

VILLAGE OF LIBERTYVILLE

PARKING COMMISSION

January 19, 2016

10:00 a.m.
Village Hall

AGENDA

1. Approve December 15, 2015 Minutes
2. Review Downtown Parking Violations
3. Update of East Side Parking Lot and West Side Parking Garage Projects
4. Continue Discussion of Alternate Parking Plan during Parking Garage Construction
5. Other

VILLAGE OF LIBERTYVILLE
Parking Commission
December 15, 2015

Minutes

The Libertyville Parking Commission met at 10:00 a.m. on Tuesday, December 15, 2015 at the Libertyville Village Hall. Those in attendance included Commission members Bob Bleck, M. J. Seiler, Bill Westerman, Todd Gaines, and Pam Hume. Also in attendance were Village Administrator Kevin .J Bowens, Police Chief Clint Herdegen, Community Development Director John Spoden, Public Works Director Paul Kendzior, and Economic Development Coordinator Heather Rowe.

Commissioner Seiler moved and Commissioner Westerman seconded to approve the minutes of the November 17, 2015 meeting. Motion approved.

Police Chief Herdegen reviewed the Downtown District Parking Violation Activity Report for the month of November, noting that citations have increased due to extra enforcement scheduled during the holidays.

Administrator Bowens provided an update on activities related to parking improvements on the east and west sides of Milwaukee Avenue. No new information is available on the east side improvements, however the Whitmore Group did install private parking signs on their property in the East lot. Administrator Bowens indicated that the parking garage project on the west side of Milwaukee Avenue is moving forward and prequalification requirements and bid documents will be available Friday, December 18, with a pre-bid meeting December 28th or 29th, and bids due by January 12, 2016. Village Staff and Walker Parking Consultants will analyze the bids and prepare a recommendation for a bid award at the January 26, 2016 Village Board meeting, with the contract signed and work to start immediately thereafter. Administrator Bowens indicated that the completion date is still to be by the end of October 2016.

Community Development Director Spoden and Economic Development Coordinator Rowe reviewed responses to letters from various property owners regarding use of their properties for parking during the upcoming construction of the parking garage. Both Chase Bank and Harris Bank have indicated that the Village can publish the availability of their parking lots during non-business hours. Staff is also working with Foulds, First Presbyterian Church, and the United Methodist Church regarding parking availability. Administrator Bowens indicated that the Staff has met with representatives of MainStreet Libertyville to discuss shuttle service on Fridays and Saturdays during the construction of the parking garage. Village Staff has also been working with MainStreet to relocate the Farmers Market to Cook Park in a similar arrangement to Out to

Lunch, and Commissioner Westerman suggested that the Staff look at allowing employee parking on the south side of Broadway Avenue, east of Milwaukee Avenue. Several residents were present to discuss their concerns with parking arrangements for the Civic Center and Senior Center during construction activities.

Police Chief Herdegen indicated that the Department will be changing employee parking stickers to hangtags. Administrator Bowens indicated that completion of the landscaping work for the American Legion lot, is near completion and Public Works Director Kendzior discussed a request to consider a no left turn restriction from southbound Milwaukee Avenue onto School Street. Based on feedback received from the adjacent property owners, Public Works Director Kendzior indicated that the Staff will proceed with installation of “no stopping or dropping off” signs on School Street immediately east of Milwaukee Avenue, and review whether or not those signs improve the situation. Public Works Director Kendzior also indicated that Dance Center North will notify their customers not to stop and drop off students in the middle of School Street.

The meeting was adjourned at 10:35 a.m.

