

BOARD OF TRUSTEES WORK SESSION
11004 Carpenter Street, Mokena, Illinois 60448
Monday, January 21, 2019

CALL TO ORDER

Mayor Fleischer called the Board of Trustees work session to order at 6:00 p.m.

ROLL CALL



The following Trustees were present:

- Joseph Budzyn
- Debbie Engler
- Jillian Hersted
- George Metanias
- Jim Richmond
- Joseph Siwinski (arrived at 6:05 p.m.)


Also present were: Clerk Melissa Martini; Village Administrator John Tomasoski; Assistant Village Administrator Kirk Zoellner; Police Chief Steve Vaccaro; Civil Engineer Dan Peloquin; Community/Economic Development Director Alan Zordan; Building and Planning Director Matt Ziska and Village Attorneys Carl Buck and Lorien Schoendtedt.

Mobile Food Vendors

Building/Planning Director Matt Ziska presented this topic.

 <p align="center">Mobile Food Vendors</p> <p align="center">Village Board Work Session January 21, 2019</p>	<p>Introduction:</p> <ul style="list-style-type: none"> During the November 19, 2018, Village Board Work Session, staff presented information on mobile food trucks. <p>General consensus:</p> <ul style="list-style-type: none"> Allow them at public events and block parties Formal ban on ice cream trucks Research possible regulations 
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<p>Current Food Truck Environment:</p> <ul style="list-style-type: none"> Food trucks are an emerging trend in suburban areas. In response, many municipalities are evaluating ways to address the opportunities and challenges that come with food trucks. <table border="1"> <tr> <td data-bbox="178 1849 422 1983"> <p>Pros:</p> <ul style="list-style-type: none"> Quick and convenient Variety of food options Encourage startup businesses Attract foot traffic </td> <td data-bbox="446 1849 698 1983"> <p>Cons:</p> <ul style="list-style-type: none"> Direct Competitors to existing food establishments Provides unfair advantage No property tax </td> </tr> </table>	<p>Pros:</p> <ul style="list-style-type: none"> Quick and convenient Variety of food options Encourage startup businesses Attract foot traffic 	<p>Cons:</p> <ul style="list-style-type: none"> Direct Competitors to existing food establishments Provides unfair advantage No property tax 	<p>Food Trucks in Mokena:</p> <ul style="list-style-type: none"> Food trucks are often found at outdoor public events, including: <ul style="list-style-type: none"> Park District Events Chamber Events Carnivals Increasingly used at private events, such as block parties. Local business owners have also expressed interest in food trucks. 
<p>Pros:</p> <ul style="list-style-type: none"> Quick and convenient Variety of food options Encourage startup businesses Attract foot traffic 	<p>Cons:</p> <ul style="list-style-type: none"> Direct Competitors to existing food establishments Provides unfair advantage No property tax 		

<p>Looking Ahead:</p> <ul style="list-style-type: none"> In light of the growing popularity of food trucks, legal counsel recommends creating an ordinance that addresses the use or application of mobile food vendors. <p>Policy Decisions:</p> <ol style="list-style-type: none"> Should mobile food trucks be allowed? If so, to what extent should they be regulated? 	<p>Types of Mobile Food Vehicles:</p>  <p>Fully-enclosed Motorized Vehicle Trailer Kiosk Pushcart</p>
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Current Oversight

- All mobile food vendors operating in Will County must adhere to the health and sanitation standards adopted by the Will County Health Department.
- The Mokena Fire District also inspects food trucks that are part of a special event.



To What Extent Should Food Trucks Be Regulated?

Level 1 <i>No Restrictions</i>	Level 2 <i>Some Restrictions</i>	Level 3 <i>Heavily Restricted</i>
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Level 1

No Restrictions

- Food trucks will be formally allowed without restrictions
- Still subject to inspection by the Will County Health Department and Mokena Fire District when part of a special event.

