

**AGENDA**  
**THE CITY OF ST. CHARLES CITY**  
**COMMITTEE OF THE WHOLE MEETING**  
**ALD. RONALD SILKAITIS, CHAIR**  
**MONDAY, FEBRUARY 2, 2026**  
**IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING**  
**CITY COUNCIL CHAMBER – 2 EAST MAIN STREET**

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda-Related Public Comment** (this comment period should be limited to comments related to items on the published agenda)
- 4. Consent Agenda Items with an asterisk (\*)** are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.
- 5. City Administration**
  - a. Recommendation to approve a Resolution** authorizing the installation of an Honorary Street Sign in honor of Col. Edward J. Baker.
- 6. Community Development**
  - a. Recommendation to approve an Ordinance** granting approval of a PUD Preliminary Plan for The Gardner School, Lot 7, Prairie Centre PUD and a Final Plat of Subdivision for St. Charles Prairie Centre Resubdivision No. 6 (Prairie Centre PUD).
  - b. Recommendation to approve a Resolution** authorizing the Mayor and the City Clerk of the City of St. Charles to execute a service agreement between the City and Lazarus House regarding the City of St. Charles – Lazarus House Permanent Supportive Housing Program.
  - c. Recommendation to approve a Resolution** approving allocation of funds from the St. Charles Housing Trust Fund to the City of St. Charles – Lazarus House Permanent Supportive Housing Program.
  - d. Presentation on Industrial Occupancy Study – December 2025.**

**7. Information Technology**

- \*a. Recommendation to approve an **Ordinance** authorizing the disposal of computer and other electronic equipment for calendar year 2026.

**8. Public Comment** (this comment period is open to any topic)

**9. Additional Items from Mayor, Council or Staff**

**10. Executive Session**

- Pending, Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)
- **Personnel –5 ILCS 120/2(c)(1)**

**11. Adjournment**

**ADA Compliance**

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TTY), or via e-mail at [jmcMahon@stcharlesil.gov](mailto:jmcMahon@stcharlesil.gov). Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		<b>Agenda Item number:</b> 5a
 <b>CITY OF ST. CHARLES ILLINOIS • 1834</b>	<b>Title:</b>	Recommendation to approve a Resolution Authorizing the Installation of an Honorary Street Sign in honor of Col. Edward J. Baker
	<b>Presenter:</b>	<b>Heather McGuire, City Administrator</b>
<b>Meeting:</b> Committee of the Whole		<b>Date:</b> February 2, 2026
<b>Proposed Cost:</b> \$250.00	<b>Budgeted Amount:</b> \$ N/A	<b>Not Budgeted:</b> <input type="checkbox"/>
<b>TIF District:</b> None		
<b>Executive Summary</b> (if not budgeted, please explain): <p>Resolution No. 2025-133 outlines a policy and process for the City Council to consider honorary street sign designations. Thomas M. Pretz has submitted an application to designate an honorary street sign at 4<sup>th</sup> Avenue, between E. Main Street and Cedar Avenue as Col. Edward J. Baker Way in honor of Col. Edward J. Baker.</p> <p>This application is sponsored by Ward 4 Alderperson Bryan Wirball. In accordance with the policy, this will be the first of five total designations permitted for the calendar year.</p>		
<b>Attachments</b> (please list): <p>Honorary Street Sign Application &amp; Resolution</p>		
<b>Recommendation/Suggested Action</b> (briefly explain): <p>Recommendation to approve a <b>Resolution</b> authorizing the installation of an honorary street sign.</p>		

**City of St. Charles, Illinois**  
**Resolution No. \_\_\_\_\_**

**A Resolution Authorizing the Installation of an Honorary Street Sign for  
Colonel Edward J. Baker**

**Presented & Passed by the  
City Council on \_\_\_\_\_**

WHEREAS, Resolution 2025-133 sets forth a policy for receiving, reviewing, and acting on applications for honorary street signs; and,

WHEREAS, the City of St. Charles received an application requesting that an honorary street sign be designated for Colonel Edward J. Baker for his historic contributions to the City in establishing numerous landmark buildings and attractions, and,

WHEREAS, Staff has determined that this honorary street sign application meets the criteria established in the Honorary Street Sign Policy; and,

WHEREAS, Staff has determined that the application provided was properly completed and all required materials have been submitted.

BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor and City Clerk be and the same are hereby directs the Public Works Department to install an honorary street sign at 4<sup>th</sup> Avenue, between E. Main Street and Cedar Avenue, to be named Col. Edward J. Baker Way.

**Presented** to the City Council of the City of St. Charles, Illinois on this \_\_\_\_\_ day of \_\_\_\_\_.

**Passed** by the City Council of the City of St. Charles, Illinois on this \_\_\_\_\_ day of \_\_\_\_\_.

Resolution No. \_\_\_\_\_

**Approved** by the Mayor of the City of St. Charles, Illinois on this \_\_\_\_\_ day of \_\_\_\_\_.  

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Clint Hull, Mayor

ATTEST: \_\_\_\_\_

City Clerk

COUNCIL VOTE:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_



## Honorary Street Sign Application

Applicant Name: Thomas M. Pretz

Address: 214 Chestnut Avenue

Email Address: pretz@ameritech.net

Phone Number: 6308777501

Date Submitted: 12/18/2025

Name of Honoree: Colonel Edward J. Baker

Street Name and Location of Requested Honorary Signage (please include the intersecting street):

Col. Edward J. BAKER WAY  
4TH AVENUE BETWEEN E. MAIN STREET AND  
CEDAR AVENUE

Please provide a detailed explanation of the honoree's impact on the community, including any specific contributions, service, or benefit the proposed honoree has made to the City of St. Charles:

SEE ATTACHED

Sponsoring City Council Member Signature:

Bryan Wiball Alderson Ward 4

Date: 12-19-25

Submit Applications to:

City Administration

2 E. Main St.

St. Charles, IL 60174

[cao@stcharlesil.gov](mailto:cao@stcharlesil.gov)

Upon receipt of application, information will be reviewed and forwarded to the City Council for consideration,

Colonel Edward J. Baker significantly transformed St. Charles, IL, through major donations like the Baker Community Center, the iconic Hotel Baker, the St. Charles Municipal Building, and the Baker Memorial United Methodist Church, boosting the town's economy and status as a resort destination with grand buildings and beautification projects, including parks and gardens.

Here's a detailed list of his key contributions:

- Baker Community Center (1926): A major early donation, built as a memorial to his son, Henry Rockwell Baker, and to honor WWI veterans, serving as a hub for community activities.
- Hotel Baker (1928): His "pride and joy," this Spanish-style hotel brought tourism and economic boom, becoming a famous getaway and earning St. Charles renown as a resort town.
- St. Charles National Bank Building(1926): Funded the construction of this classic marble bank building, boosting local business and adding to the town's architecture.
- St. Charles Municipal Building(1940): Contributed funds for this landmark building, featuring its iconic tower on the Fox River, enhancing civic pride and function.
- Baker Memorial United Methodist Church (1952): A grand Gothic-style church built in memory of his parents, Edward and Martha, who were founding members of the local Methodist congregation.
- Baker Memorial Park (1957): Donated land for a park next to the church, further beautifying the area.
- Infrastructure: Convinced the state of Illinois to route Highway 64 (Main Street) through town, creating a grand thoroughfare.
- Airport Farm & Gardens: Owned and operated farms, including Airport Farm, and developed beautiful gardens that were open to the public, featuring famous large zinnias and creating a lovely riverfront area.

- Economic & Tourism Boost: His developments, especially the Hotel Baker, attracted tourists, spurred local businesses, and cemented St. Charles's reputation as a premier weekend destination.

Colonel Baker's philanthropy established numerous landmark buildings and attractions, leaving an indelible, positive mark on the physical landscape and economic vitality of St. Charles.

\*Courtesy of AI

AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 6a
	Title:	<b>Recommendation to approve an Ordinance Granting Approval of a PUD Preliminary Plan for The Gardner School, Lot 7, Prairie Centre PUD and a Final Plat of Subdivision for St. Charles Prairie Centre Resubdivision No. 6 (Prairie Centre PUD).</b>
	Presenter:	<b>Ellen Johnson, Planner II</b>

**Meeting:** Committee of the Whole

**Date:** February 2, 2026

**Proposed Cost:** \$

**Budgeted Amount:** \$ N/A

**Not Budgeted:**

**TIF District:** None

**Executive Summary** (if not budgeted, please explain):

Viking Development, LLC has submitted a PUD Preliminary Plan proposing a childcare facility called The Gardner School on the eastern portion of the Prairie Centre outlot along Lincoln Hwy (Rt 38). This is the first “outlot” project proposed at Prairie Centre; the PUD plans contemplate up to 6 commercial buildings along Rt 38.

**Details of the proposal:**

- 12,209 sf building situated at southeast corner of the property
- Access via existing shared access drive off Lincoln Hwy and internal cross-access drive
- Parking to the north and west of the building
- Landscaping throughout the site
- Brick, single-story building
- Final Plat of Subdivision to create a separate lot for the proposed development

The plans and Final Plat meet the applicable requirements of the Zoning Ordinance and Prairie Centre PUD Ordinance.

**Plan Commission Review** – Plan Commission reviewed the PUD Preliminary Plan and Final Plat of Subdivision on 1/6/26 and recommended approval, subject to providing public sidewalk along the Rt 38 frontage of the property. The vote was 4-2. The two Commissioners that voted “no” supported the project but did not support requiring sidewalk along Rt 38.

**Sidewalk Discussion** – The Prairie Centre PUD was approved in 2017. The approved PUD plans do not include sidewalk along Rt 38. The Rt 38 frontage of Prairie Centre is approximately 1,200 linear feet. There are no existing sidewalks along Rt 38 on either side of Prairie Centre, from S 14<sup>th</sup> Street to Randall Road (nor on the south side of Rt 38 along this stretch).

The sidewalk question was discussed by Plan Commission at length. The applicant, Dave Patzelt of Shodeen, and some Commissioners were on the side of not requiring sidewalk due to Prairie Centre previously being approved without and the existence of sidewalks internal to Prairie Centre. Other Commissioners expressed strong opinions that sidewalk should be installed by the developer, as opposed to by the City in the future.

**Additional background-**

When Prairie Centre was reviewed by the City in 2016-2017, the question of sidewalk along Rt 38 was discussed by Plan Commission and P&D Committee. The developer, Shodeen, proposed no Rt 38 sidewalk, given the lack of connecting sidewalks, and instead proposed sidewalks within Prairie Centre. The idea was that pedestrians

could traverse east-west through the development itself, as opposed to outside the development directly along Rt 38. This was accepted by the City and the PUD plans were approved without sidewalk.

In 2023, the City adopted the Bicycle and Pedestrian Plan and Complete Streets Policy. The Plan is meant to provide guidance to the City as it seeks to improve walkability around town. The plan calls for sidewalk along Rt 38, from S 14<sup>th</sup> St to the western City limits past Peck Rd, as a "Long-Term Sidewalk Improvement". Based on this, staff believes it is appropriate to consider sidewalk along Rt 38 in connection with each outlot building in Prairie Centre.

Rt. 38 is under IDOT jurisdiction. The parkway along the Prairie Centre frontage includes a shallow ditch line and trees. The parkway was not engineered to accommodate a sidewalk and will require modification. Alternately, a sidewalk could instead be provided within the lots but along the street frontage, however the development entry signs would conflict with the sidewalk.

**Council Committee Recommendation** – The Committee should address whether to recommend sidewalk along Rt 38 in connection with the Gardner School project as part of its motion.

Given the history and past PUD approval, the developer has requested staff to review the sidewalk issue from a legal standpoint. Staff is consulting with the City Attorney regarding the matter.

**Attachments (please list):**

Ordinance, Plan Commission Resolution, Staff Report, Application

**Recommendation/Suggested Action (briefly explain):**

Recommendation to approve an Ordinance Granting Approval of a PUD Preliminary Plan for The Gardner School, Lot 7, Prairie Centre PUD and a Final Plat of Subdivision for St. Charles Prairie Centre Resubdivision No. 6 (Prairie Centre PUD).

**City of St. Charles, Illinois**  
**Ordinance No. 2026 -Z-**

**An Ordinance Granting Approval of a PUD Preliminary Plan for The  
Gardner School, Lot 7, Prairie Centre PUD and a Final Plat of Subdivision  
for St. Charles Prairie Centre Resubdivision No. 6  
(Prairie Centre PUD)**

WHEREAS, on or about September 17, 2025, Viking Development LLC (the "Applicant") filed petitions for PUD Preliminary Plan and Minor Subdivision-Final Plat for the real estate legally described in Exhibit "A" (the "Subject Property"), said Exhibit being attached hereto and made a part hereof; and,

WHEREAS, the Plan Commission reviewed said petitions in accordance with law and recommend approval of said petitions on or about January 6, 2026; and,

WHEREAS, the City Council Committee of the Whole recommended approval of said petitions on or about February 2, 2026; and,

WHEREAS, the City Council of the City of St. Charles has received the recommendations of the Plan Commission and Committee of the Whole and has considered the same.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, as follows:

1. The preambles set forth hereinabove are incorporated herein as substantive provisions of this Ordinance as though fully set out in this Section 1.
2. That passage of this Ordinance shall constitute approval of the PUD Preliminary Plan for The Gardner School, Lot 7, Prairie Centre PUD and the Final Plat of Subdivision for St. Charles Prairie Centre Resubdivision No. 6, incorporated herein as Exhibit "B", such that the following documents and illustrations are hereby approved, reduced copies of which are attached hereto, subject to satisfactory resolution of all outstanding staff review comments and compliance with such conditions, corrections, and modifications as may be required by the Director of Community Development and the Director of Public Works to comply with the requirements of the St. Charles Municipal Code:

- Preliminary Engineering Plans; Manhard Consulting; revisions dated 12/19/2025
- Final Landscape Plan; Manhard Consulting; dated 11/7/2025
- Photometric Plan; Manhard Consulting; dated 11/7/2025
- Building Elevations; Norr; dated 11/10/2025
- Final Plat of St. Charles Prairie Centre Resubdivision No. 6; Manhard Consulting; dated 12/12/2025

3. That the Subject Property may be developed and used only in accordance with all ordinances of the City now in effect or hereafter amended or enacted.

4. That after the adoption and approval hereof, the Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois this 17<sup>th</sup> day of February 2026.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois this 17<sup>th</sup> day of February 2026.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois this 17<sup>th</sup> day of February 2026.

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Clint Hull, Mayor

Attest:

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Jessica Bridges, City Clerk

Vote:

Ayes:

Nays:

Absent:

Abstain:

Date:

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

LOT 7 IN THE ST. SHARELS PRAIRIE CENTRE RESUBDIVISION NO. 2, BEING A RESUBDIVISION IN THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 24, 2020, AS DOCUMENT NO. 2020K011284, IN KANE COUNTY, ILLINOIS.

**EXHIBIT “B”**

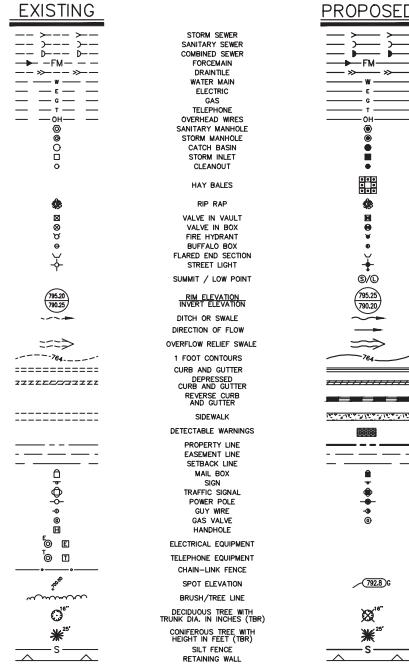
**PLANS  
(18 pages)**

# ST. CHARLES PRAIRIE CENTRE RESUBDIVISION NO. 6

## NORTHEAST CORNER OF LINCOLN HIGHWAY AND VANDERBILT DRIVE CITY OF ST. CHARLES, ILLINOIS

### Preliminary Engineering for

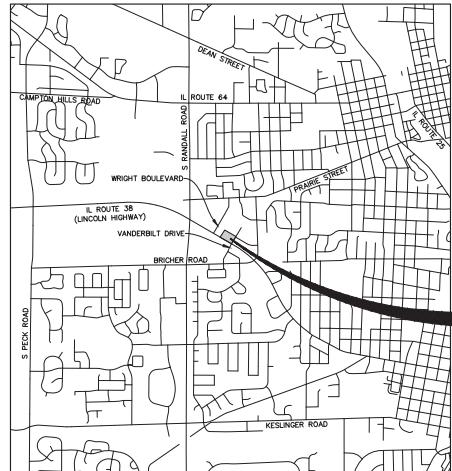
#### STANDARD SYMBOLS



#### ABBREVIATIONS

AGG	ADJUST AGGREGATE	F/L	FLAME LINE
ARCH	ARCHITECT	F.R.C.	FORCE MAIN
AGG.	AGGREGATE	G	GROUND
B-A	BAG-AGGREGATE MIXTURE	G/F	GROUT, 1 FT. F. T. FOUNDATION
B-B	BACK TO BACK	G.W.	GROUT, WIRE
B/C	BACK OF CURE	GWL	HEADWALL
B/P	BACK OF PIPE	H	HIGH
B/W	BACK OF WALK	H.W.	HIGH WATER LEVEL
B-BOX	BACK-UP BOX	H.W.L.	HIGH WATER LEVEL
BIT.	BITUMINOUS	INL.	INLET
BT.	BITUMINOUS	INP.	INLET
B.O.	BY OTHERS	IP	IRON PIPE
C.E.	COMMERCIAL ENTRANCE	L	LINE
C.G.	COMMERCIAL GASH	L.M.	MAXIMUM
CMP	COMMERCIAL METAL PIPE	M.E.	MAXIMUM EXISTING
CTR	CONTROL	M.H.	MANHOLE
CONC.	CONCRETE	M.W.	MATERIAL, WATER
CY	CUBIC YARD	NWL	NORMAL WATER LEVEL
DITCH	DITCH	P	POINT
DIA.	DIA. DIAMETER	P.C.	POINT OF CURVATURE
DIP	DIP	PCC	POINT OF COMPOUND CURVE
DIW	DUCTILE IRON WATER MAIN	P.I.	POINT OF INTERSECTION
DO	DO	P.P.	POINT OF PIPING
DRAW	DRAW	P.R.	POWER PIPE
DT	DT	P.T.	POINT OF TANGENCY
EDGE	EDGE	P.V.	POINT OF VERTICAL
E-E	EDGE TO EDGE	P.V.I.	POINT OF VERTICAL INTERSECTION
ELL.	ELL.	PVC	POINT OF VERTICAL CURVATURE
E/P	EDGE OF PAVEMENT	P.W.	POINT OF VERTICAL TANGENCY
EX.	EXISTING	P.W.E.	PAVEMENT
F.I.	FIELD INTRANCE	P.U.D.E.	PUBLIC UTILITY & DRAINAGE EASEMENT
F-F	FACE TO FACE	R	RADUS
F.F.	FINISHED FLOOR		
FES	FINISHED FLOOR SECTION		

MANHARD CONSULTING IS NOT RESPONSIBLE FOR THE SAFETY OF ANY PARTY AT OR ON THE CONSTRUCTION SITE. SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND ANY OTHER PERSON OR ENTITY PERFORMING WORK OR SERVICES ON THE PROPERTY. THE OWNER AND ENGINEER ASSUME NO RESPONSIBILITY FOR THE JOB SITE SAFETY OF PERSONS ENGAGED IN THE WORK OR THE MEANS OR METHODS OF CONSTRUCTION.



LOCATION MAP  
N.T.S.

OWNER  
THE GARDNER SCHOOL  
302 INNOVATION DRIVE, SUITE 130  
FRANKLIN, TENNESSEE 37067

**Manhard**  
CONSULTING

1 East Wacker Drive, Suite 2700, Chicago, IL 60601 | p: 312.250.3801 | e: 847.253.5095 | manhard.com

3M Engineers • Surveyors • Water Resources Engineers • Urban & Transportation Engineers  
Environmental Managers • Environmental Risk Assessors • Land Use Analysts • Project Managers

#### INDEX OF SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	EXISTING CONDITIONS AND DEMOLITION PLAN
3	SITE DIMENSIONAL AND PAVING PLAN
4	SOIL EROSION AND SEDIMENT CONTROL PLAN
5	GRADING PLAN
6	UTILITY PLAN
7	CONSTRUCTION DETAILS

JULIE Ticket Number

X252241570

#### LEGAL DESCRIPTION

THAT PART OF LOT 7 IN ST. CHARLES PRAIRIE CENTRE RESUBDIVISION NO. 2, BEING A RESUBDIVISION IN THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 40 NORTH, RANGE 8 EAST, OF THE 36TH PLAT, BEING THIRTY-NINE ACRES, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 14, 2024, AS DOCUMENT NO. 20240111284, IN KANE COUNTY, ILLINOIS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

#### PROPERTY AREA

ALL OF LOT 7: 245,980 SQUARE FEET (5.647 ACRES)

#### NOTE:

THE BOUNDARY LINES AND TOPOGRAPHY FOR THIS PROJECT ARE BASED ON A FIELD SURVEY COMPLETED BY MANHARD CONSULTING ON JUNE 23, 2025. THE CONTRACTOR SHALL VERIFY THE EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND SHALL IMMEDIATELY NOTIFY MANHARD CONSULTING AND THE CLIENT IN WRITING OF ANY DIFFERING CONDITIONS.

#### BENCHMARKS:

REFERENCE BENCHMARK:  
DATUM USED IS OVERALL PRAIRIE CENTRE DEVELOPMENT AS SHOWN ON RECORD DRAWINGS FOR PRAIRIE CENTRE COMPLETED BY ESM CIVIL SOLUTIONS, LLC DATED 08-19-2019

#### SITE BENCHMARK#1:

CUT SQUARE ON TRANSFORMER PD, NORTH SIDE OF BRICHER ROAD, CORNER OF BRICHER AND AMACO STATION (WEST SIDE)

ELEVATION= 784.38 DATUM=NAD83 (GEODID 18)

#### SITE BENCHMARK#2:

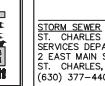
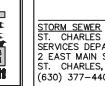
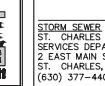
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ELEVATION= 786.56 DATUM=NAD83 (GEODID 18)

TOPOGRAPHIC FIELD WORK COMPLETED ON 06/23/2025

#### UTILITY CONTACTS

ELECTRIC	WATER/SANITARY SEWER
CHARLES - MUNICIPAL	ST. CHARLES - ENVIRONMENTAL
ST. CHARLES	SERVICE DIVISION
2 EAST MAIN STREET	2 EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174	ST. CHARLES, ILLINOIS 60174
(630) 377-4400	(630) 377-4400
PT.	GAS
NOR. GAS	AT&T
(888) 642-6748	(800) 247-2020
VERIZON	VERIZON
(800) 837-4966	(800) 837-4966



GARDNER SCHOOL PRAIRIE CENTRE  
CITY OF ST. CHARLES, ILLINOIS

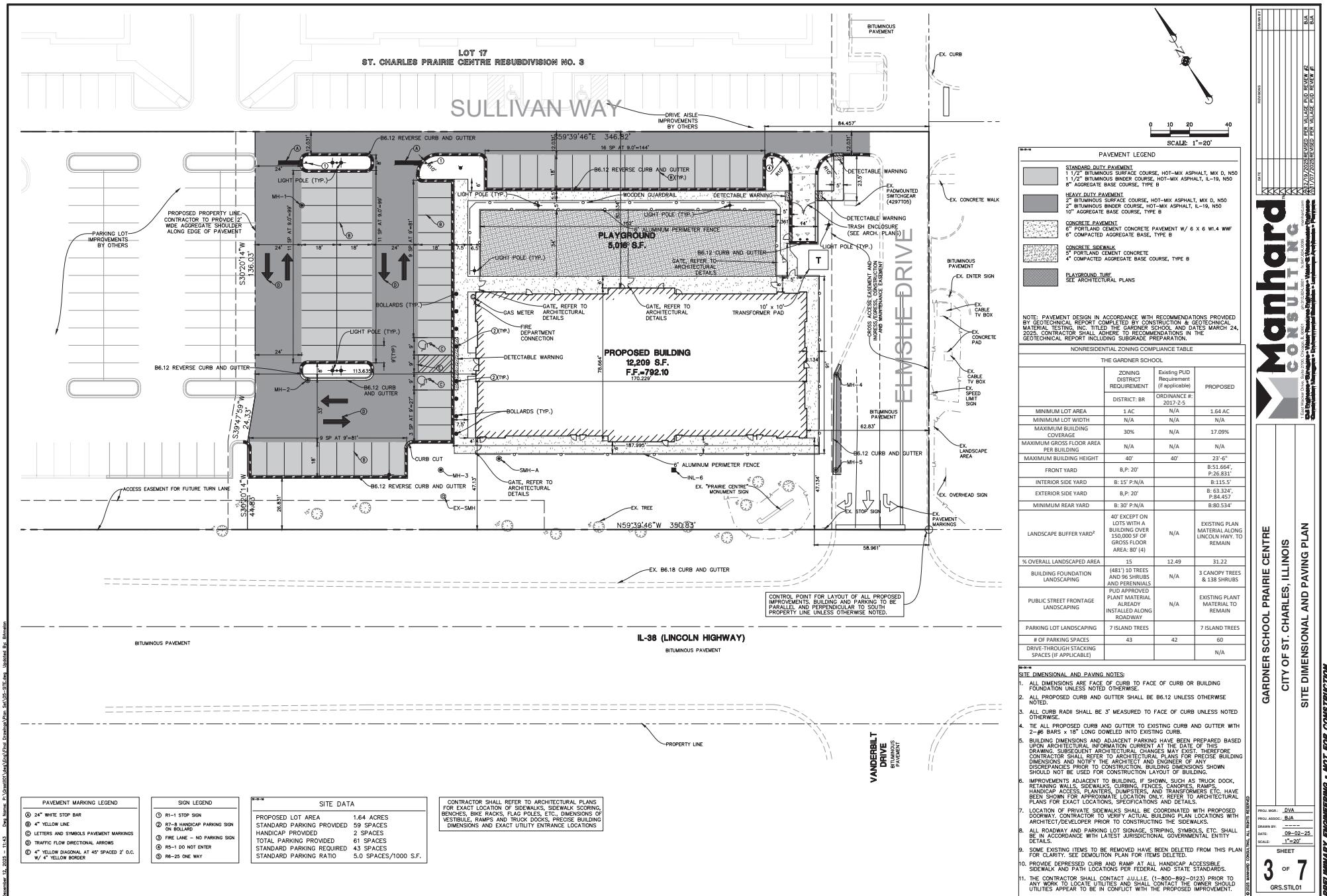
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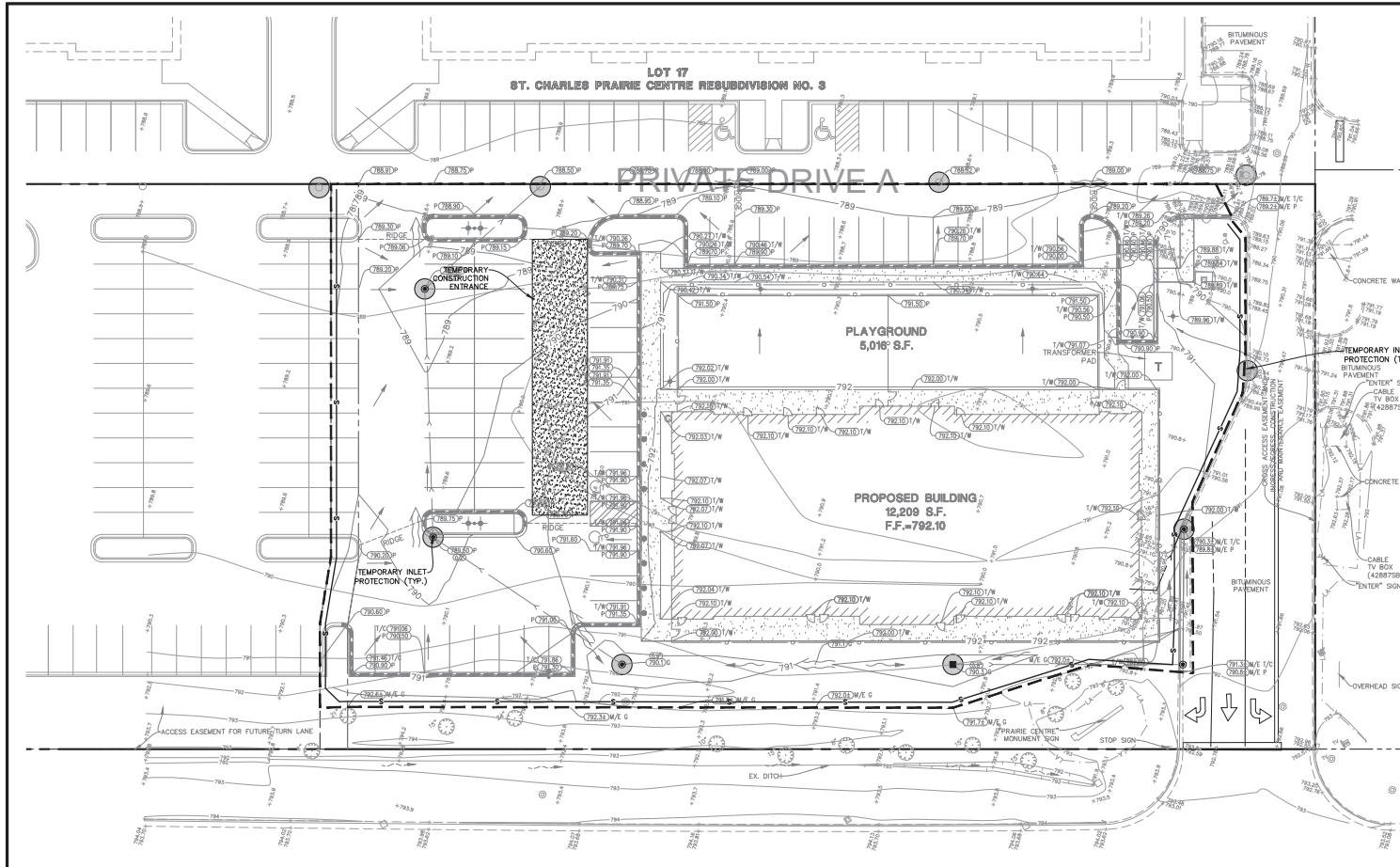
PROJ. NO.: DVA  
PROJ. ASSOC.: MA  
DRAWN BY: MI  
DATE: 06-20-25  
SCALE: N.T.S.  
SEAL:

1 OF 7  
GRS.STL01

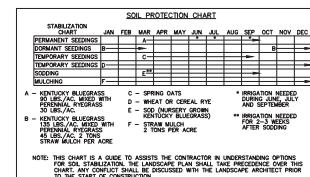
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DATE: 06-20-25  
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"THESE EROSION CONTROL PLANS ARE A PORTION OF THE ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA) TOTAL REQUIREMENTS FOR A COMPLETE STORMWATER POLLUTION PREVENTION PLAN (SWPPP) AS REQUIRED BY THE GENERAL NPDES PERMIT NO. ILR10. CLIENT AND/OR CONTRACTOR WILL BE RESPONSIBLE FOR COMPLIANCE WITH ALL REQUIREMENTS OF THE GENERAL NPDES PERMIT AND COMPLIANCE OF THE COMPLETE SWPPP."