Respectfully submitted,

Kevin J. Bowens
Village Administrator

DOWNTOWN DISTRICT PARKING VIOLATIONS - 2015

LOCATION	TIME	CITATIONS ISSUED												TOTAL
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Parking Deck (151 Lake St)	4 hours	44	12	20	8	43	59	86	40	21	5	22	30	390
100 Block - East Cook	15 minutes	2					2	1	1			1		7
100 Block - East Cook	2 hours	5	1	3	1	5	14	1				5	5	40
133 E Cook Lot	2 hours	0			2	2	3	1	9	4	1	3	6	31
100 Block - East Cook	4 hours	0												0
100 Block - West Cook/Rear VH	15 minutes	9	1	1		2	5	9	3			1		31
100 Block - West Cook/Rear VH	30 minutes	0								1				1
100 Block - West Cook/Rear VH	1 hour	2	2				1	3	2	21	19	17	19	86
100 Block - West Cook/Rear VH	2 hours	10	6	3			1		4	7	11	5	14	61
100 Block - West Cook/Rear VH	3 hours	0			1		1							2
100 Block - East Church	15 minutes	2		1	1	1	10	8	2	2			2	29
100 Block - East Church	2 hours	1	1			4	3	22	4		1		1	37
100 Block - West Church	2 hours	11	1					3		1		4	1	21
100 Block - West Church	3 hours	5	3			6	14	12	4	5	6	8	2	65
400 Block - N Milwaukee	2 hours	1		3		2	1	2	2	2	1	8	1	23
400 Block - N Milwaukee	4 hours	9				5								14
500 Block - N Milwaukee	30 minutes	5	2		1	6	21	38	16	1	1	15	20	126
500 Block - N Milwaukee	1 hour	10	1	15	3	28	28	37	19	5	6	9	14	175
500 Block - N Milwaukee	2 hours	17	7	1	3	12	24	31	11	5	5	14	17	147
500 Block - N Milwaukee	4 hours	0		2			3							5
600 Block - N Milwaukee	2 hours	0		4				1						5
600 Block - N Milwaukee	30 minutes	6				10	6					7		29
701 N Milwaukee	15 minutes	0												0
100 Block - Lake Street	15 minutes	5		1		1	2	5				2	1	17
Legion Lot	4 hours	7	4		1	3	6	16	13	3	2	3	2	60
100 Block - Newberry	3 hours	0							2	1	3	2		8
School Street	15 minutes	2			3	2	3	3	1	1			3	18
500 - 600 Blk N. Milwaukee	Delivery Hours	0	1	5	2	1	8	3	1	5	3	1	5	35
Total		153	42	59	26	133	215	282	134	85	64	127	143	1463

DOWNTOWN PARKING CONTINGENCY PLAN

1. Educate and communicate the need for and benefits of the new parking garage, timeframe for construction. *Already included in Village and MSL Newsletters. Information being drafted for Village and MSL websites, press releases, email blasts, facebook page, direct mail to businesses, etc.*
2. Educate and communicate availability and location of existing parking facilities (existing parking garage, American Legion lot, Newberry parking lot, etc.). *Also identify availability of METRA Lot during the evenings and on weekends.*
3. Install temporary bright colored directional signage throughout the downtown directing motorists to parking facilities. *Staff working on type of signage and locations.*
4. Generate and provide weekly update/email on parking garage construction.
5. Identify location for contractors working on the parking garage to park vehicles. *Discussing with First Presbyterian Church and Foulds*
6. Identify and request use of additional parking lots in the downtown area (e.g. Liberty Theater, Cook Apartments, BMO Harris Bank, St. Joe's Church, First Presbyterian Church, United Methodist Church, Butler Lake overflow lots, LHS Brainerd parking lot). *Letters distributed, Chase Bank Lot available after hours.*
7. Consider use of shuttle buses/trolley for certain events such as MSL Out To Lunch. *Staff met with MSL to discuss and is obtaining pricing.*

Potential logos



Church Street Garage Structure Project

Village of Libertyville Campaign

DATES FOR CAMPAIGN:

Now - November 2016 (until completion)

GOALS:

Patronizing the local businesses during construction and keeping neighbors and businesses informed of accessible areas.

Letting residents know we are building more parking to promote a better downtown experience.

Providing easier, safer, well-lit, easy accessibility to all businesses, restaurants and public institutions.