Level 2 <i>Some Restrictions</i>	Level 3 <i>Heavily Restricted</i>
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Level 2

Some Restrictions

- Require vendors to obtain a *Mobile Food Vendor Permit*, identifying:
 - Date(s) of the event
 - Hours of operation
 - Exact vending location
- May include general restrictions on:
 - Location
 - Hours of operation
 - Parking and circulation
 - Site amenities

Level 1 <i>No Restrictions</i>	Level 2 <i>Some Restrictions</i>	Level 3 <i>Heavily Restricted</i>
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Level 2

Some Restrictions

Location

- Must maintain a minimum setback distance of ____ from other food service establishments

Hours of Operation

- Vendors shall not operate beyond the approved timeframe listed on the "Mobile Food Vendor Permit".

Parking and Circulation

- Vehicles are prohibited from blocking drive aisles, loading/service areas, emergency access or fire lanes.

Site Amenities:

- Mobile food vendors shall provide refuse containers for the public.

Level 3

Heavily Restricted

Level 1 <i>No Restrictions</i>	Level 2 <i>Some Restrictions</i>	Level 3 <i>Heavily Restricted</i>
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- Vendor must apply for a *Business License and Mobile Food Vendor Permit*.
 - ▶ Restrictions would be significantly more stringent
 - Restrictions based on Zoning District
 - Limit frequency
 - Prohibit certain types of food vehicles

Factors to Consider

- Highly restrictive ordinances are often met with resistance
- Some regulations can be difficult to enforce
- Staff time increases with each additional layer of enforcement



Village Board Feedback:

- 1) Should the Village allow mobile food trucks?
- 2) If yes, to what extent should they be regulated?

Level 1 <i>No Restrictions</i>	Level 2 <i>Some Restrictions</i>	Level 3 <i>Heavily Restricted</i>
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Discussion:

The Board confirmed their position that ice cream trucks should be formally banned, while food trucks should be allowed with certain restrictions placed on location, frequency, and operational procedures. The Board also agreed that mobile food vendors should obtain a permit from the Village prior to operating, and discussed the possibility of exempting private events hosted in residential zoning districts. Staff was directed to prepare a draft ordinance for further consideration by the Board.

Temporary Sign Regulations

Community/Economic Development Director Alan Zordan presented this topic.



**Proposed Zoning Ordinance Amendments
 Temporary Promotional Signs**

Village Board Session
 January 21, 2019

History

- November 19, 2018 Board Workshop – Review of Village temporary promotional sign regulations.
- Interest in learning more about regulations utilized by neighboring towns.
- Interest in potentially regulating window signs.

Temporary Promotional Signage

- Can only be for a maximum 30 day period with at least 30 days between promotions.
- Allowed a maximum of three promotions per calendar year.
- Number of promotions was increased from two to three in 2009.

Town	Permitted/Cost	Duration	Times Year	# of Signs allowed	Size Limits?
Mokena	Yes/\$25.00	30 days	3 (Total days)	90 Unlimited	32 sf per face, shall not exceed 10' in height or one foot below roofline if placed on a principal building, inflatable devices shall not exceed 20' in height
Frankfort	Yes/\$15.00	15 days	6 (Total days)	90 1	Yes (Specific for each type of sign such as banner, ground, etc.)
New Lenox	Yes/\$50.00	14 days	4 (Total days)	56 1	Signs shall not exceed 50 sf in area and ten feet in height
Tinley Park	Approved on a case by case basis by Village Board	17 days	Approved on a case by case basis by Village Board	Approved on a case by case basis by Village Board	32 sf per face
Orland Park	Yes/\$90.00	90 days maximum and can be broken into smaller increments	90 days per year	1	1 sf for each lineal foot of tenant frontage space
Homer Glen	Yes/\$25.00	Can be used in one continual time or split into 13 seven day periods	91 days per year	2 (1 ground and 1 wall banner)	25 sf per face
Shorewood	Yes/\$25.00	2 days	4 (Total 8 days)	2	32 sf per face
Crest Hill	Yes/\$25.00	10 days	6 (Total days)	60 1	No regulations
Lockport	Yes/\$25.00	14 days, inflatable devices only for a 7-day period	3 (Total days)	42 10, of which 5 are allowed in the r-o-w	32 sf

Temporary Promotional Signs

Window Signs

- No current regulations for permanent window signs.
- Temporary window signs cannot exceed 40% of window area and can remain for up to 14 days.