NOTE: THIS CHART IS A GUIDE TO ASSISTS THE CONTRACTOR FOR SOIL STABILIZATION. THE LANDSCAPE PLANTING CHART. ANY CONFLICT SHALL BE DISCUSSED WITH THE START OF CONSTRUCTION.

LEGEND

- S** — **S** TEMPORARY SILT FENCE (PERIMETER EROSION BARRIER)
-  TEMPORARY GRAVEL CONSTRUCTION ENTRANCE
-  TEMPORARY STORM STRUCTURE PROTECTION
-  PAVEMENT DRAINAGE FLOW
-  SWALE DRAINAGE FLOW
-  LIMITS OF DISTURBANCE/CONSTRUCTION

**CONSTRUCTION SEQUENCE:**

1. ERECT SILT FENCE AT LOCATIONS AS INDICATED ON THE
2. PROVIDE STABILIZED CONSTRUCTION ENTRANCE.
3. CONSTRUCT TEMPORARY DITCHES, SWALES, AND SEDIMENT TRAPS.
4. STRIP EXISTING TOPSOIL FROM PROPOSED LIMITS OF DISTURBANCE AND STOCKPILE.
5. PROVIDE SILT FENCE AROUND THE BASE OF THE STOCKPILES.
6. CUT AND FILL SITE TO PLAN SUB-GRADE.
7. CONSTRUCT UNDERGROUND UTILITIES, I.E., SANITARY SEWER, WATER, GAS, TELEPHONE, ETC.
8. CONSTRUCT PAVEMENT IMPROVEMENTS PER PLAN.
9. COMPLETE CONSTRUCTION OF SITE WITH PERMANENT STABILIZATION.
10. REMOVE TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES.  
    \*\* INSTALL INLET PROTECTION AROUND DRAINAGE STRUCTURES AS CONSTRUCTED.

GARDNER SCHOOL PRAIRIE CENTRE

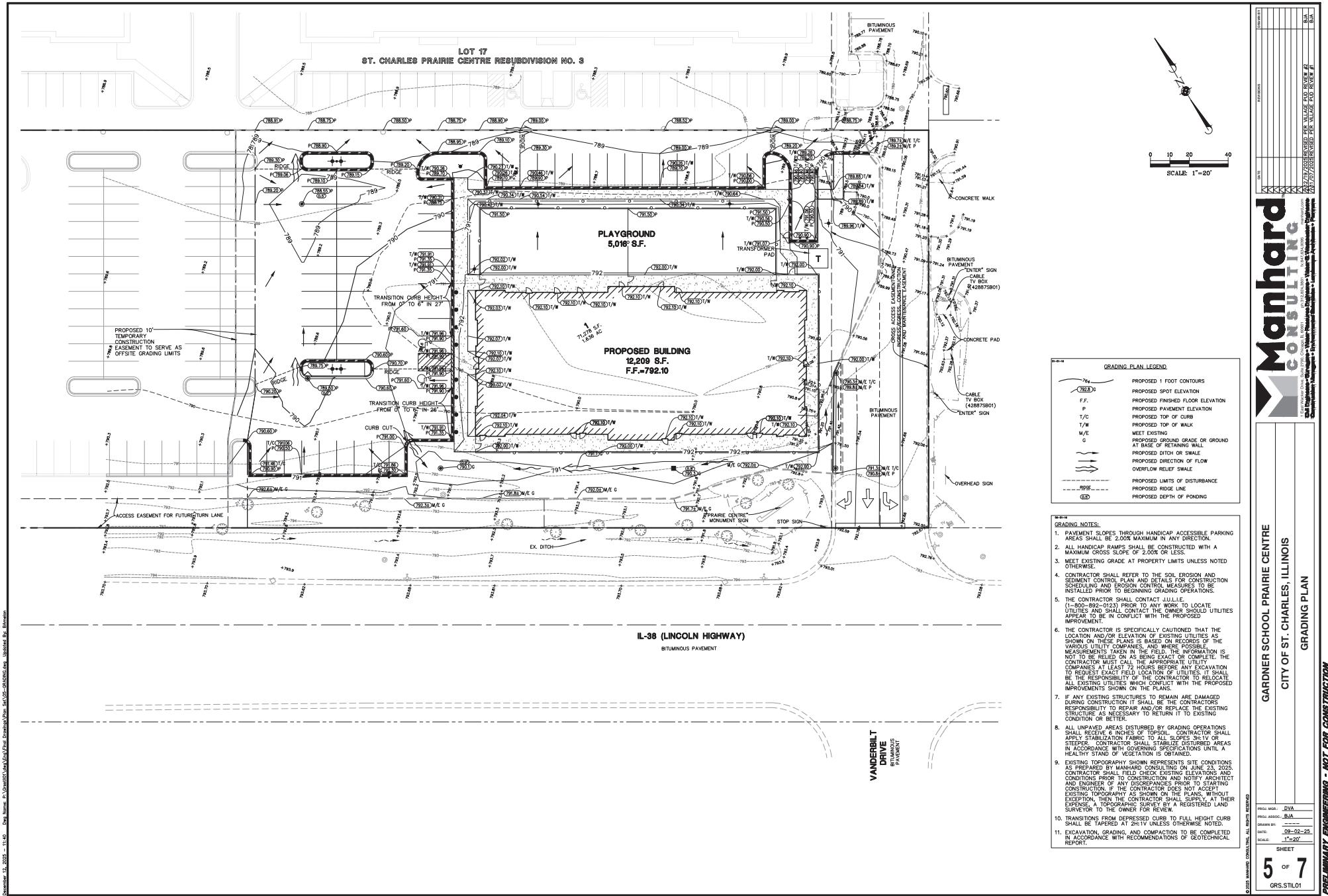
## SOIL EROSION AND SEDIMENT CONTROL PLAN

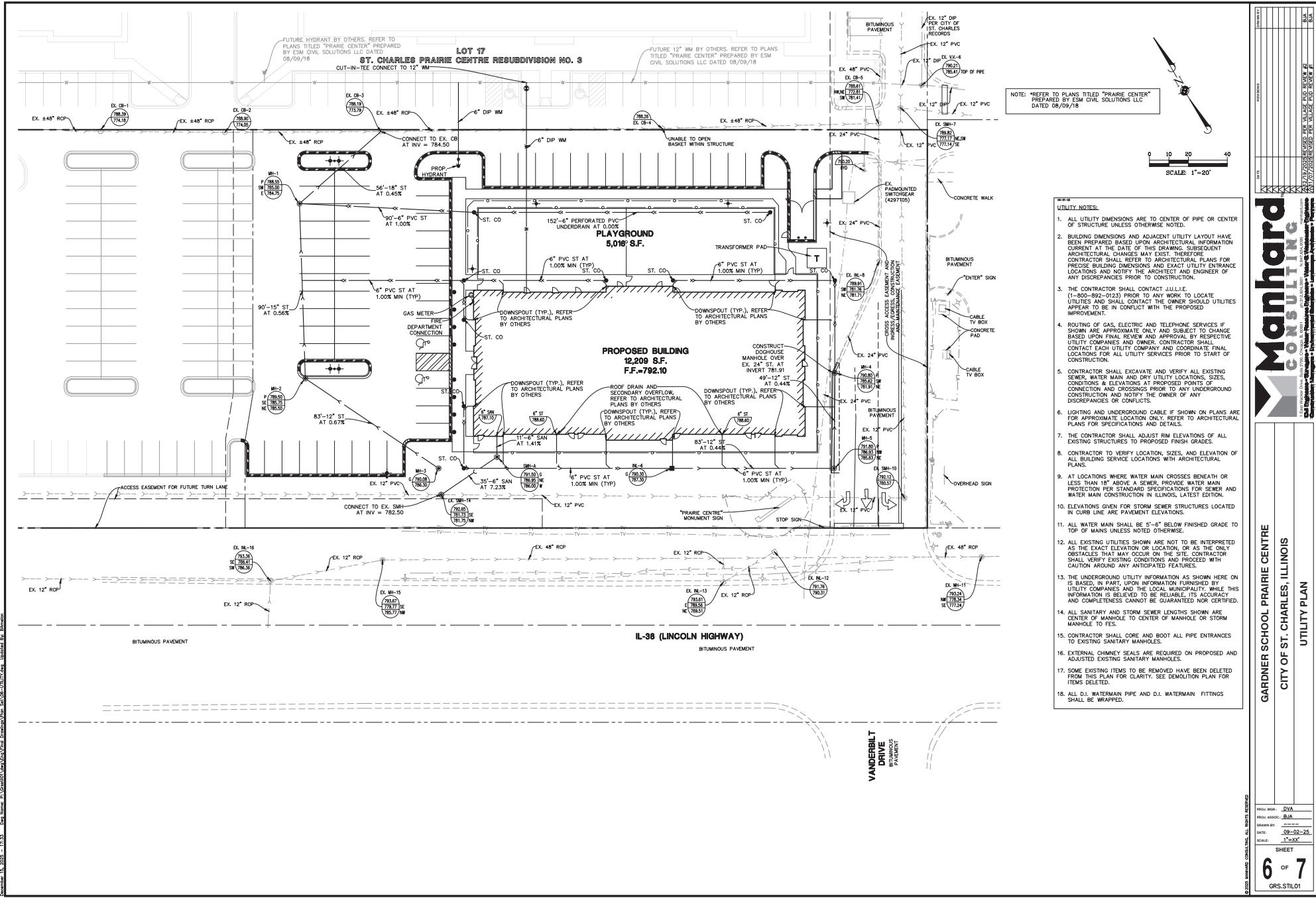
## SOIL EROSION AND SEDIMENT CONTROL PLAN

**CONSULTING**  
EarthWise Environmental Services, Inc., Chicago, IL 60631  
847-265-3801 FAX: 847-265-3809  
E-mail: [info@earthwise.com](mailto:info@earthwise.com) Web: [www.earthwise.com](http://www.earthwise.com)

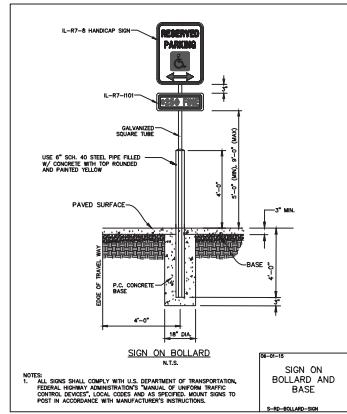
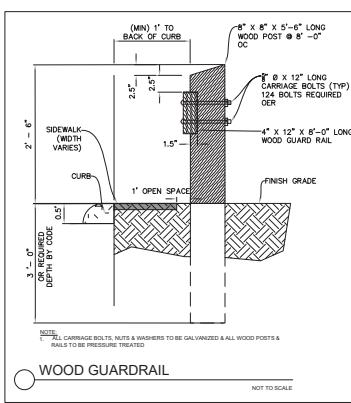
PROJ. MGR.: DVA  
PROJ. ASSOC.: BJA  
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## GUARDRAIL DETAILS



December 11, 2025 = 15:30 (en nome P:\Gestione\VanEco\Final Directives\Plan S)\07-DETAN S dann indirekt für sechste

**GARDNER SCHOOL PRAIRIE CENTRE**  
**CITY OF ST. CHARLES, ILLINOIS**

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**CONSTRUCTION DETAILS**

PROJ. MGR.: <u>DVA</u>		
PROJ. ASSOC.: <u>BJA</u>		
DRAWN BY: <u>      </u>		
DATE: <u>09-02-25</u>		
SCALE: <u>1"=XX'</u>		
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<b>7</b>	OF	<b>7</b>
GRS.STL01		

SHOULD A CONFLICT ARISE BETWEEN MANHARD DETAILS AND THE CITY DETAILS, THE CITY DETAILS SHALL TAKE PRECEDENCE.

PRIESTMANNWYATT ENGINEERING - NOT FOR CONSTRUCTION

**FINAL LANDSCAPE PLAN  
for  
PROPOSED SITE DEVELOPMENT**  
----  
**CITY OF ST. CHARLES, ILLINOIS**

INDEX OF SHEETS	
Sheet Number	Sheet Title
L0	TITLE SHEET & LANDSCAPE SUMMARY
L1	LANDSCAPE PLAN
L3	LANDSCAPE DETAILS
L4	LANDSCAPE SPECIFICATIONS

**City of St. Charles Required Landscaping**

**BUFFER REQUIREMENT**

Requirement: The Landscape Plan shall provide for Landscape Buffers to enhance privacy and provide screening between dissimilar uses, wherever the zoning district regulations require a Landscape Buffer Yard. Where Landscape Buffers overlap with other landscape requirements with respect to the same physical area on the lot, the requirement that yields more intensive landscaping shall apply, but the requirements need not be added together.

Required- Plant Material per PUD Plan

On Plan - Existing plant material + (6) Ornamental trees and (7) Foundation trees

**PUBLIC STREET FRONTRAGE REQUIREMENT**

Requirement: Per Prairie Center PUD, Landscaping for project shall be deemed satisfied by the landscaping shown in the Preliminary PUD Site Plans. Notwithstanding the provisions of Section 17.26.090.A of the Municipal code, public street frontage landscaping would not be required along Prairie Street (but would be required along Illinois Route 38) One (1) shade, ornamental, or evergreen tree is required per every fifty (50) linear feet of public street frontage.

302 Linear Feet = 6 trees

Required - 6 trees

On Plan - (3) Existing trees + (7) South Building Foundation Trees

**PARKING LOT LANDSCAPING**

Requirement: Parking lots with more than five (5) spaces, a Motor Vehicle Display, or a Drive-Through facility abutting a public street shall be screened to a minimum height of thirty (30) inches for no less than fifty percent (50%) of public street frontage measured horizontally along the lot line abutting the street and adjoining the parking lot, Motor Vehicle Display, or Drive-Through facility, except where driveways and walkways generally perpendicular to the street are located. One (1) landscape island shall be required per ten (10) parking spaces. All rows of parking shall be terminated by a landscape island or other landscaped area, except that this requirement may be waived for islands that would obstruct an accessible route (as defined in the Illinois Accessibility Code) from handicap parking spaces to the building.

Required - 7 Island trees

On Plan - 7 Island trees + shrubs & grasses

**FOUNDATION LANDSCAPING**

Requirement: A combination of the following landscape materials shall be required per every fifty (50) linear feet of building foundation planting bed:

- Any combination of two (2) shade, ornamental, or evergreen trees. Large shrubs may be counted as required trees on a case-by-case basis where the planting of trees is impractical.
- Any combination of twenty (20) shrubs, bushes, and perennials. Ground covers, annuals, and turf grasses shall not count towards fulfilling this requirement.

South = 7 trees / 67 shrubs

East = 3 trees / 29 shrubs

Required - 10 trees and 96 shrubs and perennials

On Plan - 10 canopy trees & 138 shrubs

PLANT SCHEDULE						
CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	
<b>DECIDUOUS TREES</b>						
QI	3	Quercus imbricaria	Shingle Oak	2.5" Cal.	B&B	
QE	5	Quercus x 'Crimschmidt'	Crimson Spire™ Oak	2.5" Cal.	B&B	
TM	8	Tilia americana 'McKeeSentry'	American Sentry® Linden	2.5" Cal.	B&B	
<b>ORNAMENTAL TREES</b>						
AG	6	Amelanchier x grandiflora 'Autumn Brilliance'	Autumn Brilliance Serviceberry	2.5" Cal.	B&B	
<b>DECIDUOUS SHRUBS</b>						
AP	26	Aronia melanocarpa 'SHNAMPEM'	Low Scape Snowfire™ Black Chokeberry	24" Ht.	Pot	
LR	14	Dierama x 'G2X68544'	Kodikid® Orange Dierilla	24" Ht.	Pot	
HS	20	Hydrangea paniculata 'Renoma'	Strawberry Sundae® Panicle Hydrangea	24" Ht.	Pot	
HB	4	Hydrangea quercifolia 'Brenhill'	Gatsby Gold® Oakleaf Hydrangea	24" Ht.	Pot	
IS	10	Itea virginica 'Sprich'	Little Henry® Sweetspire	24" Ht.	Pot	
PO	6	Physocarpus opulifolius 'SMNPOBLR'	Ginger Wine® Ninebark	24" Ht.	Pot	
RG	10	Rhus aromatica 'Gro-Low'	Gro-Low Fragrant Sumac	24" Ht.	Pot	
<b>EVERGREEN SHRUBS</b>						
TD	70	Taxus cuspidata 'Densiformis'	Dense Japanese Yew	24" Ht.	Pot	
TS	12	Thuya occidentalis 'Smaraqd'	Emerald Green Arborvitae	5 Ht.	Pot	
<b>ORNAMENTAL GRASSES</b>						
CK	32	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster Feather Reed Grass	1 gal.	Pot	
<b>SYMBOL</b> CODE QTY BOTANICAL NAME COMMON NAME SIZE CONTAINER SPACING						
<b>GROUND COVERS</b>						
TURF	3,724 sf	Turf Lawn	Turf Lawn	sod	SF	
<b>PERENNIALS</b>						
NC	22	Nepeta x 'Cat's Pajamas'	Cat's Pajamas Catmint	1 gal.	Pot	18" o.c.

**Landscape Notes:**

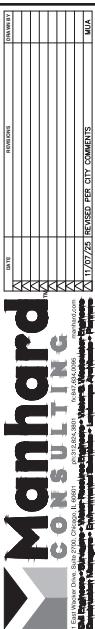
1. Seed/ Sod limit line is approximate. Seed/ Sod to limits of grading and disturbance. Contractor responsible for restoration of any unauthorized disruption outside of designated construction area.
2. Contractor shall not install mulch on any area where seed or sod is required.
3. Tree mulch rings in turf areas are 5' diameter. Contractor shall provide a mulch ring around all existing trees within the limits of work. Remove all existing grass from area to be mulched and provide a typical spade cut edge. Landscape fabric shall not be installed under mulch.
4. Bedlines shall be spade cut to a minimum depth of 3". Curved bedlines shall be to smooth and not segmented.
5. All planting, beds shall receive top dressing of mulch. Landscape fabric shall not be installed under mulch. Root flares shall be at or above grade, per specifications, and all rope/cord shall be removed from the base of tree trunks.
6. Do not locate plants within 10' of utility structures or within 5' horizontally of underground utility lines unless otherwise shown on plans. Consult with Landscape Architect if these conditions exist.
7. For Lump Sum Contracts, plants and other materials are quantified and summarized for the convenience of the Owner and jurisdictional agencies only. Quantities and sufficient materials to complete the work as drawn and specified. No additional payments will be made for materials required to complete the work as drawn and specified.
8. It is the responsibility of the contractor to locate and provide plant material as specified on this plan. The contractor may submit a request to provide substitutions for the specific plant material under the following conditions:
  - a. Any substitutions proposed shall be submitted to the project owner's representative within two weeks of the award of contract. Substitutions must meet equivalent design and functional goals of the original materials as determined by the owner's representative. Any changes must have the approval of the owner's representative.
  - b. The request must be accompanied by at least three notices from plant material suppliers that the plant material specified is not available and will not be available prior to construction.
10. Verify site conditions and information on drawings. Promptly report any concealed conditions, mistakes, discrepancies or deviations from the information shown in the Contract Documents. The Owner is not responsible for unauthorized changes or extra work required to correct unreported discrepancies. Commencement of work shall constitute acceptance of conditions and responsibility for corrections
11. A minimum of two working days before performing any digging, call underground service alert for information on the location of natural gas lines, electric cables, telephone cables, etc. The contractor shall be responsible for location and protection of all utilities, and repair of any damage resulting from his work at no additional cost to the owner.
12. Contractor shall promptly repair all damages to existing site at no cost to owner.
13. Refer to landscape specifications for additional conditions, standards, and notes.



SEAL  
Date: 09/15/25  
Myles Urbano Aburto, ASLA, PLA  
Illinois Registered Landscape Architect  
157-001848  
Expires 08/31/2027



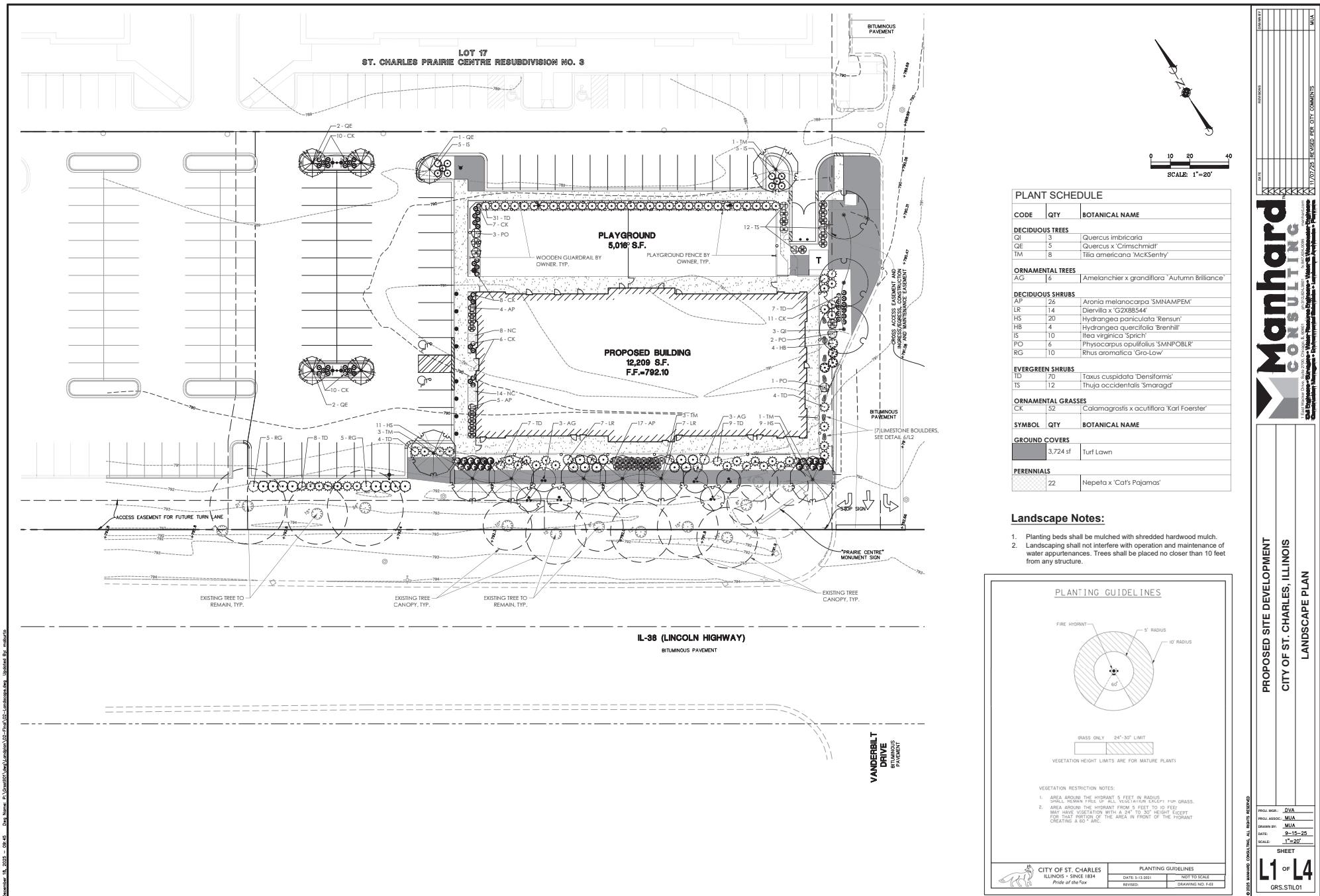
LO OF L4  
SHEET  
GRS-STL01

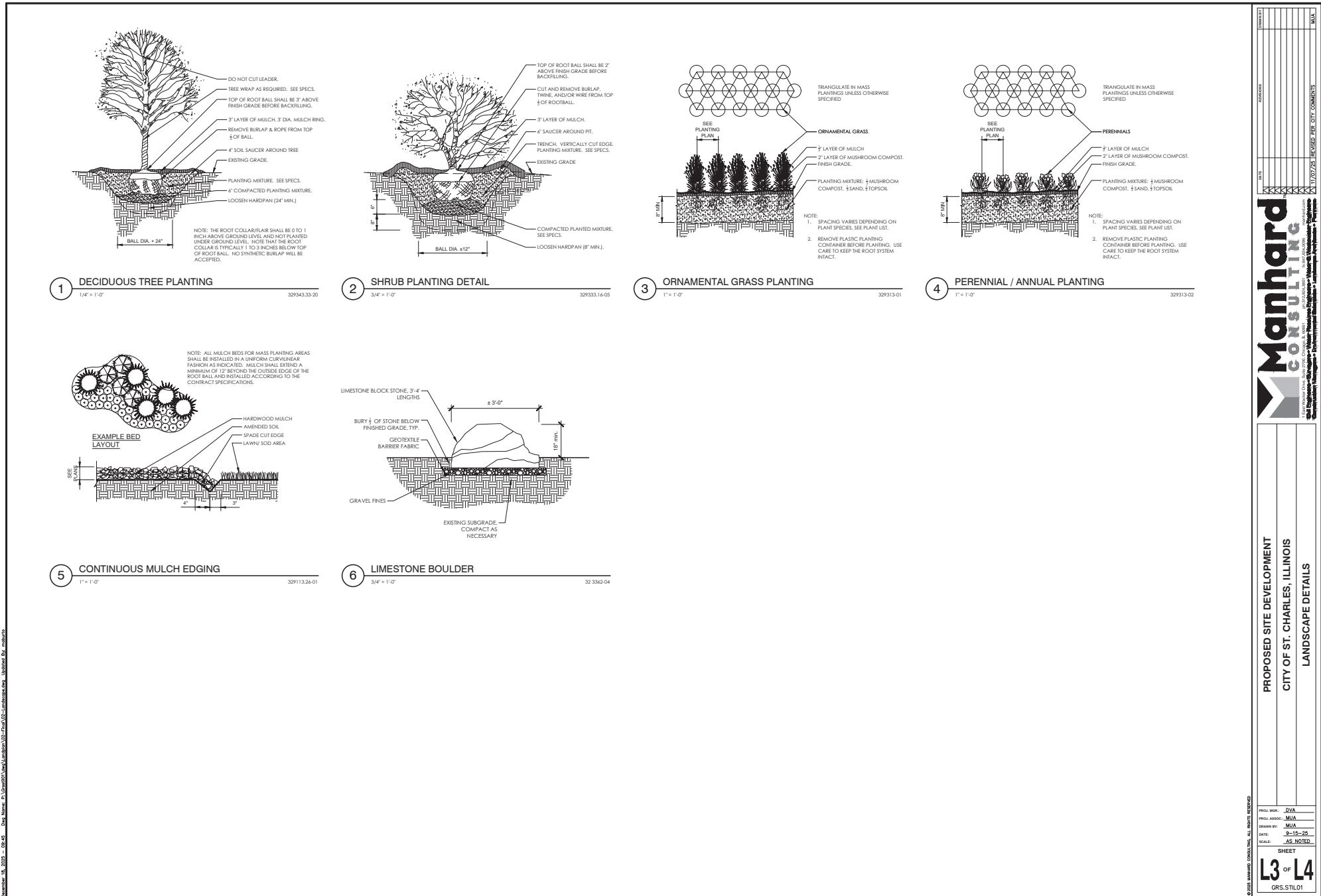


PROPOSED SITE DEVELOPMENT  
CITY OF ST. CHARLES, ILLINOIS  
TITLE SHEET & LANDSCAPE SUMMARY

11/07/25 REVISED PER CITY COMMENTS

11/07/25





LUMINAIRE SCHEDULE					
SYMBOL	QTY	LABEL	DESCRIPTION	MOUNTING HEIGHT	LLF
	25	XWS1	POW-W-19-12W-AB-WF-EMR850-WET	9	0.900
	3	PT4	A65LED-4L40T4-MDL06	16.5	1.000
	3	2A	A65LED-4L40T5-MDL06	20	1.000
	2	PT3	A65LED-4L40T3-MDL06	16.5	1.000

