

Lincoln Avenue SSA #35
Commission Meeting Minutes
February 11, 2016 9:30 a.m.
Lincoln Station, 2432 N. Lincoln Ave.

Commissioners Present: Brent Holten, Kenneth Dotson, Mark Davis, Ben Hamm, Edda Coscioni, Oz Sozen

Commissioners Absent: none

LPCC Staff: Martin Sorge, Kim Schilf, Bryan Biello

Public Forum: Allan Mellis, Kevin Clark, Justin Moore

Alderman's Office: Matt Allee (43rd Ward)

Call to Order

- I. Call to order by Dotson at 9:11 a.m.
- II. Dotson welcomed everyone.

Approval of Minutes

- III. Dotson asked for and received approval of the minutes from the October 20, 2015 meeting.

Motion to approve the October 20, 2015 meeting minutes. Motion seconded. Motion unanimously approved.

Public Forum

- IV. Alan Melis
 - a. Mellis introduced himself to the new commission members who had not previously met him.
 - b. He mentioned that he is working with Alderman Smith to create a master plan for Lincoln Avenue.
 - c. The CTA is looking to do a pilot for Lincoln Ave #11 bus route reinstatement
 - i. Pilot program will stretch from Western to Fullerton, but it's important that we have it for the full length of Lincoln, continuing to downtown.
 - ii. Mellis asked for help with the economic impact of stopping the pilot at Fullerton.
 - d. City has extended the Transit Oriented Development ordinance, creating more density and less parking. This can be good and bad for Lincoln Ave.
 - i. One concern is that property becomes more valuable near transit lines and developers want to tear building down to make way for new development.
 - ii. Mellis is looking to have guidelines to help keep the look/feel of the neighborhood and mentioned that the Wrightwood Neighbors Association has always been in favor of higher density along business corridors.
 - e. He noted Alderman Hopkins' plan for the redevelopment of the Clybourn corridor and wants the commission to think how it might impact businesses on Lincoln Avenue.
 - f. Mellis wants to create a document that encourages the new development of Children's Memorial to be an anchor of the community and tie it in with the rest of the corridor by doing things such as painting curbs and branding the street so everything is synchronized.
- V. Matthew Allee, Alderman Smith's office
 - a. Children's Memorial Hospital site is still waiting for property to close before they are able to move forward with the project.

- b. Once the property closes, the Alderman's office and the developers will conduct community meetings to update the public on timeline and activities related to demolition and construction.
- c. The Lincoln Center redevelopment project is anticipated to start demolition in late March or early April.
- d. Mellis brought up the issue of Alderman Smith's ban on food carts on streets. Allee informed the commission that the food cart ordinance was a public safety issue because of narrow sidewalks, which is why the Alderman banned food carts on many commercial streets.
- e. Allee will be looking into if any businesses on Lincoln Ave are eligible for the new street parking café.

Reports

- VI. Financial Report (Holten)
 - a. Since it is the start of the year, we have not received tax levy income or incurred many expenses.
 - b. Holten reviewed the 2016 SSA budget, noting new categories for expenditures this year.
 - c. The master planning proposal is also new to the budget and is going to help implement some of the upcoming line items in the budget.

Action Items

- VII. Approval of Bylaws (Sorge)
 - a. Sorge reviewed a draft copy of the SSA commission bylaws.
 - b. The bylaws are very similar to the previous SSA's bylaws and are very standard.
 - c. The commission reviewed the bylaws prior to the meeting and had no questions, concerns, or changes.

Motion to approve the bylaws. Motion seconded. Motion unanimously approved.

- VIII. Officer Election (Sorge)
 - a. Kenneth Dotson has agreed to serve as SSA Commission Chair. Dotson agreed to fill the role if no one else was interested. No one else was interested and there was no opposition.
 - b. Holten volunteered to remain as the Treasurer. There was no opposition.
 - c. Sozen volunteered to fill the Vice Chair role. There was no opposition.
 - d. Coscioni volunteered to fill the Secretary role. There was no opposition.

Motion to approve the the following slate of officers for two-year terms: Kenneth Dotson, Chair; Oz Sozen, Vice Chair; Brent Holten, Treasurer; Edda Coscioni, Secretary. Motion seconded. Motion unanimously approved.

- IX. Corridor Plan Vendor Selection (Sorge)
 - a. Eleven proposals submitted from the projects RFP. Sorge reviewed all proposals and narrowed it down to four companies. After checking references three rose to the top:
 - i. BGI
 - 1. The LPCC worked with BGI to update their retail market study materials for Clark Street and for Lincoln Park.
 - 2. Good to work with, but the entire group has not worked together before.

