

**SSA #23 Meeting Minutes– Wednesday, April 5, 2006**  
**Lincoln Park Chamber of Commerce, 1925 N. Clybourn, Suite 301**

Present: Commissioners: Julia Bienias, Steve Quick, Doug Schuberth, Phil Auerbach, Bruce Longanecker, Simpson Gold, Cathy Gallanis

Absent: Bob Berliner, David Schmeissing

LPCC Staff: Kim Klausmeier, Jamie Toussaint

- I. Call to Order: The Meeting was called to order at 4:15 p.m. by Doug Schuberth.
- II. Approval of 2/22/06 meeting minutes  
Motion by Auerbach to approve 2/22/06 meeting minutes. Motion seconded by Bienias and unanimously approved.
- III. Phase 3 construction updates - *Toussaint*
  - a. Construction will be completed in 2 phases:
    - Beginning on the east side of Clark, moving south from Webster to Lincoln Park West and then moving to the west side of Clark moving north from Lincoln Park West to Webster
    - Beginning on the west side of Clark moving south from Belden to Webster and then moving to the east side of Clark, moving north from Webster to Belden.
  - b. Toussaint to contact CDOT for the following information:
    - Parking and loading zone for Chicago Pizza & Oven Grinder (CPOG)
    - Signage for cars from CPOG that will be parked in the construction zone (after construction hours)
    - When the enforcement of Francis Parker pick up/drop off regulations will begin
    - Will work be done on Dickens between Lincoln Park West and Clark
    - Parking is currently removed throughout Phase 3 and we had been promised that it would be removed only in the active construction zone
    - The SSA created signs to be placed at the start and end of the construction zone that were not returned at the end of Phase 2. Does CDOT have these signs in their possession?
  - c. Newsletter
    - Design will remain exactly the same as for Phase 2 newsletter
    - Pricing is higher due to increased distribution cost
    - Newsletter will be distributed the second week of each month, however, schedule can and will change based on need.
    - Coupons will be available on the back of issues 2-5 as was done for Phase 1 & 2 newsletters
  - d. Parking
    - In Phase 1, the SSA hired valet service parked 617 cars for a total cost of \$11,690.90.
    - Valet Parking Service, which runs the garage at 2036 N. Clark has offered to sell the SSA coupons for \$5.00 which allow for up to 3 hours of parking. Regular cost for 3 hours of parking is \$16.

- Toussaint will continue to attempt to contact the Belden Self Park to see if they are willing to participate in a discounted parking program.

Motion by Bienias to underwrite one-half the cost of the parking stickers for Phase 3 businesses with a maximum initial expenditure of \$2,000.00 and a vote to increase expenditure if needed to be done via e-mail and fax. Motion seconded by Gallanis and unanimously approved.

- IV. Phase 1 and Phase 2 news - *Toussaint*
  - a. Phase 1 crosswalk pavers are faulty and will be replaced
    - It was noted that Phase 1 crosswalks need repainting. Toussaint to find out if the city will share these costs or what the cost to complete this on a bi-annual basis would be.
  - b. Final work on Phase 2 will be completed beginning May 1 and will include: installation of trees, textured and painted pavement for pedestrian crosswalks, pavement markings, repair of the sidewalks east and west of Clark (to the first alley) along the south side of Diversey and repaving the intersection of Clark and St. James
  - c. All work for Phase 2 will be completed by the original Phase 2 contractor, who is different than the new Phase 3 contractor.
- V. SSA #23 expansion project update - *Toussaint*
  - a. At the last meeting the Commission voted to proceed with expansion. Toussaint reviewed the application narrative turned into the Department of Planning and Development
  - b. Buzz Ruttenberg may be asked to help with outreach to large commercial property owners in the expansion area.
  - c. Bienias agreed to help with outreach to the condo association. Toussaint will get contact information for her.
- VI. Updating merchant list/PIN list - *Toussaint*
  - a. Toussaint recommended that the Commission purchase a new pin list and hire someone to walk Clark Street and update the merchant list. 125 of the initial 474 names are now invalid.

Motion by Bienias to purchase the new PIN list and hire someone to update the merchant list. Motion seconded by Gallanis and unanimously approved.

- VII. Landscaping Update – *Toussaint*
  - a. Baskets:
    - Have been removed for planting from Phase 1 by Finkl landscaping.
    - Phase 2 baskets will be planted by the city and will look similar.
    - All baskets, Phases 1-3, will receive winter plantings
  - b. Search Developmental Center has agreed to pull weeds from the tree grates. If this takes a good deal of additional time, they will let us know and we can negotiate cost. If not, they will simply add this to their scope of work.
    - Auerbach suggested that the ice cream party for SDC be planned prior to the start of construction in the area of his outdoor seating.
  - c. The tree across from Reebie on the west side of the street has been permanently removed.
- VIII. Loss collection and carryover review – This will be discussed at the next meeting due to Schmeissing's absence.
- IX. DPD Required Actions - *Toussaint*

- a. DPD has required that the commission set an annual meeting schedule. It was agreed that the commission would meet the first Wednesday of every other month at 4:00 p.m. beginning on June 7. Commission was informed that this schedule could be modified at any time. by notifying DPD and giving at least 10 days notice by publication in a newspaper of general circulation in the area in which the Commission functions.
- b. DPD is requiring the revision of all bylaws. Once Toussaint has revised the bylaws and submitted them to DPD legal, they will be given to the Commission to approve.
- c. Commissioners receive Board of Ethics forms to be completed from both the city and the county. In past years, some Commissioners experienced the loss of these forms and had to re-submit them. It had been suggested that Toussaint collect and send these all together or keep copies. Because original copies are required by the city and county and these documents include personal information, it was decided that the Commission would continue to handle this process on their own and share copies of receipts with Toussaint if they chose.
- d. Five commissioners are up for renewal as of June 4, 2006: Schmeissing, Bienias, Gold, Auerbach & Quick.