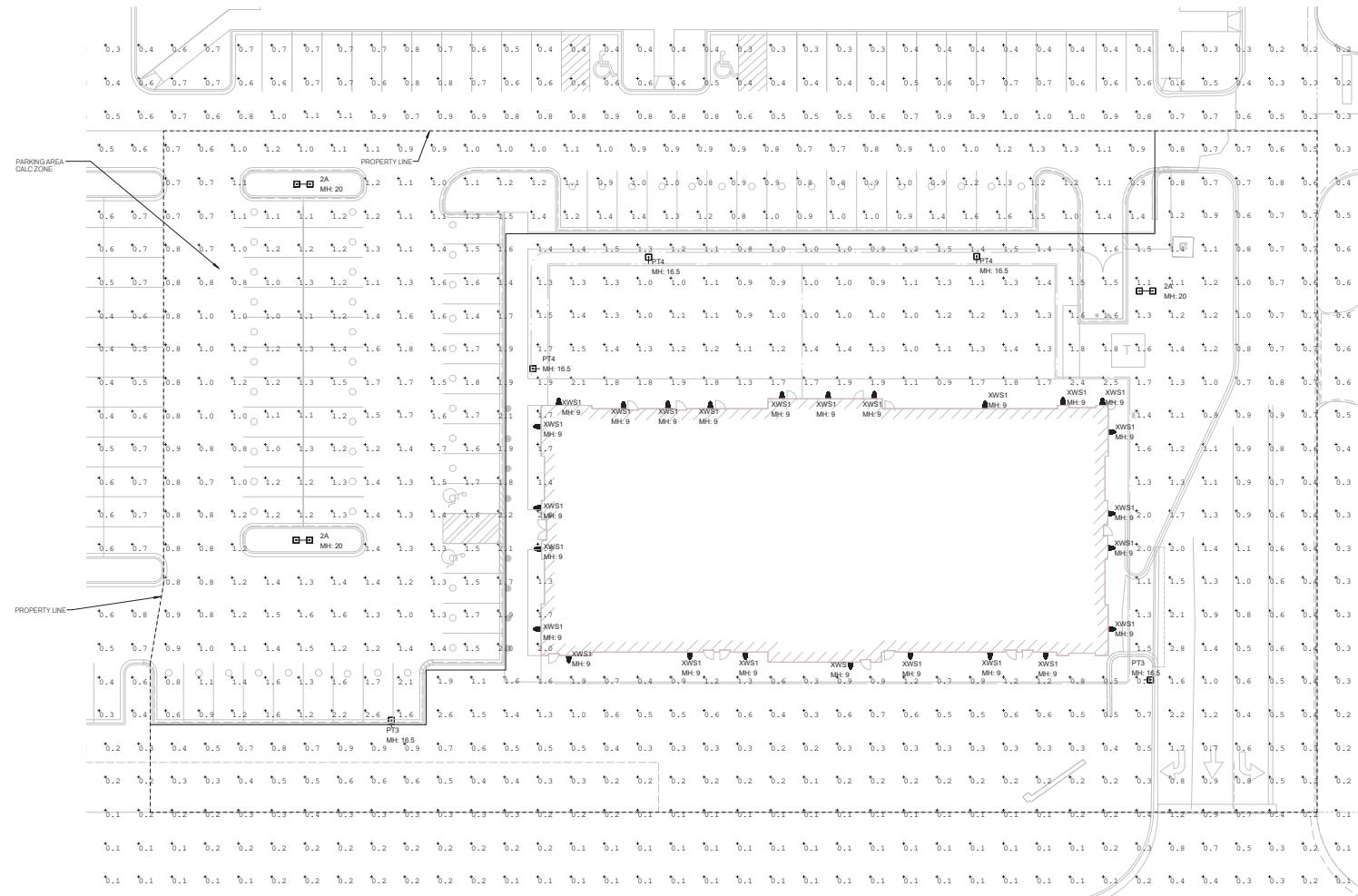
#### ELECTRICAL SHEET INDEX

E001 ELECTRICAL - SITE PHOTOMETRICS PLAN  
E002 ELECTRICAL - LIGHT FIXTURE CUT SHEET

**WOLF**  
ENGINEERING

P.O. BOX 38 | DALTON, GA 30722

CALCULATION SUMMARY		UNITS	AVG	MAX	MIN	MAX/MIN	GRID Z
PARKING AREA		FC	1.14	2.6	0.3	8.67	0
WHOLE SITE AREA		FC	0.47	2.8	0.0	N.A.	0



**Manhard**  
CONSULTING

PROJECT NAME:  
PHOTOMETRICS  
ANALYSIS -  
GARDNER SCHOOL

ST. CHARLES, IL

SEAL



NO	DATE	DESCRIPTION
1	09/20/2005	ISSUED FOR PERMIT
1	11/07/2005	REVISION

DRAWING TITLE:  
ELECTRICAL - SITE  
PHOTOMETRICS PLAN

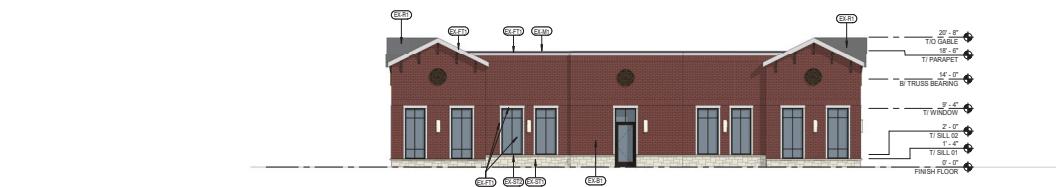
PROJ. NO. 20050186.0  
DRAWN BY YA  
CHECKED BY EW  
SIGHT NO.

**E101**

RELEASED FOR CONSTRUCTION







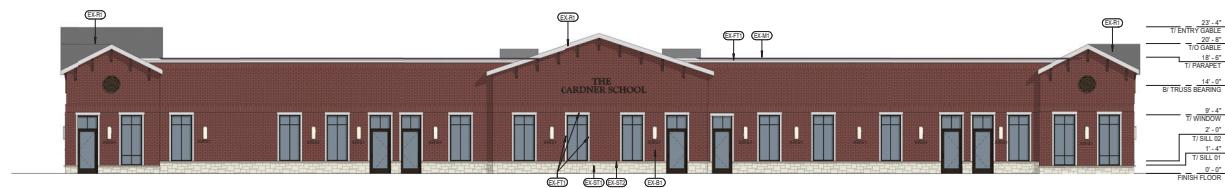
EAST ELEVATION  
SCALE: 1/8" = 1'-0"



NORTH ELEVATION  
SCALE: 1/8" = 1'-0"



WEST ELEVATION  
SCALE: 1/8" = 1'-0"

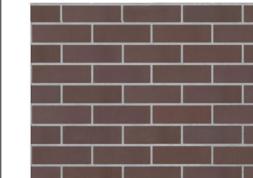


SOUTH ELEVATION  
SCALE: 1/8" = 1'-0"

#### FINISH MATERIALS



EX-R1 ASPHALT SHINGLE ROOF  
MANUF: HERITAGE  
COLOR: BLACK WALNUT



EX-B1 BRICK  
MANUF: ENDICOTT  
COLOR: BORDEAUX



EX-ST2 CAST STONE SILL  
MANUF: MARCSTONE  
COLOR: MESSA 6651



EX-FT1 FIBER CEMENT TRIM BOARD  
MANUF: JAMES HARDIE  
COLOR: COBBLE STONE



EX-ST1 STONE CLADDING  
MANUF: PARAGON STONE  
COLOR: CLOVERBROOK LIMESTONE

#### EXTERIOR ITEMS



WX01 WALL SCONCE  
MANUF: EVERGREEN LIGHTING  
MODEL: POWERLED  
TYPE: MOUNTING HEIGHT: 5'-0"



THE GARDNER SCHOOL EMBLEM  
SIGN BY OWNER SIGN VENDOR



PVC CORBEL - CUSTOM MADE  
PAINT: BENJAMIN MOORE - NC18 MIDDLEBURY BROWN



WINDOWS, & STOREFRONTS, TYP  
FRAMES  
MANUF: KAWNEER  
MODEL: TRIFAB VERSAGLAZE 451T  
COLOR: DARK BRONZE  
GLASS  
1'-CLEAR TEMPERED WITH LOW E-COATING

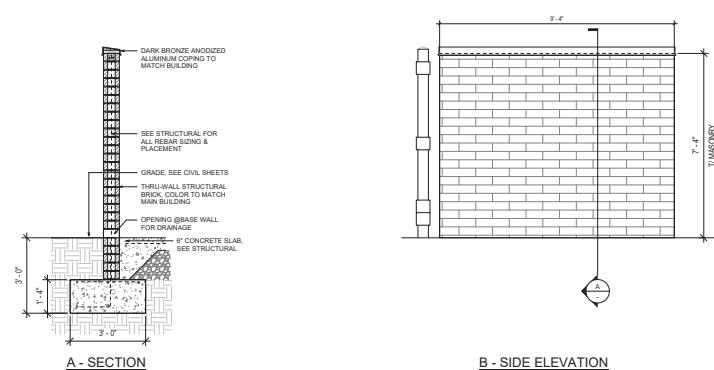
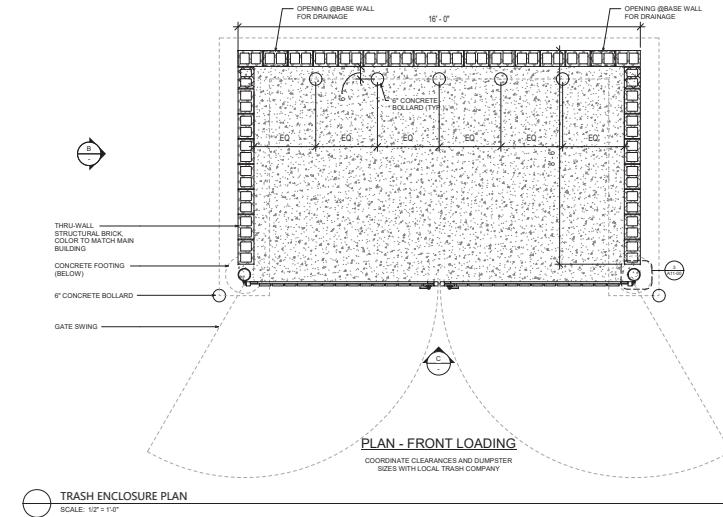


OVERHEAD DOOR  
MANUF: MIDWEST GARAGE DOOR  
MODEL: FULLVIEW  
FRAME: 4063-T ALUMINUM  
COLOR: DARK BRONZE  
GLASS: 1/2" INSULATED - TEMPERED LOW E-COATING

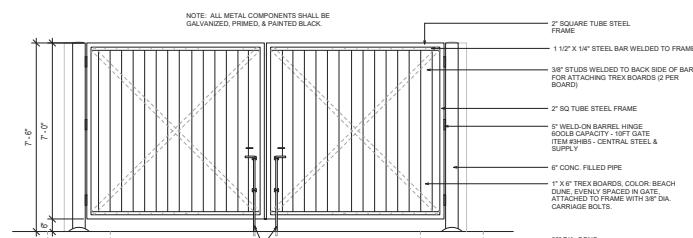


EX-M1 ROOF FASCIA  
PRE-FINISHED SHEETMETAL  
MANUF: KOMI  
COLOR: DARK BRONZE STEEL

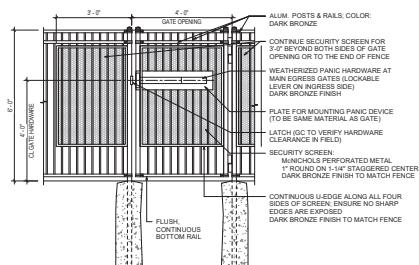
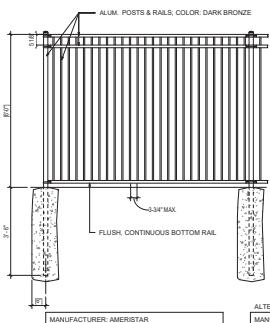




B - SIDE ELEVATION



C - FRONT ELEVATION

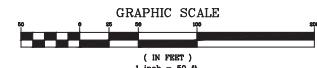




FINAL PLAT  
OF  
ST. CHARLES PRAIRIE CENTRE  
RESUBDIVISION NO. 6

IN THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN KANE COUNTY, ILLINOIS.

True North



BASIS OF BEARINGS

COORDINATES AND BEARINGS ARE BASED UPON THE ILLINOIS STATE PLANE COORDINATE SYSTEM, EAST ZONE (NAD 83), ADJUSTED TO GROUND VALUES AS ESTABLISHED BY A REAL-TIME KINEMATIC (RTK) GLOBAL NAVIGATION SATELLITE SYSTEM (GNSS) UTILIZING THE TRIMBLE VRS NOW NETWORK.

**Manhard**  
CONSULTING

DAYCARE FACILITY  
ST. CHARLES, ILLINOIS  
SUBDIVISION PLAT

LOT 1  
ST. CHARLES  
COMMERCIAL  
CENTER UNIT NO. 1  
RECORDED AUGUST 17, 1982  
AS DOCUMENT NUMBER 161414

LOT 1  
ST. CHARLES  
COMMERCIAL  
CENTER UNIT NO. 6  
RECORDED MAY 26, 1986  
AS DOCUMENT NUMBER 1911264

LOT 1  
ST. CHARLES  
COMMERCIAL  
CENTER UNIT NO. 6  
RECORDED MAY 26, 1986  
AS DOCUMENT NUMBER 1911264

PROPOSED LOT AREA

LOT 8 = 71,278 SQ. FT. (1.636 ACRES)  
LOT 9 = 174,702 SQ. FT. (4.011 ACRES)  
TOTAL AREA = 245,980 SQ. FT. (5.647 ACRES)

ABBREVIATIONS

E. EAST  
N. NORTH  
S. SOUTH  
W. WEST

LEGEND

- BOUNDARY LINE
- EXISTING LOT LINE
- EXISTING EASEMENT LINE
- ROAD CENTERLINE
- PROPOSED LOT LINE

**FINAL PLAT  
OF  
ST. CHARLES PRAIRIE CENTRE  
RESUBDIVISION NO. 6**

IN THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN KANE COUNTY, ILLINOIS.

**OWNER'S CERTIFICATE**

STATE OF ILLINOIS }  
COUNTY OF KANE } SS

THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE OWNER OF THE LAND DESCRIBED IN THE ANNEXED PLAT, AND THAT HE HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AS INDICATED THEREON, FOR THE USES AND PURPOSES THEREIN SET FORTH, AND DOES HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLING, AND TITLE THEREON INDICATED.

ALSO, THIS IS TO CERTIFY THAT PROPERTY BEING SURVEYED AFORESAID, AND TO THE BEST OF THE OWNER'S KNOWLEDGE AND BELIEF, SAID SUBDIVISION LIES ENTIRELY WITHIN THE LIMITS OF: ST. CHARLES COMMUNITY UNIT SCHOOL DISTRICT 303.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_ A.D. 2025.

**NOTARY CERTIFICATE**

STATE OF ILLINOIS }  
COUNTY OF KANE } SS

I, A NOTARY PUBLIC, IN AND FOR SAID COUNTY, IN THE STATE AFORESAID, DO HEREBY CERTIFY THAT THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT AS MORTGAGEE, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT THEY SIGNED AND DELIVERED THE ANNEXED PLAT AS THEIR OWN FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS \_\_\_\_ DAY OF \_\_\_\_\_ A.D. 2025.

NOTARY PUBLIC

**COUNTY CLERK CERTIFICATE**

STATE OF ILLINOIS }  
COUNTY OF KANE } SS

I, HEREBY CERTIFY THAT THERE ARE NO DELINQUENT GENERAL TAXES, NO UNPAID FORFEITED TAXES AND NO REDEMENABLE TAX SALES AGAINST ANY OF THE LAND INCLUDED IN THE ANNEXED PLAT.

I FURTHER CERTIFY THAT I HAVE RECEIVED ALL STATUTORY FEES IN CONNECTION WITH THE ANNEXED PLAT.

GIVEN UNDER MY HAND AND SEAL AT \_\_\_\_\_ ILLINOIS, THIS \_\_\_\_ DAY OF \_\_\_\_\_ A.D. 2025.

COUNTY CLERK

**CERTIFICATE AS TO SPECIAL ASSESSMENTS**

STATE OF ILLINOIS }  
COUNTY OF KANE } SS

I, DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT OR UNPAID CURRENT OR FUTURE SPECIAL ASSESSMENTS OR ANY DEFERRED INSTALLMENTS THEREOF THAT HAVE NOT BEEN APPORTIONED AGAINST THE TRACT OF LAND INCLUDED IN THE PLAT.

**COLLECTOR OF SPECIAL ASSESSMENTS**

DATED AT \_\_\_\_\_ ILLINOIS, THIS \_\_\_\_ DAY OF \_\_\_\_\_ A.D. 2025.

**ILLINOIS DEPARTMENT OF TRANSPORTATION**

STATE OF ILLINOIS }  
CITY OF ST. CHARLES } SS

THIS PLAT HAS BEEN APPROVED BY THE ILLINOIS DEPARTMENT OF TRANSPORTATION WITH RESPECT TO ROADWAY ACCESS PURSUANT TO SECTION 2 OF "AN ACT TO REVISER THE LAW IN RELATION TO PLATS," AS AMENDED, A PLAN THAT MEETS THE REQUIREMENTS CONTAINED IN THE DEPARTMENT'S "POLICY ON PERMITS FOR ACCESS DRIVEWAYS TO STATE HIGHWAYS" WILL BE REQUIRED BY THE DEPARTMENT

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_ A.D. 2025.

BY: \_\_\_\_\_

**ST. CHARLES PRAIRIE CENTRE  
RESUBDIVISION NO. 6**

**GENERAL NOTES**

1. NOTES ON THE ST. CHARLES PRAIRIE CENTRE SUBDIVISION, RECORDED AS DOCUMENT NO. 2018015390, IN THE KANE COUNTY PUBLIC RECORDS, SHOW THE PUBLIC CITY FIRE LINE AND PUBLIC PROTECTION EASEMENT IN THE UNDERLYING LAND (EXCEPT FOR BUILDINGS AND PUBLIC ROADS AS SHOWN ON PRAIRIE CENTRE PUD SITE PLAN IN CITY ORDINANCE #2017-2-2-15 OR CITY APPROVED BUILDING LOCATIONS.)

2. THE DECLARATION OF PROTECTIVE COVENANTS FOR PRAIRIE CENTRE SUBDIVISION, DOCUMENT NO. 2018015401, GRANTED AND RESERVED BY THE OWNER OR THROUGH A DEVELOPER, THE FOLLOWING EASEMENTS AND RIGHTS:

A NON-EXCLUSIVE, BLANKET UTILITY EASEMENT.

A CITY FIRE LINE AND PUBLIC PROTECTION EASEMENT OR "CITY PUBLIC SERVICE EASEMENT" OVER DRIVEWAYS.

A NON-EXCLUSIVE "PRIVATE CROSS--EASEMENT FOR INGRESS AND EGRESS".

A NON-EXCLUSIVE "PRIVATE CROSS--EASEMENT FOR PARKING".

PERIMETER EASEMENTS: (i) FIFTEEN (15) FEET IN WIDTH ALONG EACH COMMERCIAL SITE BOUNDARY LINE THAT ALLOWS A PUBLIC STREET RIGHT--OF--WAY, (ii) TWENTY (20) FEET IN WIDTH ALONG EACH COMMERCIAL SITE BOUNDARY LINE THAT DOES NOT ABUT ANOTHER COMMERCIAL SITE OR A STREET RIGHT--OF--WAY, AND (iii) TEN (10) FEET IN WIDTH ALONG ALL OTHER BOUNDARY LINES OF EACH COMMERCIAL SITE.

RIGHTS FOR "ADDITIONAL EASEMENTS" AS NECESSARY FOR UTILITY OR DRAINAGE.

3. THERE SHALL BE AT MOST TWO (2) DIRECT VEHICULAR ACCESS POINTS TO IL 38 (LINCOLN HWY) FROM LOT 8 AS DEPICTED HEREON.

**SURVEYOR'S NOTES**

1. DISTANCES ARE MARKED IN FEET AND DECIMAL PLACES THEREOF. NO DIMENSION SHALL BE ASSUMED BY SCALE MEASUREMENT HEREON; DISTANCES AND OR BEARINGS SHOWN IN PARENTHESIS (456.67') ARE RECORD OR DEAD VALUES.

2. THIS SUBDIVISION MAY BE SUBJECT TO MATTERS OF TITLE, WHICH MAY BE REVELED BY A CURRENT SURVEY, PERTAINING EASEMENTS, BACKS AND OTHER RESTRICTIONS WHICH MAY BE FOUND IN A CURRENT TITLE REPORT, LOCAL ORDINANCES, DEEDS OR OTHER INSTRUMENTS OF RECORD MAY NOT BE SHOWN.

3. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR BOUNDARY SURVEY. MANHARD CONSULTING IS A PROFESSIONAL DESIGN FIRM, REGISTRATION NUMBER 184003350, EXPIRES APRIL 30, 2027.

**PERMISSION TO RECORD**

STATE OF ILLINOIS }  
COUNTY OF DuPAGE } SS

I, CHRISTOPHER J. SALAZAR, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, HEREBY GRANT PERMISSION TO THE CITY OF ST. CHARLES TO RECORD THIS PLAT ON OR BEFORE DECEMBER 31, 2025. THE REPRESENTATIVE SHALL PROVIDE THIS SURVEYOR WITH A RECORDED COPY OF THIS PLAT.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_ A.D. 2025.

**FOR REVIEW ONLY**

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 4017  
LICENSE EXPIRES NOVEMBER 30, 2026

**SURVEYOR'S CERTIFICATE**

STATE OF ILLINOIS }  
COUNTY OF DuPAGE } SS

THIS IS TO DECLARE THAT THE PROPERTY DESCRIBED HEREON WAS SURVEYED AND SUBDIVIDED BY MANHARD CONSULTING UNDER THE SUPERVISION OF AN ILLINOIS PROFESSIONAL LAND SURVEYOR. THAT THIS PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY AND SUBDIVISION.

LOT 7 IN ST. CHARLES PRAIRIE CENTRE RESUBDIVISION NO. 2, BEING A SUBDIVISION IN THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 24, 2020, AS DOCUMENT NO. 2020KG01284, IN KANE COUNTY, ILLINOIS.

SUBDIVIDED PROPERTY CONTAINS 5.647 ACRES, MORE OR LESS AND ALL DISTANCES ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF.

THIS IS ALSO TO DECLARE THAT THE PROPERTY AS DESCRIBED ON THE ANNEXED PLAT LIES WITHIN THE BOUNDARY OF THE CITY OF ST. CHARLES, KANE COUNTY, ILLINOIS WHICH HAS ADOPTED A VILLAGE PLAN AND IS EXERCISING THE SPECIAL POWER AUTHORIZED BY 65 ILCS 5, SECTION 11-12-6.

5/8" DIAMETER BY 24" LONG IRON RODS WILL BE SET AT ALL SUBDIVISION CORNERS, LOT CORNERS, POINTS OF CURVATURE, AND POINTS OF TANGENCY IN COMPLIANCE WITH ILLINOIS STATUTES AND APPLICABLE ORDINANCES, UNLESS OTHERWISE NOTED.

THIS IS ALSO TO DECLARE THAT THE FEDERAL EMERGENCY MANAGEMENT AGENCY FIRM COMMISSIONER, FIRM NUMBER 7089002000, APPROVED ON AUGUST 3, 2009, INDICATES THAT THE ABOVE DESCRIBED PROPERTY LIES WITHIN AREAS DESIGNATED AS ZONE X (UNSHADeD), ZONE X (UNSHADeD) IS DEFINED AS AREAS DEIGNED TO BE SUBJECT TO FLOODING FROM CHRONIC FLOODING, WHICH DOES NOT NECESSARILY SHOW ALL AREAS SUBJECT TO FLOODING IN THE COMMUNITY OR ALL PLANEtrIC FEATURES OUTSIDE SPECIAL FLOOD HAZARD AREAS. THIS DOES NOT GUARANTEE THAT THE SURVEYED PROPERTY WILL OR WILL NOT FLOOD.

GIVEN UNDER MY HAND AND SEAL THIS \_\_\_\_ DAY OF \_\_\_\_\_ A.D. 2025.

**FOR REVIEW ONLY**

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 4017  
LICENSE EXPIRES NOVEMBER 30, 2026

DESIGN FIRM PROFESSIONAL REGISTRATION  
NO. 184003350--EXPIRES APRIL 30, 2027

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

DATE OF FIELD SURVEY: \_\_\_\_\_



DRAWN BY: \_\_\_\_\_  
REVIEWED BY: \_\_\_\_\_  
APPROVED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
SKETCHED BY: \_\_\_\_\_

**Manhard Consulting**  
SPECIALIZED SURVEYING & PLATTING  
184003350  
CHRISTOPHER J. SALAZAR  
ILLINOIS PROFESSIONAL LAND SURVEYOR  
NO. 4017  
EXPIRES NOVEMBER 30, 2026

DAYCARE FACILITY  
ST. CHARLES, ILLINOIS  
SUBDIVISION PLAT

PROFESSIONAL LAND SURVEYOR  
CHRISTOPHER J. SALAZAR  
ILLINOIS PROFESSIONAL LAND SURVEYOR  
NO. 4017  
EXPIRES NOVEMBER 30, 2026  
STATE OF ILLINOIS  
GRSSSTL01

**City of St. Charles, Illinois**  
**Plan Commission Resolution No. 1-2026**

**A Resolution Recommending Approval of a PUD Preliminary Plan and Final  
Plat of Subdivision (Minor Subdivision) for The Gardner School, Lot 7,  
Prairie Centre PUD (Viking Development, LLC)**

**Passed by Plan Commission on January 6, 2026**

WHEREAS, it is the responsibility of the St. Charles Plan Commission to review PUD Preliminary Plans and requests for Final Plat of Subdivision; and

WHEREAS, the Plan Commission has reviewed the PUD Preliminary Plan and the Final Plat of Subdivision (Minor Subdivision) for The Gardner School, Lot 7, Prairie Centre PUD (Viking Development, LLC); and

WHEREAS, the Plan Commission finds said PUD Preliminary Plan to be in conformance with the applicable PUD and Zoning Ordinance requirements, subject to resolution of any outstanding staff review comments; and

WHEREAS, the Plan Commission finds the Final Plat of Subdivision to be in conformance with the requirements of Title 16 of the City Code entitled, "Subdivisions and Land Improvement" and Title 17, Chapter 17.14-Business & Mixed-Use Districts.

NOW, THEREFORE, be it resolved by the St. Charles Plan Commission to recommend to City Council approval of a PUD Preliminary Plan and Final Plat of Subdivision (Minor Subdivision) for The Gardner School, Lot 7, Prairie Centre PUD (Viking Development, LLC), contingent upon providing public sidewalk along the Route 38 frontage of the property and resolution of all staff comments prior to City Council action.

Roll Call Vote:

Ayes: Wiese, Ewoldt, Gruber, Vargulich

Nays: Fitzgerald, Payleitner

Absent: Funke, Rosenberg

Motion carried: 4-2

PASSED, this 6th day of January 2026.

