

**AGENDA**  
**THE CITY OF ST. CHARLES**  
**COMMITTEE OF THE WHOLE MEETING**  
**ALD. BRYAN WIRBALL, CHAIR**  
**MONDAY, JUNE 1, 2026**  
**IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING**  
**CITY COUNCIL CHAMBERS – 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** 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 an **Ordinance** Amending Title 2 “Administration and Personnel” Chapter 2.04 “City Council” Section 2.04.145 “Consent Agenda” of the St. Charles Municipal Code
  - b. Recommendation to approve a **Resolution** Authorizing Mayor Clint Hull to Send a Letter to Governor JB Pritzker Opposing the Proposed BUILD Plan.
6. **Community Development**
  - a. Recommendation to approve an **Ordinance** Granting Approval of a Special Use for Large Group Home for Senior Care Home at 5N024 IL Route 31.
  - b. Recommendation to approve a **Resolution** to Execute a Professional Services Contract with Consultant MKSK for the Historic District Re-Survey Project.
7. **Public Works**
  - a. Recommendation to approve a **Resolution** Awarding Proposal for Commercial Laboratory Services to Eurofins Eaton Analytical in the amount of \$86,995.04 for a one-year period with the option to extend the contract for an additional two one-year extensions.

- b. Recommendation to approve a **Resolution** Awarding the Bid for Beatrice Avenue Water Main Replacement to Fox Excavating in the amount of \$964,365.
- c. Recommendation to approve a **Resolution** Awarding the Bid for North 6th Street and Mark Street Water Main Replacement to Swallow Construction in the amount of \$936,511.50.
- d. Recommendation to approve a **Resolution** Awarding the Bid for Southgate, Longmeadow and Iroquois Watermain and Roadway Improvement to Bolder Contractors in the amount of \$3,136,032.90.
- e. Recommendation to approve a **Resolution** Awarding the Bid for Top Soil Materials for FY 26/27 in the submitted bid amount.
- f. Recommendation to approve a **Resolution** Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles via online auction to the highest bidder.

**8. Economic Development**

- a. Presentation and Discussion on St. Charles Police Department Site Redevelopment Engagement Summary Report

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

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

**11. 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)

**12. 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).



**AGENDA ITEM EXECUTIVE SUMMARY**

**Agenda Item number: 5a**

Title:	Ordinance Amending Title 2 “Administration and Personnel” Chapter 2.04 “City Council” Section 2.04.145 “Consent Agenda” of the St. Charles Municipal Code
Presenter:	Heather McGuire, City Administrator

**Meeting:** Committee of the Whole

**Date:** June 1, 2026

**Proposed Cost:** \$ 0

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

**Not Budgeted:**

**TIF District:** None

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

Before you is a modification to the current requirement for consent agenda, modifying the threshold of \$25,000 to \$100,000 as was the previous practice. This modification would require that such items were already budgeted.

This request was made by Ald. Foulkes with the support of Ald. Bongard, Muenz, and Spellman. Staff is seeking direction from Council.

**Attachments** (please list):

Draft Ordinance, redline and clean copy

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

Recommendation to approve an Ordinance Amending Title 2 “Administration and Personnel” Chapter 2.04 “City Council” Section 2.04.145 “Consent Agenda” of the St. Charles Municipal Code.

**City of St. Charles, Illinois**  
**Ordinance No. 2026-M-\_\_\_\_**

**Ordinance Amending Title 2 “Administration and Personnel”**  
**Chapter 2.04 “City Council” Section 2.04.145 “Consent Agenda” of**  
**the St. Charles Municipal Code**

WHEREAS, the City of St. Charles, as a home rule unit of local government as provided by Article VII, Section 6 of the Illinois Constitution of 1970, has the authority to exercise any power and perform any function pertaining to its government and affairs except as limited by Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the Mayor and City Council implemented a Committee of the Whole Structure in 2026 pursuant to Ordinance No. 2026-M-1; and

WHEREAS, after several meetings, the Mayor and City Council believe that it is in the best interests of the City to amend Title 2 “Administration and Personnel” Chapter 2.04 “City Council” Section 2.04.145 “Consent Agenda” of the St. Charles Municipal Code, to facilitate more streamlined Committee of the Whole Meetings.

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

Section 1. The recitals above shall be and hereby are incorporated in this Section 1 as if fully restated herein.

Section 2. Title 2 “Administration and Personnel” Chapter 2.04 “City Council” Section 2.04.145 “Consent Agenda” is hereby amended as set forth in Exhibit A hereto, which Exhibit A reflects the deletions from and additions to Title 2, Chapter 2.04, Section 2.04.145.

Section 3. The City Clerk is hereby directed to take any and all necessary actions to publish Title 2, Chapter 2.04, Section 2.04.145, as amended.

Section 4. Any policy, resolution or ordinance of the City that conflicts with the provisions of this Ordinance shall be and hereby is repealed to the extent of such conflict.

Section 5. This Ordinance shall be in full force and effect upon its passage and publication according to law.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties,

Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties,  
Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

Clint Hull, Mayor

ATTEST:

---

Jessica Bridges, City Clerk

Council Vote:

Ayes:

Nays:

Absent:

Abstain:

## Exhibit A

### 2.04.145 Consent agenda.

At any meeting the City Council or a standing committee, the Council or Committee may, by unanimous consent, take a single vote by yeas and nays on the several questions of the City Council passage or standing committee recommendation of any two (2) or more of the designated ordinances, orders, resolutions or motions placed together for voting purposes in and under the designation "consent agenda," and in such event the Clerk or designee may enter the words, "consent vote" in the journal in each case in lieu of entering the names of the members of the City Council or standing committee voting "yea" and of those voting "nay" on the passage of each of the designated ordinances, orders, resolutions and motions included in such omnibus group. The taking of such single or consent vote and such entries of the words "consent vote" in the journal shall be a sufficient compliance with the provisions of the St. Charles Municipal Code for all intents and purposes and with like effect as if the vote in each case had been taken separately by yeas and nays on the question of the passage of each ordinance, order, resolution and motion including in such omnibus group, and separately recorded in the journal. Likewise, the yeas and nays shall be taken upon the question of the passage of any other resolution or motion at the request of any Alderperson and shall be recorded in the journal.


A consent agenda shall be prepared under the direction of the City Administrator and shall include the approval of minutes of council meetings, bills to be approved, and such matters the Administrator shall determine are routine, but must be under ~~\$25,000~~100,000 and be budgeted for the current fiscal year. Upon the request of the Mayor or any single Alderperson an item will be removed from the consent agenda and considered individually after all other items of business on the consent agenda.

## **Exhibit A**

### **2.04.145 Consent agenda.**

At any meeting the City Council or a standing committee, the Council or Committee may, by unanimous consent, take a single vote by yeas and nays on the several questions of the City Council passage or standing committee recommendation of any two (2) or more of the designated ordinances, orders, resolutions or motions placed together for voting purposes in and under the designation "consent agenda," and in such event the Clerk or designee may enter the words, "consent vote" in the journal in each case in lieu of entering the names of the members of the City Council or standing committee voting "yea" and of those voting "nay" on the passage of each of the designated ordinances, orders, resolutions and motions included in such omnibus group. The taking of such single or consent vote and such entries of the words "consent vote" in the journal shall be a sufficient compliance with the provisions of the St. Charles Municipal Code for all intents and purposes and with like effect as if the vote in each case had been taken separately by yeas and nays on the question of the passage of each ordinance, order, resolution and motion including in such omnibus group, and separately recorded in the journal. Likewise, the yeas and nays shall be taken upon the question of the passage of any other resolution or motion at the request of any Alderperson and shall be recorded in the journal.

A consent agenda shall be prepared under the direction of the City Administrator and shall include the approval of minutes of council meetings, bills to be approved, and such matters the Administrator shall determine are routine, but must be under \$100,000 and be budgeted for the current fiscal year. Upon the request of the Mayor or any single Alderperson an item will be removed from the consent agenda and considered individually after all other items of business on the consent agenda.

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: 5b
	Title:	<b>Recommendation to Approve a Resolution Authorizing Mayor Clint Hull to Send a Letter of Opposition to Governor JB Pritzker to the Proposed BUILD Plan</b>	
	Presenter:	<b>Clint Hull, Mayor</b>	
<b>Meeting:</b> Committee of the Whole		<b>Date:</b> June 1, 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 resolution authorizes the Mayor to submit a letter to Governor JB Pritzker on behalf of the City of St. Charles expressing the City of St. Charles' opposition to the proposed BUILD Plan, citing concerns over reduced local control, increased financial burdens on municipalities, and potential impacts on public services and infrastructure. The City instead supports the Illinois Municipal League's REAL Act as a more collaborative approach that preserves municipal authority and promotes responsible, community-driven development.</p>			
<b>Attachments</b> (please list):			
Letter of Opposition, IML REAL Housing Act			
<b>Recommendation/Suggested Action</b> (briefly explain):			
<p>Recommendation to Approve a Resolution Authorizing Mayor Clint Hull to Send a Letter of Opposition to Governor JB Pritzker to the Proposed BUILD Plan.</p>			

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

**A Resolution Authorizing the Mayor to Send Letter of Opposition to  
Governor JB Pritzker to the Proposed BUILD Plan**

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

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 authorized the Mayor to send a Letter of Opposition to Governor JB Pritzker to the Proposed BUILD Plan, in substantially the form attached hereto and incorporated herein as Exhibit “A”, by and on behalf of the City of St. Charles.

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

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

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

\_\_\_\_\_  
Clint Hull, Mayor

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

City Clerk

COUNCIL VOTE:

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

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

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

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

Exhibit A



2 E. MAIN STREET  
ST. CHARLES, IL 60174  
630.377.4400  
STCHARLESIL.GOV

May 13, 2026

The Honorable JB Pritzker  
Governor of Illinois  
207 State House  
Springfield, Illinois 62706

Dear Governor Pritzker:

On behalf of the Mayor and City Council of the City of St. Charles, we write to express our strong opposition to the proposed Build Up Illinois Developments (BUILD) Plan currently under consideration by the State of Illinois.

While we support responsible economic development and infrastructure investment, the BUILD Plan, as drafted, raises significant concerns for municipalities. It centralizes key land-use and development decisions at the state level, reducing local authority over zoning, infrastructure coordination, and long-term planning. Local governments are best positioned to understand their community's needs, capacity, and fiscal realities, and any statewide development framework must preserve that role.

We are also concerned about the potential financial impacts on municipalities. The BUILD Plan could increase demands on public services, utilities, transportation systems, emergency response, and schools without ensuring sustainable funding or adequate local oversight. Statewide initiatives must avoid shifting unfunded mandates or disproportionate costs onto communities.

For these reasons, the City of St. Charles strongly supports the Illinois Municipal League's REAL Act (Responsible Empowerment and Accountability for Localities) as a more balanced and collaborative alternative. The REAL Act maintains essential local control, promotes transparent decision-making, and ensures municipalities remain active partners in shaping development that aligns with community priorities and long-term plans.

We respectfully urge your administration and the Illinois General Assembly to reconsider the BUILD Plan in its current form and advance the REAL Act as the preferred approach for supporting sustainable, community-driven growth across Illinois.

Thank you for your attention to this matter. We welcome continued dialogue on policies that affect municipalities throughout our state

Sincerely,

Clint Hull, Mayor  
City of St. Charles

***Service, Tradition, Community: The St. Charles Strategic Plan***



IMI

ILLINOIS MUNICIPAL LEAGUE

REAL

Reducing Expenses and Advancing Local

HOUSING ACT

APRIL 30, 2026

#REALhousing

Illinois Municipal League | 500 East Capitol Avenue | P.O. Box 5180 | Springfield, IL 62705 | [iml.org](http://iml.org)

# Educate. Advocate. Empower.

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April 30, 2026

Members of the Illinois General Assembly:

In his State of the State Address on February 18, 2026, Governor JB Pritzker announced the Building Up Illinois Developments (BUILD) plan. As the statewide association representing all 1,294 cities, villages and towns across Illinois, the Illinois Municipal League (IML) is opposed to these bills, due to their individual and combined mandates and preemption of municipal authority. On March 3, IML delivered a letter to Governor Pritzker and legislative leaders respectfully requesting to be included in all future conversations, legislative working group meetings and/or other discussions that pertain to BUILD and its impact on local authority and implementation.

Local governments have the responsibility to provide well-planned, safe and affordable communities for residents while balancing short-term needs with long-term planning. A one-size-fits-all approach to housing policy simply does not work in a state as vast and diverse as Illinois. To that end, IML has thoughtfully designed a comprehensive and collaborative proposal to meaningfully address housing affordability, while preserving municipal authority to reflect the unique characteristics of communities across our state: The Reducing Expenses and Advancing Local (REAL) Housing Act. The proposal and supporting materials follow this letter.

The REAL Housing Act delivers real property tax relief, encourages real community input and provides real tools for local officials to implement housing solutions that will have real impacts on affordability. The REAL Housing Act is the kind of practical, results-driven approach that comes from working with municipalities, not against them.

As outlined in this proposal, municipalities support affordable housing and are already implementing innovative, effective solutions in partnership with their residents. This proposal builds on that work – rather than preempting it – while delivering tangible financial relief for Illinois families.

IML is committed to working with leaders and members of the General Assembly and the Governor's Office to discuss housing relief throughout Illinois. Any real solution must include municipal perspectives, as local officials will ultimately be responsible for implementing whatever is enacted.

