

VILLAGE OF LIBERTYVILLE

PARKING COMMISSION

March 21, 2017

10:00 a.m.
Village Hall

AGENDA

1. Review for approval February 21, 2017 Meeting Minutes

2. Employee Parking at Church Street Parking Garage – Libertyville Montessori School

3. Updates:
 - a. Church Street Garage Elevators
 - b. Enforcement Report

4. Adjournment

Any individual who would like to attend this meeting but because of a disability needs some accommodation to participate should contact the ADA Coordinator at 118 West Cook Avenue, Libertyville, Illinois 60048 (847) 362-2430. Assistive listening devices are available.

Village of Libertyville

Parking Commission

February 21, 2017 - Minutes

The Libertyville Parking Commission met at 10:00am on Tuesday, February 21, 2017 at the Libertyville Village Hall. Those in attendance included Commission Members MJ Seiler, Drew Cullum, Wendy Veith, Pat Carey, and Pam Hume. Also in attendance were Village Administrator Chris Clark, Community Development Director John Spoden, Public Works Director Paul Kendzior, and Police Chief Clint Herdegen. Member Bob Bleck was not present and Member MJ Seiler chaired the meeting.

Commission Member Cullum moved and Commissioner Member Veith seconded a motion to approve the minutes of the January 17, 2017 meeting. Motion carried unanimously.

The Committee reviewed a request brought forward by Village Staff for the Commission to consider one hour parking designation for 13 lot spaces in the Village parking lot that is located between St. Lawrence Episcopal Church and the Church Street Parking Garage. After discussion, the Commission members present developed a consensus to recommend "Monday through Friday, 6AM-6PM – One Hour Parking". Commissioner Hume made a motion, seconded by Commission Member Carey. Motion carried unanimously.

Chief Herdegen provided an update on parking enforcement and shared data for the full 2016 year. Director Kendzior provided a quick briefing regarding the elevator work at the new Church Street parking deck. The elevators work is completed and inspections are being performed. Full service is expected within the coming days.

Chair Seiler led a discussion regarding the addition of directional signage for the parking deck. A project had been proposed in 2016 and was tabled by the Village due to the absence of budgeted funds for the overall cost proposed for the project. Commission Member Hume was supportive of requesting funding again for the project. All Commission members agreed. Administrator Clark stated that he would speak to the Village Board members during the now occurring Village budget process about the project and its funding.

A motion was made at 10:35am by Commission Member Hume to adjourn the meeting. Commissioner Veith seconded the motion. The motion carried unanimously.

Respectfully Submitted,



Chris Clark

Village Administrator



MEMORANDUM

TO: Parking Commission Members

FROM: Christopher D. Clark, Village Administrator

DATE: March 15, 2017

SUBJECT: Employee Parking – Church Street Garage

Now that the Church Street parking garage is in use, an employee parking concern has been identified by the Montessori School. The school employees utilize the parking garage for staff members. Some users that are school employees have experienced availability issues (currently there are 30 undesignated employee spots in the garage) during the daytime hours.

When employee parking is not located, those that park in spaces not allowed by current signage are subject to ticketing, or the need to move the vehicle every 4 hours. A similar issue occurred at the Lake Street parking garage due to timing of employee parking needs. Mid-day employee parking is at a premium due to daytime/lunch business demands. As a result, the amount of employee parking spots was increased.

Village staff recommends that employee parking be an optional use on some, or all of the top floor of the parking deck. This would be designated as 4 hour parking/employee parking as indicated on the attached diagram (approximately 95 spots). After receiving a decision from the Parking Commission on this request, staff would then prepare an Ordinance for Village Board consideration of approval and would then subsequently update all parking maps and brochures of the Village.

Thank you for your consideration of this item at the March 21, 2017 Parking Commission meeting.

From: [REDACTED]
Sent: Friday, March 03, 2017 4:54 PM
To: Chris Clark
Subject: Employee Parking Spaces in the Church Street Parking Garage

Dear Mr. Clark,

We were asked to provide feedback to you about an issue that has arisen with the new Church St. parking garage. During the planning process, we were assured there would be an adequate number of spaces to accommodate the employee parking needs of the surrounding businesses. We are unaware of the number of employees Mickey Finns may have parking, however, we have 20 employees, with 15 at a minimum working at any given time within 8 am-5 pm. Daily, we have employees needing to park in spaces outside of the designated employee parking area and then move their cars. These employees all have hang tags. Is there a plan to expand the amount of employee parking in this garage? If not, we are requesting additional employee parking spots be created to accommodate everyone.

We appreciate your attention to this matter. We love the new garage, we just want to be able to work and not get ticketed!

Sincerely,
Angela Crocco
on behalf of Ann Phillips

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