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Chairman  
St. Charles Plan Commission

Staff Report  
Plan Commission Meeting – January 6, 2026

<b>Applicant:</b>	Viking Development, LLC
<b>Property Owner:</b>	Towne Center Equities LLC
<b>Location:</b>	Prairie Centre; NW corner of Lincoln Hwy & Vanderbilt Dr
<b>Purpose:</b>	Develop childcare facility
<b>Applications:</b>	<ul style="list-style-type: none"><li>• PUD Preliminary Plan</li><li>• Minor Subdivision-Final Plat</li></ul>
<b>Public Hearing:</b>	Not required
<b>Zoning:</b>	BR Regional Business/PUD
<b>Current Land Use:</b>	Vacant
<b>Comprehensive Plan:</b>	Corridor/Regional Commercial
<b>Summary of Proposal:</b>	<p>Proposed is development of a childcare facility called The Gardner School on the eastern portion of the Prairie Centre outlot along Lincoln Hwy. Details:</p> <ul style="list-style-type: none"><li>• 12,209 sf building situated at southeast corner of the property</li><li>• Access via existing shared access drive off Lincoln Hwy and internal cross-access drive</li><li>• Parking to the north and west of the building</li><li>• Landscaping throughout the site</li><li>• Brick single-story building</li></ul> <p>A PUD Preliminary Plan is required due to the property's location within a PUD. The property also requires resubdivision to create a separate lot for the proposed development; a Final Plat has been submitted.</p>
<b>Info / Procedure on Application:</b>	<p><b>PUD Preliminary Plan:</b></p> <ul style="list-style-type: none"><li>• Approval of plans for development of property within a PUD to ensure compliance with the PUD ordinance and applicable provisions of the Zoning Ordinance. Includes building elevations and site, landscape, and engineering plans.</li><li>• Recommendation is based on compliance with the concurrently approved Special Use for PUD standards and other city code requirements.</li></ul> <p><b>Final Plat of Subdivision:</b></p> <ul style="list-style-type: none"><li>• Final Plat is the actual plat document that will be recorded with the County to formally create new lots, dedicate streets, and provide easements, etc.</li><li>• Recommendation is based on compliance with all other code requirements.</li></ul>
<b>Suggested Action:</b>	Review the PUD Preliminary Plan and Final Plat. A recommendation for approval should be subject to resolution of all staff comments prior to City Council action.
<b>Staff Contact:</b>	Ellen Johnson, Planner



Subject Property

## I. PROPERTY INFORMATION

### A. History / Context

The subject property is located in the Prairie Centre PUD with frontage on Lincoln Hwy. The property is a 1.6-acre portion of the 5.6-acre Prairie Centre outlot parcel fronting Lincoln Hwy. The property owner is Towne Centre Equities, LLC, managed by Dave Patzelt of Shodeen; Shodeen is the developer of Prairie Centre.

In March 2017, the City approved the Prairie Centre PUD. Prairie Centre is a redevelopment project that includes commercial, mixed use and residential buildings, specifically:

- 670 residential units.
- A range from 80,000 to 116,000 square feet of commercial uses.

The following items were approved by the Prairie Center PUD Ordinance, #2017-Z-5:

- Special Use for Planned Unit Development (PUD) to establish zoning and development standards for the project. The PUD approval granted deviations to the underlying BR Regional Business District zoning. The deviations related to permitted and special uses, bulk requirements for buildings, building design requirements, landscaping requirements and off-street parking requirements.
- PUD Preliminary Plan approval of the overall site layout, preliminary engineering plans, partial building architectural elevations, and a partial landscape plan. A preliminary plat of subdivision was also approved.

The PUD Ordinance and concurrently approved Final Plat of Subdivision created a single-lot subdivision for the project. The Ordinance allows individual building lots within the site to be proposed and approved via Minor Subdivision- Final Plat applications.

To date, the following approvals and development have occurred at Prairie Centre:

- The primary north-south (Wright Blvd) and east-west (Marlow Blvd) boulevards through the site have been constructed with associated landscaping installed.
- Stormwater detention has been installed.
- Anthony Place, an affordable senior apartment building, was completed in 2020.
- Residential Buildings F2, C1, C2, E, D1, D2, and F1 have been completed.
- Mixed Use Building D1 has been completed.
- Clubhouse, pool and private common areas have been completed.
- Plats of Resubdivision have been approved to create lots for the completed buildings (Resubdivision No. 1, No. 2, No. 3, No. 4, No. 5)
- Administrative Approval was granted in 2023 to allow combination of Residential Building B1 and Mixed-Use Building B1 into a single Residential building. This building is nearing completion.

The following activity is remaining:

- Construction of Mixed Use D2 & D3.
- Construction of retail/restaurant outlots along Rt. 38 (6 buildings are contemplated).
- Construction of Mixed Use B2 & B3 (north end; fronting Prairie Street).
- Resubdivision to create lots for the above listed buildings.

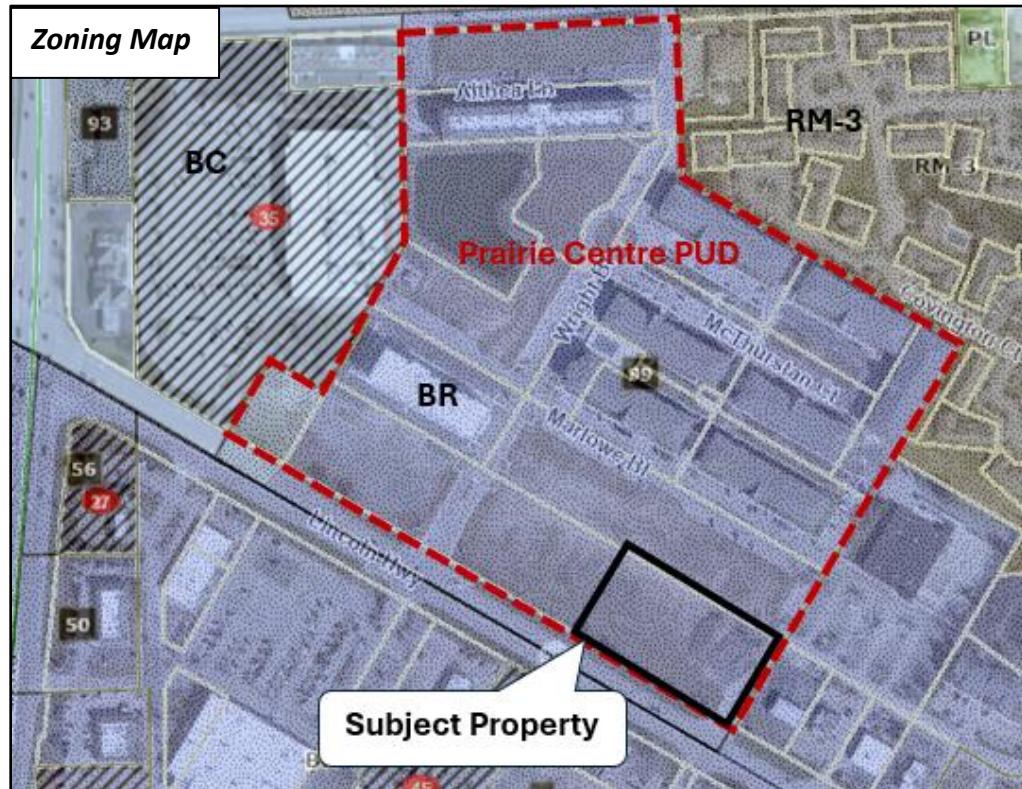
As stated above, six retail/restaurant buildings were contemplated on the outlot along Lincoln Hwy, as depicted on the PUD Site Plan (attached). However, the PUD Ordinance allows

flexibility in the number of buildings and lot layout. The subject property includes the area originally planned for two outlot buildings.

## B. Zoning

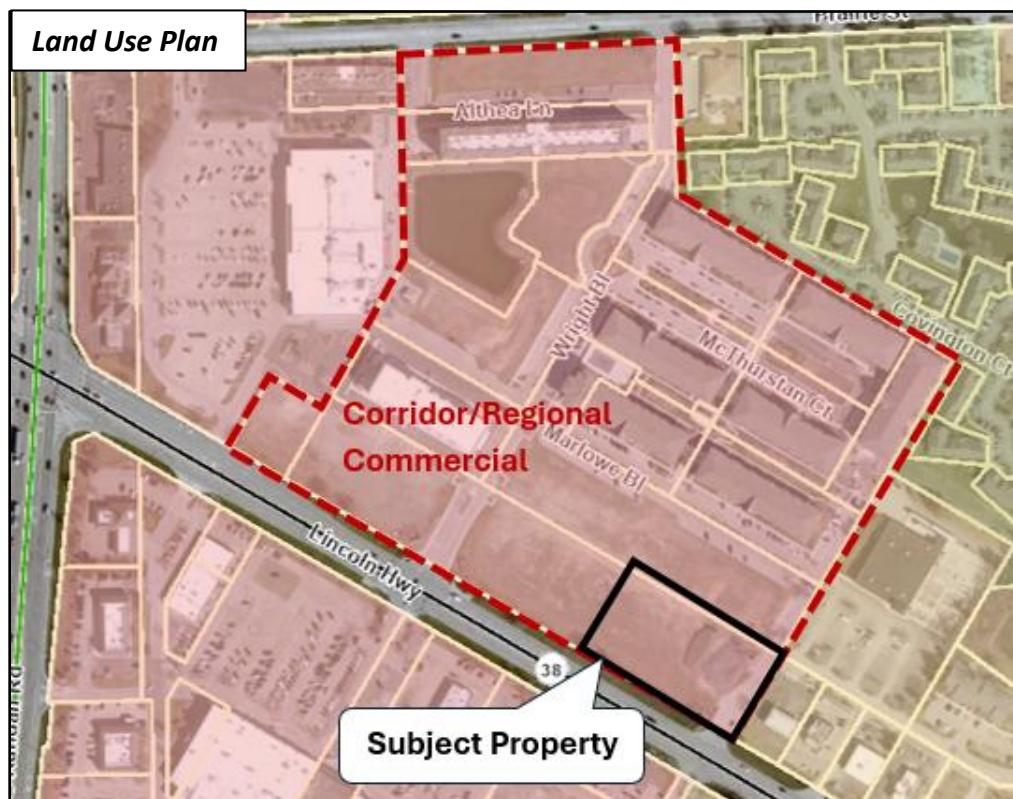
The subject property is zoned BR- Regional Business and is within the Prairie Centre PUD. Surrounding properties to the north, east, west, and south also have commercial zoning.

	Zoning	Land Use
<b>Subject Property</b>	BR Regional Business / PUD (Prairie Centre)	Vacant
<b>North</b>	BR Regional Business / PUD (Prairie Centre)	Vacant
<b>East</b>	BR Regional Business / PUD (St. Charles Commercial Center)	Jiffy Lube
<b>South</b>	BR Regional Business / PUD (St. Charles Commercial Center)	Napa Auto Parts
<b>West</b>	BR Regional Business / PUD (Prairie Centre)	Vacant



## C. Comprehensive Plan

The Land Use Plan adopted as part of the [2013 Comprehensive Plan](#) identifies the subject property as “Corridor/Regional Commercial”.



The Corridor/Regional Commercial land use is described as follows:

*"Areas designated as corridor/regional commercial are intended to accommodate larger shopping centers and developments that serve a more regional function, drawing on a customer base that extends beyond the City limits. These areas often have a mix of "big box" stores, national retailers, and a "critical mass" of multiple stores and large shared parking areas. Areas designated for corridor/regional commercial are located primarily in larger consolidated areas along the City's heavily traveled corridors and intersections. Commercial service uses can also have an appropriate place in corridor/ regional commercial areas, but must be compatible with adjacent and nearby retail and commercial shopping areas and be located as to not occupy prime retail locations."*

## II. PROPOSAL

Viking Development, LLC is under contract to purchase the subject property. They are proposing to develop a childcare facility called, "The Gardner School" on the property. The proposal includes:

- 12,209 sf building situated at the southeast corner of the property; building entrance on west side adjacent to parking lot
- Access via existing shared access drive off Lincoln Hwy and internal cross-access drive
- Parking to the north and west of the building
- Landscaping throughout the site
- Brick single-story building
- Resubdivision to create a separate lot for the development

In connection with this project, Shodeen (Prairie Centre developer) will be completing the east-west cross-access drive that runs north of the subject property along the full width of Prairie

Centre. This drive will also be utilized for site access to the remaining outlot buildings along Lincoln Hwy as they are constructed.

The following development applications have been submitted:

- PUD Preliminary Plan – Plan approval required for development of property that is within a Planned Unit Development to ensure compliance with zoning and PUD standards. Includes site plan, preliminary engineering, landscape plan, and building elevations.
- Minor Subdivision- Final Plat – Approval of a Plat of Subdivision to create a lot for the proposed development.

### III. PLANNING ANALYSIS

Staff has analyzed the submitted plans for conformance with the Prairie Centre PUD (Ord. 2017-Z-5) and applicable sections of the Zoning and Subdivision Ordinances, including:

- Ch. 17.06 Design Review
- Ch. 17.14 Business & Mixed Use Districts
- Title 16 “Subdivisions & Land Improvement
- Ch. 17.26 Landscaping & Screening

#### A. Proposed Use

The proposed childcare facility is considered a “Day Care Center” under the Zoning Ordinance. This use is permitted in the Prairie Centre PUD and is defined as follows:

*“Any child or adult care facility, whether established for gain or otherwise, which regularly provides care for less than twenty-four (24) hours per day for more than three (3) children or adults in a facility other than a residential building, which meets the licensing requirements of the State of Illinois, Department of Children and Family Services. Day Care Center does not include programs operated by public or private elementary and secondary schools, or institutions of higher learning which serve children who are three (3) years of age or older.”*

#### B. Bulk Standards

The table below compares the applicable standards of the Prairie Centre PUD and BR District to the proposed plan. The plan meets all bulk standards.

Category	BR District / PUD Standard	Proposed
<b>Min. Lot Area</b>	None	71,278 sf / 1.636 acre
<b>Min. Lot Width</b>	None	350 ft
<b>Max. Building Coverage</b>	None	17%
<b>Max. Building Height</b>	40 ft	23'4"
<b>Building Setbacks:</b>		
<i>Front (Lincoln Hwy)</i>	25 ft	45 ft
<i>Exterior side (east)</i>	15 ft	63 ft
<i>Interior side (west)</i>	0 ft	114 ft
<i>Rear (north)</i>	0 ft.	80 ft
<b>Parking Setbacks:</b>		
<i>Front (Lincoln Hwy)</i>	25 ft	26 ft
<i>Exterior side (east)</i>	0 ft	84 ft
<i>Interior side (west)</i>	0 ft	0 ft

<i>Rear (north)</i>	0 ft	0 ft
<b>Parking Requirement</b>	3.5 per 1,000sf of GFA= 43 spaces	61 spaces

### C. Plat of Subdivision

A Plat of Subdivision has been submitted entitled, “St. Charles Prairie Centre Resubdivision No. 6”. The plat divides Lot 7, which currently covers the entire outlot portion of Prairie Centre, into 2 lots:

- Lot 8 – 71,728 sf / 1.636 acres
  - The Gardner School lot
- Lot 9 – 174,702 sf / 4.011 acres
  - Remaining outot; to be resubdivided incrementally as outlot buildings are proposed

Existing blanket utility and access easements will remain over the property. No new utility or access easements are required.

### D. Site Access & Connectivity

Access into the site is via an existing private drive off Lincoln Hwy, known as Vanderbilt Dr. An east-west drive planned along the north side of the Prairie Centre outlot buildings will be completed by Shodeen in connection with this project. This drive will connect Vanderbilt Dr on the east with Wright Blvd on the west, allowing for vehicles to access the subject property via Vanderbilt Dr and Wright Blvd, which is the main entrance to Prairie Centre. The drive will also connect to an existing private drive running behind the neighboring properties to the east, connecting to S 14<sup>th</sup> Street, which provides an additional means of access to the subject property.

All parking in Prairie Centre is shared and subject to a shared access easement. This includes the proposed parking spaces along the northern private drive, and the parking lot east of the building. Future outlot development to the west will connect to the proposed parking lot.

Sidewalk is proposed around the building and play area, along with a sidewalk stub at the northeast corner of the site, to connect to sidewalk planned along the east side of the future building directly north.

Public sidewalk is not proposed along Lincoln Hwy. The Prairie Centre PUD plans were approved without sidewalk along Lincoln Hwy due to the lack of connecting sidewalks on either side of the development.

#### **Staff Comments:**

- Although sidewalk along Lincoln Hwy was not identified on the PUD Plan approved in 2017, staff believes it would be beneficial for sidewalk to be installed in connection with development of each outlot. Staff has suggested the applicant provide sidewalk along Lincoln Hwy along the width of the subject property. The applicant has responded that they do not intend to provide sidewalk, as the topic was discussed during the Prairie Centre PUD process and it was determined that sidewalk would not be required.
- A traffic study was not requested for the proposed development. A traffic study previously completed for the Prairie Centre PUD anticipated commercial outlot

development with predominantly retail and restaurant uses, which have a similar or higher trip generation than childcare facilities.

#### **E. Landscaping**

A landscape plan has been submitted depicting street frontage landscaping and parking lot screening along Lincoln Hwy, building foundation landscaping adjacent to the perimeter sidewalk along the east and south sides of the building, and additional foundation landscaping along the west building wall and around the playground. Landscaping is also shown within parking lot islands. Existing trees along Lincoln Hwy will remain. A 6' high aluminum fence is proposed around the building and playground.

The PUD Ordinance includes an approved Landscape Plan for the development which depicts general locations for plantings within and around the outlot. The proposed landscape plan is in keeping with the PUD landscape plan.

#### **F. Building Design**

Architectural elevations have been submitted. The proposed single-story building is 18 feet to the primary roofline, and 23'4" to the top of the entry gable. The primary entrance is on the west side of the building facing the parking lot. The south elevation has been designed to provide required façade articulation for street-facing building walls. Wall projections are incorporated around all four sides. The primary façade materials is red brick, with fiber cement trim and a stone cladding knee wall. The trash enclosure at the northeast side of the site is screened with masonry to match the building.

The proposed design meets the Design Standards & Guidelines of Ch 17.06 applicable to commercial districts, as well as the PUD architectural guidelines.

#### **G. Site Lighting**

A photometric plan has been submitted. Pole lighting proposed for the parking areas is consistent with the Prairie Centre PUD. The fixture and lighting levels meet the Site Lighting standards of Section 17.22.040.

#### **H. Signage**

Signage for the proposed development is subject to the sign requirements contained in the PUD Ordinance. One wall sign is permitted per side. The building elevations depict one sign on three sides of the building. The signs meet the applicable square footage limitations. A freestanding sign is not proposed. An existing Prairie Centre development sign is located at the southeast corner of the subject property and will remain.

### **IV. DEPARTMENTAL REVIEWS**

#### **A. Engineering Review**

Engineering staff have reviewed and approve the preliminary engineering plans for this project.

#### **B. Fire Dept. Review**

The Fire Dept. has reviewed the plans and has determined that site access is adequate. An additional fire hydrant is proposed at the northwest corner of the building, the location of which is under review. An automatic sprinkler system will be required.

**C. Public Works**

Public Works staff have reviewed the plans and have no remaining comments.

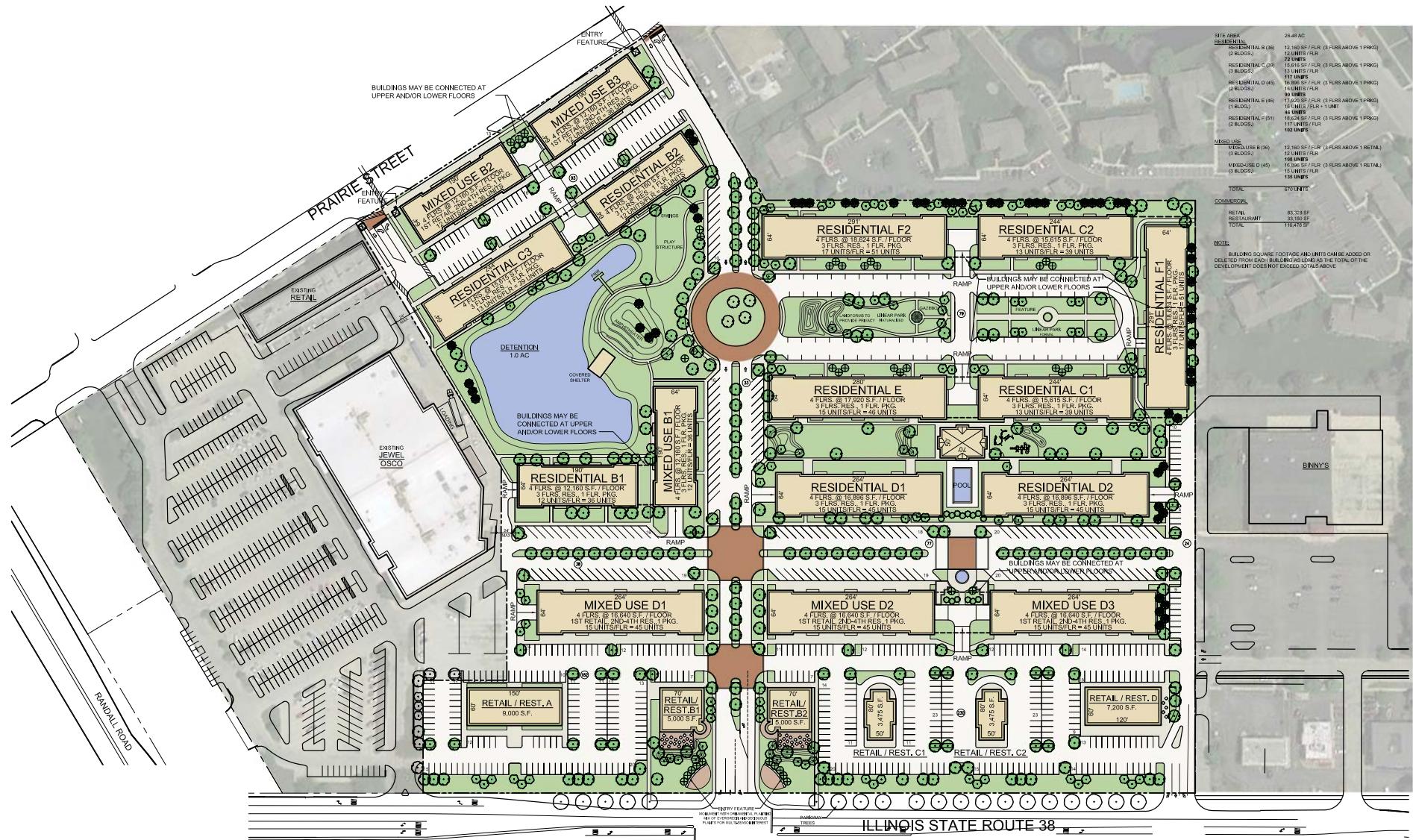
**V. OPTIONS FOR ACTION**

Review the PUD Preliminary Plan and Final Plat. Staff has found the application materials to be complete. Staff recommends the any recommendation include a condition requiring resolution of all staff comments prior to City Council action.

**VI. ATTACHMENTS**

- Prairie Centre PUD Site Plan
- Applications for PUD Preliminary Plan and Minor Subdivision- Final Plat; received 9/17/25
- Plans & Plat

## Prairie Centre PUD Site Plan (Ord. 2017-Z-5)



OKW ARCHITECTS  
600 W. Jackson, Suite 250  
Chicago, IL 60661

### SITE PLAN

SCALE: 1"=150'



SHODEEN

PRAIRIE CENTRE  
St. Charles, Illinois

February 7, 2017 Project #: 16033

A-01

City of St. Charles  
Community Development Division  
2 E. Main Street  
St. Charles, IL 60174



Phone: (630) 377-4443  
Email: [cd@stcharlesil.gov](mailto:cd@stcharlesil.gov)

## PUD PRELIMINARY PLAN APPLICATION

### For City Use

Project Name: The Gardner School - Prairie Centre  
Project Number: 2025 -PR- 008  
Cityview Project Number: PLPUD202500109

Received Date  
**RECEIVED**

**SEP 17 2025**

**City of St. Charles  
Community Development**

- File this application to request approval of a PUD Preliminary Plan. Normally, this application is reviewed concurrently with an application for Special Use for PUD, unless a Special Use for PUD has previously been granted and no amendment is necessary.
- Complete the application and submit with all required attachments to the Community Development Division.
- The information you provide must be complete and accurate. If you have any questions please contact the Community Development Division.
- City staff will review the submittal for completeness and for compliance with applicable requirements. Staff will distribute the plans to other City departments for review when the application is complete.
- The PUD Preliminary Plan will be scheduled for Plan Commission review when staff has determined the plans are ready.

<b>1. Property Information:</b>	Location:	Northeast Corner of Lincoln Highway and Vanderbilt Drive	
	Parcel Number (s):	Lot 1 and Lot 2	
	Proposed PUD Name:	Gardner School St. Charles	
<b>2. Applicant Information:</b>	Name:	Viking Development, LLC	Phone: (303) 928-0047
	Address	302 Innovation Drive, Suite 130 Franklin, TN 37067	Email: Chris.Fazendin@TheGardnerSchool.com
<b>3. Record Owner Information:</b>	Name:	Towne Center Equities, LLC	Phone: (630) 444-8277
	Address:	77 N. First Street Geneva, IL 60134	Email:

#### 4. Identify the Type of Application:

**New proposed Planned Unit Development (PUD) – Special Use Application to be filed concurrently**

**Existing Planned Unit Development (PUD)**

PUD Amendment required for proposed plan – *Special Use Application to be filed concurrently*

##### ***Subdivision:***

**Proposed lot has already been platted and a new subdivision is not required.**

**New subdivision of property is required:**

Final Plat of Subdivision Application filed concurrently

Final Plat of Subdivision Application to be filed later

#### 5. Required Attachments:

*If multiple zoning or subdivision applications will be submitted concurrently, do not submit duplicate checklist items or plans. Fee must be paid for each application.*

*Submit 1 copy of each required item, unless otherwise noted.*

**APPLICATION FEE:** \$500

**REIMBURSEMENT OF FEES AGREEMENT:** An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Appendix B of the Zoning Ordinance.

**REIMBURSEMENT OF FEES INITIAL DEPOSIT:** Deposit of funds in escrow with the City. Required deposit is based on review items (number of applications filed) and the size of the subject property:

Number of Review Items	Under 5 Acres	5-15 Acres	16-75 Acres	Over 75 Acres
1	\$2,000	\$3,000	\$4,000	\$5,000
2 or 3	\$3,000	\$5,000	\$6,000	\$8,000
4 or more	\$4,000	\$6,000	\$8,000	\$11,000

**PROOF OF OWNERSHIP:** a) A current title policy report; or  
b) A deed and a current title search

*NOTE: Private covenants and deed restrictions can limit private property rights with respect to the use of land even though the City's Zoning Ordinance may authorize the use or a less restrictive use. We strongly advise that you perform a title search on the property to determine if there are any private covenants containing use restrictions or other deed restrictions. As those private covenants and deed restrictions may conflict with the City's Zoning Ordinance, it is further recommended that you consult with an attorney to obtain an opinion with respect to whether your intended use is compatible with those restrictions.*

**OWNERSHIP DISCLOSURE:** Use the appropriate disclosure form (attached), if the owner or applicant is a Partnership, Corporation, Trust, or LLC.

**LETTER OF AUTHORIZATION:** If the property owner is not the applicant, an original letter of authorization from the property owner permitting the applicant to file the zoning application with the City of St. Charles for the subject property.

**LEGAL DESCRIPTION:** For entire subject property, on 8 1/2 x 11 inch paper and Microsoft Word file.

**PLAT OF SURVEY:** A current plat of survey for the subject property showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.

**SOIL AND WATER CONSERVATION DISTRICT NATURAL RESOURCES INVENTORY APPLICATION:** As required by State law, submit a Natural Resources Inventory (NRI) application and required fee directly to the Kane-DuPage Soil and Water Conservation District. Provide a copy of completed NRI application to the City. The NRI application can be found on the Kane-DuPage SWCD website: <http://www.kanedupageswcd.org/kd/natural-resource-inventory>

**ENDANGERED SPECIES REPORT:** As required by State law, file an Endangered Species Consultation Agency Action with the Illinois Department of Natural Resources. Provide a copy of the report to the City. The online Ecological Compliance Assessment Tool (EcoCAT) should be utilized: <https://dnr2.illinois.gov/EcoPublic/>

**PRELIMINARY STORMWATER MANAGEMENT REPORT:** Provide stormwater management information as listed in item #7 of the Preliminary Engineering Checklist (attached).

**BUILDING UTILITY DATA SUMMARY:** Use the attached worksheet to provide preliminary estimates regarding utility needs for the development.

**N/A**  **PUBLIC BENEFITS, DEPARTURES FROM CODE:** A written statement describing how the PUD meets the purposes and requirements established in Section 17.04.400 of the Zoning Ordinance. List any requests for deviations (departures) from the requirements of Title 16 "Subdivisions and Land Improvement" and Title 17 "Zoning" and provide a rationale for each requested deviation.