Please feel welcome to contact me if IML may be of assistance with this or any other matter; we look forward to working together on these issues. I may be reached by phone (217-525-1220) or by email ([bcole@iml.org](mailto:bcole@iml.org)). Thanks.

Yours very truly,



BRAD COLE  
Chief Executive Officer



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## Executive Summary

### Reducing Expenses and Advancing Local (REAL) Housing Act

The Reducing Expenses and Advancing Local (REAL) Housing Act is a direct response to one of the biggest financial pressures facing Illinois families today – the rising cost of housing, driven in large part by high property taxes and industry-driven profits. This proposal is built to deliver real relief by reducing what people pay to live in their homes and putting money back in their pockets.

The REAL Housing Act:

- Preserves local authority to ensure housing growth aligns with infrastructure capacity, public safety and professional planning;
- Supports middle housing development to expand affordable housing options without one-size-fits-all mandates;
- Establishes local authority for the creation of overlay districts where middle housing is allowed by-right;
- Promotes adaptive reuse of existing structures and redevelopment of blighted areas to increase supply and reduce costs;
- Lowers the cost of purchasing a home by capping excessive real estate commission structures;
- Reduces construction costs by exempting residential building materials from the state portion of sales tax;
- Protects renters by limiting excessive and duplicative fees and reducing upfront housing costs;
- Protects residents of condominium and homeowners' associations from unreasonable cost burdens;
- Prohibits discrimination from artificial intelligence in housing-related decisions;
- Studies property insurance availability and costs as a potential barrier to housing access;
- Requires prevailing wage for workers on projects benefiting from this Act while supporting workforce development for skilled construction jobs;
- Allows workforce training initiatives for construction trades;
- Streamlines permitting and inspection timelines to reduce delays and lower development costs;
- Improves local flexibility in the use and timing of impact fees to support housing affordability;
- Prioritizes state infrastructure funding for communities actively increasing housing supply;
- Ensures development is supported by adequate infrastructure capacity, protecting public safety and service delivery;
- Reaffirms the importance of Tax Increment Financing (TIF) as a local tool to support housing development;
- Assists local governments with comprehensive planning and zoning updates to meet community-specific needs;
- Prioritizes residential housing development as a higher land use than solar energy farms;
- Allows locally-determined housing stability policies to address affordability challenges;
- Preserves local authority to determine parking regulations;
- Provides flexibility in building code standards while maintaining safety requirements;
- Delivers property tax relief by tying increased Local Government Distributive Fund (LGDF) revenues directly to dollar-for-dollar reductions in property taxes; and,
- Alleviates local property tax pressures by reimbursing local governments for state mandated veterans property tax exemptions.

[iml.org/REALhousing](http://iml.org/REALhousing)

## IML Housing Affordability Proposal: REAL Housing Act

The Reducing Expenses and Advancing Local (REAL) Housing Act is a direct response to one of the biggest financial pressures facing Illinois families today: the rising cost of housing, driven in large part by high property taxes and industry-driven profits. This proposal is meant to deliver real relief by reducing what people pay to live in their homes and putting money back in their pockets.

At the center of the Act is a clear commitment to taxpayers: when the state increases funding for the Local Government Distributive Fund (LGDF), those dollars must result in property tax relief. By tying future LGDF increases to direct reductions in property tax levies, this proposal ensures that additional state revenue is not absorbed into higher spending, but instead returned to the people it came from. It creates a transparent, accountable system where taxpayers benefit.

The REAL Housing Act goes further by tackling the full cost of housing and the expenses that show up in rent and mortgage payments. By addressing the policies that drive up housing costs, the Act is designed to reduce overall housing expenses by at least 10%. For Illinois families, that means real, tangible savings.

This is not a one-size-fits-all mandate and it does not shift costs onto local communities. It is a practical approach that respects local decision making while demanding that state policy finally deliver affordability for the people paying the bills: residents and taxpayers.

The bottom line is simple: lower property taxes, lower housing costs, lift up skilled labor wages and provide real financial relief for Illinois families without silencing local voices.

### Definitions

1. “Middle housing” means small scale, multi-unit residential housing types compatible with single-family neighborhoods, including duplexes, triplexes, fourplexes and accessory dwelling units (ADU) accessible to households earning between 80% and 140% of the area median income (AMI).
2. “Qualified residential development” means a residential project that meets eligibility requirements under this Act, including affordability thresholds or participation in local programs under this Act.
3. “Unit of local government” has the meaning provided in Article VII of the Illinois Constitution.
  - a. This includes counties, municipalities, townships, special districts and units designated as units of local government by law which exercise limited governmental powers or powers in respect to limited governmental subjects, but does not include school districts.

### Local Authority Preserved

1. Nothing in this Act shall be construed to:
  - a. Require any unit of local government to approve any development or limit the ability to deny a development application consistent with applicable law;
  - b. Require any unit of local government to adopt or amend a comprehensive plan, zoning ordinance or land use regulation;
  - c. Preempt or override local zoning, permitting or development decisions;

- d. Limit the authority of a unit of local government to regulate land use, development, public safety or infrastructure consistent with applicable law; or,
    - e. Prohibit a unit of local government from adopting additional criteria, conditions or certification requirements for projects within its jurisdiction.
  2. This Act is intended to reduce housing costs without shifting financial burdens onto units of local government or local taxpayers.

## **Section 1. Middle Housing Incentive Program**

1. The state shall establish a Middle Housing Incentive Fund to support voluntary local participation in expanding housing supply.
2. A unit of local government may opt into the program by:
  - a. Allowing duplexes, triplexes, fourplexes and ADUs in designated areas; and,
  - b. Adopting locally-tailored zoning updates to support middle housing.
3. State agencies shall coordinate to ensure consistent and efficient administration within their respective jurisdictions.
4. Participating units of local government shall receive:
  - a. Priority access to state capital funding (including transportation, water, sewer and infrastructure programs);
  - b. Eligibility for targeted housing and infrastructure grants; and,
  - c. Technical assistance for local comprehensive plans, zoning modernization and housing planning.
5. This Section is subject to the Local Authority Preserved provisions of this Act.
6. Local Implementation Findings
  - a. The General Assembly finds that local governments across Illinois are already implementing tailored housing solutions that reflect the needs of their communities. For example, the City of Chicago has authorized ADUs and other forms of middle housing through locally-driven processes. These approaches demonstrate that housing innovation can occur at the municipal and even neighborhood level, allowing policies to reflect infrastructure capacity, community character and public safety considerations.
  - b. It is the intent of this Act to support and expand these locally-initiated solutions, not replace them with uniform statewide mandates.

## **Section 2. By-Right Overlay Districts**

1. A unit of local government may establish locally-designed overlay districts where middle housing is permitted by-right.
2. Within such overlay districts, a unit of local government may:
  - a. Streamline approval processes;
  - b. Establish clear, objective development standards; and,
  - c. Maintain local control of design, safety and infrastructure capacity.
3. A unit of local government adopting overlay districts shall receive:
  - a. Additional funding prioritization under the Middle Housing Incentive Fund; and,
  - b. Expedited state agency review for related infrastructure projects.
4. This Section is subject to the Local Authority Preserved provisions of this Act.

### **Section 3. Adaptive Reuse of Existing Structures**

1. A unit of local government may allow the conversion of existing commercial or underutilized structures into middle housing, subject to local standards.
2. This Section is subject to the Local Authority Preserved provisions of this Act.

### **Section 4. Blight Elimination and Housing Redevelopment Program**

1. Purpose
  - a. The purpose of this Section is to reduce housing costs, improve public safety and expand housing supply by accelerating the removal of abandoned, vacant and blighted properties and facilitating individual lot redevelopment into residential housing.
2. Definitions
  - a. For purposes of this Section, “blighted property” means any residential or commercial structure that is vacant, abandoned, unsafe, structurally unsound or otherwise unfit for occupancy as determined by a unit of local government.
3. Local Authority Preserved
  - a. A unit of local government may identify, designate and prioritize blighted properties for demolition, rehabilitation or redevelopment in accordance with locally adopted standards and procedures.
4. Demolition and Site Clearance Assistance
  - a. The Illinois Housing Development Authority (IHDA), in coordination with the Illinois Department of Commerce and Economic Opportunity (DCEO), may provide grants or low-interest financing to units of local government for:
    - i. Demolition of abandoned or unsafe structures;
    - ii. Environmental remediation where necessary; and,
    - iii. Site preparation for residential redevelopment.
5. Expedited Acquisition Authority
  - a. A unit of local government may utilize existing statutory authority, including expedited acquisition procedures permitted under existing law, to acquire blighted properties for the purpose of eliminating unsafe conditions and facilitating redevelopment.
  - b. Nothing in this Section shall be construed to expand eminent domain authority beyond that permitted under existing law.
  - c. Priority shall be given to lot redevelopment that results in owner-occupied housing.
6. Redevelopment and Disposition
  - a. A unit of local government may:
    - i. Transfer cleared or remediated properties at no cost or reduced cost to qualified developers;
    - ii. Prioritize projects that include single-family homes, duplexes, triplexes, fourplexes or other middle housing; and,
    - iii. Require, as a condition of transfer or assistance, that such properties be marketed for owner-occupancy or long-term rental housing.

7. Affordability and Local Preference
  - a. A unit of local government may establish local criteria to:
    - i. Prioritize owner-occupied housing opportunities;
    - ii. Encourage development affordable to households at or below specified income thresholds; and,
    - iii. Support neighborhood stabilization and reinvestment.
8. Coordination with State Programs
  - a. Projects undertaken pursuant to this Section shall be eligible for priority consideration under any applicable state housing, infrastructure or economic development funding programs established under this Act.
9. Legislative Findings
  - a. The General Assembly finds that:
    - i. Blighted and abandoned properties reduce surrounding property values and increase costs for neighboring homeowners;
    - ii. These properties pose risks to public safety, including fire hazards and structural collapse;
    - iii. Local governments are best positioned to identify and address blight; and,
    - iv. Targeted state support for demolition and lot redevelopment will increase housing supply while reducing long-term costs to taxpayers.

## **Section 5. Residential Transaction Cost Protection**

1. To protect consumers from excessive housing transaction costs, the total aggregate commission charged in a residential real estate transaction shall be limited to a maximum 3% of the final sale price, regardless of the number of agents or parties involved.
2. Any agreement or contract provision that attempts to waive or circumvent this limitation shall be void as against public policy.
3. This approach ensures that transaction costs remain aligned with the goal of housing affordability, while still allowing flexibility in how commissions are legally structured among participating parties.
4. Private Right of Action
  - a. Any person aggrieved by a violation of this Section may bring civil action against any person or entity that directly or indirectly charged, received or retained a commission in excess of the limitations established under this Section, including but not limited to licensed real estate brokers, managing brokers and brokerage firms.
  - b. A prevailing plaintiff may recover:
    - i. Actual damages;
    - ii. Statutory damages of not less than three times the amount unlawfully charged, or punitive damages where appropriate; and,
    - iii. Reasonable attorney's fees and costs.
5. Legislative Findings
  - a. The General Assembly finds that residential real estate transaction costs have increased significantly due to industry practices that have limited downward price competition and transparency for consumers.

- b. The 2023 federal anti-trust class action lawsuit’s jury verdict in *Burnett v. National Association of Realtors* found that certain commission structures and practices resulted in artificially inflated costs to homebuyers and sellers.
- c. These costs are routinely passed through to Illinois residents in the form of higher home purchase prices and increasing housing expenses, directly undermining affordability.
- d. It is therefore the intent of this Section to promote fair competition, increase transparency and align transaction costs with the goal of housing affordability for Illinois families.

## **Section 6. Residential Building Materials Tax Exemption Program**

1. Notwithstanding any provisions of the Retailers’ Occupation Tax Act or the Use Tax Act, building materials purchased for use in a qualified residential development shall be exempt from the state portion (5%) of the sales and Use Tax, when such materials are purchased in accordance with this Section.
2. Certificate-Based Exemption
  - a. The exemption shall be administered through a certificate-based process, consistent with enterprise zone procedures:
    - i. A contractor, subcontractor or project owner shall present a valid Building Materials Exemption Certificate issued by DCEO at the time of purchase;
    - ii. Retailers shall honor the exemption at the point of sale upon receipt of a valid certificate; and,
    - iii. Retailers shall maintain records of exempt sales in accordance with Illinois Department of Revenue (IDOR) requirements.
3. Issuance of Certificates
  - a. Eligibility for the building materials exemption shall be determined by DCEO, in coordination with the applicable municipality or county.
  - b. Upon approval, DCEO shall issue a Building Materials Exemption Certificate for each qualifying residential development.
  - c. Certificates shall be issued on a project specific basis and may include expiration dates, usage limitations and reporting requirements.
  - d. DCEO shall determine project eligibility and issue exemption certificates. IDOR shall administer retailer compliance, audits and enforcement.
4. Administration and Enforcement
  - a. IDOR shall administer and enforce the tax provisions of this Section, including:
    - i. Establishing procedures for retailers to accept exemption certificates at the point of sale;
    - ii. Providing guidance regarding documentation and recordkeeping requirements;
    - iii. Conducting audits and compliance reviews; and,
    - iv. Recapturing any improperly exempted taxes, including penalties and interest where applicable.
5. Qualifying Materials
  - a. The exemption shall apply only to building and housing materials, including but not limited to structural components, heating, ventilation and air conditioning (HVAC) systems and permanently installed fixtures that are:

- i. Incorporated into the structure of a residential housing unit; and,
  - ii. Used in the construction or substantial rehabilitation of:
    - A. Single-family homes;
    - B. Duplexes, triplexes, fourplexes and other middle housing; or,
    - C. Accessory dwelling units.
- 6. Targeted Eligibility
  - a. This exemption shall apply only to projects that meet one or more of the following:
    - i. Located within a county or municipality that has opted into housing initiatives under this Act;
    - ii. Includes housing units priced below a threshold established by the state;
    - iii. Includes units affordable to households at or below 120% of the AMI; or,
    - iv. Consists primarily of middle housing.
- 7. This exemption applies solely to the state portion (5%) of the sales and Use Tax and shall not affect any locally-imposed taxes.
- 8. Local Authority Preserved
  - a. This Section is subject to the Local Authority Preserved provisions of this Act.
- 9. Misuse and Recapture
  - a. If building materials purchased under this Section are not used in a qualifying residential development:
    - i. The purchaser shall be liable for the full amount of tax due;
    - ii. Penalties and interest shall apply; and,
    - iii. IDOR may revoke eligibility and pursue enforcement.
- 10. Legislative Findings
  - a. The General Assembly finds that:
    - i. Illinois imposes the full state sales tax on building materials used in housing construction, effectively taxing the production of housing;
    - ii. These costs are directly passed through to Illinois homebuyers and renters in the form of higher new construction purchase prices and rent prices;
    - iii. Enterprise zone-style exemptions have demonstrated that targeted tax relief can successfully drive investment and development; and,
    - iv. Applying a similar exemption to residential housing will reduce construction costs, increase supply and improve affordability.

