

**SSA #23 Meeting Minutes– Wednesday, August 2, 2006**  
**Lincoln Park Chamber of Commerce, 1925 N. Clybourn, Suite 301**

Present: Commissioners: Steve Quick, Simpson Gold, Bruce Longanecker, Cathy Gallanis, David Schmeissing

Absent: Julia Bienias, Doug Schuberth, Phil Auerbach, Bob Berliner

LPCC Staff: Kim Schilf, Jamie Toussaint

- I. Call to Order: The Meeting was called to order at 4:05 p.m. by Schmeissing.
- II. Approval of 6/14/06 meeting minutes

Motion by Quick to approve 6/14/06 meeting minutes. Motion seconded by Gallanis and unanimously approved.

- III. Public Forum – *Toussaint*
  - a. In order to provide a better forum for members of the community wishing to speak to the SSA Commissions, various SSA program managers from throughout the city have created a set of guidelines providing for a public forum (see attached guidelines).
  - b. Should the Commission wish to or feel obligated to respond to issues addressed during the public forum, these issues can be added as 'new business' at the end of the agenda and/or be added to the next meeting's agenda for discussion

Motion by Quick to approve the usage of and guidelines for the public forum. Motion seconded by Gallanis and unanimously approved.

- IV. Final Logo Approval – *Toussaint*
  - a. Two main logo designs were presented with four options of text coloring for commission review and discussion (please see attached graphics).

Motion by Gallanis to approve logo #2 (larger text for 'by the') in it's entirety (including suggested color). Motion seconded by Gold and unanimously approved.

- b. Further discussion was had regarding the logo, it's additional uses and future approval needed for the Chamber to proceed with logo usage (banners, website, letterhead, seasonal logos, T-shirts, etc.)

Motion by Gallanis to grant LPCC final approval powers for the logo as it will be used in its various forms. Motion seconded by Quick and unanimously approved.

- V. Phase 3 Construction Update – *Toussaint*
  - a. All work on Clark between Lincoln Park West and Webster should be complete as of 8/3 with the exception of light poles on the east side of the street and tree installation.
  - b. As of 8/4, the work zone will be moved to the east side of Clark between Webster and Belden (in front of Francis Parker) with the intention of completing this work prior to the start of school (9/4)
  - c. Work on the west side of Clark between Webster and Belden will not proceed until the east side is complete. An estimated date has not yet been given for this work.
  - d. All street resurfacing from Belden to Lincoln Park West will be finished at the end of the project. Trees and grates will also not be placed until the end of the project to avoid the issues encountered in Phase 2 (people parking on and breaking the grates).

- e. The entire project is now 50% complete and has a projected substantial completion date of 10/7 with 30 additional days allotted to complete punch list items. The general contractor feels that most work, including punch list items, will be completed by 10/7.
- VI. End of Construction Celebration - *Toussaint*
- a. 10/21 and 10/22 will be the dates for *Clarktoberfest*
  - b. Times are 10:00 a.m. - 6:00 p.m. Saturday, noon- 5:00 p.m. on Sunday
  - c. As outlined in the 2006 revised budget, the celebration will include a ribbon cutting with special invitations to neighborhood organization presidents, past and present commissioners, CDOT, DPD and other City of Chicago staff, elected officials and press with special presentations by local schools (possibly singing) and performers from the dance studio located on Clark by treats as well as a sidewalk sale, free T-shirts with the Clark logo to the first 500 attendees, live entertainment, window decorating by neighborhood organizations and local non-profits, window washing for commercial properties, pressure washing of the sidewalks, street pole banners and a possible walking map. In addition, per suggestion by Quick, Toussaint is researching the possibility of signage painted on the former Days Inn Hotel tower.
  - d. Quick is pleased to tie in his windows to the theme and celebration and encouraged that we reach out to other retailers to do the same. Toussaint confirmed that this will be done.
  - e. Letterhead and envelopes will be created for mailings to businesses to utilize logo and branding as much as possible.
- VII. 2007 budget contingency plan – *Toussaint*
- Toussaint informed the commission that she has recently come in contact with new service providers (particularly for pressure washing) that may be able to provide significantly less expensive services for 2007. It was suggested that the commission allow Toussaint additional time to bid out some new service providers and reevaluate the 2007 budget again in the future depending on the status of the expansion and possible new providers. All agreed that this was the most efficient and effective course of action.
- VIII. SSA #23 expansion project updates – *Klausmeier and Toussaint*
- a. At this time, the LPCC is waiting on more information from the County before proceeding. They are hesitant to set up meetings and have questions arise before having the information available to answer these questions accurately.
  - b. Bienias did meet with Stu Bakal, Condo Board President of Lincoln Park Commons but was not in attendance and so not able to report on progress.
- IX. Loss collection and carryover review – *Schmeissing*
- a. The new requested levy (\$229,138.00) and the estimated carryover amount for 2006 have been added to the spreadsheet (\$45,203.62).
  - b. Approximately 50% of the 2005 levy has been received. Tax bills were recently mailed so we should be seeing those funds deposited around November.
- X. Signage guidelines - *Toussaint*
- a. LPCC met with Alderman Daley to update her on 2007 Clark Street plans and she suggested/requested that the Commission consider outlining signage guidelines for Clark Street.
  - b. Discussion ensued regarding this issue and all agreed that this would be a worthwhile expenditure of time even though these guidelines are not enforceable and are only relevant for new signs or signs that are being moved.

- c. Toussaint should research other organization's guidelines and present the commission with suggestions for Clark Street guidelines at the next meeting.
- XI. Community Outreach
- a. On behalf of the SSA #23 Commission, Toussaint and Klausmeier would like to meet with the neighborhood organization presidents (individually or to present at board or membership meetings) to update them on 2007 plans for Clark Street.
  - b. The commission is encouraged to join them for these meetings. Once dates are set, Toussaint will email the commission with invitations.
  - c. The commission agreed that it is very important to reinforce the message that this SSA is good for businesses as well as residents.
  - d. The commission suggested that all neighborhood organizations (not just those which touch Clark Street) are invited to participate in *Clarktoberfest* and that outreach is also done to condo associations.
  - e. Additional outreach to residents was discussed and encouraged including: a mailing to all residents for *Clarktoberfest* (already included in plans), sending articles to all neighborhood organizations regarding *Clarktoberfest* and doing outreach to residents asking for input on what other businesses they would like to see on Clark Street.
- XII. Set date for next meeting: Per the schedule turned in to the Department of Planning and Development, the next SSA #23 commission meeting will be held on Wednesday, October 4 at 4:00 p.m.

Motion by Gold to adjourn at 4:55 p.m.. Motion seconded by Quick and unanimously approved.

Next Meeting: Wednesday, October 4 at 4:00 p.m.

Action Items:

1. Toussaint to proceed with plans for *Clarktoberfest* as outlined.
2. Toussaint to research other vendors (especially for power washing of sidewalks) in an effort to reduce 2007 expenditures in place of a contingency plan (due to the status of the expansion project).
3. Toussaint to research various signage guidelines created by neighborhood organizations for presentation at the next commission meeting.
4. Toussaint to arrange for meetings with neighborhood organizations touching on Clark Street.
5. Per conversation prior to the meeting start, Toussaint will do outreach to Jerome H. Meyer and other property managers in the area for the economic development portion of the Clark Street 2007 plan. We will ask for their input on what to include and how to format the economic development materials to maximize their potential, reach and usage.