

VILLAGE OF LIBERTYVILLE

PARKING COMMISSION

February 16, 2016

10:00 a.m.
Village Hall

AGENDA

1. Approve January 19, 2016 Minutes
2. Review Downtown Parking Violations
3. Update of East Side Parking Lot and West Side Parking Garage Projects
4. Other

Village of Libertyville
Parking Commission

January 19, 2016

Minutes

The Libertyville Parking Commission met at 10:00 a.m. on Tuesday, January 19, 2016 at the Libertyville Village Hall. Those in attendance included Commission members Bob Bleck, M. J. Seiler, Wendy Veith, and Pam Hume. Also in attendance were Village Administrator Kevin J. Bowens, Police Chief Clint Herdegen, Community Development Director John Spoden, Economic Development Coordinator Heather Rowe, Assistant to the Public Works Director Laura Ditanto, Recreation Supervisor Julie Ludwig and Village Trustee Scott Adams.

Commissioner Seiler moved and Commissioner Hume seconded to approve the minutes of the December 15, 2015 Parking Commission meeting. Motion approved.

Police Chief Herdegen reviewed the Downtown District Parking Violation Activity Report for the 2015 calendar year. Commissioner Seiler requested that the Police Chief provide the Commission with the summary of the violations for Calendar Year 2014 for comparison.

Administrator Bowens indicated that the Village received a letter from Attorney Michael Roach on behalf of the owners of the Proctor building, indicating their interest in developing a two-story building on the east side of Milwaukee Avenue, directly off of School Street. The Commission and Staff discussed the letter, and the Staff will review the parking impact and requirements for such a development.

Administrator Bowens reviewed the bids for the parking garage which were opened on January 12, 2016. Administrator Bowens indicated that the Village Budget for the project was \$8 million to \$8.3 million, while the three bids came in in the \$9.7 to \$10.5 million range. Administrator Bowens indicated that it appears the cost increase is related to the availability and price of precast concrete, and the Village Staff, Attorney, and Parking Consultants are currently reviewing options to present to the Mayor and Village Board at their next meeting on January 26, 2016. In general, those options include awarding the contract to the low bidder McShane Construction (which Staff does not recommend due to the high cost of the project and inability for the Village to fund the additional costs), redesign the project to reduce the amount of precast concrete and obtain new prices with the three bidders, or redesign the project and rebid. Administrator Bowens indicated that the Village Attorney has indicated he believes the redesign and rebidding the project is the best option from a legal standpoint. Village Staff indicated that by redesigning and rebidding the project, it would impact the project schedule and move the

project into November and December 2016. Mickey Finn's owner Brian Grano was present and indicated that he would like to see the Village move forward with the project even if it is under construction during the months of November and December, because customers will already know where to park and how to get to his business. Mr. Grano expressed more of a concern with the project impacting his business during the slow months of January and February. Administrator Bowens indicated that Walker Parking Consultants would not charge the Village for the redesign of the project and that it would only affect the interior circulation of the garage and would not require Plan Commission or ARC approval. Following a brief discussion, the members of the Parking Commission recommended that the Mayor and Village Board reject the bids, authorize the redesign and rebidding of the project as soon as possible.

Community Development Director John Spoden and Economic Development Coordinator Heather Rowe reviewed with the Committee a draft Downtown Parking Contingency Plan, to educate and communicate the public about where parking will be available during the construction project. Staff is also working on finalizing an agreement with the First Presbyterian Church for their property and parking lot on Maple Street, and is communicating with St. Lawrence Church and the Montessori School on details associated with parking drop off areas. Economic Development Coordinator Rowe also indicated that she is obtaining prices on utilization of shuttle buses during the construction project. Commissioner Seiler suggested that the language in the plan flyer be reduced, so that it is made simple and easier to remember. Mr. Grano also suggested the Staff look at advertising with Metra on train platforms, as an inexpensive way of further educating the public as to the parking availability in downtown Libertyville.

The meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Kevin J. Bowens
Village Administrator



January 29, 2016

Tom Beres, P.E., Vice President
McShane Construction Company
9550 W. Higgins Road, Suite 200
Rosemont, IL 60018

**Subject: Civic Center Parking Structure
Rejection of Bids, Design Modification & Re-Bidding**

Dear Tom:

We would like to extend our appreciation and gratitude for the time and effort that your firm expended in preparing and submitting a bid for the subject project. Unfortunately, all the bids received exceeded the Village's budget for the project. The Village's Board of Trustees rejected all received bids at their January 26, 2016 meeting and directed Staff and our consultant to modify the design of the garage and then competitively re-bid the project. We will notify your firm once the new bid advertisement date is know.