## **Section 7. Rental Affordability Protections**

1. Total upfront rental costs, excluding the first month's rent, shall not exceed one month's rent; this includes requirements for security deposits, damage deposits, move-in fees, move-out fees and any other arbitrary upfront charges.
2. Application fees shall not exceed actual screening costs.
3. A landlord or property owner shall not charge an application fee more than once per applicant within a lease period for substantially similar units under the same ownership or management.
4. A landlord or property owner shall not charge multiple or duplicative fees to a single applicant for substantially similar purposes, including but not limited to application, administrative, processing or screening fees, whether labeled differently or charged separately.
5. This Section ensures renters are not priced out due to excessive upfront costs.

6. Private Right of Action
  - a. Any tenant or rental applicant may bring civil action against a landlord, property owner or other covered entity that violates this Section and recover:
    - i. Full repayment of excess charges;
    - ii. Statutory damages of not less than three times the amount unlawfully charged or punitive damages where appropriate; and,
    - iii. Attorney's fees and costs.
  - b. Nothing in this Section shall prohibit recovery by a landlord or property owner of actual damages beyond normal wear and tear, due from a tenant.
  - c. Any provision of a lease or agreement that waives the protections of this Section shall be void as against public policy.
7. This Section shall not be enforced by units of local government unless otherwise authorized by law, as a matter of state concern.
8. Applicability to Common Interest Communities
  - a. For purposes of this Section, the term "landlord" includes any property owner, homeowners' association, common interest community association, property management company or other governing entity that imposes, collects or requires payment of fees, charges, deposits or other costs as a condition of occupancy, lease approval, tenancy or transfer of possession of a residential unit.
    - i. Any such entity shall be subject to the limitations and requirements of this Section with respect to any fees, charges or costs imposed on tenants, unit owners or occupants.

## **Section 8. Homeowners' Association and Condominium Flexibility**

1. A homeowners' association or condominium association shall not unreasonably prohibit or restrict the construction or use of accessory dwelling units (ADU) or other middle housing authorized under this Act, unless necessary to:
  - a. Comply with applicable building, fire or safety codes;
  - b. Protect structural integrity; or,
  - c. Comply with any applicable laws or local ordinances.
2. Application of Rental Affordability Protections
  - a. The limitations, prohibitions and enforcement provisions set forth in the Rental Affordability Protections provisions of this Act, including but not limited to restrictions on fees, deposits and other charges, shall apply to homeowners' associations, condominium associations, property management companies and any other governing entity subject to this Section.
3. This Section applies only where such restrictions would otherwise prohibit housing types authorized under this Act.
4. This Section is subject to the Local Authority Preserved provisions of this Act.

## Section 9. Consumer Protection Against AI Bias

1. Purpose
  - a. The purpose of this Section is to ensure that the use of automated systems, artificial intelligence (AI) or algorithm-based tools in housing-related decisions does not result in unfair or discriminatory outcomes and that individuals have meaningful access to housing opportunities.
2. Applicability
  - a. This Section applies to any landlord, property owner, property management company, screening service, lender or other entity utilizing automated systems, AI or algorithm-based tools to evaluate:
    - i. Rental applications;
    - ii. Tenant screening;
    - iii. Mortgage, credit or lending eligibility; or,
    - iv. Any other housing-related approval or denial decision.
3. Transparency Requirement
  - a. Any entity utilizing such systems shall:
    - i. Provide notice to applicants that an automated system, AI or algorithm-based tool is being used in the decision-making process; and,
    - ii. Disclose, upon request, the primary factors relied upon in making the determination, to the extent practicable.
4. Prohibition on Unfair Outcomes
  - a. No person or entity shall utilize an automated system, AI or algorithm-based tool in a manner that results in a pattern or practice of materially disadvantaging applicants based on protected characteristics under the Illinois Human Rights Act.
  - b. A violation may be established based on the demonstrated effects of such systems, including where a system produces a disproportionate adverse impact that cannot be justified by a legitimate, non-discriminatory purpose.
5. Right to Review
  - a. Any applicant denied housing or subjected to materially adverse terms based on an automated system, AI or algorithm-based tool decision shall have the right to:
    - i. Submit additional information for consideration; and,
    - ii. Request a manual review of their application prior to a final determination.
6. Recordkeeping
  - a. Entities subject to this Section shall maintain sufficient records of AI and algorithmic decision-making processes to demonstrate compliance with this Section.
7. Private Right of Action
  - a. Any tenant or rental applicant may bring civil action against a landlord, property owner or other covered entity that violates this Section and recover:
    - i. Statutory damages,
    - ii. Punitive damages where appropriate; and,
    - iii. Attorney's fees and costs.
8. Automated Systems, AI or Algorithm-Based Tools
  - a. Nothing in this Section shall be construed to:

- i. Prohibit the use of automated systems in financial or housing decisions; or,
- ii. Require the consideration of any specific factor in evaluating applicants.

## **Section 10. Housing Cost Stability and Insurance Review**

1. The Illinois Housing Development Authority (IHDA), in coordination with the Illinois Department of Insurance, shall evaluate and report to the General Assembly on barriers to housing affordability related to property insurance availability and costs; including:
  - a. Rising premiums for renters, property owners, homeowners and landlords;
  - b. Impacts on housing development and rental pricing; and,
  - c. Opportunities to improve market stability and affordability.

## **Section 11. Prevailing Wage Requirement**

1. Prevailing Wage
  - a. All construction work performed on projects receiving benefits under this Act shall comply with the Illinois Prevailing Wage Act.
2. Project Labor Agreements
  - a. For qualifying residential developments receiving benefits under this Act that exceed thresholds established by the state based on project size, total development cost or number of residential units, the project sponsor shall enter into a project labor agreement (PLA) consistent with the Illinois Project Labor Agreements Act.
3. Nothing in this Section shall be construed to:
  - a. Require a unit of local government to impose a PLA independent of this Act; or,
  - b. Limit local government authority on project approval or labor considerations.
4. This Section is subject to the Local Authority Preserved provisions of this Act.
5. Purpose
  - a. The General Assembly finds that the use of PLAs:
    - i. Promotes workforce wage stability;
    - ii. Ensures timely and efficient project completion; and,
    - iii. Supports local workforce participation and training.

## **Section 12. Workforce Development and Housing Construction Pipeline**

1. The state may establish or support workforce development initiatives to expand the skilled labor pool for residential construction, including:
  - a. Partnerships with community colleges, trade schools and pre-approved apprenticeship programs registered with the Office of Apprenticeship within the United States Department of Labor's Employment and Training Administration;
  - b. Training programs for construction trades and building inspections; and,
  - c. Incentives for participation in workforce housing projects.

## **Section 13. Permitting and Inspection Reform**

1. Upon submission of a complete application as defined by the applicable permitting authority:
  - a. The permitting authority, including state agencies, shall issue a determination of completeness within five business days.

- b. Upon determination that an application is complete, the permitting authority shall issue a final decision on the merits of the application within 10 business days for standard applications, unless additional information is required; or,
  - c. The project involves complex review.
- 2. A one-time extension of up to 10 additional business days may be automatically granted upon written notice to the applicant stating a reason for the extension.
- 3. Following the one-time extension, if a required inspection is not completed, the applicant may retain, at their expense, a qualified third-party inspector.
- 4. State agencies and units of local government shall accept compliant third-party inspection reports and may establish rules or processes for the same.
- 5. Final approvals shall be issued within a reasonable timeframe following receipt of a compliant inspection report.
- 6. This Section is intended to:
  - a. Reduce unnecessary delays;
  - b. Lower project carrying costs; and,
  - c. Increase predictability for developers and units of state and local government.
- 7. These requirements shall apply equally to state agencies and units of local government.

## **Section 14. Infrastructure Cost Flexibility and Affordability**

- 1. No New Fees
  - a. Nothing in this Act shall be construed to create or encourage any new tax, fee or charge.
- 2. Local Authority Preserved
  - a. Nothing in this Act shall limit a unit of local government's existing authority to impose water, sewer or storm water-related charges in accordance with applicable law.
- 3. Deferral and Flexibility
  - a. A unit of local government may provide flexibility for qualifying residential developments, including:
    - i. Deferral of utility connection fees until a certificate of occupancy is issued;
    - ii. Phased payment structures; and,
    - iii. Fee reductions or waivers where appropriate to support housing affordability.
- 4. Credit for Improvements
  - a. A unit of local government may allow alternative or cost-effective stormwater compliance options for qualifying residential developments, consistent with public safety and environmental standards.
- 5. Nothing in this Section shall be construed to require the imposition of any new fee or charge.

## **Section 15. Impact Fee Standards, Transparency and Local Flexibility**

- 1. Purpose
  - a. The purpose of this Section is to promote housing affordability by ensuring that impact fees are transparent, proportionate and applied in a manner that supports efficient residential development, while preserving local authority.
- 2. Local Authority Preserved
  - a. Nothing in this Section shall be construed to:
    - i. Limit local authority to impose impact fees;

- ii. Establish a statewide fee schedule or formula;
  - iii. Require a unit of local government to impose impact fees;
  - iv. Restrict the use of development agreements between a unit of local government and developers; or,
  - v. Expand the authority of any unit of local government to impose impact fees beyond existing law.
- b. This Section is subject to the Local Authority Preserved provisions of this Act.
- 3. Proportionality and Nexus
  - a. Impact fees shall be reasonably related to the estimated actual and proportionate cost of infrastructure necessitated by the development.
- 4. Fee Study Requirement
  - a. A unit of local government imposing impact fees shall maintain a fee study consistent with applicable law demonstrating the basis for the calculation of such fees.
  - b. Such studies shall be:
    - i. Publicly available; and,
    - ii. Periodically updated to reflect current infrastructure costs and development conditions.
- 5. Prevention of Duplicate Charges
  - a. A unit of local government shall not impose impact fees for infrastructure improvements that are otherwise required to be constructed or funded directly by the developer.
- 6. Deferral Option
  - a. A unit of local government may allow impact fees associated with residential development to be paid at or prior to the issuance of a certificate of occupancy, rather than at the time of permit issuance.
- 7. Housing Incentive Alignment
  - a. Any unit of local government that adopts impact fee deferrals, reductions or other flexibility measures for qualifying residential developments may receive priority consideration for state housing, infrastructure or economic development funding under this Act.

## **Section 16. Local Government Partnership and Accountability**

1. The state shall prioritize infrastructure funding for any unit of local government that:
  - a. Demonstrates measurable increases in housing production;
  - b. Utilizes incentive programs established under this Act; and,
  - c. Maintains compliance with local planning and safety standards.
2. Annual reporting shall include:
  - a. Units permitted and constructed;
  - b. Participation in incentive programs; and,
  - c. Infrastructure investments tied to housing growth.
3. This Act reinforces a state-local partnership model, not a preemption model.
4. Participation in this Act shall not be used as a condition for unrelated state funding to any unit of local government.

## Section 17. Infrastructure and Capacity Coordination

1. A unit of local government may consider whether existing or planned infrastructure, public services and community resources are sufficient to support a proposed residential development.
2. Infrastructure Capacity
  - a. In evaluating a proposed development, a unit of local government may consider the availability and capacity of:
    - i. Sanitary sewer systems;
    - ii. Water supply and distribution systems;
    - iii. Stormwater management infrastructure; and,
    - iv. Transportation and roadway capacity.
  - b. A unit of local government may require verification that adequate sanitary sewer capacity is available to serve the proposed development, consistent with applicable state and federal regulations, including those administered by the Illinois Environmental Protection Agency.
3. Private Systems (Wells/Septic)
  - a. For developments relying on private water or wastewater systems, a unit of local government may require demonstration that such systems can support the proposed use without creating risk to public health or environmental quality.
4. Public Safety and Emergency Services
  - a. A unit of local government may consider the impact of development on:
    - i. Police services;
    - ii. Fire protection; and,
    - iii. Emergency response times and access.
5. Schools and Community Services
  - a. A unit of local government may consider the impact of development on:
    - i. Local school capacity;
    - ii. Parks and recreational facilities; and,
    - iii. Other community services.
6. Comprehensive Plan Consistency
  - a. A unit of local government may consider consistency with its adopted comprehensive plan or other planning documents in evaluating proposed developments.
7. Cumulative Impacts
  - a. A unit of local government may consider the cumulative impact of multiple developments within a service area when evaluating infrastructure and service capacity.
8. Local Authority Preserved
  - a. Nothing in this Section shall be construed to limit local authority to protect public health, safety and welfare.
  - b. This Section is subject to the Local Authority Preserved provisions of this Act.