**N/A**  **CONSTRUCTION SCHEDULE:** Indicate the following:

- Phases in which the project will be built with emphasis on area, density, use and public facilities, such as open space, to be developed with each phase. Overall design of each phase shall be shown on the Plat of Subdivision and through supporting material.
- Approximate dates for beginning and completion of each phase.

**N/A**  **PARK AND SCHOOL LAND/CASH WORKSHEETS:** *For residential developments only.* Use the attached worksheet to calculate the estimated population and student yields and resulting land/cash contributions in accordance with Title 16 of the St. Charles Municipal Code.

**N/A**  **INCLUSIONARY HOUSING WORKSHEET:** *For residential developments only.* Use the attached worksheet to calculate the affordable unit requirement and indicate how the development will comply with Title 19 of the St. Charles Municipal Code.

**ZONING COMPLIANCE TABLE:** Use the attached worksheet to compare applicable Zoning District and/or PUD requirements and the proposed development. Use the Residential table for residential developments and the Nonresidential table for nonresidential developments.

**N/A**  **KANE COUNTY TRANSPORTATION IMPACT FEE:** The Kane County Road Improvement Impact Fee Ordinance applies to new residential and non-residential development within Kane County. The impact fee is determined by Kane County upon submittal of an application to Kane County Department of Transportation at the time of building permit. At this stage, the Impact Fee Estimator Tool can be used to estimate the cost of the fee:  
<https://kdot.kanecountyil.gov/Pages/Impact-Fees.aspx>

**PLANS:** All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all revisions.

**Copies:** Ten (10) full size copies and PDF electronic file emailed to: [cd@stcharlesil.gov](mailto:cd@stcharlesil.gov)

N/A  **COMMENT RESPONSE LETTER:** Provide a written response to all outstanding City review comments from the Concept Plan review (if applicable).

**PRELIMINARY PLAT OF SUBDIVISION:** If the PUD Preliminary Plan involves the subdivision of land, submit a Preliminary Plat of Subdivision that includes the information listed on the Subdivision Plat Drawing Requirements Checklist. Also submit a completed Subdivision Plat Drawing Requirements Checklist (attached).

**PRELIMINARY ENGINEERING PLANS:** Plans shall include the information listed on the Preliminary Engineering Checklist (attached).

**PHOTOMETRIC PLAN:** Site lighting plan demonstrating compliance with Section 17.22.040 "Site Lighting". Depict proposed lighting levels within the site and up to all property lines. Identify locations and fixture specifications of all site lighting, including pole and building-mounted lighting.

**ARCHITECTURAL PLANS:** Architectural plans and data for all principal buildings with sufficient detail to permit an understanding of the exterior appearance and architectural style of the proposed buildings, the number, size and type of dwelling units, the proposed uses of nonresidential and mixed-use buildings, total floor area and total building coverage of each building.

**LANDSCAPE PLAN:** Landscape Plan demonstrating compliance with Ch. 17.26 "Landscaping & Screening" and which includes the following information:

- Delineation of the buildings, structures, and paved surfaces situated on the site and/or contemplated to be built thereon
- Delineation of all areas to be graded and limits of land disturbance, including proposed contours as shown on the Site/Engineering Plan.
- Accurate property boundary lines
- Accurate location of proposed structures and other improvements, including paved areas, berms, lights, retention and detention areas, and landscaping
- Site area proposed to be landscaped in square feet and as a percentage of the total site area
- Percent of landscaped area provided as per code requirement
- Dimensions of landscape islands
- Setbacks of proposed impervious surfaces from property lines, street rights-of-way, and private drives
- Location and identification of all planting beds and plant materials
- Planting list including species of all plants, installation size (caliper, height, or spread as appropriate) and quantity of plants by species
- Landscaping of ground signs and screening of dumpsters and other equipment

↓/A  **TREE PRESERVATION PLAN:** When required, in accordance with Ch. 8.30 of the St. Charles Municipal Code (see attached "Tree Preservation Requirements for Preliminary Plans"). This information may be included as part of the Landscape Plan set.

**ELECTRIC UTILITY PLAN & ELECTRIC SERVICE APPLICATION:** Provide electric utility information as listed in item #5 of the Preliminary Engineering Checklist. Also fill out and submit the Electric Service Application form (attached). Please note: The St. Charles Municipal Electric Utility is a "zero standard" utility, which means that the developer pays 100% of the costs related to electrical infrastructure.

**TRUCK TURNING EXHIBIT(S):** Provide a WB-50 template showing turning movements through the site to verify adequate access for Fire vehicles. Provide a Vactor truck template if the project will require City Vactor truck access for sanitary sewer maintenance.

N/A  **SKETCH PLAN FOR LATER PHASES OF PUD:** For phased PUDs only, submit a plan that shows, at minimum, the following:

- General location of arterial and collector streets
- Location of any required landscape buffers
- Location of proposed access to the site from public streets
- Maximum number of square feet of floor area for nonresidential development
- Maximum number of dwelling units for residential development
- Open space and storm water management land

I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief.

Wid A. Felt 9-15-25  
Record Owner Date

Don 9/15/25  
Applicant or Authorized Agent Date

September 10, 2025

City of St. Charles  
2 E. Main Street  
St. Charles, IL 60174-1984

Attn: Zoning Department – Letter of Authorization for The Gardner School

To Whom it May Concern:

On behalf of the owner, Towne Centre Equities, L.L.C., this letter shall serve as an authorization for The Gardner School to file for a zoning change with The City of St. Charles, to the Prairie Centre PUD Preliminary Plan and Minor Subdivision Final Plat.

Sincerely,

Towne Centre Management, L.L.C. the sole manager of Towne Centre Equities, L.L.C.

By:   
David A. Patzelt, a Manager

**SHODEEN**

77 N. First Street  
Suite 17  
Geneva, Illinois 60134

phone 630.444.0777

[www.shodeen.com](http://www.shodeen.com)

City of St. Charles  
Community Development Division  
2 E. Main Street  
St. Charles, IL 60174



Phone: (630) 377-4443  
Email: [cd@stcharlesil.gov](mailto:cd@stcharlesil.gov)

## MINOR SUBDIVISION – FINAL PLAT APPLICATION

### For City Use

Project Name: The Gardner School - Prairie Centre  
Project Number: 2025 -PR- 008  
Cityview Project Number: PLMS 202500110

Received Date

**RECEIVED**

**SEP 17 2025**

**City of St. Charles  
Community Development**

- File this application to request approval of a Minor Subdivision – Final Plat.
- Per City Code Section 16.04.040, a Minor Subdivision must meet the following criteria:
  - Compliance with subdivision design standards in the City Code;
  - No more than 4 lots;
  - No public utility extensions or new streets are required to serve the subdivision;
  - No stormwater detention is required to serve the subdivision;
  - All lots meet minimum zoning standards.
- Complete the application and submit with all required attachments to the Community Development Division.
- The information you provide must be complete and accurate. If you have any questions please contact the Community Development Division.
- City staff will review the submittal for completeness and for compliance with applicable requirements. Staff will distribute the plans to other City departments for review when the application is complete.
- The Final Plat will be scheduled for Plan Commission review when staff has determined the plat is ready.

<b>1. Property Information:</b>	Location:	Northeast Corner of Lincoln Highway and Vanderbilt Drive	
	Parcel Number (s):	Lot 1 and Lot 2	
	Proposed Subdivision Name:	Resubdivision of Lot 7 in St. Charles Prairie Centre Resubdivision No. 2	
<b>2. Applicant Information:</b>	Name:	Viking Development, LLC	Phone: (303) 928-0047
	Address	302 Innovation Drive, Suite 130 Franklin, TN 37067	Email: Chris.Fazendin@TheGardnerSchool.com
<b>3. Record Owner Information:</b>	Name:	Towne Center Equities, LLC	Phone: (630) 444-8277
	Address:	77 N. First Street Geneva, IL 60134	Email:

#### 4. **Required Attachments:**

If multiple zoning or subdivision applications will be submitted concurrently, do not submit duplicate checklist items or plans. Fee must be paid for each application.

Submit 1 copy of each required item, unless otherwise noted.

**APPLICATION FEE:** \$300

**REIMBURSEMENT OF FEES AGREEMENT:** An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Appendix B of the Zoning Ordinance.

**REIMBURSEMENT OF FEES INITIAL DEPOSIT:** Deposit of funds in escrow with the City. Required deposit is based on review items (number of applications filed) and the size of the subject property:

Number of Review Items	Under 5 Acres	5-15 Acres	16-75 Acres	Over 75 Acres
1	\$1,000	\$2,000	\$3,000	\$4,000
2 or 3	\$2,000	\$4,000	\$5,000	\$7,000
4 or more	\$3,000	\$5,000	\$7,000	\$10,000

**FEE FOR INSTALLATION OF CITY BENCHMARKS:** Payment for installation of City benchmarks in accordance with Appendix F of the Subdivision Code (City Code Title 16). Required payment is based on the size of the subdivision:

Subdivision Acreage	Number of Benchmarks	Fee at \$2500 per Benchmark
20+	2	\$5000
10 to 20	1	\$2500
5 to 10	0.5	\$1250
1 to 5	0.25	\$625
Less than 1	0.10	\$250

**PROOF OF OWNERSHIP:** a) A current title policy report; or  
b) A deed and a current title search

*NOTE: Private covenants and deed restrictions can limit private property rights with respect to the use of land even though the City's Zoning Ordinance may authorize the use or a less restrictive use. We strongly advise that you perform a title search on the property to determine if there are any private covenants containing use restrictions or other deed restrictions. As those private covenants and deed restrictions may conflict with the City's Zoning Ordinance, it is further recommended that you consult with an attorney to obtain an opinion with respect to whether your intended use is compatible with those restrictions.*

**OWNERSHIP DISCLOSURE:** Use the appropriate disclosure form (attached), if the owner or applicant is a Partnership, Corporation, Trust, or LLC.

**LETTER OF AUTHORIZATION:** If the property owner is not the applicant, an original letter of authorization from the property owner permitting the applicant to file the zoning application with the City of St. Charles for the subject property.

**N/A**  **PARK AND SCHOOL LAND/CASH WORKSHEETS:** *For residential developments only.* Use the attached worksheet to calculate the estimated population and student yields and resulting land/cash contributions in accordance with Title 16 of the St. Charles Municipal Code.

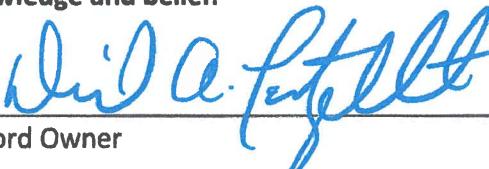
**N/A**  **INCLUSIONARY HOUSING WORKSHEET:** *For residential developments only.* Use the attached worksheet to calculate the affordable unit requirement and indicate how the development will comply with Title 19 of the St. Charles Municipal Code.

**PLANS:** All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all revisions.

**Copies:** Ten (10) full size copies, one (1) 11" by 17", and PDF electronic file emailed to: [cd@stcharlesil.gov](mailto:cd@stcharlesil.gov)

**FINAL PLAT OF SUBDIVISION / DRAWING REQUIREMENTS CHECKLIST:** A Final Plat of Subdivision that includes the information listed on the Subdivision Plat Drawing Requirements Checklist. Also submit a completed Checklist (attached).

I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief.

  
Record Owner 9-15-25

  
Applicant or Authorized Agent 9/15/25

 <b>CITY OF ST. CHARLES</b> <small>ILLINOIS • 1834</small>	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		<b>Agenda Item number:</b> 6b
	<b>Title:</b>	<b>Recommendation to approve a Resolution Authorizing the Mayor and City Clerk of the City of St. Charles to Execute a Service Agreement between the City of St. Charles and Lazarus House regarding the City of St. Charles – Lazarus House Permanent Supportive Housing Program.</b>	
	<b>Presenter:</b>	<b>Ellen Johnson, Planner II</b>	
<b>Meeting:</b> Committee of the Whole		<b>Date:</b> February 2, 2026	
<b>Proposed Cost:</b> \$	<b>Budgeted Amount:</b> \$ N/A	<b>Not Budgeted:</b> <input type="checkbox"/>	
<b>TIF District:</b> None			
<b>Executive Summary</b> (if not budgeted, please explain):			
<p>The proposed City of St. Charles – Lazarus Housing Permanent Supportive Housing Program, funded by the St. Charels Housing Trust Fund and recommended by the Housing Commission, was last reviewed by P&amp;D Committee in December. Support was expressed for the program. Staff has now prepared a Service Agreement between the City and Lazarus House to establish Lazarus House administration of the program. Lazarus House has reviewed the document and is in agreement.</p>			
<p>Upon City Council approval of the Service Agreement and allocating Housing Trust Funds to the program (to be discussed under the next Agenda Item), the program will be in place.</p>			
<p>The following information about the program was previously provided to P&amp;D Committee in December:</p>			
<p><b><u>Background</u></b></p> <p>Lazarus House's Permanent Supportive Housing Program is federally funded through the Dept. of Housing &amp; Urban Development (HUD). The program provides long-term, permanent housing for chronically homeless and disabled individuals. The program covers the cost of rent and case management for 16 households. The program serves the most in-need and clients tend to stay in the program long-term. Lazarus House has stated that the program is underfunded by HUD and there is a waitlist for the program.</p>			
<p><b><u>Proposal</u></b></p> <p>The Housing Commission recommends partnering with Lazarus House through creation of a new program called the "City of St. Charels – Lazarus House Permanent Supportive Housing Program" (PSH). The City would fund one household over a 10-year commitment.</p>			
<p>The program would follow the same parameters of Lazarus House's existing program funded by HUD and would be administered in the same way:</p> <ul style="list-style-type: none"> <li>• Lazarus House identifies a tenant, based on eligibility requirements including meeting the definition of "chronically homeless", having a "disabling condition", and having an income at or below 30% Area Median Income.</li> <li>• Lazarus House procures a rental unit (unit must be within City limits for the City program), ensures the unit passes inspection, and facilitates lease agreements. The unit is rented to Lazarus House as the lessee, with the tenant as the sub-lessee.</li> <li>• Rent is paid to the landlord from Lazarus House. The tenant contributes 10% of their income towards rent (paid to Lazarus). Tenant must meet weekly with their Lazarus House case manager.</li> <li>• Lazarus House would request the City to disperse funds on a quarterly basis.</li> </ul>			

The attached Outline provides more information on the program, including program eligibility, rental unit requirements, and tenant/landlord/Lazarus House responsibilities.

**Budget**

The Housing Commission has recommended a budget of \$17,850 per year for a period of 10-years, with an annual increase of up to 5% per year. This amount was provided by Lazarus House and includes rent/utilities and the cost of case management. A long-term funding commitment was requested by Lazarus House because the clients served by this program tend to need assistance long-term given their disabling condition. The maximum budget would be \$224,515 over a 10-year period, assuming a 5% increase per year. All funds would remain in the Housing Trust Fund with disbursement to Lazarus House on a quarterly basis.

**Rental Assistance Considerations**

Use of the Housing Trust Fund is governed by Ch. 3.50. Rental assistance to Eligible Households (households at or below 60% Area Median Income) is an eligible use of the fund. However, the City has never utilized the HTF for rental assistance. Instead, the City's preference has been to support homeowners (through the Home Rehab Program and First-Time Homebuyer Program) and affordable housing development (through the Kane County Affordable Housing Fund) as activities that have a more permanent and concrete community impact. With the exception of the new Urgent Need Home Rehab Grant Program, all programs are loans from which repayment goes back into the HTF. There have been concerns that rental assistance would result in rapid reduction of the HTF without benefits to show for it.

The Housing Commission believes the proposed program, while technically rental assistance, is a way to provide "permanent" housing to individuals most in need. Since funds are provided to Lazarus House rather than directly to a tenant/landlord, there is assurance that the funds will be used properly. The Housing Commission is also eager to support Lazarus House given their long-standing dedication to St. Charles and service to the community and individuals most in-need.

**Attachments (please list):**

Resolution

**Recommendation/Suggested Action (briefly explain):**

Recommendation to approve a Resolution Authorizing the Mayor and City Clerk of the City of St. Charles to Execute a Service Agreement between the City of St. Charles and Lazarus House regarding the City of St. Charles – Lazarus House Permanent Supportive Housing Program.

**City of St. Charles, Illinois  
Resolution No. 2026-**

**A Resolution Authorizing the Mayor and City Clerk of the City of St. Charles to Execute a Service Agreement between the City of St. Charles and Lazarus House regarding the City of St. Charles – Lazarus House Permanent Supportive Housing Program**

**Presented & Passed by the  
City Council on \_\_\_\_\_**

WHEREAS, City, under Chapter 3.50 of the St. Charles Municipal Code, has established a Housing Trust Fund to provide sustainable financial resources to address the affordable housing needs of eligible households in St. Charles by preserving and producing affordable housing, providing housing-related financial support and services to eligible households and providing financial support for not-for-profit organizations that actively address the affordable housing needs of eligible households; and

WHEREAS, the City desires to establish the City of St. Charles – Lazarus Housing Permanent Supportive Housing Program, the program description of which is attached hereto and incorporated herein as Exhibit “A”, to assist Lazarus House in housing chronically homeless and disabled individuals; and

WHEREAS, the City desires to partner with Lazarus House for services related to administration and management of the City of St. Charles – Lazarus House Permanent Supportive Housing Program.

NOW THEREFORE, be it resolved by the City of St. Charles, Kane and DuPage Counties, Illinois, as follows:

1. That the Mayor and City Clerk be and the same are hereby authorized to execute a Service Agreement between the City of St. Charles and Lazarus House, in substantially the form attached hereto and incorporated herein as Exhibit “B”, by and behalf of the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Illinois this 17<sup>th</sup> day of February 2026.

PASSED by the City Council of the City of St. Charles, Illinois, this 17<sup>th</sup> day of February 2026.

APPROVED by the Mayor of the City of St. Charles, Illinois, this 17<sup>th</sup> day of February 2026.

---

Clint Hull, Mayor

ATEST:

---

Jessica Bridges, City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

**Exhibit “A”**

Program Description – City of St. Charles – Lazarus House Permanent Supportive  
Housing Program

## **THE CITY OF ST. CHARLES – LAZARUS HOUSE PERMANENT SUPPORTIVE HOUSING PROGRAM**

### **PROGRAM OVERVIEW**

The City of St. Charles– Lazarus House Permanent Supportive Housing Program provides St. Charles Housing Trust Fund assistance to house individuals who are currently homeless and disabled, and who have experienced chronic homelessness. Funds are used to cover the cost of rent and case management. The program is administered by Lazarus House and is modeled after the Samaritan Permanent Housing Project created by Lazarus House and the U.S. Department of Housing and Urban Development.

### **FUNDING PARAMETERS**

- Type of Assistance: Grant to Lazarus House
- Funds Available: Grant of up to \$17,850 per household, per year for a ten-year period (January 1, 2026 to December 31, 2035).
- Grant amount may increase by up to 5% annually, depending on housing market conditions.
- Maximum grant amount for the ten-year period shall not exceed \$224,515.

### **RENTAL UNIT REQUIREMENTS**

- Rental unit shall be located within the City of St. Charles corporate limits.
- Rental unit shall be owned by a private landlord.
- Rental unit shall be rented to Lazarus House as the lessee and the tenant as the sublessee.
- Rental unit shall be inspected annually by Lazarus House.
- Rental rate shall not exceed the Fair Market Rent as established annually by HUD.

### **TENANT ELIBITILITY REQUIREMENTS**

- Tenant must have an annual income at or below 30% Area Median Income, adjusted for household size, as published by Illinois Housing Development Authority.
- Tenant must qualify as “Chronically Homeless” as defined by HUD.
- Tenant must have a “Disabling Condition”, as defined by HUD.
- Tenant must provide documentation including: photo ID; social security card; verification of being Chronically Homeless; verification of Disabling Condition.

### **TENANT RESPONSIBILITIES:**

- Tenant shall pay 10% of their income for rent to Lazarus House on a monthly basis.
- Tenant shall meet weekly with their case manager at Lazarus House to work on setting and meeting goals in areas such as budgeting and finance, employment, education, and health.
- Tenant shall be responsible for the condition of the rental unit.

- Tenant shall adhere strictly to the terms of the landlord's lease.
- Tenant shall agree to the terms and conditions of the City of St. Charles – Lazarus House Permanent Supportive Housing Tenant Agreement.

#### **LANDLORD RESPONSIBILITIES:**

- Landlord shall agree to the terms and conditions of the City of St. Charles – Lazarus House Permanent Supportive Housing Landlord Agreement.

#### **3<sup>RD</sup> PARTY VENDOR DUTIES**

1. The 3<sup>rd</sup> Party Vendor shall process all applications, review all tenant eligibility requirements, and approve applications.
2. The 3<sup>rd</sup> Party Vendor shall obtain a rental housing unit that falls within HUD's Fair Market Rent guidelines and is located within the City of St. Charles corporate limits.
3. The 3<sup>rd</sup> Party Vendor shall inspect the rental unit at the time of lease and annually. Mid-year inspections shall occur if deemed necessary.
4. The 3<sup>rd</sup> Party Vendor shall confirm with City of St. Charles Community Development Department staff that the rental unit is located within the City of St. Charles corporate limits prior to signing a lease.
5. The 3<sup>rd</sup> Party Vendor shall lease the rental housing unit with the tenant as sublessee.
6. The 3<sup>rd</sup> Party Vendor shall pay 100% of the rent, including utilities, directly to the landlord on a monthly basis.
7. The 3<sup>rd</sup> Party Vendor shall serve as a liaison between the tenant and landlord, as possible and appropriate.
8. The 3<sup>rd</sup> Party Vendor shall provide case management services to assist the tenant in setting and meeting goals in areas such as budgeting and finance, employment, education, and health.
9. The 3<sup>rd</sup> Party Vendor shall submit a Disbursement Request to the City on a quarterly basis.
10. The 3<sup>rd</sup> Party Vendor shall submit an Annual Report to the City by December 31<sup>st</sup> of each year.

#### **ADDITIONAL PROGRAM DOCUMENTS**

In administration of the 3<sup>rd</sup> Party Vendor Duties as listed above, the 3<sup>rd</sup> Party Vendor shall utilize and comply with the additional program documents attached hereto and incorporated herein as "Exhibit D". These documents are listed as follows:

- Permanent Supportive Housing Program Standard Operating Procedures
- Program Overview (For Applicants)
- Program Overview (For Landlords & Agencies)
- Chronically Homeless & Disabled Qualification Checklist
- Tenant Agreement
- Landlord Agreement

- Rider to Main Lease
- Crime Free Addendum to Lease
- Sublease
- Release of Information Form for Landlord

**Exhibit “B”**  
Service Agreement between the City of St. Charles and Lazarus House

## ***3<sup>rd</sup> PARTY VENDORS***

### **SERVICE AGREEMENT BETWEEN THE CITY OF ST. CHARLES, ILLINOIS AND LAZARUS HOUSE REGARDING THE CITY OF ST. CHARLES-LAZARUS HOUSE PERMANENT SUPPORTIVE HOUSING PROGRAM**

**THIS AGREEMENT** is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the City of St. Charles, Kane and DuPage Counties, Illinois, an Illinois municipal corporation (hereinafter "City") and Lazarus House, a 501(c)(3) charitable organization (hereinafter "3<sup>rd</sup> Party Vendor").

**WHEREAS**, the City is a home rule unit as provided in Article VII, Section 6 of the Illinois Constitution, and this Agreement is entered into as an exercise of its powers and performance of its functions pertaining to its government and affairs, as well as the authority provided by Article VII, Section 10 of the Illinois Constitution, 5 ILCS 220/1, *et seq.* and 310 ILCS 67/25; and

**WHEREAS**, the City, in Chapter 3.50 of the St. Charles Municipal Code, has established a Housing Trust Fund to provide sustainable financial resources to address the Affordable Housing needs of Eligible Households in St. Charles by preserving and producing Affordable Housing, providing housing-related financial support and services to Eligible Households, and providing financial support for not-for-profit organizations that actively address the Affordable Housing needs of Eligible Households; and

**WHEREAS**, the City wishes to utilize a portion of the Housing Trust Fund in the form of a grant to Lazarus House to fund permanent supportive housing for the chronically homeless and disabled; and

**WHEREAS**, the City wishes to engage the services of the 3rd Party Vendor to deliver said services.

#### **NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

**I. 3<sup>rd</sup> Party Vendor Services.** In consideration of the premises, terms and conditions set forth herein, the 3rd Party Vendor shall devote sufficient energies for the provision of the City of St. Charles – Lazarus House Permanent Supportive Housing Program within the corporate limits of the City of St. Charles. Such services shall include the following:

- A. Perform all the duties listed in Exhibit A attached hereto and incorporated herein.
- B. Ensure that all applicants meet the eligibility requirements listed in Exhibit A.
- C. Ensure that rental units obtained with Housing Trust Fund resources meet the eligibility requirements listed in Exhibit A.

- D. Ensure that tenants meet the tenant responsibilities listed in Exhibit A.
- E. Maintain adequate records and provide for regular inspection by City Staff as detailed within this Agreement.

**II. Use of Housing Trust Fund.** In consideration of the aforementioned services the City shall reimburse the 3rd Party Vendor an amount not to exceed \$17,850 per household, per year for a ten-year period, beginning January 1, 2026 and continuing until December 31, 2035 unless terminated by the City Council by serving thirty (30) days written notice to the 3<sup>rd</sup> Party Vendor. Beginning January 1, 2027, the annual amount per household may increase by up to 5% annually, dependent upon market conditions. Use of the Housing Trust Fund as described in this section shall be subject to the following conditions:

- A. Funds provided herein shall be used specifically in the manner described in Exhibit A.
- B. To be eligible, tenants must meet the eligibility requirements regarding homelessness and disability, as well as income, as established in Exhibit A.
- C. The rental unit funded by the Housing Trust Fund shall be located within the City of St. Charles corporate limits.

**III. Disbursement of Funds.** On a quarterly basis, the 3<sup>rd</sup> Party Vendor shall submit a Request for Disbursement of Funds in the form attached hereto and incorporated herein as Exhibit B. The 3<sup>rd</sup> Party Vendor will be reimbursed no more than thirty (30) days after a complete Request for Disbursement, along with all required documentation, has been submitted to the City.

## **VI. Other Program Requirements.**

### **A. Non-Discrimination and Equal Opportunity**

In carrying out this Agreement, the 3<sup>rd</sup> Party Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, familial status, handicap, or national origin. The 3<sup>rd</sup> Party Vendor shall take the necessary steps to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, familial status, handicap or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The 3rd Party Vendor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the government setting forth the provisions of this non-discrimination clause. The 3rd Party Vendor, upon execution of this Agreement, shall agree that all qualified

candidates will receive consideration for employment without regard to race, color, religion, sex, age, familial status, handicap, or national origin.

**B. Disclosure Requirements**

The 3rd Party Vendor shall maintain and disclose accurate, current, and complete financial results of all activities performed under this Agreement, in accordance with generally accepted business practices. If the 3rd Party Vendor's accounting records are maintained on a cash basis, the 3rd Party Vendor shall develop information of accounts payable and accounts receivable through an analysis of the documents in the file, or on the basis of its best estimates.

**C. Drug-Free Workplace**

The 3rd Party Vendor will (or will continue to) provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the 3<sup>rd</sup> Party Vendor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The 3rd Party Vendor policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of work under this Agreement be given a copy of the statement required by subparagraph 1.
4. Notifying the employee in the statement required by subparagraph 1 that, as a condition of employment, the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notify the 3<sup>rd</sup> Party Vendor in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the City in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction;

6. Taking on of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Make good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs 1, 2, 3, 4, 5, and 6.

**D. Conflict of Interest**

The 3rd Party Vendor agrees that no member of any governing body of any locality in which the 3rd Party Vendor is situated, and no public official of such locality or localities who exercises any function or responsibility with respect to this Agreement during his/her tenure, or for one (1) year thereafter, shall have any interest, direct or indirect, in any lease executed in connection to a housing unit rented with resources from the Housing Trust Fund.

**E. Employees not Eligible**

No person in the employment of the 3<sup>rd</sup> Party Vendor shall be eligible to benefit from the program administered by this Agreement.

**IV. Records, Inspections, Retention, and Reports:**

**A. Records**

The 3rd Party Vendor shall maintain such records and accounts, including:

1. Tenant applications
2. Reasons for approval/disapproval of tenant applications
3. Records demonstrating compliance with the income determination requirements listed in Exhibit A
4. Lease agreements
5. Rental payments
6. Records demonstrating compliance with tenant case management requirements
7. Any other records as deemed necessary by the City to ensure proper accounting and monitoring of all Housing Trust Funds.

In the event the City determines that the 3rd Party Vendor is not adequately maintaining such records, the City may terminate this Agreement as specified herein.