Once again, thank you for expressing interest in this very important Village project. If there are any questions or concerns regarding the subject matter, please contact this writer at 847/918-2016 or pkendzior@libertyville.com.

Sincerely,

Paul Kendzior, P.E., C.F.M.
Director of Public Works

Cc: Village Administrator
Village Attorney
Director of Community Development
Walker Parking Consultants

Public Works Department
Administration and Engineering Division (847) 918-2100 (847) 918-9439 fax
Streets and Utilities Division (847) 362-3434 (847) 918-2122 fax
Fleet Services Division (847) 362-3434 (847) 918-2122 fax
Waste Water Treatment Plant (847) 918-2007 (847) 362-4256 fax
200 East Cook Avenue Libertyville, Illinois 60048
www.libertyville.com



January 29, 2016

Matthew Walsh
Walsh Construction Company II, LLC
929 W. Adams Street
Chicago, IL 60607

**Subject: Civic Center Parking Structure
Rejection of Bids, Design Modification & Re-Bidding**

Dear Matthew:

We would like to extend our appreciation and gratitude for the time and effort that your firm expended in preparing and submitting a bid for the subject project. Unfortunately, all the bids received exceeded the Village's budget for the project. The Village's Board of Trustees rejected all received bids at their January 26, 2016 meeting and directed Staff and our consultant to modify the design of the garage and then competitively re-bid the project. We will notify your firm once the new bid advertisement date is know.

Once again, thank you for expressing interest in this very important Village project. If there are any questions or concerns regarding the subject matter, please contact this writer at 847/918-2016 or pkendzior@libertyville.com.

Sincerely,

Paul Kendzior, P.E., C.F.M.
Director of Public Works

Cc: Village Administrator
Village Attorney
Director of Community Development
Walker Parking Consultants

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200 East Cook Avenue Libertyville, Illinois 60048
www.libertyville.com



January 29, 2016

David Henderson, President
Joseph J. Henderson & Son, Inc.
4288 Old Grand Ave.
Gurnee, IL 60031

**Subject: Civic Center Parking Structure
Rejection of Bids, Design Modification & Re-Bidding**

Dear David:

We would like to extend our appreciation and gratitude for the time and effort that your firm expended in preparing and submitting a bid for the subject project. Unfortunately, all the bids received exceeded the Village's budget for the project. The Village's Board of Trustees rejected all received bids at their January 26, 2016 meeting and directed Staff and our consultant to modify the design of the garage and then competitively re-bid the project. We will notify your firm once the new bid advertisement date is know.

Once again, thank you for expressing interest in this very important Village project. If there are any questions or concerns regarding the subject matter, please contact this writer at 847/918-2016 or pkendzior@libertyville.com.

Sincerely,

Paul Kendzior, P.E., C.F.M.
Director of Public Works

Cc: Village Administrator
Village Attorney
Director of Community Development
Walker Parking Consultants

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200 East Cook Avenue Libertyville, Illinois 60048
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February 8, 2016

Mr. Michael Roach
Attorney at Law
516 North Milwaukee Avenue
Libertyville, Illinois 60048

Dear Michael:

I am writing in response to your letter of January 13, 2016, where you requested comments on a proposed development. The letter states that the owners of the Proctor Building intend to develop the parcel described as P.I.N. 11-16-405-005 fronting on School Street with a retail building with apartments above and that owners intend to use the parking behind the Proctor Building for said use.

As you know, the erection of a new building will require that parking be provided in compliance with Article 10 of the Zoning Code. Although you have indicated that your clients intend to utilize parking spaces behind the Proctor Building, it does not appear that those parking spaces will be available for use in connection with the new building.

Section 10-1.3a.1 of the Zoning Code provides:

“... the provisions of this Section 10-1 shall not be applied to require the addition of any parking spaces accessory to uses or structures existing on the effective date of this Code, but no parking space in existence on the effective date of this Code shall be removed or otherwise made unavailable for use accessory to such existing use or structure...”

In essence this means that while the owners of the Proctor Building were not required to add additional parking spaces for the existing Proctor Building in order to comply with the Zoning Code at the time of its amendment, parking spaces could not be removed or made unavailable.

Had the Proctor Building been constructed today, the following parking requirements would apply:

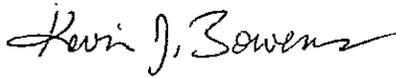
- Assuming a ratio of $\frac{1}{4}$ office and $\frac{3}{4}$ retail uses, the approximate 12,200 sq. ft. first floor of the building would require forty-six (46) parking spaces;
- The thirteen (13) residential units would require twenty (20) parking spaces;
- Additional parking spaces would be required if the basement area meets the Building Code definition for occupiable space.
- Therefore, the minimum required number of spaces for this building would be sixty-six (66) parking spaces.