## **Section 18. Residential Tax Increment Financing Support**

1. Purpose
  - a. The purpose of this Section is to affirm the existing statutory role of Tax Increment Financing (TIF) districts as a critical local tool to support residential development and housing affordability.
2. Local Authority Preserved
  - a. Nothing in this Act shall be construed to limit, restrict or discourage the use of TIF districts by a unit of local government for residential development, redevelopment or housing-related infrastructure in accordance with the Tax Increment Allocation Redevelopment Act.
3. Housing Development Alignment
  - a. A unit of local government may utilize TIF districts to:
    - i. Support the construction or rehabilitation of residential units;
    - ii. Offset infrastructure costs necessary to enable housing development; and,
    - iii. Promote redevelopment in areas where market conditions would not otherwise support residential investment.
4. State Policy Alignment
  - a. It is the intent of the General Assembly that state housing policy recognize and support the continued use of TIF districts as a locally controlled economic development tool that can be used to expand housing supply and improve affordability without imposing statewide mandates.

## **Section 19. Comprehensive Planning and Zoning Assistance**

1. Grant Program Established
  - a. The Illinois Department of Commerce and Economic Opportunity (DCEO) shall establish a program to provide grants or matching grants to units of local government for the purpose of developing, updating or implementing comprehensive plans, zoning ordinances or land use regulations consistent with the goals of this Act.
2. Grant Amounts
  - a. Grants awarded under this Section may be provided in an amount not to exceed \$25,000 per municipality or county, subject to appropriation, with or without a local match of funds.
3. Eligible Uses
  - a. Funds may be used for:
    - i. Comprehensive plan development or revision updates;
    - ii. Zoning ordinance modernization;
    - iii. Housing needs assessments;
    - iv. Infrastructure planning related to residential growth; and,
    - v. Technical planning assistance.
4. Local Authority Preserved
  - a. This Section is subject to the Local Authority Preserved provisions of this Act.

## **Section 20. People Over Panels**

1. Purpose
  - a. This Section is intended to ensure that units of local government retain the ability to balance land use priorities, including the need for residential housing development, infrastructure capacity and long-term planning goals.
2. Local Authority Preserved
  - a. A unit of local government may regulate or prohibit the installation of a solar energy system or an energy storage system within its jurisdiction where such regulation or prohibition is supported by a documented comprehensive planning process.
3. Planning Requirement
  - a. A unit of local government may exercise such authority if it can demonstrate a record of a documented planning process, of not less than 60 days, including public notice, opportunity for comment and consideration of the property where the solar energy system or energy storage system is proposed to be sited.
4. Consistency with Local Plans
  - a. Where such planning record exists, a unit of local government may regulate or prohibit the solar energy system or energy system in a manner consistent with:
    - i. Its comprehensive plan;
    - ii. Its zoning authority; and,
    - iii. Applicable land use regulations.
5. Extraterritorial Jurisdiction
  - a. This authority shall include the ability to regulate or prohibit such systems within any local extraterritorial zoning jurisdiction, including areas within one and one-half miles of a municipality's corporate limits, as authorized by law.

## **Section 21. Local Housing Stabilization Authority**

1. The state shall not prohibit a unit of local government from adopting locally-tailored rent stabilization measures.
2. Such measures may:
  - a. Be locally adopted by ordinance or referendum; and,
  - b. Include exemptions for landlords or property owners controlling four or fewer units within a municipality.

## **Section 22. Administration and Coordination**

1. The Illinois Department of Commerce and Economic Opportunity (DCEO) shall serve as the lead state agency responsible for administering and coordinating programs, incentives and participation under this Act, and may utilize the technical expertise of any other state agency as necessary or appropriate.
2. The Illinois Department of Revenue (IDOR) shall administer any tax-related provisions associated with this Act, including certification, compliance and reporting requirements related to tax benefits.
3. DCEO, the Illinois Housing Development Authority (IHDA), the Illinois Office of the State Fire Marshal (OSFM) and the Illinois Department of Insurance (DOI) may, in coordination with other

state agencies, provide guidance, track local participation and prioritize funding or incentives consistent with the purposes of this Act.

4. All actions taken under this Section shall be ministerial, advisory or administrative in nature and shall not be construed to limit local authority.

## **Section 23. Mobility and Transportation Infrastructure Standards**

1. Purpose
  - a. To determine community-specific transportation related development standards while preserving local control for land use decisions.
2. Local Flexibility
  - a. A unit of local government may:
    - i. Reduce or eliminate minimum off-street parking requirements for residential developments;
    - ii. Waive or modify electric vehicle infrastructure requirements where parking reductions are permitted under this Act; and,
    - iii. Allow alternative compliance measures, including shared parking, off-site parking or transportation demand strategies.
  - b. Any reduction in parking requirements must:
    - i. Maintain emergency vehicle access standards; and,
    - ii. Preserve and recognize the federal Americans with Disabilities Act-accessible parking requirements.
3. Priority Incentive
  - a. Any unit of local government that adopts parking flexibility measures for qualifying residential developments may receive priority consideration for state housing, infrastructure or economic development funding.
4. Local Authority Preserved
  - a. Nothing in this Section shall require a unit of local government to reduce or eliminate parking requirements.
  - b. This Section is subject to the Local Authority Preserved provisions of this Act.

## **Section 24. Residential Building Code Flexibility**

1. Purpose
  - a. To promote cost-effective housing design while maintaining life safety standards.
2. Optional Adoption
  - a. A unit of local government may adopt building code provisions allowing single-stairwell residential building designs, provided such buildings:
    - i. Meet applicable height and unit count limitations; and,
    - ii. Incorporate enhanced fire safety measures, including but not limited to:
      - A. Fire-resistant construction;
      - B. Automatic sprinkler systems;
      - C. Fire alarm and detection systems; and,
      - D. Smoke control or ventilation measures as required.

3. State Guidance
  - a. The Office of the State Fire Marshal may develop model standards or guidance for any unit of local government choosing to adopt such provisions.
4. Local Authority Preserved
  - a. Nothing in this section shall:
    - i. Require a unit of local government to adopt single-stairwell provisions; or,
    - ii. Preempt local building or fire code authority.

## **Section 25. LGDF Dollar-For-Dollar Property Tax Relief**

1. Purpose
  - a. The purpose of this Section is to ensure that increases in Local Government Distributive Fund (LGDF) revenues result in direct and measurable property tax relief for Illinois residents, while preserving local decision making authority.
2. Mechanism
  - a. Beginning in the first State Fiscal Year (SFY) in which the LGDF distribution rate exceeds 8.0% of state income tax collections, each county and municipality shall annually determine, by resolution, whether to participate in the receipt of LGDF revenues above the 8.0% threshold.
  - b. A county or municipality that elects to participate shall receive its share of LGDF revenues above the 8.0% threshold, subject to the requirements of this Section.
  - c. Any county or municipality that does not adopt such a resolution shall forgo receipt of LGDF revenues distributed above the 8.0% threshold for that fiscal year.
3. Use of Funds
  - a. Any county or municipality that elects to participate shall use the amount of LGDF revenues received above the 8.0% threshold to provide property tax relief in an amount equal to the increase received.
  - b. The amount of required property tax relief shall be calculated as the total dollar increase in LGDF revenues received above the 8.0% threshold in that fiscal year.
  - c. For purposes of this Section, “property tax relief” means:
    - i. A reduction in the property tax levy;
    - ii. A property tax abatement; or,
    - iii. The avoidance of a property tax levy increase that would otherwise be necessary to fund general operations.
  - d. This requirement ensures that any additional LGDF revenues are returned to taxpayers through lower property tax burdens.
4. Affordability Impact
  - a. This structure ensures that increases in LGDF funding function as direct property tax relief for residents.
  - b. Based on current estimates, restoring LGDF to 8.0% would generate more than \$500 million annually for local governments, while increases toward the historical 10% level could produce more than \$700 million in annual property tax relief statewide.
  - c. By directly tying state revenue sharing to property tax reduction, this Section provides immediate and ongoing affordability for homeowners and renters without imposing mandates or shifting financial burdens onto local communities.

5. School Districts and Taxing Body Coordination
  - a. School districts and other taxing bodies are encouraged to limit future property tax levy growth to help ease the burden on taxpayers.
6. Annual Timing
  - a. A county's or municipality's resolution under this Section shall be adopted annually following enactment of the state budget and prior to the adoption of the county's or municipality's property tax levy that year between July 1 and December 31 of each year, ensuring alignment between LGDF decisions and local tax-setting processes.
  - b. Property tax relief provided under this Section shall be implemented in the next applicable property tax levy cycle following receipt of such funds.
7. Accountability
  - a. A county or municipality shall demonstrate compliance with this Section through its annual budget, property tax levy ordinance abatement documentation or other official financial records.
8. Limitations and Clarifications
  - a. This Section applies only to LGDF revenues distributed above the 8.0% threshold and does not apply to base LGDF funding up to 8.0%.
  - b. Nothing in this Section shall be construed to:
    - i. Require a county or municipality to reduce its total property tax levy below the amount levied in the prior year;
    - ii. Limit the authority of a county or municipality to make budgetary or tax levy decisions consistent with applicable law;
    - iii. Restrict the use of LGDF revenues received in prior fiscal years; or,
    - iv. Require a county or municipality to participate in this program.
  - c. This Section is subject to the Local Authority Preserved provisions of this Act.

## **Section 26. Funding For Veterans Property Tax Relief Reimbursement Pilot Program**

1. Purpose
  - a. The purpose of this Section is to ensure that property tax relief provided to veterans does not result in unintended revenue losses for counties, municipalities or other local taxing districts. This funding does not create a new tax or fee.
2. Appropriation from Real Estate Transfer Tax Revenue
  - a. The General Assembly shall allocate \$30 million annually from the revenues derived from the state Real Estate Transfer Tax to fund reimbursement under the Veterans Property Tax Relief Reimbursement Pilot Program, as authorized under 20 ILCS 2505/2505-810 or any successor program.
3. Use of Funds
  - a. Funds appropriated under this Section shall be used exclusively to:
    - i. Reimburse counties, municipalities and other local taxing districts for revenue losses associated with state-authorized veterans property tax exemptions; and,
    - ii. Support full or partial payments in accordance with the statutory formula governing the pilot program.

4. Distribution
  - a. Reimbursements shall be distributed in accordance with existing statutory requirements and administrative procedures established by the Illinois Department of Revenue (IDOR).
5. Legislative Findings
  - a. The General Assembly finds that:
    - i. Illinois generated approximately \$95 million to \$100 million annually in Real Estate Transfer Tax revenue in recent fiscal years.
    - ii. These revenues are currently undedicated.
    - iii. Dedicating a portion of this existing housing-related revenue stream to fund property tax relief reimbursements is consistent with the purpose of supporting housing affordability.
6. Funding this program will:
  - a. Prevent the shifting of tax burdens onto other property taxpayers;
  - b. Help stabilize local revenues; and,
  - c. Reduce pressure for local property tax increases.
7. Applications for financing under this Section shall receive priority processing, and the state shall make its best efforts to issue determinations within a reasonable timeframe.
8. Nothing in this Section shall:
  - a. Require a unit of local government to reduce its property tax levies; or,
  - b. Limit local taxing authority or budgetary discretion.

## **Section 27. Concurrent Home Rule Authority**

1. This Act is enacted consistent with Article VII, Section 6(i) of the Illinois Constitution regarding concurrent exercise of authority.
2. This Act is a limitation and denial of home rule powers and functions under Article VII, Section 6(i) of the Illinois Constitution only to the extent expressly stated herein.
  - a. A home rule unit may exercise concurrent authority with the state to implement, administer and enforce the provisions of this Act.
  - b. A home rule unit may adopt ordinances, regulations or requirements that are more restrictive, more protective or more stringent than the standards established under this Act.
  - c. This Section is intended to establish a minimum statewide standard while preserving the ability of home rule units to respond to local conditions and needs.

## **Section 28. Effective Date**

This Act takes effect January 1, 2028.



# Illinois Municipal League

## POSITION PAPER

### Preemption of Local Authority For Land Use and Zoning

House Bill (HB) 5626 introduces sweeping changes to zoning and housing laws across Illinois by permitting increased residential development in areas zoned for single-family homes and preempting local government authority.

#### The Issue:

This legislation preempts local authority for all municipalities for land use planning and zoning and mandates density increases in single-family residential zoning districts.

HB 5626 includes provisions establishing statewide zoning standards, including minimum lot sizes, increased residential density allowances, legalization of accessory dwelling units, limitations on parking requirements and changes affecting local development review and inspection processes. These proposals also reference the creation of a statewide formula related to impact fees. The Illinois Municipal League’s (IML) *Impact Fees* fact sheet is [available via this link](#).