MARKETING PLAN:

Create, print & distribute flyers w/ specific details of construction & alternate parking routes to:

Civic Center

MainStreet Libertyville

Cook Memorial Library

Downtown Businesses

St. Lawrence Church

Flyers Print Cost

Full color - 8-1/2 x 11 two-sided flyers designed specific to each business.
\$212.00 = each 500, \$382.00 = each 1000, \$516.00 = each 1500

Daily Herald

3" x 3" Post it notes on Herald
\$2,000 for 4 days

Contact: Jessica Washington 847-427-4621, jwashington@dailyheard.com

Restaurant table tents, press releases, e-news, website updates, constant mail updates

Approximate overall budget: \$4,000

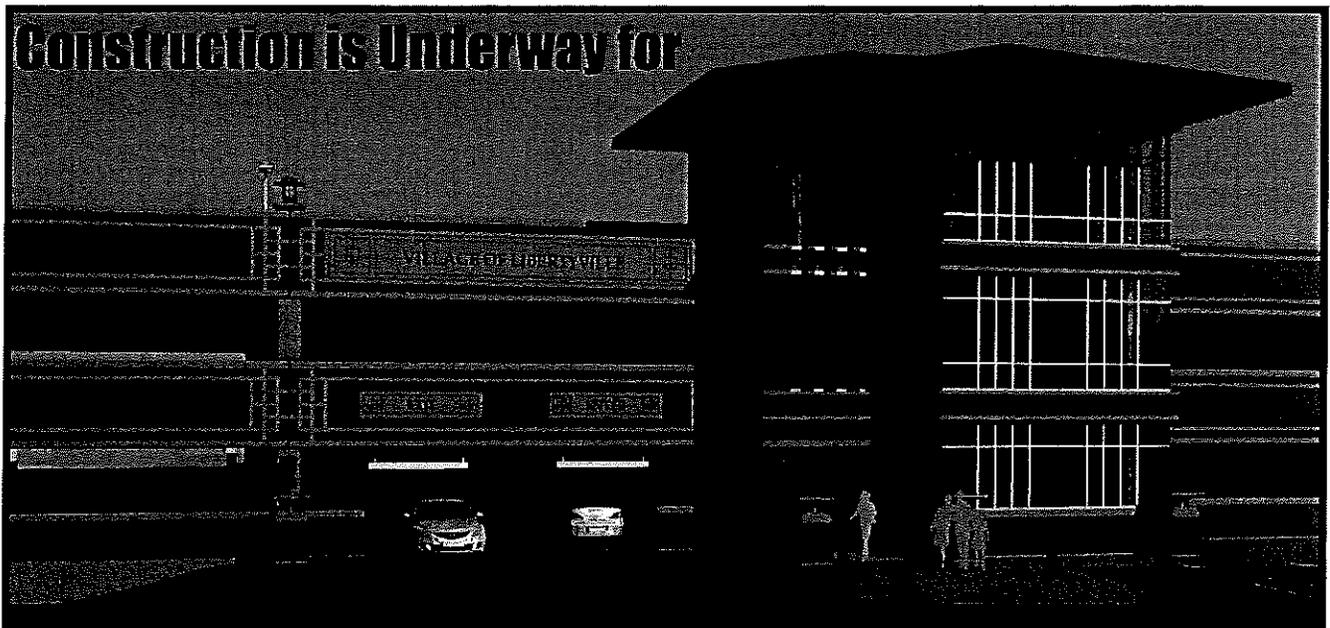
- \$3,000 H/M (hotel/motel tourism promo) - \$1000 prom/printing (CD/ED/print)