**B. Inspections**

With respect to all matters covered by this Agreement, records will be made available for examination, audit, inspection, or copying purposes at any time during normal business hours and as often as the City deems necessary. The 3rd Party Vendor will permit same to be examined and excerpts or transcriptions made or duplicated from such records, and audits made of all contracts, invoices, materials, records of personnel, and of employment and other data relating to all matters covered by this Agreement. The City's right of inspection and audit shall pertain likewise with reference to any audits made by any other agency, whether local, State, or Federal. Failure to provide access to records will be considered default of this Agreement.

**C. Retention**

The 3rd Party Vendor shall retain all records and supporting documentation applicable to this Agreement for the most recent five (5) year period, except as provided below:

1. If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the required period, whichever is later.

**D. Reports**

The 3rd Party Vendor shall submit to the City performance reports on an annual basis in substantially the form attached hereto and incorporated herein as Exhibit C.

**V. Insurance and Bonding.** The 3rd Party Vendor shall carry sufficient insurance coverage to protect the improvements financed through the City's program from loss due to theft, fraud, and/or physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to payments from the City. The 3rd Party Vendor shall ensure that Workers' Compensation Insurance coverage is provided for all employees involved in the performance of work under this Agreement.

**VI. Evaluation.** The City shall be responsible for monitoring and evaluating all aspects of the services provided by the 3rd Party Vendor under this Agreement. The City shall

have access to and be able to make copies and transcriptions of such records as may be necessary in the determination of the City to accomplish this evaluation. Failure by the 3rd Party Vendor to assist the City in this effort, including allowing the City to have access to the 3rd Party Vendor's records, shall constitute a default and result in the termination of this Agreement.

**VII. Indemnification.** The 3rd Party Vendor shall indemnify, defend, and hold harmless the City, its officers, employees and agents, from and against any and all liability, injury, loss, claims, damages, costs, attorneys' fees, and expenses of any kind or nature, which the City, its officers, employees and agents may sustain, suffer, or incur or be required to pay, including reasonable attorney's fees, arising from the execution or implementation of this Agreement, including, but not limited to, the following:

- A. The loss of any monies paid to the 3rd Party Vendor;
- B. Fraud, defalcation, or dishonesty on the part of any person representing, employed by, contracted, or subcontracted by the 3rd Party Vendor;
- C. Any act, omission, wrongdoing, misconduct, want of care or skill, negligence, or default on the part of the 3rd Party Vendor or any of the property owners partnered with the 3<sup>rd</sup> Party Vendor in the execution or performance of this Agreement; or
- D. Any judgment, regardless of whether such judgment is covered by the insurance required under this Agreement.

**VIII. Assignability.** The 3rd Party Vendor may not assign or transfer any of its rights, duties, or obligations under this Agreement without the City's express written consent.

**IX. Cumulative Remedies/Successors and Assigns.** The rights and remedies herein expressed are cumulative and not exclusive of any other rights, which the City may otherwise have at law or in equity. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

**X. Jurisdiction/Interpretation.** This Agreement shall be construed and interpreted in accordance with the laws of the State of Illinois. Venue shall be in Kane County, Illinois. In the event any legal proceeding arises as a result of the performance of this Agreement, the 3rd Party Vendor waives any and all right it may have to a jury trial.

**XI. Survival of Provisions.** All provisions of this Agreement intended to survive or to be performed subsequent to the end of the period of this Agreement shall survive the termination of this Agreement.

**XII. Notices. The City and the 3rd Party Vendor** agree that all notices required herein shall be in writing and delivered by mail or hand delivered to the following representatives:

City: Russell Colby, Director of Community Development  
City of St. Charles Community Development Department

2 E. Main Street  
St. Charles, IL 60174

3<sup>rd</sup> Party Vendor: Kristi Athas, Executive Director  
Lazarus House  
214 Walnut Street  
St. Charles, IL 60174

**XIII. Relationship of the Parties/Disclaimer.** The 3rd Party Vendor agrees not to enter into any relationship, contractual or otherwise, which will subject the City to any liability. The 3rd Party Vendor agrees that it is an independent agency contracting with the City to provide the services set forth in this Agreement, and has no authority to bind the City in any matter. Nothing contained in this Agreement nor any act of the City shall be deemed or construed by any of the parties, or by third persons, to create any relationship of third party beneficiary, or of principal or agent, or of limited or general partnership, or of joint venture, or of any association or relationship involving the City or the 3<sup>rd</sup> Party Vendor.

**XIV. Termination of Agreement.** In addition to all other remedies available, in the event of a default by either party under this Agreement, the other party may elect to terminate the Agreement by serving thirty (30) days written notice upon the other party.

**XV. Integration.** This Agreement, together with all Exhibits and attachments hereto, constitutes the entire understanding and agreement made by and between the parties hereto. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements between the parties with respect to all or any part of the subject matter hereof.

**XVI. Amendments.** Any amendment to this Agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.

**XVII. Governing Law.** The laws of the State of Illinois shall govern the interpretation and enforcement of this Agreement.

**XVIII. Paragraph Headings.** The paragraph headings and references are for the convenience of the parties and are not intended to limit, vary, define or expand the terms and provisions contained in this Agreement, and shall not be used to interpret or construe the terms and provisions of this Agreement.

**XIX. Counterparts.** This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same Agreement.

[SIGNATURE PAGE FOLLOWS]

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals as of the date and year first written above.

CITY OF ST. CHARLES, an Illinois  
municipal corporation

By: \_\_\_\_\_  
Clint Hull, Mayor

ATTEST:

\_\_\_\_\_  
Jessica Bridges, City Clerk

LAZARUS HOUSE, a charitable organization

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary

**Exhibit A**

**THE CITY OF ST. CHARLES – LAZARUS HOUSE PERMANENT SUPPORTIVE  
HOUSING PROGRAM**

**PROGRAM OVERVIEW**

The City of St. Charles– Lazarus House Permanent Supportive Housing Program provides St. Charles Housing Trust Fund assistance to house individuals who are currently homeless and disabled, and who have experienced chronic homelessness. Funds are used to cover the cost of rent and case management. The program is administered by Lazarus House and is modeled after the Samaritan Permanent Housing Project created by Lazarus House and the U.S. Department of Housing and Urban Development.

**FUNDING PARAMETERS**

- Type of Assistance: Grant to Lazarus House
- Funds Available: Grant of up to \$17,850 per household, per year for a ten-year period (January 1, 2026 to December 31, 2035).
- Grant amount may increase by up to 5% annually, depending on housing market conditions.
- Maximum grant amount for the ten-year period shall not exceed \$224,515.

**RENTAL UNIT REQUIREMENTS**

- Rental unit shall be located within the City of St. Charles corporate limits.
- Rental unit shall be owned by a private landlord.
- Rental unit shall be rented to Lazarus House as the lessee and the tenant as the sublessee.
- Rental unit shall be inspected annually by Lazarus House.
- Rental rate shall not exceed the Fair Market Rent as established annually by HUD.

**TENANT ELIBITILITY REQUIREMENTS**

- Tenant must have an annual income at or below 30% Area Median Income, adjusted for household size, as published by Illinois Housing Development Authority.
- Tenant must qualify as “Chronically Homeless” as defined by HUD.
- Tenant must have a “Disabling Condition”, as defined by HUD.
- Tenant must provide documentation including: photo ID; social security card; verification of being Chronically Homeless; verification of Disabling Condition.

**TENANT RESPONSIBILITIES:**

- Tenant shall pay 10% of their income for rent to Lazarus House on a monthly basis.
- Tenant shall meet weekly with their case manager at Lazarus House to work on setting and meeting goals in areas such as budgeting and finance, employment, education, and health.
- Tenant shall be responsible for the condition of the rental unit.

- Tenant shall adhere strictly to the terms of the landlord's lease.
- Tenant shall agree to the terms and conditions of the City of St. Charles – Lazarus House Permanent Supportive Housing Tenant Agreement.

#### **LANDLORD RESPONSIBILITIES:**

- Landlord shall agree to the terms and conditions of the City of St. Charles – Lazarus House Permanent Supportive Housing Landlord Agreement.

#### **3<sup>RD</sup> PARTY VENDOR DUTIES**

1. The 3<sup>rd</sup> Party Vendor shall process all applications, review all tenant eligibility requirements, and approve applications.
2. The 3<sup>rd</sup> Party Vendor shall obtain a rental housing unit that falls within HUD's Fair Market Rent guidelines and is located within the City of St. Charles corporate limits.
3. The 3<sup>rd</sup> Party Vendor shall inspect the rental unit at the time of lease and annually. Mid-year inspections shall occur if deemed necessary.
4. The 3<sup>rd</sup> Party Vendor shall confirm with City of St. Charles Community Development Department staff that the rental unit is located within the City of St. Charles corporate limits prior to signing a lease.
5. The 3<sup>rd</sup> Party Vendor shall lease the rental housing unit with the tenant as sublessee.
6. The 3<sup>rd</sup> Party Vendor shall pay 100% of the rent, including utilities, directly to the landlord on a monthly basis.
7. The 3<sup>rd</sup> Party Vendor shall serve as a liaison between the tenant and landlord, as possible and appropriate.
8. The 3<sup>rd</sup> Party Vendor shall provide case management services to assist the tenant in setting and meeting goals in areas such as budgeting and finance, employment, education, and health.
9. The 3<sup>rd</sup> Party Vendor shall submit a Disbursement Request to the City on a quarterly basis.
10. The 3<sup>rd</sup> Party Vendor shall submit an Annual Report to the City by December 31<sup>st</sup> of each year.

#### **ADDITIONAL PROGRAM DOCUMENTS**

In administration of the 3<sup>rd</sup> Party Vendor Duties as listed above, the 3<sup>rd</sup> Party Vendor shall utilize and comply with the additional program documents attached hereto and incorporated herein as "Exhibit D". These documents are listed as follows:

- Permanent Supportive Housing Program Standard Operating Procedures
- Program Overview (For Applicants)
- Program Overview (For Landlords & Agencies)
- Chronically Homeless & Disabled Qualification Checklist
- Tenant Agreement
- Landlord Agreement

- Rider to Main Lease
- Crime Free Addendum to Lease
- Sublease
- Release of Information Form for Landlord

**Exhibit B**

**THE CITY OF ST. CHARLES – LAZARUS HOUSE PERMANENT SUPPORTIVE  
HOUSING PROGRAM**

**DISBURSEMENT REQUEST**

**SECTION I: REQUEST FOR PAYMENT**

3rd Party Vendor Name: Lazarus House

Program Name: City of St. Charles – Lazarus House Permanent Supportive  
Housing Program

Date of Request: \_\_\_\_\_

Dollar Amount Requested: \$ \_\_\_\_\_ Payment Request # \_\_\_\_\_

**SECTION II: SUMMARY FORM**

Provide the City of St. Charles – Lazarus House Permanent Supportive Housing  
Summary Form (attached).

**SECTION III: CERTIFICATION**

I, the undersigned representative of the 3rd Party Vendor, certify that this Request for Payment has been prepared in accordance with the terms and conditions of the Agreement between City of St. Charles and the 3rd Party Vendor. I also certify that the amount of this Request for Payment is not in excess of the funding necessary to satisfy current project expenses.

Date Received:

Date Approved:

Approved By:

Payment Date:

Check Number(s):

\_\_\_\_\_  
Signature of 3rd Party Vendor Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date: \_\_\_\_\_

<b>CITY OF ST. CHARLES – LAZARUS HOUSE PERMANENT SUPPORTIVE HOUSING PROGRAM SUMMARY FORM</b>	
<b>TENANT INFORMATION:</b>	
Last Name:	
Household Size:	
Annual Income:	Age:
<b>RENTAL UNIT INFORMATION:</b>	
Address:	Property Owner Name & Address:
Property Type:	Number of Bedrooms: Number of Bathrooms:
<b>COST INFORMATION:</b>	
Monthly Rent:	Monthly Utilities:
Monthly Case Management:	

## Exhibit C

## THE CITY OF ST. CHARLES – LAZARUS HOUSE PERMANENT SUPPORTIVE HOUSING PROGRAM

## ANNUAL PERFORMANCE REPORT

Complete and submit this report to the City of St. Charles Community Development Department for activity since the last Performance Report, by December 31<sup>st</sup> of each year.

3rd Party Vendor Name: Lazarus House

Project Name: City of St. Charles – Lazarus House Permanent Supportive Housing Program

Date of this Report: \_\_\_\_\_

Project Manager: Kristi Athas Phone No.: 630-587-5872

1. Summarize the activities regarding this program since the last Performance Report.
2. Provide verification that the tenant funded by the City's Housing Trust Fund meets the program eligibility requirements and is in compliance with the Tenant Agreement.
3. Provide verification that the rental unit rented by Lazarus House on behalf of the tenant meets the program rental unit eligibility requirements.
4. Describe any challenges, issues, or hardships experienced by Lazarus House in administration of the program.

## **Exhibit D**

### **ADDITIONAL PROGRAM DOCUMENTS**

- Permanent Supportive Housing Program Standard Operating Procedures
- Program Overview (For Applicants)
- Program Overview (For Landlords & Agencies)
- Chronically Homeless & Disabled Qualification Checklist
- Tenant Agreement
- Landlord Agreement
- Rider to Main Lease
- Crime Free Addendum to Lease
- Sublease
- Release of Information Form for Landlord

# **City of St. Charles – Lazarus House Permanent Supportive Housing Program (PSH or PH) Standard Operating Procedures**

## **Determining an Eligible Participant**

If an opening in this program occurs, Lazarus House HPS staff will utilize the Kane County Coordinated Entry List to identify eligible participants. The PH range is 16-19, with 16 being the most vulnerable. Case Managers will first, utilize the Priority List that is sent by the CoC, this is the starting point for enrollment efforts.

The applicant **MUST** meet both of the below screening conditions to be considered for placement in PH.

- The applicant must be **Chronically Homeless** (as defined by HUD).
  - Determine if there are 12 months of continuous homelessness and no evidence of break.  
If HMIS does not indicate 12 months of homelessness, but client reports that they have been homeless for the last 12 months with no breaks, identify other third-party sources.
  - Determine if there are 12 months of cumulative homelessness over the last 3 years.  
If there are not 12 months in HMIS but client reports that they have homeless for the last 12 months in the last three years, identify other third-party sources.  
Next, identify any documented breaks in HMIS.  
If there are fewer than 3 breaks found in HMIS, with client to identify breaks between four occasions.
  - If at least 9 months of homelessness (cumulative or continuous) cannot be obtained by third-party documentation, up to the full 12 months can be documented via self-certification only.
- The applicant must have a **disabling condition** (as defined by HUD).
  - A disability as defined in Section 223 of the Social Security Act
  - A physical, mental, or emotional impairment which is:
    - Expected to be of long-continued and indefinite duration
    - Substantially impedes an individual's ability to live independently
    - Of such a nature that such ability could be improved by a more suitable housing condition
  - A developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act
  - The disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome
  - A diagnosable substance use disorder

## **Documentation**

Once an individual is deemed eligible for the program, the following documents (if available) will be required for enrollment:

- Photo ID
- Social Security Card
- Verification of receipt/enrollment in any form of public benefit or support
- Verification of being Chronically Homeless
- Verification of Disabling Condition (SSDI/SSI or statement by licensed professional)

### Interview

An appointment will be made with the HPS Staff to begin the process. The individual will be provided with a Program Overview (for applicant). The following forms will be completed: Application, Tenant Agreement Form, and Release of Information (for all providers, landlord, and Lazarus House).

Once a complete file and application have been submitted, it will be reviewed by the HPS Manager and a Director. If all the criteria have been met, the applicant is approved. If there the applicant does not meet the Chronically Homeless and Disability requirements, the applicant will be supplied with a Denial Letter as well as a Request for Appeal Form.

### Identifying Landlords and Rental Property Approval

**NOTE: Units cannot exceed the approved FMR. (Please utilize most current FMR chart)**  
FMRs can be found here: <https://www.huduser.gov/portal/datasets/fmr.html>

Once an applicant has been approved, a search by Lazarus House staff will begin to find a unit (if one isn't already available) that falls within HUD's FMR guidelines. Local landlords will be contacted to discover if they have units that fall within HUD's FMR range at the time of funding availability.

If a landlord is interested in allowing a PH participant to rent their unit, the landlord will be asked to allow for the completion of a Property Inspection. Any finding on the inspection report must be rectified before the tenant can move into the unit. The inspector must confirm the rectifications and both the inspector and the landlord will sign off on the unit.

Once a unit is identified and passes inspection, LH Staff must contact the Kane County Continuum of Care to request the completion of an Environmental Review. The Environmental Review form is both supplied and completed by Kane County and then sent to Lazarus House to maintain in the grant file..

**NOTE:** This process only needs to be completed when a unit at a NEW address is added to the program. If the unit address is already in the program, a COPY of the Environmental Review from the last file is sufficient.

**NOTE:** New Environmental Reviews may be required periodically.

**For all PH Leases: “LAZARUS HOUSE” is the lessee and the PH participant is the sub-lessee.** The landlord is provided with copies of the following (copies will also be placed in the client file):

- Signed Lease
- Rider
- Sub Tenant Agreement
- Program Overview (for landlords)
- Landlord Agreement Form
- Release of Information for Landlord.

## **Assisting Clients in Transitioning from Homelessness to Supportive Housing**

Once approval is secured from the landlord, and the lease and accompanying documents are signed, the following forms are completed by the participant and HPS Staff:

- Initial Action Plan (identifying goals to be worked on, services to be continued while in the program and services that must still be accessed by the participant while in the program, as well as documents required on an ongoing basis for weekly case management. If other goals are determined to be appropriate, they will be listed as well)
- Needs Assessment (for client self-assessment to be used as a basis for case management)
- Independent Housing Start-Up Needs List (to be completed by participant; identifies household items needed initially upon moving in to rental unit. This list is then given to their Outreach Staff who will then contact one of the organizations who have agreed to aid in fulfilling the client's needs)
- Appointment Reminder (used ongoing to remind participants when their next case management appointment is and what documents they are required to bring to that appointment)

### **Processing Rent and Utility Payments**

The security deposit is an approved expense through City of St. Charles Housing Trust Fund dollars. LH pays the rent in full directly to the landlord. If a tenant has income, they will owe a small portion of the rent. Income is always drawn from two months prior to the rent due (example: September's income will determine the participant's rent portion for November and payment from the client is paid to LH in October). The client's contribution is always 10% percent of their gross monthly income.

If a client does not have income, then they do not owe a portion of the rent and LH covers the rent in full.

The client will bring to HPS Staff any original utility bills received at the time they receive it to ensure the bill is paid on time and no fees are incurred. LH Admin staff will pull any utilities they are able to access online and will pay on the tenant's behalf.

Once the client's portion of rent due has been determined, the client then brings to HPS Staff a money order made out to Lazarus House. A signed photocopy of the money order will be given back to the client as proof of payment and a copy kept in the client's file.

If a participant pays their rent portion in cash, a receipt will be provided.

HPS Staff delivers any payments made to them to the Administrative department for deposit.

The LH Administrative department issues payment to landlords on a monthly basis.

The LH Administrative department also processes payment for all applicable PH utilities.

If utility bills are given to HPS staff, it will be delivered to the Administrative department for processing. All payments must be signed by two Lazarus House staff before the payment is sent to the vendor.

### **Weekly Case Management**

The Initial Action Plan is used as the basis for case management. Clients will agree to meet weekly for the purposes of monitoring stability in housing and progress with goals identified by the client and case manager.

#### **Goals address what is needed to:**

- Maintain residential stability (compliance with lease and payment of monthly portion)
- Allow for client's greater self-determination (weekly budget)

- Increasing skills or income (job search activities, enrollment/maintaining mainstream benefits)
- Provide on-going monitoring in addressing disabling condition

**During each weekly case management meeting the following occurs:**

- Weekly Budget - The client provides income and spending documentation for review with their case manager as is relevant to their savings goals or other case management needs. Their paystubs and social security benefit amounts are used to calculate their rent payment.
- Goal Setting and Tracking - Goals set in the Initial Progress Plan and during the prior week's case management are reviewed and progress, or lack thereof, are reviewed. New goals (if appropriate) are established, and goals may be carried forward that are ongoing.
- Appointment Reminder and Tasks/To Do's - This will be completed to remind the client when their next appointment is, what documents will be required at that appointment, and lists what tasks should be completed prior to next appointment.
- Case notes should be entered into HMIS (WellSky) along with service entries for any services provided to the client (e.g. advocacy).

**Annual Report to City of St. Charles**

Every 12 months, Lazarus House shall provide to the City of St. Charles Community Development Department an Annual Report. The Report shall provide verification that the household funded by the City meets all program requirements and is in compliance with the Tenant Agreement.

**Annual Unit Inspections**

All clients will have their units inspected at the time of enrollment, annually, and if a mid-year inspection is determined to be necessary. These inspections should be completed around the same time the client is renewing their lease.

**Exit from PSH**

LH will make all efforts to ensure the success of each participant in remaining housed regardless of any challenges they may face.

If a participant chooses to leave the PH program, they have the right to do so.

If a participant seems to be struggling and it may be putting their housing in jeopardy (landlord intends to evict or not renew the lease) HPS Manager will conduct a case conference with the Executive Director.

**Anti-Discrimination Policy**

Equal access is available to all eligible individuals and families regardless of their age, race, color, national origin, religion, sex, actual or perceived gender identity, sexual orientation, familial status, or disability.

*Updated 2025*

# City of St. Charles – Lazarus House Permanent Supportive Housing Program

## **Program Overview (for Applicant)**

The City of St. Charles and Lazarus House have joined efforts to create a permanent housing program in the City of St. Charles, which is a portion of the Lazarus House service area. The program is modeled after the Samaritan Permanent Housing Project created by Lazarus House and the U.S. Department of Housing and Urban Development. The program is dedicated to helping three chronically homeless individuals with disabilities achieve the goals of (a) obtaining and remaining in permanent housing for at least six months, (b) increasing their skills and / or income, and (c) achieving greater self determination.

For some that means starting or continuing one or more of the following:

- Budget management (including possible repair of poor credit, and possible establishment of a savings plan) through regular weekly budget meetings with the program administrator
- Skill development through Lazarus House programs and external education or training
- Obtain or maintain employment as possible
- Obtain or maintain enrollment in mainstream benefits (including but not limited to: IDHS Medicaid / food stamps / cash benefits, Social Security, energy assistance programs, veteran's benefits, mental health assessment and /or services, counseling, substance abuse assessment and /or services)

These actions are supported through progress meetings with the Samaritan Housing Project Program Administrator, which will occur on a regular schedule.

This starts by helping you establish concrete steps that will enable you to achieve your personal and the program's goals. Then on a regular schedule you and the Program Administrator will meet to:

- Review the prior time period's financial budget
- Determine progress of last time period's actions regarding other life goals
- Discuss any issues, challenges and achievements relevant to your goals.
- Establish new action, and budget, for the upcoming time period based on your needs and your goals

### **You must also sign and comply with terms of the Tenant Agreement.**

To be considered for the program, you must:

- Qualify as a chronically homeless individual with a disability (been homeless for the past twelve months, or had four episodes of homelessness in the past three years, in addition to having a qualifying disability)
- Complete the application and tenant agreement, supplying all requested information.

I understand the intent of the program and agree to comply with its terms and conditions.

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Equal access is available to all eligible individuals and families regardless of their age, race, color, national origin, religion, sex, actual or perceived gender identity, sexual orientation, familial status, or disability.

City of St. Charles – Lazarus House  
Permanent Supportive Housing Program

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Equal access is available to all eligible individuals and families regardless of their age, race, color, national origin, religion, sex, actual or perceived gender identity, sexual orientation, familial status, or disability.

# City of St. Charles – Lazarus House Permanent Supportive Housing Program

## **Program Overview (for Landlords and Agencies)**

The City of St. Charles and Lazarus House Permanent Supportive Housing Program allows chronically homeless individuals obtain and maintain permanent housing, increase skills and / or income, and achieve greater self-determination. The program is administered by Lazarus House. Participants in the program will attend training and meet regularly with their Case Manager to stay on track with both financial and life skills goals. In order to qualify for the program, applicants must:

1. Meet criteria and provide documentation to qualify.
2. Agree to the terms of the program which include setting goals in areas such as budgeting and finance, employment, education, and health.
3. Meet regularly with their Case Manager to ensure that the applicant's goals are being met.
4. Faithfully pay their portion (if any) of the rent/utilities monthly.
5. Adhere strictly to the terms of the landlord's lease

In order to support this Program, Lazarus House agrees to:

1. Faithfully pay their portion of the rent/utilities monthly
2. Act as a liaison between the landlords and tenant as possible and appropriate.
3. Promptly inform the landlord if the tenant is to be terminated from the Program

The benefits to the landlord are obvious: tenants will be good neighbors who respect the property and their lease, as they have a great deal to lose if they do not. Tenants will be monitored closely, meeting regularly with their Case Manager who will also pay occasional home visits. Landlords can appeal to the Program Administrator for assistance should a complaint or dispute arise, and the Program Administrator will do their best to settle the dispute to everyone's satisfaction. The landlord will also have the satisfaction of knowing that they are enabling a formerly chronically homeless individual, with a disability, from the community to access safe, clean affordable housing.

We hope you will consider renting some of your units through this Program, and would be happy to answer any questions you may have. Please call the Lazarus House Permanent Housing Project Program Administrator at Lazarus House: 630-587-5872.

City of St. Charles – Lazarus House  
Permanent Supportive Housing Program

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*Equal access is available to all eligible individuals and families regardless of their age, race, color, national origin, religion, sex, actual or perceived gender identity, sexual orientation, familial status, or disability.*

## Model Chronically Homeless Qualification Checklists

**Instructions:** This suggested checklist may be used as a guide for staff of a program serving chronically homeless persons to assure that participants meet program regulation eligibility. It should be accompanied by supporting documentation of both disability and homelessness. Together, these documents must be maintained in the client's file.

Client Name: \_\_\_\_\_

HUD defines a Chronically Homeless person as: an unaccompanied homeless person (a single homeless person who is alone and is not part of a homeless family and not accompanied by children) with:

### Part I. A Disabling Condition. *Check appropriate box(es):*

- A diagnosable substance abuse disorder
- A serious mental illness
- A developmental disability
- A chronic physical illness or disability, including the co-occurrence of two or more of these conditions.

Part I is supported by a letter from a professional licensed by the state attesting to the presence of the condition.

Yes

No

### Part II. Chronically Homelessness Status. *Check ONE:*

Has been continuously homeless for a year or more.

*(HUD defines "homeless" as "a person sleeping in a place not meant for human habitation (e.g. living on the streets for example) OR living in a homeless emergency shelter.)*

Has had four (4) episodes of homelessness in the last three (3) years.

*(HUD defines "homelessness" as "sleeping in a place not meant for human habitation (e.g. living on the streets for example OR living in a homeless emergency shelter.)*

Part II is supported by Third Party Certification, which includes dates and locations of homelessness, from one or more of the following: *Check ALL that apply*

- Certification letter(s) from an emergency shelter for the homeless.
- Certification letter(s) from a homeless service provider or outreach worker.
- Certification letter(s) from any other health or human service provider.
- Certification Self-Statement signed by the client.

Staff Name: \_\_\_\_\_ Staff Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 13

## **Chronically Homeless Third Party Verification – pg. 1**

**Instructions:** This suggested template may be sent to homeless service providers requesting their verification of the chronically homeless status of an individual known to them. This template letter may be copied onto letterhead or recreated with the same content and printed on letterhead.

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

\_\_\_\_\_ has applied to receive the services of a McKinney-Vento funded program serving chronically homeless persons. To qualify, the homeless person must be determined to be chronically homeless as defined by the U.S. Department of Housing and Urban Development. Please complete this certification and fax it to my attention as soon as possible at the following **fax number**: (\_\_\_\_)\_\_\_\_\_.

This information will be used for the purpose of determining the chronic homeless status of the above-named homeless person. If you have any questions please do not hesitate to contact me at the following **telephone number**: (\_\_\_\_)\_\_\_\_\_.

Sincerely,

*I hereby authorize the release of the requested information.*

(Title)

\_\_\_\_\_ (Signature)

(Signature of Client)

**Model Form (for those participants who are not receiving SSI) for Determination of Participant Eligibility in the HUD Programs that Require a Participant to be disabled**

The following client \_\_\_\_\_ is determined to be eligible. A person shall be considered to have a disability of such person has a physical, mental, or emotional **impairment, which is expected to be of long-continued and indefinite duration; substantially impedes his or her ability to live independently;** and is of such a nature that such ability, could be improved by more suitable housing conditions.