#### IML Solution:

Empower local governments to address housing needs in ways that reflect their unique conditions and priorities. Local governments are best positioned to balance growth with infrastructure capacity, fiscal impacts and neighborhood context. IML respectfully requests members of the General Assembly to vote NO on HB 5626.

Bill Number:  
**HB 5626**

Sponsor:  
**Rep. Buckner (D-29)**

IML Position:  
**Oppose**

**BY LEAVING KEY DECISIONS TO LOCAL CONTROL, THE STATE CAN ENCOURAGE RESPONSIBLE HOUSING DEVELOPMENT WITHOUT SHIFTING UNDUE COSTS, RISKS OR LIABILITY ONTO MUNICIPALITIES.**



# Preserve Local Housing Authority

Under current Illinois law, communities follow a clear and transparent zoning process that informs residents and provides real opportunities for public input on local land use decisions. When a zoning request is filed, public notice is provided in advance through publication in a local newspaper at least 15 days before a public hearing and nearby property owners are notified by certified mail and on-site signage. A public hearing is then held so residents and affected neighbors can share their views before local officials make a final decision at a public meeting. This process ensures zoning decisions are made openly, carefully and in the community’s best interests.

Governor JB Pritzker’s Building Up Illinois Developments (BUILD) plan introduces one-size-fits-all changes to housing and zoning laws across Illinois, automatically allowing increased residential development statewide without local approval, including multi-unit developments in areas currently zoned for single-family homes. This limits the ability of local governments to make key zoning decisions in their own communities, where they can be held accountable in local elections.

**Governor Pritzker’s BUILD plan removes local authority, leaving residents with one option: to contact their state legislators after automatic, mandated approval has already been granted.**

The Illinois Municipal League advocates for the preservation of local authority and community input.

[iml.org/housing](http://iml.org/housing)



Local Land Use Issue Brought to Public Attention



Local Residents Share Thoughts



Local Officials Make Decision

# What You've Got

Currently, when zoning decisions are proposed that may impact a community, the zoning process includes multiple steps for local input, to allow the community's voices to be heard and to ensure local elected officials can make careful decisions with the community's best interests in mind.

- Development plans received by, and building permits approved by, the municipality reflect community standards from the start.
- Public notices inform the community of potential changes before they happen.
- Certified mail notices sent to nearby property owners ensure those most affected are aware of potential changes that may impact their property's value and neighborhood.
- Public hearings allow anyone — residents and non-residents — to come together and voice their support or opposition.
- Local zoning officials are accessible and best positioned to understand the needs of their community to responsibly facilitate growth.
- Zoning disputes can be resolved by going to city hall or contacting your local zoning officials.
- Appeals can be pursued through the local Zoning Board of Appeals and then, by right, the court system.

# What You'll Get

Governor Pritzker's BUILD plan offers one-size-fits-all state-mandated approval.



- Call your state legislator.
- Go to Springfield to meet with members of the General Assembly.
- Amend state law, with even more state laws, to address local zoning and land use issues.

**Preserving municipal housing authority ensures local solutions to local problems.**

Learn more at  
**[iml.org/housing](https://iml.org/housing)**



# IMI REAL HOUSING ACT

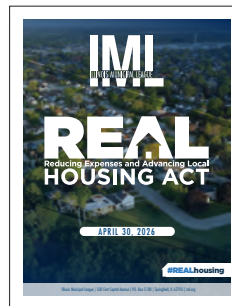
ILLINOIS MUNICIPAL LEAGUE

Reducing Expenses and Advancing Local

The REAL Housing Act is a comprehensive proposal to address one of the biggest financial pressures facing Illinois families today – the rising cost of housing, driven in large part by high property taxes and industry-driven profits. This proposal is built to deliver real relief by reducing what people pay to live in their homes and putting money back in their pockets.

## REAL Housing Act Proposal

The Illinois Municipal League's thorough and thoughtful proposal to increase affordable housing options.



## Municipal Opposition to Governor JB Pritzker's BUILD Plan

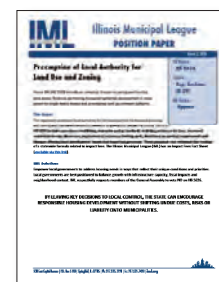


## IML Housing Resources

Fact sheets and publications



## Bill Position Papers and Other Resources



[iml.org/REALhousing](http://iml.org/REALhousing)



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March 3, 2026

The Honorable JB Pritzker  
Governor  
207 Statehouse  
Springfield, Illinois 62706

Dear Governor Pritzker:

As announced in your recent State of the State Address, the “Building Up Illinois Developments” (BUILD) plan is conceptually set forth in a series of legislative proposals that have been introduced as bills in both chambers of the Illinois General Assembly. In their current form, the Illinois Municipal League (IML) is opposed to each bill due to their individual and combined preemption of municipal authority.

Zoning and land use authority are issues at the heart of local control. So, too, is the provision of well-planned, safe and affordable housing for a community’s residents, since local officials are the closest representatives to those residents and can best articulate short-term and long-term local perspectives. A one-size-fits-all approach on this topic simply does not work.

As the statewide association representing all 1,294 cities, villages and towns across the state, IML respectfully requests to be included in all future conversations, legislative working group meetings and/or other discussions that pertain to the BUILD plan and as relate to municipal authority and local implementation of possible legislative outcomes involving your proposal.

Please feel welcome to contact me directly by phone (c: 618-201-7320; w: 217-525-1220) or by email (bcole@iml.org) as those meetings and discussions are anticipated or scheduled. We look forward to working together on this issue. Thanks.

Yours very truly,



BRAD COLE  
Chief Executive Officer

c: Senate President Don Harmon  
Senate Republican Leader John Curran  
Speaker of the House Emanuel “Chris” Welch  
House Republican Leader Tony McCombie  
IML Board of Directors



500 East Capitol Avenue | P.O. Box 5180 | Springfield, IL 62705-5180 | Phone: 217.525.1220 | Fax: 217.525.7438 | [iml.org](http://iml.org)

## RESIDENTIAL ZONING

### OVERVIEW: LOCAL ZONING AUTHORITY IN ILLINOIS

Zoning is “a general plan to control and direct the use and development of property in a municipality by dividing it into districts according to present and potential use of property.”<sup>1</sup>

In Illinois, the power of non-home rule municipalities to enact zoning laws stems from Section 11-13-1 of the Illinois Municipal Code, and home rule municipalities derive their authority from the general police power authority conferred by Article 7, Section 6(a) of the Illinois Constitution. Section 5-12 of the Illinois Counties Code grants counties zoning authority in unincorporated areas.

Zoning laws are built upon nearly a century of legal precedent. The first United States Supreme Court test of municipal zoning authority was in 1926 in the case *Village of Euclid, Ohio v. Ambler Realty Co.*,<sup>2</sup> where the Court upheld the Village’s right to zone a strip of land along a railroad right-of-way as residential that had been purchased for industrial development. Since that ruling, zoning has served as an important tool for local governments to guide the growth and future of their communities.

Under statute, municipalities may regulate:<sup>3</sup>

- the height and bulk of buildings;
- building or set-back lines on or along any street, traffic-way, drive, parkway or storm or floodwater runoff channel or basin;
- the intensity of the use of lot areas, and the area of open spaces, within and surrounding such buildings;
- the location of trades and industries and the location of buildings designed for specified industrial, business, residential and other uses;
- standards to which buildings or structures shall conform;
- uses, buildings or structures incompatible with the character of defined districts;
- additions to and alteration or remodeling of existing buildings or structures in such a way as to avoid the restrictions and limitations lawfully imposed;
- the use of property on the basis of family relationship, which family relationship may be defined as one or more persons each related to the other by blood, marriage or adoption and maintaining a common household;
- any structure or activity which may hinder access to solar energy necessary for the proper functioning of a solar energy system;
- the creation and preservation of affordable housing, including the power to provide increased density or other zoning incentives to developers who are creating, establishing or preserving affordable housing; and,
- to establish local standards solely for the review of the exterior design of buildings and structures, excluding utility facilities and outdoor off-premises advertising signs, and designate a board or commission to implement the review process.

<sup>1</sup> *Devaney v. New Haven Bd. of Zoning Appeals*, 132 Conn. 537 (1946).

<sup>2</sup> *Village of Euclid v. Ambler Realty Co.*, 272 U.S. 365 (1926).

<sup>3</sup> 65 ILCS 5/11-13-1



Municipalities may divide the entire municipality into districts according to the use of land and buildings, height and bulk of buildings, intensity of the use of lot area, area of open spaces or other classifications, as deemed appropriate.<sup>4</sup>

Zoning regulations are required to bear a reasonable relationship to public health, safety and welfare of the community.

## **RESIDENTIAL DISTRICTS**

Municipalities may divide their jurisdiction into districts of varying number, shape and classification as deemed appropriate. Residential districts are commonly established to separate low-density and high-density uses, such as separating single-family homes from multiple-unit apartment buildings. Modern zoning practice generally excludes uses not specifically listed as permitted within a district.

## **DENSITY AND LOT SIZE REGULATION**

Regulation of residential density is a central zoning function. Illinois law authorizes municipalities to regulate the intensity of use and lot areas, the height and bulk of structures and open space requirements. Common tools include height limitations, density standards, floor area ratio, frontage requirements, minimum building size and front, side and rear yard setbacks.

Through these mechanisms, municipalities control units per acre, minimum lot size, building mass and spacing and overall development intensity. Density regulations must be reasonable and defensible if challenged.

## **ACCESSORY DWELLING UNITS**

Accessory dwelling units are secondary dwelling units located on the same lot as a principal residence. While terminology varies, regulation of accessory dwelling units falls within existing municipal authority to classify residential uses and regulate lot intensity. Municipalities may classify and regulate residential uses and regulate the intensity of lot area use.

Because accessory dwelling units increase the number of dwelling units on a lot, they impact density standards, height and bulk limitations and yard and setback requirements. Local ordinances may permit accessory dwelling units by right in certain districts, require special use approval, limit size through floor area ratios or building standards and regulate placement and lot coverage.

## **PARKING MINIMUMS**

Parking standards are typically adopted as part of a zoning ordinance and function as a land use and development intensity control. Parking regulations often establish minimum off-street spaces per dwelling unit, address congestion and traffic impacts and influence building footprint and open space on a lot. Parking requirements operate in coordination with density, setback and lot coverage regulations. The same is also found in commercial and retail districts.

## **SPECIAL USES, VARIANCES AND FLEXIBILITY MECHANISMS**

Residential zoning ordinances include procedural tools to address development proposals that do not strictly conform to district standards, such as variances (variations), special uses and planned unit developments. These mechanisms allow municipalities to evaluate increased density proposals, consider accessory dwelling units in districts, where not permitted by right, and modify lot size or parking standards where appropriate.

<sup>4</sup> 65 ILCS 5/11-13-1(5)

## REASONABLENESS AND LEGAL STANDARDS

Courts evaluate zoning regulations based on whether they bear a reasonable relationship to public health, safety and welfare. Municipalities ensure that residential zoning standards — including density limits, accessory dwelling unit regulations and parking requirements — are clearly articulated in ordinance text, consistently applied and supported by legitimate planning objectives.

## IMPACT FEES

Impact fees are one-time fees imposed on new developments to help offset the costs of expanding public infrastructure to accommodate those developments. Both home rule and non-home rule municipalities may adopt ordinances requiring impact fees; however, home rule municipalities have broader authority to impose a wider range of fees. For more information about impact fees, the Illinois Municipal League (IML) has a fact sheet, *Impact Fees* ([available via this link](#)).

## COMPREHENSIVE PLANS

Pursuant to 65 ILCS 5/11-12-6, a municipality may develop a comprehensive plan. This plan is an official map that designates the types of land uses the municipality would like to see developed on specific properties. It may also include requirements for the size and materials used in streets and alleys, the location of parks, playgrounds and school sites and standards for drainage and sanitary sewer facilities.

A comprehensive plan is an advisory document and map. Unlike a zoning ordinance, a comprehensive plan does not regulate or control the particular use of property. Instead, a comprehensive plan sets goals for the development or redevelopment of the community.

Adopting a comprehensive plan that incorporates proper zoning goals can increase the likelihood that a court will uphold the validity of the zoning of a particular parcel, if challenged, where that zoning is in conformity with the comprehensive plan. For more information about comprehensive plans, IML has a fact sheet, *Comprehensive Plans* ([available via this link](#)).

## IML ZONING AND LAND USE RESOURCES

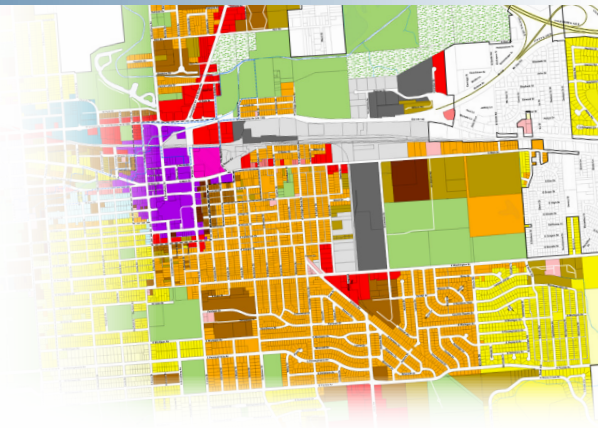
For more information about zoning, please refer to the *IML Zoning Handbook for Municipal Officials*, available at [iml.org/zoning](http://iml.org/zoning).