POTENTIAL PUBLIC RELATION OPTIONS

Radio spots

102.3 WXLC | Lake County's Best Variety & 95 WIIL ROCK
\$800-\$1,100 for multiple spots

Contact: Don Wilson/Alpha Media @ 847-336-7900 x. 258

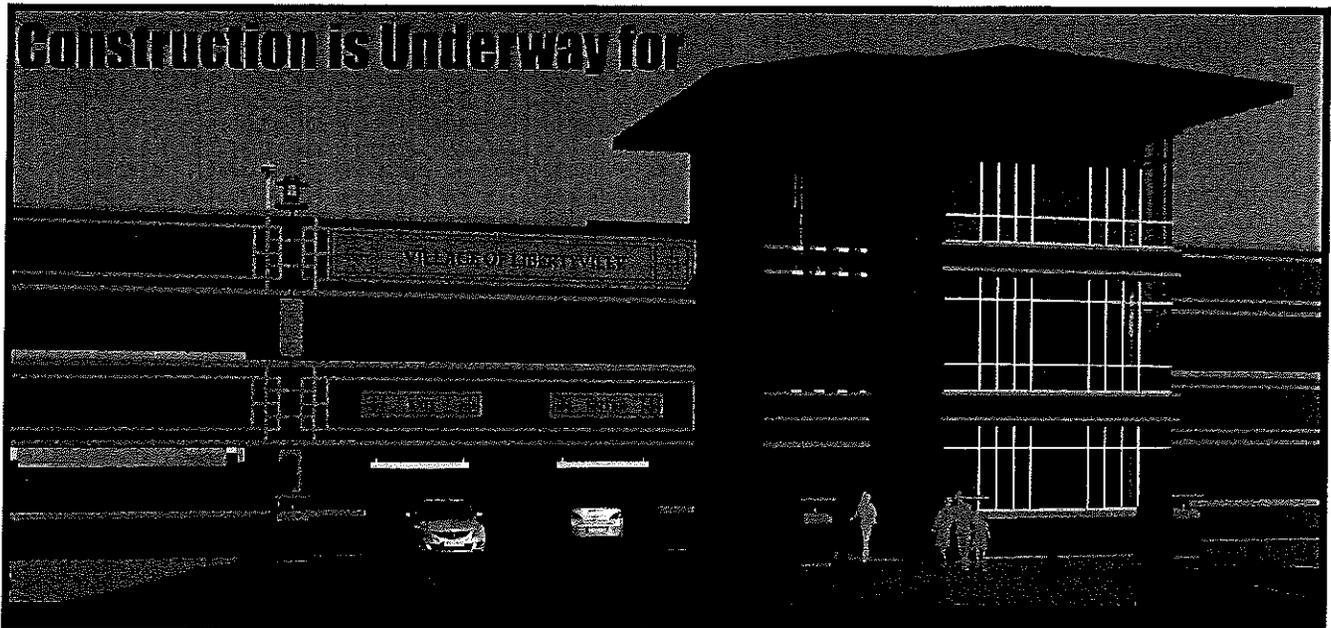


Church St. Parking Garage & Streetscape Improvements

The Village of Libertyville is building a new parking structure South of Church St., East of Brainerd St. & West of Milwaukee Ave. The start date is February 2016 and tentative end date is Fall 2016.

The Village of Libertyville is again improving the parking in the downtown. Once complete, the public parking structure will provide clean, safe and bright access to local businesses. The new structure will house over 340 parking spaces. The project includes new sign systems to help visitors find available parking in the two (NORTH LOT & SOUTH LOT) public parking garages and Streetscape improvements to update and unify the shopping area.

To view our plan in greater detail and get construction updates go to www.libertyville.com/newparking



Church St. Parking Garage & Streetscape Improvements

The Village of Libertyville is building a new parking structure South of Church St., East of Brainerd St. & West of Milwaukee Ave. The start date is February 2016 and tentative end date is Fall 2016.

The Village of Libertyville is again improving the parking in the downtown. Once complete, the public parking structure will provide clean, safe and bright access to local businesses. The new structure will house over 340 parking spaces. The project includes new sign systems to help visitors find available parking in the two (NORTH LOT & SOUTH LOT) public parking garages and Streetscape improvements to update and unify the shopping area.

To view our plan in greater detail and get construction updates go to www.libertyville.com/newparking

AVAILABLE PARKING