Motion by Schuberth to approve the slate of Schmeissing, Bienias, Gold, Auerbach and Quick with each Commissioner abstaining from the vote regarding their seat. Seconded by Longanecker and unanimously approved for each nominee.

- X. Meeting with Clark Street resident group – *Toussaint*
  - a. A group of concerned residents has met with and/or approached Berliner, Quick and Gold. It was suggested that this group of residents be asked to submit their concerns and comments in writing and that the commission would review and respond to them.
    - It was agreed that outreach is very important and that positive PR with this group is needed.
    - Berliner will be asked to solicit email addresses from this group so they can be added to the Clark Street email update list.
    - The info@lincolnparkchamber.com email address will also be added to the SSA website.
  - b. Bienias is considering attending a Diversey Harbor Lakeview Association (which includes condos on Lakeview) meeting this evening and asked if, as a representative of the SSA, there is anything the commission would like for her to address.
    - The commission agreed there was nothing in particular to address this evening, but if asked, she was welcome to explain what is going on with streetscape and the SSA.
    - It was agreed to add Gene Fisher, head of the DHLA, to the Clark Street email update list and to keep this group in mind for future outreach.
    - It was confirmed that Gene Fisher recently attended a breakfast for neighborhood association presidents hosted by the Chamber and joined the Chamber.
- XI. Dreaming Tree Films Logo Review - *Commission*
  - a. Toussaint began by sharing 4 logos from the DTF staff, which were created after the last round of feedback from the Commission:
    - There are 4 different fonts

- The 'globes' were suggested to allow people to better visualize the 'snap on' logo, improve the recognition of the logo should it be used on its own without the font and can be removed.
- All design elements can be mixed and matched
- b. It was suggested that the Commission first decide how the discussion would proceed. After much discussion, it was agreed that feedback from the community is vital and that the Commission would choose two logos, and Quick, Gold, Auerbach, Longanecker, Bienias and Gallanis agreed to do outreach to their customers/neighbors using a voting ballot.
  - The ballot will require a name, but other information is optional.
  - The additional information (email address, etc.) would be added to the Clark Street email/ mailing list.
  - The ballot will include an explanation of the process, goal, etc. and talking points will be given to the commissioners.
  - Additional copies of the SSA newsletter will be available for Commissioners should they want to distribute these while surveying neighbors/customers.
  - Ballots will be emailed to the Commission and they will print them individually.
  - Toussaint to draft the ballot.
- c. Commission selected logos a. and c. with the font from d. They also suggested that DTF show the font with increased letting.

Motion by Schuberth to adjourn. Motion seconded by Quick and unanimously approved.

Next Meeting:

Next meeting will be on June 7, 2006

\*Note that parking will no longer be available in the lot across the street from the Chamber office.

5:35 p.m. Meeting Adjourn

Action Items:

1. Toussaint to contact CDOT for the following information:
  - a. Parking and loading zone for Chicago Pizza & Oven Grinder (CPOG)
  - b. Signage for cars from CPOG that will be parked in the construction zone (after construction hours)
  - c. When the enforcement of Francis Parker pick up/drop off regulations will begin
  - d. Will work be done on Dickens between Lincoln Park West and Clark?
  - e. Parking is currently removed throughout Phase 3 and we had been promised that it would be removed only in the active construction zone
  - f. The SSA created signs to be placed at the start and end of the construction zone that were not returned at the end of Phase 2. Does CDOT have these signs in their possession?
2. Toussaint to finalize parking agreement with garage at 2036 N. Clark and continue to try to contact Belden Self Park lot.
3. Toussaint to find out if the city will share the costs of repainting crosswalks in phase 1 and/ or the cost to independently complete this on a bi-annual basis.
4. Toussaint to be in touch with Ruttenberg and Bienias to involve them in outreach for the expansion of SSA #23
5. Purchase a new pin list and hire someone to walk Clark Street and update the merchant list.
6. Ice cream party for SDC, hosted by Treats to be planned prior to the start of construction by Treats.

7. Toussaint to collect paperwork for commissioners up for renewal.
8. Berliner to be asked to contact resident group to get contact information as well as a list of concerns and suggestions.
9. Gene Fisher, head of the DHLA to be added to the Clark Street email update list.
10. Toussaint to create logo voting ballot and contact DTF re: requested changes.
11. Toussaint to deliver additional newsletter copies to Gallanis.
12. Toussaint to submit commission meeting schedule to DPD and Commission.
13. Toussaint to revise bylaws.
14. info@lincolnparkchamber.com email address to be added to the SSA website.