Additionally, IML has a dedicated housing webpage, [iml.org/housing](http://iml.org/housing) ([available via this link](#)). This webpage features the following fact sheets; which are also available at [iml.org/factsheets](http://iml.org/factsheets).

- *Comprehensive Plans* ([available via this link](#))
- *Electric Vehicle Charging Requirements for Residential Construction* ([available via this link](#))
- *Impact Fees* ([available via this link](#))
- *Municipal Parking* ([available via this link](#))
- *Statewide Building Codes* ([available via this link](#))

**[iml.org/zoning](http://iml.org/zoning)**

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Adopting a comprehensive plan that incorporates proper zoning goals can increase the likelihood that a court will uphold the validity of the zoning of a particular parcel, if challenged, where that zoning is in conformity with the comprehensive plan.

When a community is considering creating a comprehensive plan or learning more about planning and zoning, please refer to the Illinois Municipal League (IML) *Zoning Handbook for Municipal Officials*, available at [iml.org/zoning](http://iml.org/zoning). This handbook is written for officials who are involved in the zoning decision-making process. It also provides guidelines and explains key concepts such as the distinction between variances and special uses and the different functions of a plan commission, also referred to as a planning commission, and a zoning board of appeals.

Tax Increment Financing (TIF) may be a consideration in your community's comprehensive plan deliberations. TIF is a mechanism for municipalities to spur economic development in specific geographic areas that are blighted and deteriorating. TIF is a vital economic development tool for Illinois cities, villages and towns. IML works to support, improve and protect TIF through our advocacy efforts. IML has developed a dedicated webpage that provides resources and additional information regarding TIF, available at [iml.org/tif](http://iml.org/tif).

### PROCESS

The process for a municipality to adopt a comprehensive plan is governed by the Illinois Municipal Code ([65 ILCS 5/11-12-5 through 5/11-12-12](#)). The plan serves as an advisory guide for zoning, subdivision of land parcels or real property, capital improvements and other municipal policies but it is not self-executing law. Zoning ordinances and other regulations must be enacted separately.



First, the corporate authorities must have a plan commission or plan department or both, created by ordinance. The commission is responsible for preparing the proposed comprehensive plan or amendments and is given wide latitude for what can be included: land use, streets, public facilities, parks, zoning policy, utility systems and anticipated annexation areas. The comprehensive plan can cover the municipality and its extraterritorial jurisdiction: the surrounding unincorporated territory within 1.5 miles of municipal boundaries, unless another municipality already has jurisdiction there.

Before adoption, the plan commission must conduct a public hearing, providing at least 15 days' notice of the hearing. The notice must include the time and place of the hearing and be published in a newspaper of general circulation in the county or counties in which the municipality and contiguous unincorporated territory are located.<sup>1</sup>

Following the hearing, the plan commission may vote on a recommendation to adopt the plan (possibly with amendments) and send that recommendation to the city council or village or town board. "Within 90 days after the conclusion of the hearing, the corporate authorities, after consideration of the recommendation of the plan commission and such information as shall have been derived from the hearing, shall either adopt the comprehensive plan or amendment in whole or in part or reject the entire comprehensive plan or amendment."<sup>2</sup>

## **CONSULTANTS**

Consultants can be a valuable partner in preparing a comprehensive plan to bring specialized expertise and experience, process management skills and objective perspectives that municipal staff or officials may not have time or resources to provide. Consultants may assist by structuring the comprehensive plan process to ensure legal compliance and stakeholder and public engagement to ensure the final adopted plan is a reflection of the community's objectives. In addition, consultants will have technical expertise that may be useful: data collection and analysis, mapping and GIS services and conducting any special studies (for example, housing needs or transportation modeling) that may be useful. Consultants will also have information about best practices or case studies from other municipalities and can assist with drafting and compiling the final materials. Request for proposals (RFP) is a suggested course of action when conducting a search for a qualified consultant.

## **LIFE SPAN, COSTS AND TIMELINE**

The typical life span of a comprehensive plan ranges between 15 and 20 years, with costs ranging from \$25,000 to \$100,000 or more to develop, especially if using a consultant. These prices will vary depending on the municipality's size and input from the plan commission and community. A comprehensive plan could take 12 to 18 months or longer to develop and adopt.

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<sup>1</sup> [65 ILCS 5/11-12-7](#)

<sup>2</sup> *Id.*

## IMPACT FEES



### WHAT IS AN IMPACT FEE?

Impact fees are one-time fees imposed on new developments to help offset the costs of expanding public infrastructure to accommodate those developments. Both home rule and non-home rule municipalities may adopt ordinances requiring impact fees; however, home rule municipalities have broader authority to impose a wider range of fees.

To obtain approval for a development plan, developers often need to include provisions for public streets, alleys, public utilities, parks, playgrounds, school grounds and other public areas that are reasonably necessary for the municipality's organized growth. This requirement can be fulfilled by land donations or cash payments.

To calculate an impact fee, municipalities must be careful to estimate the actual costs of new infrastructure required to accommodate the growth of the new development. Municipalities base this estimate on a rational relationship between the fee and the improvements required using the "specifically and uniquely attributable test" employed by Illinois courts. These fees vary from one community to another, as the factors are often quite different.

### WHY ARE IMPACT FEES IMPORTANT?

Impact fees provide municipalities with the necessary funding to accommodate the cost of growth and to ensure that costs are covered by developers, rather than burdening current taxpayers. As communities grow, tax revenue alone may not immediately cover the added demand for public services, so impact fees help to bridge that funding gap.

### EXPRESS STATUTORY AUTHORITY

In Illinois, the Road Improvement Impact Fee Law explicitly grants local governments the authority to impose transportation impact fees on a new development.<sup>1</sup> The law expressly permits counties (with populations greater than 400,000) and all home rule municipalities to impose transportation impact fees. The law provides guidelines as to when impact fees may be imposed and the procedural, legislative and administrative framework that local governments must follow.

<sup>1</sup> 605 ILCS 5/5-901, et seq.



Additionally, the Illinois Municipal Code allows local governments to implement ordinances requiring impact fees for expenditures associated with the development of new “school grounds” necessitated as specifically and uniquely attributed to the new development in question. This may include amounts to pay for the costs of constructing a new school building or other infrastructure.<sup>2</sup>

## **STATUTORILY EXPRESSED AND IMPLIED AUTHORITY**

Non-home rule municipalities must derive their general authority from powers expressly granted by the state; however, due to certain “implied powers” including, those arising from powers expressly granted and those essential to give effect to powers expressly granted, non-home rule municipalities do have authority to provide for land use regulation, which may include the imposition of school and park fees or impact fees for offsite road improvements. Likewise, because non-home rule municipalities are authorized to operate and regulate water and sewer facilities, they may impose connection fees.<sup>3</sup>

Section 11-12-5<sup>4</sup> of the Illinois Municipal Code expressly authorizes a municipality to regulate subdivisions, including implementing a comprehensive plan by ordinances and enacting its power to implement impact fees. For more information about comprehensive plans, IML has a dedicated fact sheet ([available via this link](#)).

Section 11-12-6 dictates the manner in which a municipality must enact ordinances governing subdivision regulation. Municipalities “shall specifically state standard requirements of the municipality relating to size of streets, alleys, public way, parks, playgrounds, school sites, other public grounds and ways for public service facilities.”<sup>5</sup> The Illinois Supreme Court has held that subdivision regulation is a reasonable exercise of a municipality’s police power.

## **IML RESOURCES**

More information about impact fees and municipal zoning authority can be found in the *Zoning Handbook for Municipal Officials*, an IML publication available for free download on our website at [iml.org/zoning](http://iml.org/zoning).

**[iml.org/zoning](http://iml.org/zoning)**

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<sup>2</sup> 65 ILCS 5/11-12-5

<sup>3</sup> 65 ILCS 5/11-150-1

<sup>4</sup> 65 ILCS 11-12-5

<sup>5</sup> 65 ILCS 11-12-6

## PARKING REGULATIONS



In Illinois, the power of non-home rule municipalities to enact zoning laws stems from Section 11-13-1 of the Illinois Municipal Code, and home rule municipalities derive their authority from the general police power authority conferred by Article 7, Section 6(a) of the Illinois Constitution.

Parking standards are typically adopted as part of a zoning ordinance and function as a land use and development intensity control.

Parking regulations often establish minimum off-street spaces per dwelling unit, address congestion and traffic impacts and influence building footprint and open space on a lot.

Municipal parking ordinances must remain consistent with various regulations mandated by the state and federal government, such as the People Over Parking Act, the Electric Vehicle Charging Act and the Americans with Disabilities Act.

### PEOPLE OVER PARKING ACT

Public Act (P.A.) 104-0457, also known as The People Over Parking Act, will take effect June 1, 2026. This Act states a unit of local government may not impose or enforce any minimum automobile parking requirements on a development project if the project is located within one-half mile of a public transportation hub or one-eighth mile of a public transportation corridor.

- “Public transportation hub” means: a rail transit station, a boat or ferry terminal served by either a bus stop or rail transit station and an intersection of two or more bus routes with a combined frequency of bus service intervals of 15 minutes or less during the morning and afternoon peak commute periods.
- “Public transportation corridor” means a street on which one or more bus routes have a combined frequency of bus service intervals of 15 minutes or less during the morning and afternoon peak commute periods.

### EV CHARGING ACT

P.A. 103-0053, also known as the Electric Vehicle (EV) Charging Act, applies to newly constructed single-family homes and multifamily residential buildings with dedicated parking and requires the installation of EV-capable parking spaces. The EV Charging Act was later amended by P.A. 103-0572, providing additional clarification that the EV charging requirements set forth in the EV Charging Act apply to both newly constructed single-family homes and multifamily residential buildings that have parking spaces constructed after January 1, 2024.



Any new single-family residence or small multifamily residence must have at least one EV-capable parking space for every residential unit that has dedicated parking. A small multifamily residence is defined as a building that accommodates two to four families.

Additionally, building permits must require newly constructed large multifamily residential buildings and existing large family residential buildings that are being converted to an association, to have 100% of their total parking spaces EV-capable, unless they qualify as affordable housing developments. Affordable housing developments must meet scaled requirements, which begin taking effect January 1, 2026, and must be completed by January 1, 2034.

For more detailed information about EV charging requirements, the Illinois Municipal League has a fact sheet, *Electric Vehicle Charging Requirements for Residential Construction* ([available via this link](#)).

## **THE AMERICANS WITH DISABILITIES ACT**

The American with Disabilities Act (ADA) has requirements as well. State and local government facilities also have an ongoing ADA obligation to make their programs accessible, which can require providing accessible parking. In addition, businesses or privately owned facilities that provide goods or services to the public have a continuing ADA obligation to remove barriers to access in existing parking facilities when it is readily achievable to do so.

Such requirements include a minimum number of accessible parking spaces based on total capacity, including at least one van-accessible parking space for every six accessible spaces, and locations for shortest accessible routes.<sup>1</sup>

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<sup>1</sup>[ADA Compliance Brief: Restriping Parking Spaces | ADA.gov](#)



**#REALhousing**

**[iml.org/REALhousing](http://iml.org/REALhousing)**

04/2026: 500

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Phone: 217.525.1220 | Fax: 217.525.7438 | [iml.org](http://iml.org)





**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6a

Title:

**Recommendation to approve an Ordinance Granting Approval of a Special Use for Large Group Home for Senior Care Home at 5N024 Rt 31.**

Presenter:

**Ellen Johnson, Planner II**

**Meeting:** Committee of the Whole

**Date:** June 1, 2026

**Proposed Cost:** \$

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

**Not Budgeted:**

**TIF District:** None

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

Troy Horbach of Wilby Properties, LLC is proposing to construct a senior assisted living home on the vacant 2.5-acre parcel addressed as 5N024 Rt 31. The proposed use qualifies as a “Large Group Home” under the Zoning Ordinance, which requires Special Use approval under the property’s existing RS-1 zoning.

The proposed use will operate under a Shared Housing Establishment license from the Illinois Department of Public Health. This license allows operation of a non-medical residential home for up to 16 adults who need assistance with activities of daily living (meals, bathing, dressing, etc.). The home provides a common kitchen and meals, housekeeping, and laundry. Residents have their own bedrooms. At least 80% of residents must be aged 55+, and staff must be present at all times.

The following improvements are proposed to the site in relation to the proposed use:

- Access drive off Rt 31
- 11,564 sf single-story home
- 15-stall parking lot and circle driveway
- Stormwater detention at west end
- Bike path along Rt 31 frontage
- Walking path internal to the site

**Plan Commission Review** – Plan Commission held a public hearing on 4/21/26. The hearing was continued with a request for the applicant to provide additional information on the state license and business operations. The continued hearing was held 5/19/26.

At both hearing dates, a number of residents from the surrounding area expressed concerns related to: nature of the use being more commercial than residential; impact on property values; drainage concerns; and visibility of the parking lot and lighting. Letters and emails from residents were also submitted (attached).