Window Signs

Town	Permitted	Permit Required	Size Limits
Mokena	Yes	No	No limits
Frankfort	Yes	No	25% of the window, no window sign shall be illuminated
New Lenox	Yes	No	50% of the window
Tinley Park	Yes	No	25% of the window, no doors shall be covered
Orland Park	Yes	No	40% of the window
Homer Glen	Yes	Yes	Considered to be part of the wall sign. Total package is 1.25 times the number of the lineal feet of building frontage; however no more than 30% of any window may be covered
Shorewood	Yes	Yes	25% of the window
Crest Hill	Yes	Yes	15% of the wall area surface and there must be a line of sight through windows
Lockport	Yes	Yes	20% of the window

Board Input

- What number of temporary promotional signs are acceptable?
- Are three separate 30 day promotions acceptable?
- Should window sign coverage be limited to a % of the window?



Proposed Zoning Ordinance Amendments Temporary Promotional Signs

Village Board Session
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Types Not Allowed

- Search lights
- Persons in costumes
- Signs with mechanical motion
- Signs that flash

Common Types Allowed

- Inflatables
- Blades signs
- Changeable copy signs
- Banners and pennants



Mokena Mart Temporary Promotion Signage



Discussion:

The Board consensus was that each business should be allowed no more than two temporary promotional signs at a time. The Board was split on whether to allow temporary promotional sign for three sets of 30 days or six sets of 15 days in any calendar year. The Board consensus was to limit permanent window signs to not more

than 50% of the window area and that windows on the front of businesses should not be blacked out.

Special Events Application

Assistant Village Administrator Kirk Zoellner presented this topic.

Special Events Ordinance

Village Board work session
January 21, 2019

Background

- In November, 2016, the Board approved an application form for special events
- In January, 2018, the Board approved a slightly revised application form incorporating adjustments based on 2017 experience with the form and application process
- While Board has formalized application process, Village currently has no ordinance governing special events

Rationale for Ordinance

- Reduce risks (but not eliminate them)
- Establish legal basis for shutting down an event, if necessary
- Exclude Village events from special event status (and application requirements)
- Formal basis for reviewing impact of special event on Village (health, safety, and welfare)
- Stipulate possible consequences for special event violations (withhold future permits, charge organizer for excessive costs, etc.)

Costs for Special Events

- Board's direction in January, 2018, was to not charge for organizers for approved special events
- For reference, special events costs for 2018 were similar to those for 2017
- Approximate costs for 2018 special events were \$13,661

Board Discussion

- Is the Board generally comfortable with the draft Special Events ordinance?
- Any other questions or comments?

Discussion:

The Board consensus was in favor of the proposed ordinance and directed staff to prepare the final version for adoption.

Stormwater Ordinance Revisions

Civil Engineer Dan Peloquin informed the Board that the Federal Emergency Management (FEMA) publishes Flood Insurance Studies and Flood Insurance Rate Maps (FIRM) that are utilized by the National Flood Insurance Program. Periodically, FEMA updates the Studies and Flood Insurance Rate Maps. Such an update was recently completed for Will County and goes into effect February 15, 2019. In order to meet the FEMA requirements and stay in compliance with federal regulations, the

Village must update the portion of the Village's ordinance (Title 11) that pertains to floodplains with the new effective dates. The amendments only pertain to the Flood Control portion of Title 11. The update is achieved by amending the original Stormwater Ordinance adopted in July 1983. The last previous update occurred in March 2003.

Discussion:

The Board had no objection to the proposed ordinance revisions and directed staff to proceed with adoption in consent agenda.

Staff Reports

Alan Zordan reported on the progress with site clean-up at the Hudja property and the business licenses for both H & H Mechanical and CNC Landscaping.

Trustee Richmond asked for some clarification regarding Financial Director Barb Damron's staff report and requested follow-up since she was not in attendance.

Trustee Richmond and Assistant Village Manager Zoellner informed the Board a successful test of the Everbridge system was performed the past week.

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 7:53 p.m.