Mr. Michael Roach
Page 2 of 2

In conclusion, as there are approximately forty-six (46) spaces behind the Proctor Building today, the site does not have sufficient parking for its own use under the current parking requirements of Zoning Code. While Section 10-1.3a.1 provides that the owner is not required to add additional parking for the existing Proctor Building, in order to comply with those provisions, it cannot make parking spaces which are currently in existence unavailable by allowing them to be used to satisfy the parking requirement for a new building on P.I.N. 11-16-405-005.

Please contact me with any questions you may have.

Sincerely,



Kevin J. Bowens
Village Administrator

cc: Mayor and Village Board of Trustees
Administrative Staff
Village Attorney

Michael L. Roach
Attorney at Law
516 N. Milwaukee Ave.
Libertyville, Illinois 60048

cc: Mayor + US
Admin. Staff

7/21

Kevin
plat not enclosed?

Kevin J. Bowens
Village Administrator, Village of Libertyville
Village Hall
118 W. Cook Ave.
Libertyville, Illinois 60048

January 13, 2016
Sent via US Mail

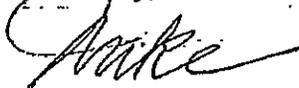
Dear Kevin,

The owners of the Proctor Building own, in addition to the building and rear parking area, the 30' by 99' parcel depicted on the plat of survey enclosed and described as Parcel #3 and is further described as PIN # 11-16-405-005. The Village is using this parcel as public parking.

The owners intend to begin the process of developing this lot with a retail building with two or three apartments on the second floor. This lot adjoins the Proctor Building lot, allowing us to provide parking for a new building. The development process is anticipated to begin in the spring of this year.

If the Village has comments before this process begins, we would like to hear from you.

Sincerely,



Michael L. Roach, for the owners

cc: Sandy Whitmore, Sherm Siegel, Jay Johnston



MEMORANDUM

TO: Kevin J. Bowens, Village Administrator
John P. Spoden, Director of Community Development

FROM: Heather J. Rowe, Economic Development Coordinator

DATE: February 10, 2016

SUBJECT: Downtown Shuttle Estimates

As per the request of the Parking Commission, Staff contacted Pace Suburban Bus, as well as a dozen private companies to inquire about pricing for a small handicap accessible bus or trolley that would circulate the downtown area 5pm-midnight Thursday through Saturday evening for a period of eight months beginning March 2016. Pace indicated they have no buses available to serve a shuttle service for the Village. The following are rates from companies who responded that they can provide ADA compliant vehicles. Based on these figures, it would cost the Village between \$14,868 and \$78,300 to operate the service for 36 weeks. Please advise how you wish for Staff to proceed.

<u>COMPANY</u>	<u>WEEKLY RATE</u>	<u>VEHICLE</u>	<u>CAPACITY</u>
First Student	\$413	School Bus	--
Ideal Charter	\$750	Mini Bus	14
Base Limousine	\$1,590	Mini Bus	21
Naperville Trolley	\$2,175	Trolley	32

Campaign Logo



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
Cook Memorial Library
St. Lawrence Church