At the 5/19 meeting, Plan Commission recommended approval subject to the following conditions:

1. Resolution of outstanding staff comments.
2. Any pole lighting shall be limited to 12’ in height. Pole light fixtures shall have motion sensors allowing lights to be dimmed unless motion-activated.
3. A 30’ landscape buffer shall be provided along the north and south property lines, from the rear of the house to the 40’ front setback. The buffer area shall be planted in accordance with Section 17.26.070 to provide opaque, year-round screening. Evergreen trees shall be used within the buffer in place of shade trees.
4. The use shall operate under a Shared Housing Establishment license issued by the Illinois Department of Public Health.

The motion to approve passed by a vote of 6-2. Commissioners voting no felt the use was not appropriate at the proposed location.

Prior to City Council consideration of the Ordinance, a revised Site Plan will be required which addresses the outstanding staff comments noted in the Staff Report.

Engineering plans for development of the property will be required upon submittal for building permit. The development will need to meet the stormwater detention requirements of the Kane County Stormwater Ordinance. Extension of City watermain will be required along Rt 31 from Abbeywood Drive to the property, at the developer's expense.

**Attachments** (please list):

Ordinance, Plan Commission Resolution, Staff Report, Application, Public comment correspondence

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

Recommendation to approve an Ordinance Granting Approval of a Special Use for Large Group Home for Senior Care Home at 5N024 Rt 31.

**City of St. Charles**  
**Ordinance No. 2026-Z-\_\_\_\_\_**

**An Ordinance Granting Approval of a Special Use for Large Group Home for Senior Care Home at 5N024 IL Route 31**

WHEREAS, on or about March 16, 2026, Wilby Properties, LLC (“the Applicant”) filed a petition for Special Use for the real estate commonly known as 5N024 IL Route 31 and legally described in Exhibit “A”, attached hereto and incorporated herein (the "Subject Property"), for the purpose of allowing a Large Group Home on the Subject Property; and,

WHEREAS, Notice of Public Hearing on said petition for Special Use was published on or about April 3, 2026 in a newspaper having general circulation within the City, to-wit, the Daily Herald newspaper, as required by the statutes of the State of Illinois and the ordinances of the City; and,

WHEREAS, pursuant to said Notice, the Plan Commission conducted a public hearing on or about April 21, 2026 and May 19, 2026 on said Special Use petition in accordance with the statutes of the State of Illinois and the ordinances of the City; and,

WHEREAS, at said Public Hearing, the Applicant presented testimony in support of said petition and all interested parties were afforded an opportunity to be heard; and,

WHEREAS, the Plan Commission recommended approval of said petition on or about May 19, 2026; and,

WHEREAS, the City Council Committee of the Whole recommended approval of said petition on or about June 1, 2026; and,

WHEREAS, the City Council of the City of St. Charles has received the recommendations of the Plan Commission and City Council 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 a Special Use for a Large Group Home with respect to the Subject Property pursuant to the provisions of Title 17 of the St. Charles Municipal Code, as amended, and based upon the Applicant’s petition and the evidence presented at the Public Hearing, the City Council hereby adopts the Findings of Fact for Special Use, set forth in Exhibit “B”, which is attached hereto and incorporated herein.

3. That approval of said Special Use for Large Group Home is subject to substantial compliance with the Site Plan attached hereto and incorporated herein as Exhibit “C”.

4. That the Subject Property shall be developed and used only in accordance with all ordinances of the City as now in effect and as hereafter amended, and subject to the following conditions:

- a. Any pole lighting shall be limited to a maximum height of 12 feet. Pole lighting fixtures shall incorporate motion sensors allowing lighting levels to be dimmed unless motion activated.
- b. A 30-foot landscape buffer shall be provided along the north and south property lines, from the rear of the principal structure to the 40-foot front setback line. The landscape buffer area shall be planted in accordance with Section 17.26.070 of the St. Charles Zoning Ordinance, Title 17 of the City Code, as amended, in order to provide opaque, year-round screening and adequate plantings. Evergreen trees shall be used within the buffer in lieu of shade trees. A Landscape Plan and Tree Preservation Plan shall be required with submittal of building permit.
- c. The Large Group Home shall operate under a valid Shared Housing Establishment license granted from the State of Illinois Department of Public Health. Documentation providing proof of license shall be provided to the City prior to operation of the Large Group Home.

5. The Subject Property shall be developed and used only in accordance with all ordinances of the City as now in effect and as hereafter amended,

6. 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 1<sup>st</sup> day of June 2026.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois this 1<sup>st</sup> day of June 2026.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois this 1<sup>st</sup> day of June 2026.

---

Clint Hull, Mayor

Attest:

---

Jessica Bridges, City Clerk

Vote:

Ayes:

Nays:

Absent:

Abstain:

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

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

THAT PART OF THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 15, THENCE NORTH 0 DEGREES 14 MINUTES EAST 364.98 FEET ALONG THE WEST LINE OF SAID SECTION 15; THENCE EAST PARALLEL WITH THE SOUTH LINE OF SAID SOUTHWEST QUARTER 547.4 FEET TO THE CENTER LINE OF STATE ROAD NO. 31; THENCE SOUTH 9 DEGREES 56 MINUTES WEST ALONG THE CENTER OF SAID ROAD 281 FEET; THENCE WEST PARALLEL WITH THE SOUTH LINE OF SAID SOUTHWEST QUARTER 427.52 FEET; THENCE NORTH 9 DEGREES 56 MINUTES EAST PARALLEL WITH THE CENTER LINE OF SAID ROAD, 281 FEET; THENCE EAST PARALLEL WITH THE SOUTH LINE OF SAID SOUTHWEST QUARTER 427.52 FEET TO THE POINT OF BEGINNING IN THE CITY OF ST. CHARLES, KANE COUNTY, ILLINOIS.

PIN# 09-15-351-003

**EXHIBIT “B”**

**FINDINGS OF FACT FOR SPECIAL USE**

**A. Public Convenience: The Special Use will serve the public convenience at the proposed location.**

An assisted living home provides:

- A much needed small-scale, neighborhood-integrated care option for seniors who wish to remain within the community.
- A fill of the documented gap between large institutional facilities and independent living.
- A residential setting allowing residents to remain close to family, local services, and familiar surroundings, which supports community stability and quality of life.

The Special Use directly enhances the community well-being and meets an identifiable public need at this location.

**B. Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided.**

The site can be fully served by required public infrastructure:

- Access will be taken directly from Route 31.
- Water-main extension from Abbeywood Drive will be constructed as part of the project to ensure adequate service and fire protection.
- Sanitary sewer and natural gas lines are located nearby.
- Electrical service will be supported by installation of an appropriately sized onsite transformer.
- Stormwater drainage will be evaluated during engineering review, and any required measures will be implemented to comply with City requirements.

With these provisions, the site will be adequately supported by all necessary utilities and infrastructure.

**C. Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.**

- House will maintain residential character/architecture with appealing landscape.
- Low-intensity nature of use will ensure quiet operations.
- Substantial natural buffering between properties ensures minimal impact

- Large investment into the property, and community, will likely only raise surrounding property value.

**D. Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

- The use is residential in scale and character.
- Fully compatible with the existing zoning district.
- No new structures or site alterations are proposed that would limit adjacent owners' ability to develop or improve their properties in accordance with permitted uses.

This home will not impede the normal or orderly development of surrounding properties.

**E. Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.**

- The use is residential in nature.
- Operates at a low intensity, with no hazardous materials, disruptive activities, or elevated noise levels.
- All care practices will comply with applicable state and local regulations.
- Traffic generation is minimal, posing little risk to neighborhood safety.
- Will be well-maintained and visually appealing, contributing positively to the neighborhood.

The home will not be detrimental to public health, safety, comfort, or general welfare.

**F. Conformance with Codes: That the proposed Special Use conforms to all applicable provisions of the St. Charles Municipal Code and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.**

- The use is permitted as a Special Use within the zoning district.
- Project meets or exceeds all relevant standards related to building safety, property maintenance, parking, accessibility, and operational requirements.
- No variances or deviations from the Code are requested or required.

The proposed assisted living home fully conforms to all applicable provisions of the St. Charles Municipal Code.

**EXHIBIT“C”**

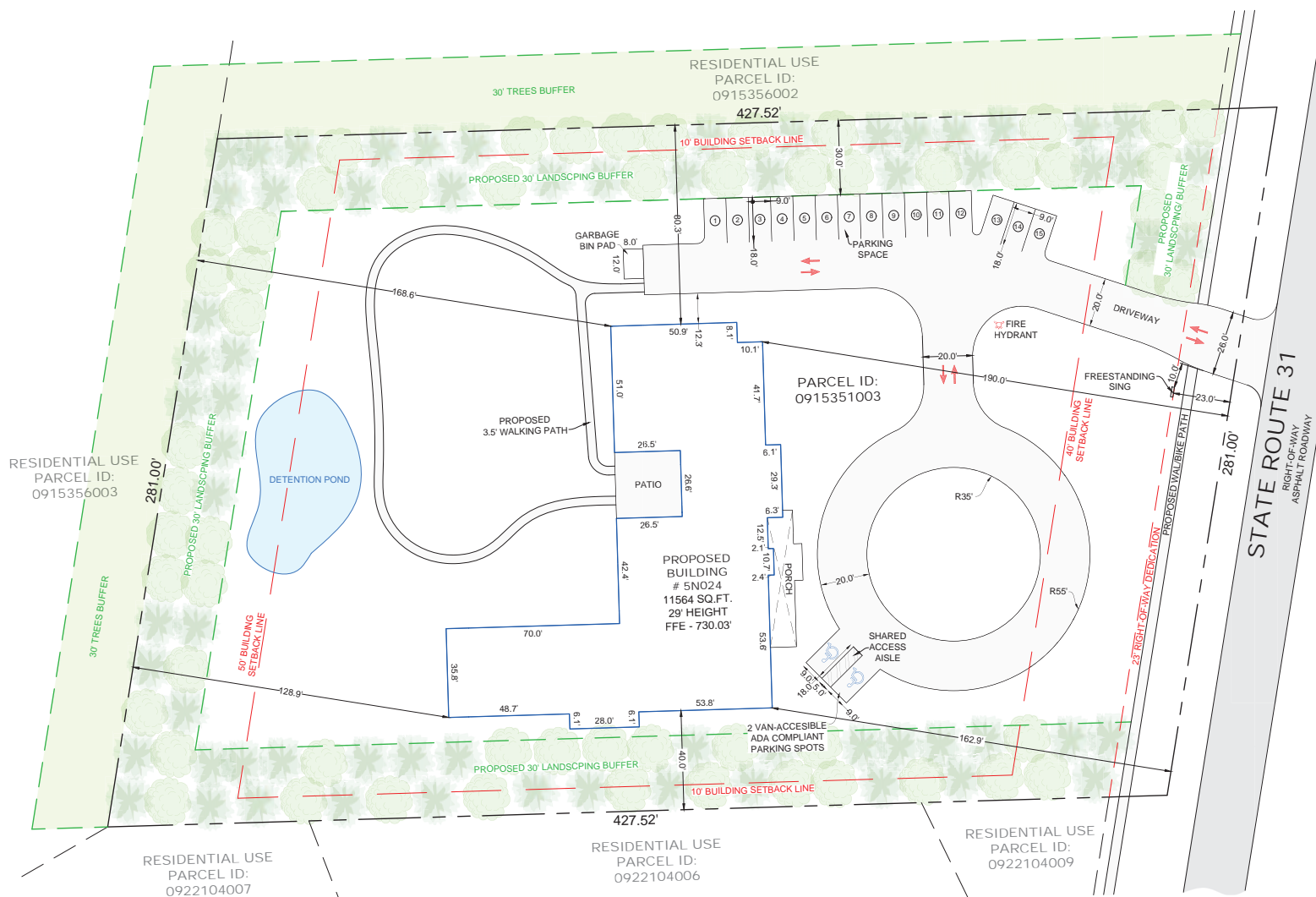
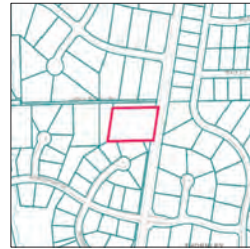
**SITE PLAN**

# SITE PLAN

5N024 STATE ROUTE 31, ST. CHARLES, IL 60175

## LOCATION SKETCH

NOT TO SCALE



LEGEND	
	ROAD CENTER LINE
	BOUNDARY
	BUILDING
	EASEMENT
	B.S.L.
	CONTOUR LINE
	FIRE HYDRANT
	CATCH BASIN
	MANHOLE
	WELL

**GENERAL NOTES**  
 1. THIS SURVEY IS BASED UPON RECORD INFORMATION PROVIDED BY CLIENT.  
 NO SPECIFIC SEARCH OF THE PUBLIC RECORD HAS BEEN MADE BY THIS OFFICE UNLESS OTHERWISE NOTED.  
 2. GRAPHIC REPRESENTATIONS MAY HAVE BEEN ENLARGED TO MORE CLEARLY ILLUSTRATE MEASURED RELATIONSHIPS - DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALED POSITIONS.

