading may be permitted in the driveway. The recreational vehicle shall not be parking for more than seven (7) consecutive days in a driveway in any zoning district. If a resident requires an extension, the resident must call the village for approval and establish a timeline.
- e) All recreational vehicles that are required to be properly licensed must have current registration posted on the vehicle parking within the village.
- f) 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 rights-of-way or on private property.

- g) Recreational vehicles shall be limited to no longer than thirty feet (30') in a driveway and may not impede the sidewalk.
- h) Existing permitted areas that have been built for storage of recreational vehicles in side or rear yards will be "grandfathered" under the conditions of the permit at the time. Future permit requests will be subject to the current standards set.

## **SECTION 2:**

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.

## **SECTION 3:**

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.

## **SECTION 4:**

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.

## **SECTION 6:**

This ordinance shall be in full force and effect ten (10) days after its passage and publication according to law.

**PASSED** by the President and the Board of Trustees of the Village of Maple Park, DeKalb County, Illinois, on the \_\_\_\_ day of \_\_\_\_\_, 2017, and deposited and filed in the office of the Village Clerk in said Village on that date pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** by the President of the Village of Maple Park, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Kathleen Curtis, Village President

ATTEST:

\_\_\_\_\_



Elizabeth Peerboom, Village Clerk

## CLERKS CERTIFICATE

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

I, Elizabeth Peerboom, certify that I am the duly appointed and acting Village Clerk of  
Maple Park, DeKalb and Kane Counties, Illinois.

I further certify that on the \_\_\_\_ day of \_\_\_\_\_, 2017, the Board of Trustees of the Village of Maple Park passed and approved Ordinance 2017-09, entitled “AN ORDINANCE AMENDING TITLE 11 “ZONING REGULATIONS,” CHAPTER 9 “SPECIAL REGULATIONS,” SUBSECTION 3 “ADDITIONAL PARKING REGULATIONS,” OF THE VILLAGE CODE OF THE VILLAGE OF MAPLE PARK, ILLINOIS.”

The pamphlet form of Ordinance 2017-09 was posted in the Village Hall, commencing on \_\_\_\_\_, 2017. Copies of the Ordinance were also available for public inspection upon request in the office of the Village Clerk.

Dated at Maple Park, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Elizabeth Peerboom, Village Clerk  
Village of Maple Park  
Kane and DeKalb Counties, Illinois

**VILLAGE OF MAPLE PARK  
KANE AND DEKALB COUNTIES, ILLINOIS**

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**ORDINANCE NO. 2017-11**

**AN ORDINANCE AMENDING TITLE 11 "ZONING REGULATIONS,"  
CHAPTER 2 "GENERAL PROVISIONS," SUBSECTION 3 "ACCESSORY  
BUILDINGS AND USES," F. PROHIBITED ACCESSORY BUILDINGS,"  
OF THE VILLAGE CODE OF THE VILLAGE OF MAPLE PARK,  
ILLINOIS**

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

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## **ORDINANCE NO. 2017-11**

### **AN ORDINANCE AMENDING TITLE 11 “ZONING REGULATIONS,” CHAPTER 2 “GENERAL PROVISIONS,” SUBSECTION 3 “ACCESSORY BUILDINGS AND USES,” F. PROHIBITED ACCESSORY BUILDINGS,” OF THE VILLAGE CODE OF THE VILLAGE OF MAPLE PARK, ILLINOIS**

**WHEREAS**, the Board of Trustees has deemed it to be in the best interest of the Village of Maple Park, Illinois to amend this section of the village code; and

**NOW THEREFORE, BE IT ORDAINED** by the Village Board of the Village of Maple Park, Illinois, that the Village Code be amended as follows:

**SECTION 1. TITLE 11 ZONING REGULATIONS, CHAPTER 2, GENERAL PROVISIONS, SUBSECTION 3 ACCESSORY BUILDINGS AND USES, F. PROHIBITED ACCESSORY BUILDINGS,** shall be amended to read as follows:

F. Prohibited Accessory Buildings: The requirements of subsection F1 of this section, do not apply to trailers, recreational vehicles, or other similar vehicles, parked on a permitted sales lot:

1. Not more than one trailer, recreational vehicle, or other similar vehicle shall be parked on any one lot.
2. No trailer, recreational vehicle, or other similar vehicle shall be used as a dwelling.
3. No trailer, recreational vehicle, or other similar vehicle shall be used as an office or for any other commercial purpose except for approved construction offices.
4. No trailer, recreational vehicle, or other similar vehicle shall be used for the storing of personal or business-related materials.
5. 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 five feet (5') from the property line. Temporary storage tents for recreational vehicles will not be considered such a structure.
6. 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 this rule.
7. Parking of recreational vehicles for the purpose of loading and unloading may be permitted in the driveway. All recreational vehicles may not be parked for more than seven (7) consecutive days in a driveway in any zoning districts. If a resident requires an extension, the resident must call the village for approval and establish a timeline.
8. All recreational vehicles that are required to be properly licensed must have current registration on the vehicle parked within the village.
9. 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 properties, or the safety of pedestrians in the public right-of-way or on private property.