MainStreet Libertyville
Downtown Businesses

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

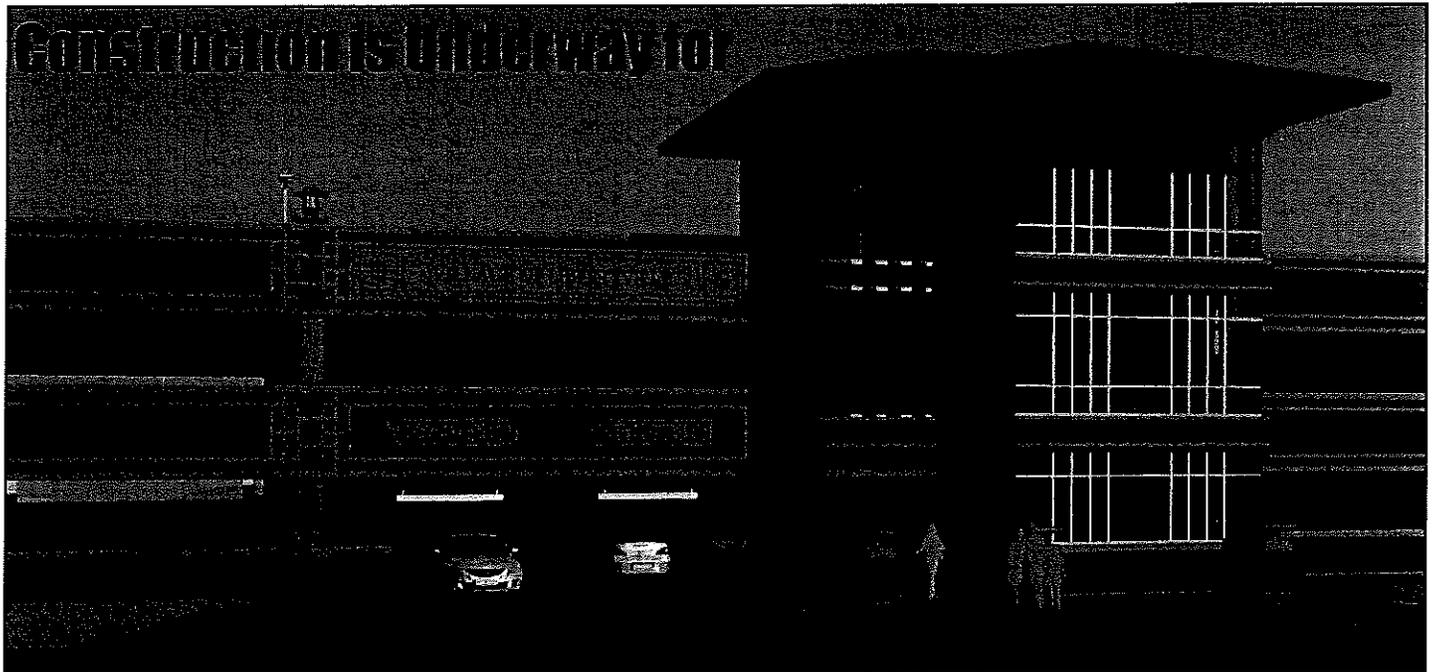
com

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

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

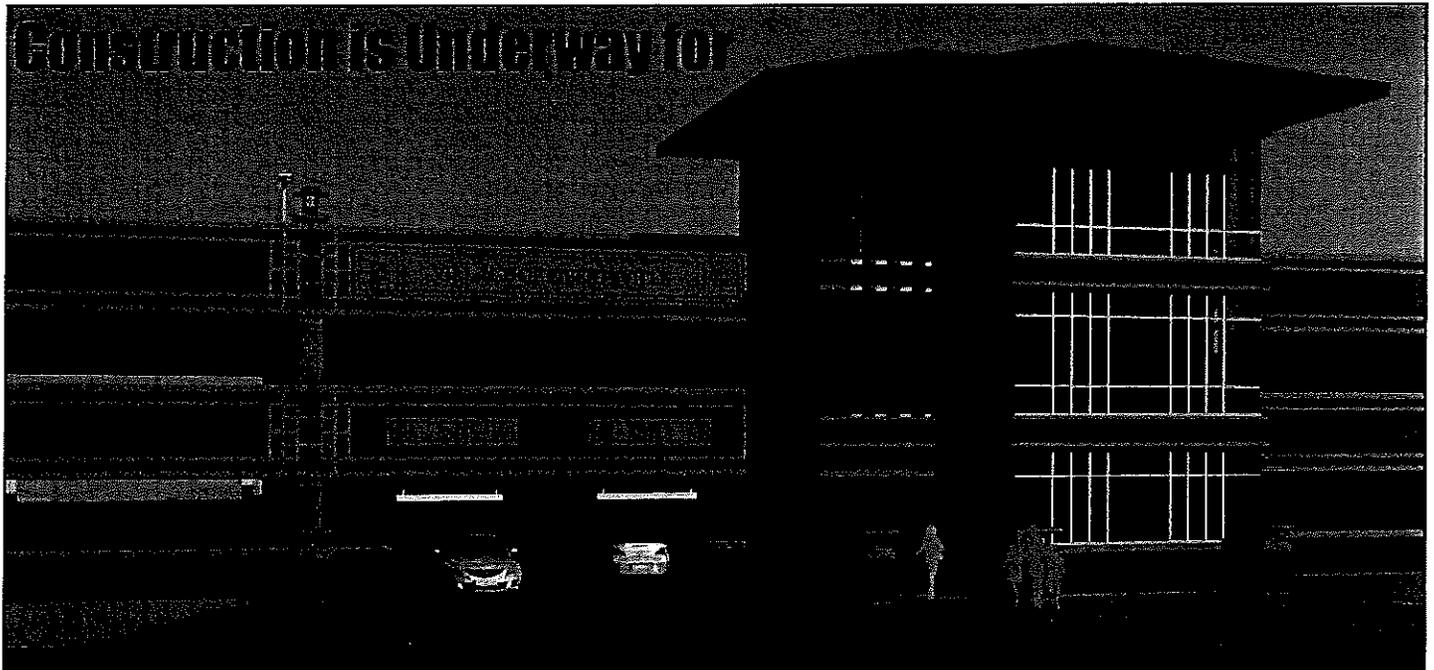


Customer Parking Available During Construction

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 Spring 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



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