- (1) A person will also be considered to have a disability if he or she has a developmental disability, which is a severe, chronic disability that –
  - (i) Is attributable to a mental or physical impairment or combination of mental and physical impairments;
  - (ii) Is manifested before the person attains age 22;
  - (iii) Is likely to continue indefinitely;
  - (iv) Results in substantial functional limitations in three or more of the Following areas of major life activity:
    - (A) Self-care,
    - (B) Receptive and expressive language,
    - (C) Learning,
    - (D) Mobility,
    - (E) Self-direction
    - (F) Capacity for independent living, and
    - (G) Economic self-sufficiency; and
  - (v) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated.
- (3) Notwithstanding the preceding provisions of this paragraph, the term person with disabilities includes, two or more persons with disabilities living together, one or more such persons living with another person who is determined to be important to their household described in the first sentence of this definition who were living, in a unit assisted under this part, with the deceased member of the household at the time of his or her death.

I have reviewed this definition and determined that:

\_\_\_\_\_ meets the above criteria.

Disability may include those with a disabling chemical dependency disability as a primary diagnosis for McKinney/Vento Act programs.]

Signed \_\_\_\_\_ date \_\_\_\_\_

Name (printed) \_\_\_\_\_

Professional Title \_\_\_\_\_  
(Documentation of a disability **must** come from a credentialed and licensed psychiatrist or medical professional trained to make such a determination or from the Social Security Administration) It is suggested that the diagnosis be included for an agency to make a reasonable assessment of needs.

**Instructions:** This Homelessness History Summary provides a suggested timeline to be used by grantees who receive funds for programs targeted to chronically homeless persons. It may be used to analyze whether or not the chronology of a homeless person's history meets the time frame for the definition of chronic homelessness.

Client:

# City of St. Charles – Lazarus House Permanent Supportive Housing Program

## Tenant Agreement Form

All tenants receiving City of St. Charles Housing Trust Fund support through Lazarus House must agree to the following terms and conditions. Failure to comply may mean loss of financial subsidy.

1. Tenant must meet qualifying criteria and provide documentation of finances.
2. Tenant must agree not to let anyone other than those listed on the Program Application live at the apartment.
3. Tenant must comply with all the terms and conditions of the landlord's lease between Lazarus House and the landlord. Tenant must comply with all the terms and conditions of the sublease, the rider to the lease, and when applicable, the Crime Free Addendum.
4. Tenant must devise an action plan (case management) in conjunction with the Permanent Supportive Housing Program. This plan will include budgeting and financial goals, in addition to other life skill goals.
5. Tenant is expected to meet with Lazarus House Permanent Supportive Housing Program Administrator weekly, bringing appropriate documentation to each meeting. Appointments may be rescheduled by contacting the Program Administrator 24 business hours (Monday through Friday) prior to the scheduled appointment.
6. Tenant must disclose all sources of income, whether there is an increase, decrease, a change or if there is new income. Tenant will bring money orders or cash in the exact amount for their monthly portion of rent to the program administrator at agreed-upon meeting. Personal checks or credit cards will not be accepted.
7. Failure of tenant to comply with established plans will result in a written or verbal consequence.
8. Tenant is encouraged to follow all treatment / service plans established by mental health, life skill, physical health, substance abuse or other relevant professionals who are currently serving or treating the tenant.
9. If tenant exhibits behaviors that will lead to non-compliance of the lease, sublease, rider to the lease, Crime Free Addendum, safety of self or others, and subsequent loss of housing then tenant's behavior will be reviewed by staff. As a result of these behaviors tenant agrees to complete assessments recommended by Program Administrator, as may be determined in the process of case management, in the areas of, but not limited to; mental health, physical health, substance abuse, cognitive and life skill development.
10. Tenant will be encouraged to follow all treatment / service recommendations that may be established as a result of these assessments, resulting from those behaviors placing their housing at risk. In addition, tenant will be asked to sign appropriate "Release of Information" consent forms to allow Program Administrator the ability to case manage with tenant in working toward goals established on the "Initial Progress Plan" and subsequent "Progress Meeting Forms".

I agree to the above listed terms and conditions. I understand that if I fail to comply, I may lose some or all of my City of St. Charles – Lazarus House Permanent Supportive Housing Program rent support.

Date \_\_\_\_\_ Signature of Applicant

Date \_\_\_\_\_ Signature of Program Administrator

**City of St. Charles - Lazarus House**

**Permanent Supportive Housing Program**

214 Walnut St., St. Charles, IL 60174

Phone 630-587-2144, Fax 630-587-2540

**Landlord Agreement**

Landlord Name \_\_\_\_\_

Tenant's Name \_\_\_\_\_

Rental Property Address \_\_\_\_\_

1. I have read the Program Overview (for Landlords and Agencies), the Tenant Agreement Form, and understand the Permanent Supportive Housing Program goals and procedures and agree to be a landlord participant.
2. I will notify the Lazarus House Program Administrator in a timely manner of any violations or concerns I have regarding the tenant's lease. I understand that Lazarus House may not be able to resolve all problems, but that Lazarus House will make reasonable attempts to encourage corrective actions.

Date \_\_\_\_\_ Signature of Landlord

Date \_\_\_\_\_ Signature of Lazarus House Staff

## **RIDER TO “MAIN APT LEASE”**

Notwithstanding any of the terms of the preprinted Lease to the contrary, Landlord (sometimes referred to as “Lessor”) and Lazarus House (sometimes referred to as “Tenant” and/or “Lessee”), hereby agree:

1. Lazarus House is an Illinois not-for-profit corporation engaged in the charitable work of providing shelter for the homeless, and of providing rental assistance to clients of Lazarus House. Lazarus House is entering into this Lease, as Tenant, with the express purpose of subleasing the premises to a client or clients of Lazarus House in accord with the Sublease agreement attached hereto and incorporated by reference herein. Landlord hereby consents to Lazarus House subleasing the premises to a client or clients of Lazarus House. Any such Sublease shall expressly incorporate the terms of this Lease, and provide that the Subtenant shall be bound by all obligations of the “Tenant/Lessee” under this Lease, and shall provide that either Landlord or Lazarus House shall have the right to evict the Subtenant in the event that the Subtenant breaches any of the terms of this Lease or the Sublease agreements.

2. The provision of rental assistance by Lazarus House is funded entirely from grants to Lazarus House from the City of St. Charles Housing Trust Fund (hereafter “City”). Lazarus House shall notify Landlord, in writing, if Lazarus House loses its funding for rental assistance from City. In that event, Landlord agrees that the obligations of Lazarus House under this Lease shall end 30 days after the receipt by Landlord of a Notice from Lazarus House that its funding from City has been discontinued. Landlord further agrees that Lazarus House shall not be liable to Landlord for any obligations under the Lease other than the obligation to pay rent, subject to the provisions above.

**LANDLORD/LESSOR:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**TENANT/LESSEE:**

LAZARUS HOUSE

By: \_\_\_\_\_

Date: \_\_\_\_\_

Subtenant

Date: \_\_\_\_\_

## **CRIME FREE ADDENDUM TO LEASE AGREEMENT**

No community is free of crime. However, in an effort to detect criminal activity at the community, this Crime Free addendum is a necessary and crucial element of the lease. Resident hereby agrees to live crime free and insure that Resident's guests and invitees live crime free, on and off the property.

Resident understands that crime can and does occur in every segment of life, as well as in every apartment community and neighborhood, regardless of the location. No property can or should be considered totally safe and free from crime regardless of the measures taken to the contrary. Hence, Landlord/Manager does not, and cannot, in any way warrant or guarantee Resident, Resident's occupants, Resident's guests, or Resident's invitee's safety or security at, on, near or off the community property. Resident understands that the safety of Resident and Resident's household is Resident's responsibility and not the responsibility of the community, or Landlord/manager's staff.

Therefore as part of the consideration for the execution or renewal of a lease, Resident agrees as follows:

1. Resident, Resident's occupants, and Resident's and occupant's guests and invitees shall not engage in any criminal activity, on or off the leased premises.
2. Resident, Resident's occupants, and Resident's and occupant's guests and invitees shall not engage in any act that is intended to or actually facilitates any criminal activity, on or off of the leased premises and common ground.
3. Resident, Resident's occupants, and Resident's and occupant's guests and invitees shall not permit the dwelling unit, leased premises or common ground to be used for any criminal activity.
4. Resident, Resident's occupants, and Resident's and occupant's guests and invitees shall not engage in any act of violence or threat of violence, including, but not limited to, the unlawful display or discharge of a firearm, a racial slur, a hate crime, or any property damage on or off of the leased premises.
5. Resident, Resident's occupants, and Resident's and occupant's guests and invitees agree and understand that management cooperates with law enforcement agencies by allowing management to release any information contained in management's file regarding Resident and Resident's occupants to any law enforcement agency upon request. Resident agrees that landlord/manager may use any police generated report as direct evidence without objection in any court action, including but not limited to eviction.
6. VIOLATION OF THE ABOVE PROVISIONS IS A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions of this addendum shall be deemed a serious, material and irreparable violation and noncompliance of the lease, regardless of whether or not Resident has any knowledge of the violation by an occupant, guest or invitee and regardless of whether on or off the property. It is understood and agreed that a single violation shall be good cause for immediate termination of the lease. Proof of the violation shall not require criminal conviction, but shall require only a preponderance of the evidence.
7. Resident shall inform Resident's occupants, guests and invitees of the terms, including rules and regulations, of the lease. Should any of the terms or rules and regulations be violated by Resident's occupants, guests or invitees, the Landlord/Manager has the right to bar such occupant, guest or invitee from the leased premises and/or common ground. If such occupant, guest or invitee refuses to leave the leased premises or common ground after being notified of such ban, or subsequent to notification of such ban, attempts to enter the leased premises and/or common ground, he or she will be subject to arrest for trespass.
8. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern. This Lease Addendum is incorporated into the lease or renewal thereof, executed or renewed at any time between Landlord/Manager and Resident/Lessee.

Property Name and Address: \_\_\_\_\_

Lessee \_\_\_\_\_

Date \_\_\_\_\_

Subleasee \_\_\_\_\_

Date \_\_\_\_\_

Landlord/Manager/Lessor \_\_\_\_\_

Date \_\_\_\_\_

## **SUBLEASE AGREEMENT**

Sublessor: Lazarus House  
214 Walnut Street  
St. Charles, IL 60174

Subtenant: \_\_\_\_\_

Premises: \_\_\_\_\_

1. Lazarus House is the Tenant under the "Main Lease" which is attached to this Sublease, and which is sometimes referred to as "the Main Lease."

2. Lazarus House desires to Sublease the premises to Subtenant.

3. Subtenant agrees to Sublease the premises from Lazarus House. Subtenant further agrees that all of the obligations of Lazarus House as Tenant/Lessee under the "Main Apt Lease" shall be obligations of Subtenant under this Sublease, and that the Owner/Landlord/Lessor under the "Main Apt Lease" and Lazarus House shall both be deemed to be Lessors, and shall both have the right to enforce those terms against Subtenant, including but not limited to enforcement proceedings against Tenant under the Illinois Forcible Entry and Detainer Act.

4. Subtenant must pay rent in the form of a cashier's check or money order made payable to Lazarus House in the amount of 10% of subtenant's gross income, which must be delivered to Lazarus House on or before the 15<sup>th</sup> day of each month. In addition, Subtenant shall abide by all of the terms of the separate "City of St. Charles - Lazarus House Permanent Supportive Housing Program Tenant Agreement Form signed by Subtenant which is incorporated by reference in the agreement.

5. The provision of rental assistance by Lazarus House is funded entirely from grants to Lazarus House from the City of St. Charles Housing Trust Fund (hereafter "City"). Lazarus House shall notify Tenant, in writing, if Lazarus House loses its funding for rental assistance from City. In that event, the Owner/Landlord/Lessor under the "Main Apt Lease" and/or Lazarus House may terminate this sublease with 30 days written notice to Subtenant. Upon receipt of said notice, tenant agrees to vacate the premises upon the expiration of the 30 days. In the event tenant fails to vacate, landlord/owner/Lazarus House is free to file its forcible entry proceeding.

6. No persons other than the Tenants named in the Lazarus House Program

Application may live in the apartment. If any other people are found to be living in the apartment (said determination to be within the sole discretion of the owner/landlord/Lazarus House), the rent will be increased by 100% for each other person living in the apartment retroactive to the first day of the term of this Lease.

7. The attached "Crime Free Addendum" to the "Main Apt Lease Agreement" is hereby incorporated by reference as a part of this Sublease. Illegal conduct of any kind is a breach of the "Main Apt Lease".

8. No pets of any kind are allowed without the prior written approval of Lazarus House.
9. Lazarus House has the right to establish reasonable rules for the conduct of Tenant in the building, and any violation of those rules is a breach of this sublease.
10. No smoking is permitted in the apartment or anywhere in the building.
11. This Sublease contains the entire agreement between the parties and shall not be modified unless the modification is in writing and signed by all parties to this Sublease Agreement.

**LANDLORD/LESSOR:**

**SUBTENANT(S):**

By: \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

**TENANT/SUBLESSOR:**

LAZARUS HOUSE

By: \_\_\_\_\_ Date \_\_\_\_\_

**City of St. Charles - Lazarus House  
Permanent Supportive Housing Program**

**Release of Information Form for Landlord**

I, \_\_\_\_\_, hereby grant my permission to \_\_\_\_\_  
(tenant) (landlord)  
release or acquire any information from \_\_\_\_\_ in due course  
of determining eligibility for and/or acquiring services via City of St. Charles - Lazarus House  
Permanent Supportive Housing Program.

I understand further that such a release of information shall be made in a confidential,  
professional manner and only done in an effort to fully understand my situation toward rendering  
appropriate services.

I understand that this permission is valid for one year, but can be revoked at any time. My  
signature acknowledges that I have read (or have had read to me) this release, and I understand  
fully and agree to the terms of the above statement.

Date \_\_\_\_\_ Signature of Applicant/Tenant

Date \_\_\_\_\_ Signature of Landlord

Date \_\_\_\_\_ Signature of Program Administrator

\*\*\*\*\*

**COMPLETE THIS SECTION IN THE EVENT THAT APPLICANT/TENANT DECIDES TO REVOKE  
THIS RELEASE OF INFORMATION.**

I wish to revoke this release of information from this date forward.

Date \_\_\_\_\_ Signature of Applicant/Tenant

Date \_\_\_\_\_ Signature of Landlord

Date \_\_\_\_\_ Signature of Program Administrator

 <b>CITY OF ST. CHARLES</b> <small>ILLINOIS • 1834</small>	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: 6c
	Title:	<b>Recommendation to Approve a Resolution Approving Allocation of Funds from the St. Charles Housing Trust Fund to the City of St. Charles-Lazarus House Permanent Supportive Housing Program.</b>	
	Presenter:	<b>Ellen Johnson, Planner II</b>	
<b>Meeting:</b> Committee of the Whole		<b>Date:</b> February 2, 2026	
<b>Proposed Cost:</b> \$		<b>Budgeted Amount:</b> \$ N/A	<b>Not Budgeted:</b> <input type="checkbox"/>
<b>TIF District:</b> None			
<b>Executive Summary</b> (if not budgeted, please explain): <p>The proposed City of St. Charles – Lazarus House Permanent Supportive Housing Program will be a grant to Lazarus House funded by the St. Charles Housing Trust Fund (HTF). Funds need to be allocated to the program.</p>			
<b>Housing Trust Fund Background</b> <p>The HTF is funded by developer contributions required under the Inclusionary Housing Ordinance, whereby developers either provide a percentage of affordable housing within residential projects or pay a fee-in-lieu of providing units.</p> <p>Use of the HTF is limited to affordable housing-related activities. Programs currently funded by the HTF:</p> <ol style="list-style-type: none"> <li>1. Home Rehab &amp; Accessibility Loan Program – 0% interest, deferred payment loan for income-eligible homeowners. (\$31,500 remaining HTF allocation)</li> <li>2. First-Time Homebuyer Loan Program – 0% interest, deferred payment loan for income-eligible prospective homebuyers. (\$42,000 remaining HTF allocation)</li> <li>3. Kane County Affordable Housing Fund – development financing to developers of affordable housing; developers apply through Kane County for County CDBG &amp; HOME funding and St. Charles Housing Trust Funds. (\$376k remaining HTF allocation)           <ol style="list-style-type: none"> <li>a. Habitat for Humanity Dean Street House - \$84k allocation remaining.</li> <li>b. Spillane &amp; Sons Home Rehab/Resale Project; location TBD - \$136k allocation remaining.</li> </ol> </li> <li>4. Urgent Need Home Rehab Program – Grant program in partnership with Habitat for Humanity of Northern Fox Valley; new program approved in December. (\$85k remaining HTF allocation)</li> </ol> <p>Current available balance of the HTF is approx. \$2.4 million. The available balance with allocated funds deducted is approx. \$1.7 million.</p>			
<b>Proposed Fund Allocation</b> <p>The Housing Commission has recommended a HTF allocation of up to \$224,515 over a 10-year period (\$17,850 per year with an annual increase of up to 5% per year). This amount includes rent/utilities and the cost of case management. All funds will remain in the Housing Trust Fund with disbursement to Lazarus House by request on a quarterly basis.</p>			
<b>Attachments</b> (please list): <p>Resolution; <i>See also: City-Lazarus Permanent Supportive Housing Program agenda item for information about the program.</i></p>			
<b>Recommendation/Suggested Action</b> (briefly explain): <p>Recommendation to Approve a Resolution Approving Allocation of Funds from the St. Charles Housing Trust Fund to the City of St. Charles- Lazarus House Permanent Supportive Housing Program.</p>			

**City of St. Charles, Illinois  
Resolution No. 2026-**

**A Resolution Approving Allocation of Funds from the St. Charles Housing Trust Fund to the City of St. Charles – Lazarus House Permanent Supportive Housing Program**

**Presented & Passed by the  
City Council on \_\_\_\_\_**

WHEREAS, on the date of this Resolution, the City also approved a Resolution Authorizing the Mayor and City Clerk of the City of St. Charles to Execute a Service Agreement Between the City of St. Charles and Lazarus House to establish the “City of St. Charles – Lazarus House Permanent Supportive Housing Program” (the “Program”), to assist Lazarus House in housing chronically homeless and disabled individuals; and

WHEREAS, the City desires to allocate funds from the St. Charles Housing Trust Fund to support the Program; and

WHEREAS, proposed use of funds from the St. Charles Housing Trust Fund for the Program is an eligible use of Housing Trust Fund resources under Ch. 3.50 of the St. Charles Municipal Code.

NOW THEREFORE, be it resolved by the City of St. Charles, Kane and DuPage Counties, Illinois, as follows:

1. That the City hereby allocates up to \$224,515 from the St. Charles Housing Trust Fund to the City of St. Charles – Lazarus House Permanent Supportive Housing Program.

PRESENTED to the City Council of the City of St. Charles, Illinois this 17<sup>th</sup> day of February 2026.

PASSED by the City Council of the City of St. Charles, Illinois, this 17<sup>th</sup> day of February 2026.

APPROVED by the Mayor of the City of St. Charles, Illinois, this 17<sup>th</sup> day of February 2026.

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Clint Hull, Mayor

ATEST:

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City Clerk/Recording Secretary

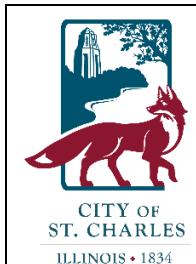
COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



## AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 6d

Title: **Presentation on Industrial Occupancy Study - December 2025**

Presenter: **Nate Wendt, St. Charles Business Alliance**  
**Derek Conley, Economic Development Director**

City Council Committee of the Whole

Date: February 2, 2026

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted:

### Executive Summary:

For the second consecutive year, City staff partnered with the St. Charles Business Alliance to conduct an Industrial and Manufacturing occupancy study. The purpose of the study was to evaluate industrial and manufacturing building occupancy and identify vacant and partially occupied property within St. Charles industrial areas.

The study found that as of December 2025, St. Charles maintained a strong occupancy rate of 97%, compared to 98% in 2024. Planning standards generally consider an occupancy range of 85% to 95% to be healthy for suburban commercial corridors, reflecting a vibrant business environment while still allowing for normal turnover and reinvestment. It is also important to note that the study accounts for properties that are confirmed to become vacant or occupied in the near future.

The report includes an interactive map identifying occupied, vacant, and partially occupied storefronts, which can be viewed online [here](#). It also provides brief summaries of major vacant properties.

The report is available on the City's Economic Development webpage.

### Attachments (please list):

Industrial Occupancy Report

### Recommendation/Suggested Action (briefly explain):

No action required – Presentation Only

**St. Charles Industrial Occupancy Report**  
**City of St. Charles & St. Charles Business Alliance**  
**December 2025**

The St. Charles Industrial Occupancy Report was compiled by the City of St. Charles Economic Development staff and the St. Charles Business Alliance and presents data collected from December 2025. The goal of this report is to provide City Council and City staff with data to assist in making informed policy decisions and managing city operations.

**I. OBJECTIVES, DEFINITIONS, SCOPE, AND PROCESS**

***A. Key objectives of the Report***

- **Assessing the Industrial Business Occupancy Rate:** Establish the occupancy rate for the industrial and manufacturing business zones to compare business activity with similar cities.
- **Identifying Vacant Properties:** Locate vacant properties available for occupancy or redevelopment, particularly those not publicly listed for sale or lease but still potentially available.

***B. Occupancy Definitions***

- **Vacant Property:** A commercial industrial and manufacturing-zoned building that is currently unoccupied, not in use, or does not have an active lease with a business or tenant. A vacant property is also identified as available for sale or lease, by the property ownership, despite being actively marketed as such.
- **Occupied Property:** A commercial industrial and manufacturing-zoned building that is currently in use with tenants or a business. An occupied property is also a space that is used in some capacity making it unavailable for a traditional business. For example, a space that is being utilized for storage for a business.
- **Partially Vacant Property:** A commercially zoned building that can hold multiple tenants and currently has a unit or units unoccupied.

***C. Scope of the Analysis and Industrial Report Area***

Below is the description and criteria for the scope of this analysis, referred to as the Industrial Report Area in this report.

- The area of the analysis is primarily based on the industrial zones on the east and west side of the Fox River. However, certain properties were included or omitted based on proximity to the zones or based on meeting the criteria to be classified as an industrial and/or manufacturing business.
- This report is limited to commercial space and does not include residential buildings, governmental offices, parking lots or parking structures.

- The data collected is only for first floor commercial space and does not include upper floor occupancy.

#### ***D. Data Collection Process***

Building square footage was primarily obtained from the City of St. Charles GIS department and records. In certain circumstances where records were not available or buildings where subdivided and square footage was unknown, Costar was utilized.

Occupancy was primarily confirmed via visual inspection, however, google maps and online resources were utilized to confirm uses.

## **II. RESULTS**

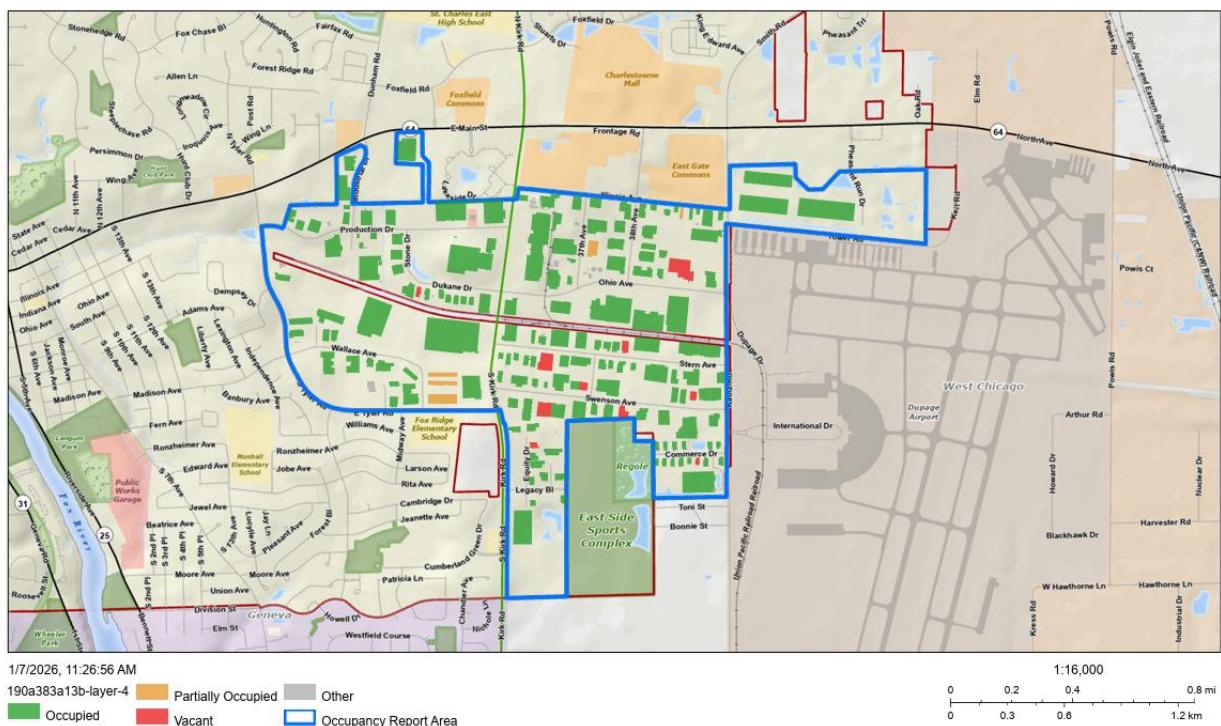
### ***A. Overall Occupancy- East and West Side***

In total, St. Charles has approximately 9,574,021 square feet of commercial industrial and manufacturing space with an occupancy rate of 97%. The total vacant square feet is 328,620 or 3%. This is up from the previous year (which was 177,121 vacant square feet and a 2% vacancy) – an increase of 151,499 square feet and a 1% increase.

On the East Side of the Fox River, there is a total of 8,776,204 square feet or 97% occupied and 262,984 square feet or 3% vacant. On the West Side of the River, there is a total of 797,817 square feet or 92% square feet occupied and 65,636 vacant square feet or 8% vacant.

Map A & B shows the occupied, vacant, and partially vacant properties. Map A & B can also be available online at: <https://experience.arcgis.com/experience/aff7a03c0ab243288d49e399c6c2f2d4/>

Map A: East Side Occupancy



Map B: West Side Occupancy



#### **B. Vacant Property Narrative – Vacancies of Note**

There are 16 vacant buildings in the Industrial Area Report, totaling 328,620 square feet. Below is a list of the vacancies of note, which is any vacant property with more than 12,000 square feet.

1. **420 37<sup>th</sup> Avenue – 33,000 SF:** This building is inhabited by Compact Industries, who constructed an expansion on the building. At the moment, they are not able to utilize the expansion space so are aiming to have a company rent the space until Compact would need the space.
2. **3850 Ohio Avenue – 116,810 SF:** This building was formerly occupied by Bison Gear & Engineering Corporation. They will be vacating the building as Bison Gear closed their facility in the summer. The property is currently listed by CBRE.
3. **2541 Dukane Drive – 13,346 SF:** This was formerly occupied by Mar-Fre Manufacturing Company. It is not currently listed on costar or for lease.
4. **3750 Stern Avenue – 22,525 SF:** This property was the former location of Thieme Corp. It is currently listed by NAI Hiffman.
5. **3725 Swenson Avenue – 27,117 SF:** This property is the former location of Xstreme Sports Nutrition. This property is not currently listed on Costar.
6. **3940 Swenson Avenue – 15,576 SF:** This property is the former location of Industrial Drying Solutions. It is currently vacant and not listed on Costar.
7. **860 Equity Drive – 13,405 SF:** This property was the former location of Showmat. It is currently vacant and not listed on Costar.
8. **750 N. 17<sup>th</sup> Street – 15,091 SF:** This was the former location of Heartland Beverage. The property is currently available for lease on Costar and the listing is managed by Mustang Construction, Inc.
9. **315 N. 9<sup>th</sup> Street – 48,195 SF:** This was the former location of Majic Plastics. The location is available for lease and for sale. The listing is managed by Coleman Land Company.