10. Recreational vehicles will be limited to no longer than thirty feet (30') in a driveway and may not impede a sidewalk.
11. The parking of a trailer, recreational vehicle, or similar vehicle, shall comply with the yard requirements for accessory buildings of the district in which it is located. No vehicle shall be parked or stored in a manner that inhibits or impedes travel on public streets and sidewalks.
12. Existing permitted areas that have been built for storage of recreational vehicles in side or rear yards will be grandfathered under the conditions of the permit at the time. Future permit requests would be subject to the current standards set.

## **SECTION 2:**

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.

## **SECTION 3:**

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.

## **SECTION 4:**

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.

## **SECTION 6:**

This ordinance shall be in full force and effect ten (10) days after its passage and publication according to law.

**PASSED** by the President and the Board of Trustees of the Village of Maple Park, DeKalb County, Illinois, on the \_\_\_\_ day of \_\_\_\_\_, 2017, and deposited and filed in the office of the Village Clerk in said Village on that date pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** by the President of the Village of Maple Park, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Kathleen Curtis, Village President



Elizabeth Peerboom, Village Clerk

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

I further certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, the Board of Trustees of the Village of Maple Park passed and approved Ordinance 2017-11, entitled “AN ORDINANCE AMENDING TITLE 11 “ZONING REGULATIONS,” CHAPTER 2 “GENERAL PROVISIONS,” SUBSECTION 3 “ACCESSORY BUILDINGS AND USES,” F. PROHIBITED ACCESSORY BUILDINGS,” OF THE VILLAGE CODE OF THE VILLAGE OF MAPLE PARK, ILLINOIS.”

Dated at Maple Park, Illinois, this                      day of                      , 2017.

Elizabeth Peerboom, Village Clerk  
Village of Maple Park  
Kane and DeKalb Counties, Illinois

**VILLAGE OF MAPLE PARK  
KANE AND DEKALB COUNTIES, ILLINOIS**

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**ORDINANCE NO. 2017-13**

**AN ORDINANCE AMENDING TITLE 7 "MOTOR VEHICLES AND  
TRAFFIC," CHAPTER 4 "PARKING REGULATIONS," SUBSECTION 3  
"TRAILER PARKING PROHIBITED," OF THE VILLAGE CODE OF THE  
VILLAGE OF MAPLE PARK, ILLINOIS**

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

**Published in pamphlet form by the authority of the Board of Trustees of the Village of  
Maple Park, Kane and DeKalb Counties, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2017.**

**ORDINANCE NO. 2017-13**

**AN ORDINANCE AMENDING TITLE 7 "MOTOR VEHICLES AND TRAFFIC," CHAPTER 4 "PARKING REGULATIONS," SUBSECTION 3 "TRAILER PARKING PROHIBITED," OF THE VILLAGE CODE OF THE VILLAGE OF MAPLE PARK, ILLINOIS**

**WHEREAS**, the Board of Trustees has deemed it to be in the best interest of the Village of Maple Park, Illinois to amend this section of the village code; and

**NOW THEREFORE, BE IT ORDAINED** by the Village Board of the Village of Maple Park, Illinois, that the Village Code be amended as follows:

**SECTION 1. Amending the definition in TITLE 7 MOTOR VEHICLES AND TRAFFIC, CHAPTER 4 PARKING REGULATIONS, SUBSECTION 3 TRAILER PARKING PROHIBITED, A. DEFINITIONS, RECREATIONAL VEHICLE to read as follows;**

RECREATIONAL VEHICLE: Every vehicle without motive power in operation, other than a pole trailer, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle. This includes boats (and other watercraft), pop-up campers, utility trailers, trailers to haul snowmobiles, snow mobiles, All Terrain Vehicles (ATVs), 4-wheel ATVs (Quads), and golf carts.

**SECTION 2:**

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.

**SECTION 3:** 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.

**SECTION 4:** 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.

**SECTION 6:** This ordinance shall be in full force and effect ten (10) days after its passage and publication according to law.

**PASSED** by the President and the Board of Trustees of the Village of Maple Park, DeKalb County, Illinois, on the 6th day of June, and deposited and filed in the office of the Village Clerk in said Village on that date pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** by the President of the Village of Maple Park, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Kathleen Curtis, Village President

ATTEST:

\_\_\_\_\_  
Elizabeth Peerboom, Village Clerk

DRAFT



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

I further certify that on the \_\_\_\_ day of \_\_\_\_\_, 2017, the Board of Trustees of the Village of Maple Park passed and approved Ordinance 2017-13, entitled “AN ORDINANCE AMENDING TITLE 7 “MOTOR VEHICLES AND TRAFFIC,” CHAPTER 4 “PARKING REGULATIONS,” SUBSECTION 3 “TRAILER PARKING PROHIBITED,” OF THE VILLAGE CODE OF THE VILLAGE OF MAPLE PARK, ILLINOIS.”

Dated at Maple Park, Illinois, this                      day of                      , 2017.

Elizabeth Peerboom, Village Clerk  
Village of Maple Park  
Kane and DeKalb Counties, Illinois