3. Less experience working together or examples of similar studies to show. Unsure about resources and experience with community engagement.
- ii. PLACE
 1. LPCC worked with PLACE on the SSA reconstitution for Lincoln Avenue and for Clark Street. LPCC worked with PLACE on a similar corridor study for Clark Street.
 2. Good, detailed recommendation, but PLACE is less strong on urban design and community engagement.
 3. One reference recommended that we do not work with PLACE.
- iii. Lakota
 1. Lakota has experience doing exactly the type of plan outlined in the RFP.
 2. Their plans have been successfully implemented. Two of their references noted that they are still working with Lakota to see their plans through. Both references highly recommended Lakota.
 3. Linda Goodman of Goodman Williams (the economic development consultant) is a long-time Lincoln Park resident, and was part of the community meetings for all of the new developments along Lincoln Avenue. She is familiar with local stakeholders.
 4. Of the recommended vendors Lakota was the only bidder with whom we have not worked, so we invited Kevin Clark, to come and answer any questions.
 - a. Clark mentioned that this type of proposal is their bread and butter. They have a lot of expertise in community planning and historic properties similar to the ones you might find on Lincoln Ave.
 - b. Lakota plans to integrate the upcoming redevelopment projects on Lincoln Avenue into the corridor plan and work closely with developers.
 5. Mellis also agreed that Lakota is a good company to work with.

Motion to select Lakota as the Corridor Plan Vendor. Motion seconded. Motion unanimously approved.

- X. Façade Rebate Committee (Sorge)
 - a. This is an official committee of the SSA. Their job is to review façade improvement rebate applications, reject them or grant conditional approval, review work completed, and approve rebate distribution. \$20,000 is budgeted for façade rebates in 2016.
 - b. Committee meetings are as-needed, and the committee has authority to:
 - i. Review the façade rebate program guidelines,
 - ii. Review applications and deny or grant conditional approval,
 - iii. Review completed work, paid invoices and deny or grant the rebate.
 - c. At least two commissioners are needed on the committee. Sorge asked if any of the commissioners would be interested.
 - i. The following commissioners agreed to sit on the committee
 1. Edda Coscioni
 2. Kenneth Dotson
 3. Ben Hamm
 4. Mark Davis
 5. Oz Sozen

- d. Mellis asked the new committee to consider having addresses posted on any new facades to be rebated.

Old Business

- XI. Ethics Forms (Sorge)
 - a. Each year, SSA commissioners need to submit two separate ethics forms: one for the City and one for the County.
 - b. Sorge reminded the Commission to watch for an email from him in the coming week about these forms. Both are due May 1.

 - XII. Vendor Review (Sorge)
 - a. Sorge reminded the commissioners of our selected vendors for public way maintenance on Lincoln Ave:
 - i. Sidewalk Cleaning/Litter abatement – Cleanstreet is under contract for sidewalk litter pick-up, trash can servicing, and reporting and removal of illegal signs and graffiti.
 - ii. Landscaping – Brickman Landscaping is on a two-year contract for landscaping of hanging baskets and street trees.
 - iii. Snow removal – Christie Webber is under contract for snow removal and salting for snow events over one inch of accumulation, through early April.

 - XIII. 2016 Budget Review (Sorge)
 - a. Sorge reviewed the 2016 budget that was approved last year:
 - i. Consumer Attraction
 - 1. Website hosting
 - 2. Promotional event
 - 3. Newsletter
 - a. Dotson wanted to know about branding the SSA in newsletters and other communications. Sorge mentioned this would come out of the corridor plan.
 - 4. Holiday décor
 - 5. Display advertising
 - ii. Public Way Aesthetics
 - 1. Landscaping
 - 2. Façade Rebates
 - 3. Snow Removal
 - 4. Sidewalk Cleaning
 - 5. Property Insurance
 - 6. Power Washing
 - iii. Economic Development
 - 1. Site marketing
 - 2. Corridor plan
 - iv. Administrative costs
 - b. During the next meeting the SSA commissioners will be discussing the 2017 budget.
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- XIV. Review Pressure Washing RFP

- a. Power wash sidewalks within the SSA boundary. It makes a significant difference and is a fairly straight forward process. Businesses and residents receive a flyer and email about a week before the power washing informing them of the date and time.
- b. The RFP will be sent out in early March, and the commissioners will choose a vendor at the April meeting.
- c. Hamm requested to wait until after the Taste of Lincoln festival because of the mess that it creates on the street. In addition, he suggested to exclude areas where construction is taking place.
- d. Holten suggested getting a quote for a second round of power washing for just the blocks that are affected by the Taste of Lincoln.
- e. Schilf asked if the Wrightwood Neighbors Association could include power washing after the festival in their RFP to the special events team. Moore mentioned he would look into it.
- f. Most commissioners agreed the sidewalks should still be powerwashed in the spring before the summer season and after all the snowfall.

New Business

XV. SSA 2016 Funds

- a. Schilf informed the commission that with the reconstitution the funds for the 2016 SSA will not come into the SSA account until later this year, in the fall. Therefore the LPCC is taking out a line of credit on behalf of the SSA to still have funds available for operations and vendor payments on Lincoln Ave.
 - i. In order to do this, the SSA is switching banks because with reconstitution, the old account must be closed and a new one opened. The new bank will be with Wintrust Bank since the LPCC has a good relationship with the bank.
 - ii. The few funds remaining in the old account will be sent back into the city and Schilf is working to determine what happens to those funds once returned.

Adjournment

Motion to adjourn meeting. Motion seconded. Unanimously approved.

Meeting adjourned at 10:33 a.m.

Minutes respectfully submitted by Bryan Biello.