#### **Appendix A. East Side of the Fox River**

Address	Street Number	Business Name	Approx. Sq. Ft.	Vacant Sq. Ft.
425	37th Ave	Bema Print	104,868	
417	37th Ave	Smart Westrock	30,932	
455	37th Ave	BEMA Print	11,242	
435	37th Ave	West Valley Graphics	7,749	
320	37th Ave	United Laboratories Inc	73,601	
420	37th Ave	Compact Industries, Inc.	43,988	
420	37th Ave	Vacant (addition to the building)	33,000	<b>33,000</b>
425	38th Ave	Uniphase Inc.	48,896	

410	38th Ave	Kabat American	24,552	
420	38th Ave	American Powder Coatings Inc	41,510	
406	38th Ave	Microplastics	48,923	
392	38th Ave	Tek Pak Inc.	23,494	
901	Aqualand Way	Aquascapes	197,065	
3805	Commerce Drive	Glez Welder Millwright	8,707	
3825	Commerce Drive	Barrington Motor Sales RV	10,707	
3855	Commerce Drive	DML Solutions	10,641	
3875	Commerce Drive	Priority Products	10,904	
3905	Commerce Drive	Old School Garage	8,153	
3935	Commerce Drive	Triten Sginal	8,535	
3955	Commerce Drive	InCon Process Systems, LLC	10,238	
3985	Commerce Drive	Eagle Engraving Inc.	12,218	
3830	Commerce Drive	Barrington Motor Sales RV	10,230	
3860	Commerce Drive	Unique Products	11,369	
3890	Commerce Drive	Systems Powered Manufacturing	10,951	
3960	Commerce Drive	ICT Power USA	9,239	
3990	Commerce Drive	DuPage Lighting Inc.	8,788	
3800	Commerce Drive	Voestalpine	11,043	
883	Enterprise Ct	Doran Scales	20,361	
884	Enterprise Ct	Signature Production Corp	13,776	
941	Enterprise Ct	MBS	18,216	
940	Enterprise Ct	"Save"ty Yellow Products	18,762	
841	Equity Drive	Timberbuilt	18,313	
860	Equity Drive	Vacant	13,405	13,405
882	Equity Drive	Turbojet Partners	15,646	
902	Equity Drive	Prime Label Group	25,807	
942	Equity Drive	Tek Pak, Inc. - R+D Facility	10,482	
840	Equity Drtive	Shars Tool Co.	21,900	
3655	Illinois Ave	Interplastics Company LLC	34,157	
3700	Illinois Ave	Creative Millwork	25,211	
3701	Illinois Ave	Injection Molding	31,136	
3813	Illinois Ave	K&L Freight Management Inc	6,712	
3815	Illinois Ave	Pyramind Fab & Finish	48,189	
3805	Illinois Ave	Eagle Environmental Consultants	10,555	
3807	Illinois Ave	Riggs Brothers Auto Tops	6,482	
3803	Illinois Ave	Melt Design Inc.	11,993	
3755	Illinois Avenue	Doctors Data	45,583	
445	Kautz Rd	Lechler, Inc.	44,069	
345	Kautz Road	Perfect Plastic Printing Corp	98,966	

311	Kautz Road	Perfect Plastic Printing and Queen of the America's Guild	12,233	
707	Kautz Road	Tek Pak, Inc.	34,373	
250	Kautz Road	Crossway Distribution	172,913	
290	Kautz Road	SAI	216,353	
3455	Legacy Blvd	Goldfish Swim School	9,138	
3555	Legacy Blvd	Addison Clearwave Coatings	13,068	
3620	Ohio Ave	Elite: A GCH Company	71,462	
3750	Ohio Ave	Itasca Plastics	81,029	
3850	Ohio Ave	Vacant	116,810	116,810
3840	Ohio Ave	Prolong Surface Technologies	16,004	
3830	Ohio Ave	Contel Inc	15,896	
3655	Ohio Ave	Ark Technologies	68,050	
3709	Ohio Ave	Nidec Mobility America	268,327	
3415	Ohio Ave	Core & Main	51,936	
3825	Ohio Ave	System Sensor	160,166	
3945	Ohio Ave	Compact Industries, Inc.	219,691	
1200	Rukel Wy	AJR Specialty Products	180,470	
410	S Kirk Road	Smithfield	331,699	
415	38th Avenue	Sedwall Manufacturing	20,369	
310	S Kirk Road	Cain Tubular Products	15,619	
610	S Kirk Road	Uniphase Inc.	60,129	
3555	Stern Ave	Schaffer Tool & Design, Inc.	14,947	
3626	Stern Ave	RR Donnelly	87,060	
3550	Stern Ave	DSS Inc.	16,438	
3627	Stern Ave	Foreman Tool & Mold	30,621	
3575	Stern Ave	MSI Products	69,478	
3515	Stern Ave	Alpine Demolition Services	10,228	
3545	Stern Ave	Enginuity	14,868	
3455	Stern Ave	Gateway Glazing, Inc.	16,143	
3415	Stern Ave	Gerber Collision	8,260	
3632	Stern Ave	Dickey Manufacturing	50,228	
3810	Stern Ave	Wise Plastics	100,743	
3950	Stern Ave	Canna Carton	73,486	
3705	Stern Ave	UV Technologies	21,150	
3720	Stern Ave	Duratherm Processing Systems	17,554	
3730	Stern Ave	Polytec Plastics Inc	16,030	
3740	Stern Ave	Skyline Plastering	19,996	
3750	Stern Ave	Vacant	22,525	22,525
3940	Stern Ave	Welding Material Services, Inc.	75,738	

3825	Stern Ave	Form Plastics	59,568	
3845	Stern Ave	NP Food Service Sales	54,090	
3755	Stern Ave	Royal Coach LTD	10,009	
3745	Stern Ave	Sterling Systems	20,607	
3725	Stern Ave	Creative Concepts Fabrication	12,335	
3915	Stern Ave	Labels & Specialty Products LLC	23,949	
3925	Stern Ave	HFI Manufacturing	61,471	
3945	Stern Ave	Elegant Presentation	23,948	
615	Stetson Ave	Chicago Mold Engineering Co., Inc.	49,254	
620	Stetson Ave	OSG USA	95,644	
3485	Swenson Ave	HRB Industries	8,144	
3489	Swenson Ave	Bevstream Corp	10,934	
3491	Swenson Ave	McNally's Heating and Cooling	14,484	
3480	Swenson Ave	Genesis Automation Inc.	43,200	
3620	Swenson Ave	O'Brien Corporation	64,368	
3520	Swenson Ave	Schramm Construction Corporation	14,245	
3540	Swenson Ave	One Hour Heating & Air Conditioning	5,890	
3450	Swenson Ave	River City Church	14,822	
3483	Swenson Ave	A Plus Electric Motor Repair Inc.	10,483	
3635	Swenson Ave	Bradley Coatings	65,198	
3605	Swenson Ave	Hammerbrush Restoration	56,703	
3625	Swenson Ave	FC Lighting/Lighting Innovations	57,032	
3451	Swenson Ave	Omnitronix Corporation	26,156	
3850	Swenson Ave	Foreman Tool & Mold	27,846	
3870	Swenson Ave	A&C Mold Company	24,767	
3940	Swenson Ave	Vacant	15,576	15,576
3945	Swenson Ave	Tiger Drylac	104,598	
3725	Swenson Ave	Vacant	27,117	27,117
3755	Swenson Ave	The Fun Ones Party Rental	34,404	
3715	Swenson Ave	AO	34,125	
3705	Swenson Ave	AO	20,311	
3855	Swenson Ave	Tiger Drylac	45,486	
3865	Swenson Ave	Tiger Drylac	20,443	
701	S. Kirk Road	Advance Lifts	120,969	
1855	Wallace Avenue	PDQ Supply Inc	68,113	
1835	Wallace Avenue	Pure Essential Supply, Inc.	10,148	
1720	E Tyler Road	Great Lakes Specialty Metals	24,393	
710	Columbia Ct	Igarashi Motors, LLC	20,846	
1775	Wallace Ave	Norman Lamps	42,501	

1755	Wallace Ave	Polytech Industries Inc.	16,581	
1745	Wallace Ave	School Nurse Supply	57,793	
1735	Wallace Ave	Chicago Coding Systems	70,562	
675	Sidwell Ct	Clarke Mosquito Control	27,331	
1750	Wallace Ave	RR Donnelly - Business Communications	276,660	
609	S. Kirk Road	RR Donnelly - Signage and Displays	502,065	
2891	Dukane Dr	Caliber Collision	12,141	
2851	Dukane Dr	Kohlert Manufacturing Corporation	11,978	
2751	Dukane Dr	Proel Inc	13,824	
2701	Dukane Dr	Vons Electric	11,997	
2651	Dukane Dr	Dec Tool Corporation	14,222	
2551	Dukane Dr	Complete Mechanic Service/JRP Utility Construction	15,599	
2541	Dukane Dr	Vacant	13,346	13,346
2531	Dukane Dr	InterCo Print	38,485	
417	Stone Dr	Endeavor Technologies	30,097	
411	Stone Dr	Premium Concrete	33,150	
405	Stone Dr	Comet Roll & Machine Co.	31,949	
2525	Production Dr	Unknown - Occupied	9,561	
2515	Production Dr	Bearing Headquarters	4,087	
315	Industrial Dr	Indoor Air HVAC Inc.	6,250	
550	Industrial Dr	Ryder Transportation Services	6,362	
2445	Production Dr	Sun Chemical Corporation	93,207	
600	Industrial Dr	Sunbelt Rentals	146,095	
2020	Production Dr	AT&T	39,560	
1840	Production Dr	Diamond Spray Painting	20,511	
2440	Production Dr	Obrien Document Solutions	19,893	
2530	Production Dr	Alps Wire Rope Corporation	40,456	
2850	Production Dr	Pactiv	317,184	
2900	Dukane Dr	Dukane Corporation	329,826	
205	Industrial Dr	RW Rogers	82,344	
105	Industrial Dr	RW Rogers	44,987	
510	S Tyler	Ryder Truck Rental	24,501	
2601	E. Main Street	Warwick Publishing	117,806	

Appendix Ab: Multi-tenant on the East Side

Address	Street Number	Unit #	Business Name	Approx. Sq. Ft.	Vacant Sq. Ft.
707	Columbia Ct		Whole Building	15,002	

	Columbia Ct	102	Tri Count, Lock		
	Columbia Ct	103	Abbot Builders, Inc.		
	Columbia Ct	104	Airline Pilots Historical Society		
	Columbia Ct	105	Storage		
	Columbia Ct	106	IRL, LLC		
	Columbia Ct	107	Allied Painting Services		
	Columbia Ct	108	Pakrite		
	Columbia Ct	109	Storage		
	Columbia Ct	110	Storage		
<b>1820</b>	<b>Wallace Avenue</b>		<b>Whole Building</b>	<b>34,344</b>	
1820	Wallace Avenue	101, 102, 103	Storage		
1820	Wallace Avenue	104	Sail & Anew		
1820	Wallace Avenue	105	Media 360		
1820	Wallace Avenue	106	Storage		
1820	Wallace Avenue	107	GR Food Service		
1820	Wallace Avenue	108	Conrardy Co.		
1820	Wallace Avenue	109	Kenneth Allen Company, INC.		
1820	Wallace Avenue	110,111,112	Storage		
1820	Wallace Avenue	113	Allstar Pet Grooming		
1820	Wallace Avenue	114	Mid Oak Hoes		
1820	Wallace Avenue	115 & 116	Elite Carwash		
1820	Wallace Avenue	117 & 118	American Painting LLC		
1820	Wallace Avenue	119	Storage		
1820	Wallace Avenue	120	Johnson Water Conditioning & Cooling		
1820	Wallace Avenue	121	Rubbish Renewed		
1820	Wallace Avenue	122 + 123	Vacant	<b>1,000</b>	
1820	Wallace Avenue	123	Storage		
1820	Wallace Avenue	124	Pure Lux Grass		
1820	Wallace Avenue	127	Storage		
<b>3710- 3724</b>	<b>Illinois Ave</b>		<b>Whole Building</b>	<b>31,246</b>	
	Illinois Ave	3710	Taag		
	Illinois Ave	3712	Ridgeline		
	Illinois Ave	3714	Fully Promoted		
	Illinois Ave	3716 & 3718	Renfert USA		
	Illinois Ave	3720	Beth Fowler School of Dance		
	Illinois Ave	3722	Sunfire Testing		
	Illinois Ave	3724	Integreat Technology Solutions		
	Illinois Ave	3726 & 3728	Metalloy		

<b>3820</b>	<b>Ohio Ave</b>		<b>Whole Building</b>	<b>46,514</b>	
	Ohio Ave	1 & 2	Falcon Crest Aviation Supply		
	Ohio Ave	3	Savvy Etail		
	Ohio Ave	4	Unknown Tenant		
	Ohio Ave	6,7	Mako Mold Corp.		
	Ohio Ave	8,9	Aerapy		
	Ohio Ave	10	Misfits Jiu Jitsu		
	Ohio Ave	12 + 14	Unknown Tenant		
	Ohio Ave	15	Lancaster Bingo Co.		
	Ohio Ave	16	Tandem Industries		
	Ohio Ave	17+18	Printing Inks		
<b>3950-3980</b>	<b>Swenson Ave</b>		<b>Whole Building</b>	<b>47,343</b>	
3950	Swenson Ave		Boeing		
3980	Swenson Ave		Duraco Flexpack		
<b>3654-3666</b>	<b>Swenson Ave</b>		<b>Whole Building</b>	<b>38,000</b>	
3654 - 3664	Swenson Ave		TRM Service		
3666	Swenson Ave		Vacant		<b>9,190</b>
3668	Swenson Ave		Vacant		<b>9,000</b>
<b>1900</b>	<b>E Tyler Road</b>		<b>Whole Building</b>	<b>79,529</b>	
1900	E Tyler Road	600	ServPro of St. Charles/Geneva/Batavia		
1900	E Tyler Road	500	EP3 Motorsports		
1900	E Tyler Road	400	Unique Party Rental		
1900	E Tyler Road	300	Aura Athletics		
1900	E Tyler Road	100 & 200	Sun Mechanical Systems		
1900	E Tyler Road	700	Level Up Athletics		
1900	E Tyler Road	800	Structure		
1900	E Tyler Road	900 & 1000	Tradeshow Network Marketing Group		
<b>1830</b>	<b>Wallace Ave</b>		<b>Whole Building</b>	<b>34,389</b>	
1830	Wallace Ave	201	Storage		
1830	Wallace Ave	202	North Pole Magic		
1830	Wallace Ave	203	Maxwell Enterprises		
1830	Wallace Ave	204	BT Premiere Plumbing Inc.		
1830	Wallace Ave	206 & 207	Unknown Tenant		
1830	Wallace Ave	208	Primetime Painting		
1830	Wallace Ave	209 & 210	Unknown Tenant		
1830	Wallace Ave	211	Rug Maker's Inc.		

1830	Wallace Ave	212	Unknown Tenant		
1830	Wallace Ave	213	Unknown Tenant		
1830	Wallace Ave	214	Storage		
1830	Wallace Ave	215	Renaissance Build & Design		
1830	Wallace Ave	216	Precision Automotive Reconditioning		
1830	Wallace Ave	217	Titan Plumbing		
1830	Wallace Ave	218	Integrated Green Force LLC		
1830	Wallace Ave	219	Unknown Tenant		
1830	Wallace Ave	220	Autonomous Home		
1830	Wallace Ave	221 & 222	Unknown Tenant		
1830	Wallace Ave	223	ACO Manufacturing Inc.		
1830	Wallace Ave	224	Jim Auto Body		
<b>1815</b>	<b>Wallace Ave</b>		<b>Whole Building</b>	<b>20,706</b>	
1815	Wallace Ave	301	Villoria Services		
1815	Wallace Ave	302	Paint Recon		
1815	Wallace Ave	303	Keystone		
1815	Wallace Ave	305	St. Charles Garage		
1815	Wallace Ave	306	Coated Car Parts		
1815	Wallace Ave	307	Storage		
1815	Wallace Ave	308	Evergreen Storage		
1815	Wallace Ave	309	Copy King		
1815	Wallace Ave	310 & 311	Soapy Suds		
1815	Wallace Ave	312	Storage		
1815	Wallace Ave	313	Private		
<b>601</b>	<b>Sidwell Ct</b>		<b>Whole Building</b>	<b>44,259</b>	
601	Sidwell Ct	A	Unknown Tenant		
601	Sidwell Ct	B	Storage		
601	Sidwell Ct	C	Victory Collectibles		
601	Sidwell Ct	D	Unknown Tenant		
601	Sidwell Ct	F	A+A Painting		
601	Sidwell Ct	G	One Source		
601	Sidwell Ct	H	Storage		
601	Sidwell Ct	I, J, k	Euroquipe		
601	Sidwell Ct	L	American Highway Logistics		
601	Sidwell Ct	M	DS Car Detailing		
601	Sidwell Ct	N	VendPro		
601	Sidwell Ct	O	Dean's Repair & Performance		
601	Sidwell Ct	p	Carbco After Dark		
601	Sidwell Ct	Q	Midwest Tint & Vinyl		

601	Sidwell Ct	R, S, T	Storage		
<b>1820</b>	<b>Production Dr</b>		<b>Whole Building</b>	<b>22,676</b>	
1820	Production Dr	C	D. Juiced Motorsports		
1820	Production Dr		I. Autowrap Prost Detailing		
1820	Production Dr	E	M+H Paintworks		
1820	Production Dr		ABSS Works		
1820	Production Dr		JMS Tuned		
1820	Production Dr	B	Omnia Design MFG.		
<b>602</b>	<b>Sidwell Ct</b>		<b>Whole Building</b>	<b>67,746</b>	
602	Sidwell Ct	A	D303 Learning Teacher Center		
602	Sidwell Ct	B	Unknown Tenant		
602	Sidwell Ct	C	Shipping and Receiving - St. Charles CUSD 303		
602	Sidwell Ct	D	Unknown Tenant		
602	Sidwell Ct	E	Unknown Tenant		
602	Sidwell Ct	F	Fox Town Plumbing		
602	Sidwell Ct	G	American Hobbies & Merchandising		
602	Sidwell Ct	H	American Hobbies & Merchandising		
602	Sidwell Ct	I & N & ) & M	Rx Automobile		
602	Sidwell Ct	J	K A and Associates LLC		
602	Sidwell Ct	K	Prairie Pipping Inc		
602	Sidwell Ct	M	Storage		
602	Sidwell Ct	O, P, Q	Center Line Models		
602	Sidwell Ct	R	Performance Heating & Air		
602	Sidwell Ct	S, T	Unknown Tenant		
602	Sidwell Ct	U&V	Hairy Ant		
602	Sidwell Ct	W	Black Label Auto Detailing		
602	Sidwell Ct	X	Unknown Tenant		
602	Sidwell Ct	Y	Shipping and Receiving - St. Charles CUSD 303		
<b>1720</b>	<b>Wallace Ave</b>		<b>Whole Building</b>	<b>20,000</b>	
1720	Wallace Ave	A	Steiner Electric Company		
1720	Wallace Ave	B	Antares Health Products Inc		
<b>1730</b>	<b>Wallace Ave</b>		<b>Whole Building</b>	<b>18,758</b>	
1730	Wallace Ave	A	Communications Direct Inc.		
1730	Wallace Ave	B	Kouture Athletics	-	
<b>555</b>	<b>S. Kirk Road</b>		<b>Whole Building</b>	<b>62,400</b>	
555	S. Kirk Road	D	Kristel Display Corp.		
555	S. Kirk Road	C	Valley Fire Protection & Plumbing		

<b>2500</b>	<b>Production Dr</b>		<b>Whole Building</b>	<b>49,540</b>	
		A	EnduraDuct LLC		
		B	Mantec Services Company		
<b>3540</b>	<b>Stern Ave</b>		<b>Whole Building</b>	<b>14,975</b>	
		101	Ideal Electric Contractors, Inc.		
		102, 106, 107	Classic Fasteners LLC		
		103	Storage		
		104	Storage		
		105	Storage		
		110	Sajjan		
		109	3 Step Fitness		
		108	WM Wright Associates Inc.		
<b>3809</b>	<b>Illinois Ave</b>		<b>Whole Building</b>	<b>14,975</b>	
		100 & 300	Promise Church - #300, Kwak Brothers-#100		
		200	Vacant	2,015	2,015
<b>3811</b>	<b>Illinois Ave</b>		<b>Whole Building</b>	<b>14,975</b>	
		100, 200, 300	Telepro Inc.		
Total	Appendix A & Ab:			8,776,204	262,984

#### Appendix B: West Side of the Fox River

Address	Street	Business Name	Approx. Sq. Ft.	Vacant Sq. Ft.
315	N 9th Street	Vacant	48,195	48,195
602	N 12th Street	All States Inc.	52,380	
625	N 12th Street	Kane Construction	15,055	
1041	Trine Ct	Trine Construction & York Utility	14,867	
1214	Foundry Street	Fix Auto Fox Valley	10,763	
1207	Foundry Street	Excel Automotive Repair	12,158	
1400	Foundry Street	Sportsplex	52,919	
750	N 17th Street	Vacant	15,091	15,091
1890	Dean Street	Thor Painting & Cooling	9,360	
1880	Dean Street	Ruffner's Luxury Pet Boarding Inc.	10,147	
1870	Dean Street	Hyperion Creek LLC	10,175	
1860	Dean Street	Riverlands Brewing Co.	9,944	
1850	Dean Street	Malcor Roofing	6,681	
1920	Dean Street	Fieldhouse by the Fox & Tri-City Boxing	10,275	

1930	Dean Street	St. Charles CDJR Repair Shop	15,892	
315	N 9th Street	Olcott Plastics	48,195	
602	N 12th Street	Vacant	52,380	
625	N 12th Street	All States Inc.	15,055	
1041	Trine Ct	Kane Construction	14,867	
1214	Foundry Street	Trine Construction & York Utility	10,763	
1207	Foundry Street	Fix Auto Fox Valley	12,158	
1400	Foundry Street	Excel Automotive Repair	52,919	
750	N 17th Street	Sportsplex	15,091	
1890	Dean Street	Vacant	9,360	
1880	Dean Street	Thor Painting & Cooling	10,147	
1870	Dean Street	Ruffner's Luxury Pet Boarding Inc.	10,175	
1860	Dean Street	Hyperion Creek LLC	9,944	
1850	Dean Street	Riverlands Brewing Co.	6,681	
1920	Dean Street	Malcor Roofing	10,275	
1930	Dean Street	Fieldhouse by the Fox & Tri-City Boxing	15,892	
95	N 17th Street	St. Charles CDJR Repair Shop	242,514	

Appendix Ba: Multi-tenant on the West Side

Address	Street	Unit #	Business Name	Approx. Sq. Ft.	Vacant Sq. Ft.
<b>731</b>	<b>N 17th Street</b>		<b>Full Building - Sq Ft</b>	<b>72,504</b>	
731	N 17th Street	1	Higher Level Fitness		
731	N 17th Street	3&5	Mike's Golf Center		
731	N 17th Street	6	Midwest Cares G		
731	N 17th Street	7	Ace Vision Ultrasound		
731	N 17th Street	8	Klemm Exteriors		
731	N 17th Street	10	Core FSN		
731	N 17th Street	11	Storage		
731	N 17th Street	16	Two Inspire you		
731	N 17th Street	19	Midwest Cabinet		
731	N 17th Street	20	Collins & Company		
731	N 17th Street	21	Hahn's Bakery		
731	N 17th Street	22	Storage		
731	N 17th Street	23	Raise Your Performance		
731	N 17th Street	24 & 25	Pro Adas		
731	N 17th Street	35	Vacant		350
<b>720</b>	<b>N 17th Street</b>		<b>Full Building Itself</b>	<b>60,060</b>	
720	N 17th Street	3	Hitech Machinery Sales		
720	N 17th Street	4	Omnipac Inc.		

720	N 17th Street	5	Art Box		
720	N 17th Street	6	Artisan Millwork		
720	N 17th Street	9	Big Hearts of Fox Valley		
720	N 17th Street	10	Icon Building & Supply		
720	N 17th Street	11	R-Boc Representatives		
720	N 17th Street	17	St. Charles Gymnastics Inc		
720	N 17th Street	1&2	GP Geneva Pool		
720	N 17th Street	8	Prep Space		
<b>1500</b>	<b>Foundry Street</b>		<b>Full Building Itself - verify units</b>	<b>52,565</b>	
1500	Foundry Street	1	Conservfs		
1500	Foundry Street	2	Unknown - Occupied		
1500	Foundry Street	3	Highlands Elite Athletic Training		
1500	Foundry Street	5	Occupied - Unknown		
1500	Foundry Street	8	Artisan Millwork		
1500	Foundry Street	9	Komet Motorsports		
1500	Foundry Street	10	Vacant		1,000
1500	Foundry Street	11	NBP Graphics		
1500	Foundry Street	12	Four Elements Grandmaster Ma Hapkido		
<b>761</b>	<b>N 17th Street</b>		<b>Full Building Itself</b>	<b>76,272</b>	
761	N 17th Street	1	Higher Level Fitness		
761	N 17th Street	2	La Fox Tool		
761	N 17th Street	3	Ro Don Corp		
761	N 17th Street	4	Be Star		
761	N 17th Street	5	STC Live Fit		
761	N 17th Street	7	Orange 1 America		
761	N 17th Street	9	Vacant		1,000
761	N 17th Street	10 & 11	Crafters Gathering Place		
761	N 17th Street	12	LTD		
761	N 17th Street	14	Lift Truck Doctors, Inc.		
761	N 17th Street	15	Elite Performance Detailing		
761	N 17th Street	16 & 17	True Ocean		
761	N 17th Street	18	Storage		
761	N 17th Street	19	HTI		
761	N 17th Street	20	Ratliff Enterprises Inc.		
761	N 17th Street	21	Storage		
761	N 17th Street	22	LNC Technologies		
761	N 17th Street	23	Storage		

761	N 17th Street	24	Occupied - Unknown		
761	N 17th Street	25	Occupied - Unknown		
761	N 17th Street	26	Riders Boutique		
761	N 17th Street	27	Rush Group		
761	N 17th Street	29	Keto Intiative		
761	N 17th Street	31	Storage		
Total	Appendix B & Ba:			797,817	65,636

 <b>CITY OF ST. CHARLES ILLINOIS • 1834</b>	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		<b>Agenda Item number:</b> *7a
	<b>Title:</b>	<b>Approve an ordinance authorizing the disposal of computer and other electronic equipment for calendar year 2026.</b>	
	<b>Presenter:</b>	<b>Larry Gunderson, Director of Information Technology</b>	
<b>Meeting:</b> Committee of the Whole		<b>Date:</b> February 2, 2026	
<b>Proposed Cost:</b> N/A		<b>Budgeted Amount:</b> N/A	<b>Not Budgeted:</b> <input type="checkbox"/>
<b>TIF District:</b> None			
<b>Executive Summary</b> (if not budgeted, please explain): <p>As older computer equipment and miscellaneous peripherals are replaced the Information Technology Department accumulates a surplus of unused equipment. IT staff have determined that the most economical and secure approach to dispose of surplus computers and other electronic equipment is through donations to organizations that recycle or reuse surplus equipment.</p> <p>The proposed ordinance authorizes the IT Department to donate or recycle the City's surplus electronic equipment. Surplus equipment will be donated to organizations that can securely reuse, refurbish and redistribute the equipment. Equipment that is determined to be non-functional will be recycled.</p>			
<b>Attachments</b> (please list): <p>Ordinance</p>			
<b>Recommendation/Suggested Action</b> (briefly explain): <p>Recommendation to approve an <b>Ordinance</b> authorizing the disposal of computer and other electronic equipment for calendar year 2026.</p>			

**City of St. Charles, Illinois**

**Ordinance No. 2026-\_\_\_\_\_**

**DISPOSAL OF COMPUTER AND OTHER ELECTRONIC EQUIPMENT –  
CALENDAR YEAR 2026**

**Presented & Passed by the  
City Council on \_\_\_\_\_**

**WHEREAS**, the City of St. Charles is the owner of computer and other electronic equipment that has exhausted its usable life and is obsolete; and

**WHEREAS**, computer and other electronic equipment often contain heavy metals and other hazardous materials that might adversely affect the environment if not disposed of properly. Additionally, such equipment may contain personal, confidential or legally protected information that, if not erased or destroyed, may lead to inappropriate disclosure, identity theft and liability to the City of St. Charles; and

**WHEREAS**, the City of St. Charles intends to ensure that computer and other electronic equipment disposal is performed in an environmentally friendly and secure manner; and

**WHEREAS**, the City of St. Charles recognizes that non-profit organizations exist to help facilitate the donation of unused computer and other electronic equipment. Such organizations use these donations to provide repurposed equipment to under-privileged schools throughout the State of Illinois and to learners with disabilities; and

**WHEREAS**, the administrative regulations contained herein will apply to any computer equipment or peripheral device that is no longer needed by the City. This includes, but is not limited to, personal computers, servers, hard drives, laptops, tablets, printers, networking equipment, scanners and portable storage devices; and

**WHEREAS**, the Corporate Authorities of the City of St. Charles have decided that it is no longer necessary or useful for the City of St. Charles to retain ownership of the computer and other electronic equipment.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois as follows:

1. Pursuant to Illinois Compiled Statutes, 65ILCS 5/11-76-4, the City Council finds that the computer and other electronic equipment now owned by the City of St. Charles is no longer necessary or useful to the City of St. Charles and the best interests of the City of St. Charles will be served by its donation or recycling.
2. Pursuant to said Section 65ILCS 5/11-76-4, the Director of Information Technology be, and is hereby authorized to and may direct the disposal of the computer and other electronic equipment by either donating or recycling said computer and other electronic equipment free of charge. The computer and other electronic equipment is to be disposed of “AS-IS” without warranties of any kind. In particular, the City of

St. Charles makes no warranties or representations expressed or implied about the performance ability of the equipment, about its present state of repair, about its condition or maintenance, or its fitness for a particular purpose.

**Presented** to the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**Passed** by the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**Approved** by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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Clint Hull, Mayor

Attest:

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City Clerk

**Council Vote:**

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstain: \_\_\_\_\_