PROJECT INFORMATION			
PARCEL ID:	0915351003	OWNER NAME:	CALAHONS VINCIGLILLO & ALDEA WINSTY G
LOT AREA:	118871.663 SQ.FT.		
	2.71 ACRES		
Size:	24"x36"	Date of Field Work:	05/15/2026
		Drawn by:	DerPlans

**City of St. Charles, Illinois**  
**Plan Commission Resolution No. 4-2026**

**A Resolution Recommending Approval of an Application for Special Use for a Senior Care Home for 5N024 Rt. 31, (Wilby Properties, LLC)**

**Passed by Plan Commission on May 19, 2026**

WHEREAS, it is the responsibility of the St. Charles Plan Commission to hold public hearings and review requests for Special Use; and,

WHEREAS, the Plan Commission held a public hearing and reviewed the application for a Special Use to establish a senior care home for 5N024 Rt. 31 (Wilby Properties, LLC); and,

WHEREAS, the Plan Commission adopts the following Findings of Fact for Special Use provided by the Applicant, in accordance Section 17.04.330.C of the Zoning Ordinance:

**A. Public Convenience: The Special Use will serve the public convenience at the proposed location.**

An assisted living home provides:

- A much needed small-scale, neighborhood-integrated care option for seniors who wish to remain within the community.
- A fill of the documented gap between large institutional facilities and independent living.
- A residential setting allowing residents to remain close to family, local services, and familiar surroundings, which supports community stability and quality of life.

The Special Use directly enhances the community well-being and meets an identifiable public need at this location.

**B. Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided.**

The site can be fully served by required public infrastructure:

- Access will be taken directly from Route 31.
- Water-main extension from Abbeywood Drive will be constructed as part of the project to ensure adequate service and fire protection.
- Sanitary sewer and natural gas lines are located nearby.
- Electrical service will be supported by installation of an appropriately sized onsite transformer.
- Stormwater drainage will be evaluated during engineering review, and any required measures will be implemented to comply with City requirements.

With these provisions, the site will be adequately supported by all necessary utilities and infrastructure.

**C. Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already**

**permitted, nor substantially diminish or impair property values within the neighborhood.**

- House will maintain residential character/architecture with appealing landscape.
- Low-intensity nature of use will ensure quiet operations.
- Substantial natural buffering between properties ensures minimal impact
- Large investment into the property, and community, will likely only raise surrounding property value.

**D. Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

- The use is residential in scale and character.
- Fully compatible with the existing zoning district.
- No new structures or site alterations are proposed that would limit adjacent owners' ability to develop or improve their properties in accordance with permitted uses.

This home will not impede the normal or orderly development of surrounding properties.

**E. Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.**

- The use is residential in nature.
- Operates at a low intensity, with no hazardous materials, disruptive activities, or elevated noise levels.
- All care practices will comply with applicable state and local regulations.
- Traffic generation is minimal, posing little risk to neighborhood safety.
- Will be well-maintained and visually appealing, contributing positively to the neighborhood.

The home will not be detrimental to public health, safety, comfort, or general welfare.

**F. Conformance with Codes: That the proposed Special Use conforms to all applicable provisions of the St. Charles Municipal Code and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.**

- The use is permitted as a Special Use within the zoning district.
- Project meets or exceeds all relevant standards related to building safety, property maintenance, parking, accessibility, and operational requirements.
- No variances or deviations from the Code are requested or required.

The proposed assisted living home fully conforms to all applicable provisions of the St. Charles Municipal Code.

NOW, THEREFORE, be it resolved by the St. Charles Plan Commission to recommend to City Council approval of a Special Use for Large Group Home for 5N024 Rt 31, (Wilby Properties, LLC) subject to the following conditions:

1. Resolution of outstanding staff comments.
2. Any pole lighting shall be limited to 12' in height. Pole light fixtures shall have motion sensors allowing lights to be dimmed unless motion activated.
3. A 30' landscape buffer shall be provided along the north and south property lines, from the rear of the house to the 40' front setback. The buffer area shall be planted in accordance with Section 17.26.070 to provide opaque, year-round screening. Evergreen trees shall be used within the buffer in place of shade trees.
4. The use shall operate under a Shared Housing Establishment license issued by the Illinois Department of Public Health.

Roll call vote:

Ayes: Wiese, Funke, Jones, Ewoldt, Baker, Vargulich

Nays: Fitzgerald, Payleitner

Absent: None

Motion carried 6-2

PASSED, this 19<sup>th</sup> day of May 2026.

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Chairman  
St. Charles Plan Commission



*Updates since April 21<sup>st</sup> meeting noted in red*

<b>Applicant:</b>	Wilby Properties, LLC	<b>Senior Care Home</b> 
<b>Property Owner:</b>	Virgilio L. Calahong & Misty G. Aldea	
<b>Location:</b>	5N024 Rt 31	
<b>Purpose:</b>	Construct an assisted living group home	
<b>Application:</b>	Special Use	
<b>Public Hearing:</b>	Yes, required	
<b>Zoning:</b>	RS-1 Suburban Single-Family Residential	
<b>Current Land Use:</b>	Vacant	
<b>Comprehensive Plan:</b>	Single Family Detached Residential	
<b>Summary of Proposal:</b>	<p>Troy Horbach of Wilby Properties, LLC is proposing to construct a senior assisted living home on the subject property. The use qualifies as a “Large Group Home” which requires Special Use approval under the existing RS-1 zoning. Planned site improvements include:</p> <ul style="list-style-type: none"> <li>• Access drive off Rt 31</li> <li>• 11,564 sf single-story home</li> <li>• <b>15-stall</b> parking lot and circle driveway (<b>reduced from 19 stalls</b>)</li> <li>• Detention at the west end</li> <li>• Bike path along Rt 31</li> <li>• <b>Walking path internal to the site</b></li> </ul> <p><b>The applicant has provided a revised site plan and a document responding to questions and concerns expressed at the April 21<sup>st</sup> public hearing (attached).</b></p>	
<b>Info / Procedure on Application:</b>	<p><b>Special Use:</b></p> <ul style="list-style-type: none"> <li>• Per Sec. 17.04.330, the purpose of a Special Use is as follows: “Special Uses listed within the various zoning districts include those uses that may be acceptable if established in an appropriate manner and location within a zoning district, but may not be acceptable if established in a different manner or location. Special Uses may include, but are not limited to, public and quasi-public uses affected with the public interest, and uses that may have a unique, special or unusual impact upon the use or enjoyment of neighboring property.”</li> <li>• Public hearing is required, with a mailed notice to surrounding property owners.</li> </ul>	

- 6 findings of fact – ALL findings must be in the affirmative to recommend approval.

**Suggested Action:** Conduct the **continued** public hearing on the Special Use.

The Plan Commission may vote on the item should the Commission feel that they have enough information to make a recommendation.

**Staff Contact:** Ellen Johnson, Planner II

**I. PROPERTY INFORMATION**

**A. History / Context**

The subject property is a 2.54-acre parcel located on the west side of Rt 31, north of Abbeywood Drive/Thornhill Farm Lane and south of a shared private driveway known as White Bridge Drive. The property is located at the northeast end of Red Gate Subdivision (single-family homes). Directly north of the property is a 45’ wide strip of City-owned land which connects to additional City-owned land directly west of the property. The City-owned land to the west encompasses a drainage way running through Red Gate Subdivision. White Bridge Drive, a private driveway, runs immediately north of and along the City-owned strip of land, with Fieldcrest Subdivision (single-family homes) to the north. Both White Bridge Drive and Fieldcrest are unincorporated St. Charles. To the east, across Rt 31, is Thornley on the Fox Subdivision (single-family homes).

The subject property, historically known as the “Karsch Property”, contained a house and several outbuildings as of the mid-1950s. The property may have been associated with surrounding farmland until the late 1980s when development of Red Gate Subdivision began to the south and west. The house and remaining buildings were demolished in 2002. The property has since remained open space. The property is now wooded but has been unmanaged for several years. On the City-owned land directly west of the property is a regional drainage way.

In 2005, the City approved a Planned Unit Development for the subject property called Reserves of Redgate, along with a Plat of Subdivision to create four single-family lots arranged around a cul-de-sac. However, the developer did not move forward with the project, the PUD and Plat approval expired, and the property has remained undeveloped.

In 2024, the City reviewed a Concept Plan for the subject property called The Grove, which proposed a 21-unit, 3-story townhome development and rezoning to a multi-family zoning district. Plan Commission and Planning & Development Committee provided mixed feedback on the proposal. Many residents expressed opposition. The developer did not pursue the project further.

**B. Zoning**

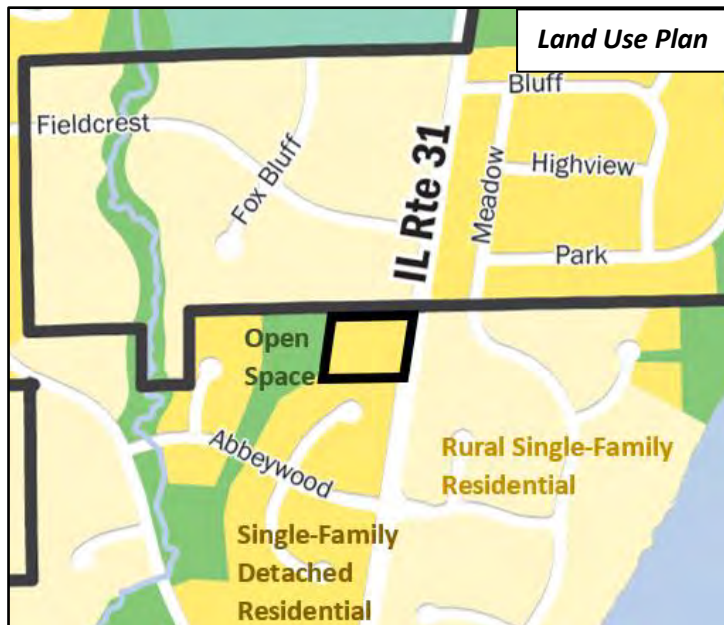
The subject property is zoned RS-1 Low Density Suburban Single-Family Residential District, which is consistent with surrounding zoning. The same zoning surrounds the property to the south and west (Red Gate Subdivision), and to the north (City-owned strip of land). Further north are single-family homes zoned E-3 Single-Family Residential in Kane County (Fieldcrest by the Fox Subdivision). City RE-2 Single-Family Estate District is to the east (Thornley on the Fox Subdivision).

	Zoning	Land Use
<b>Subject Property</b>	RS-1 Low Density Suburban Single-Family Residential District	Vacant
<b>North</b>	RS-1 Low Density Suburban Single-Family Residential District	City-owned open space
<b>East</b>	RE-2 Single-Family Estate District	Single-family homes (Thornley on the Fox Subdivision)
<b>South</b>	RS-1 Low Density Suburban Single-Family Residential District / PUD	Single-family homes (Red Gate Subdivision)
<b>West</b>	RS-1 Low Density Suburban Single-Family Residential District / PUD	City-owned open space for drainage (Red Gate Subdivision)



**C. Comprehensive Plan**

The Land Use Plan adopted as part of the [2013 Comprehensive Plan](#) identifies the subject property as “Single-Family Detached Residential”.



The same Single-Family Detached Residential designation and similar Rural Single-Family Residential surrounds the subject property, reflecting the predominant land use for the stretch of Rt 31 north of downtown St. Charles.

The Single-Family Detached Residential land use is described as follows (p.38):

*“Single family detached residential areas should consist primarily of single family detached homes on lots subdivided and platted in an organized and planned manner. Downtown, single-family residential areas consist primarily of older buildings, many rehabilitated, with small yards and minimal garage space. Single-family residential detached homes are the most prevalent building type in the community, and should continue to be so.”*

The following recommendations pertain to residential land uses in general (p.38):

*“Detached single-family homes are the most common type of residential use within St. Charles. While this is often the most desirable use for a given area, the City should ensure that housing options continue to serve the diverse population of the St. Charles community. In particular, development that meets the specific needs of elderly residents, ranging from multi-family units to independent living, should be encouraged to allow residents to age in place.”*

The Residential Areas Framework Plan further describes the Single-Family Detached Residential category. The following excerpts are relevant (p.42):

*“An important objective of the Plan is to continue to protect and enhance the City’s single-family residential neighborhoods. Future development should be respectful and sensitive to the existing homes while allowing reinvestment in the form of rehabilitation, additions, and new construction in existing neighborhoods. Wherever possible, single-family neighborhoods should be buffered and protected from adjacent incompatible uses.”*

*“Single-family residential areas should consist primarily of detached homes on lots subdivided and platted in an organized and planned manner. There are however, existing townhomes and/or duplexes scattered among the areas which are designated in the Plan as single-family detached residential. Within the single-family areas, it is the overall single-family character that serves as the rationale for the Plan’s designation. Single-family residential areas must remain flexible and consider context. There may be situations where single-family attached and multi-family uses are considered appropriate within predominately single-family detached areas. For example, street frontage, lot depth, and the presence of neighboring non-residential uses should be considered on a case-by-case basis for other types of compatible residential development.”*

## II. PROPOSAL

Wilby Properties, LLC, represented by Troy Horbach, is under contract to purchase the subject property. The applicant is requesting approval of a Special Use for a Large Group Home in order to construct a senior assisted living home to serve 16 residents. The proposal includes the following:

- 11,564 sf, single-story assisted living home
- Access drive off Rt 31
- **15-stall** parking lot and circle driveway (**reduced from 19 stalls**)
- Detention at the west end

- Bike path along Rt 31
- **Walking path internal to the site**
- Extension of City utilities to serve the property

### III. PLANNING ANALYSIS

Staff has analyzed the Special Use application for conformance with all relevant standards in the Zoning Ordinance.

#### A. Proposed Use

The applicant is proposing to construct a Group Home on the property. The Group Home will operate under an Illinois Department of Public Health license for a “Shared Housing Establishment” under the Assisted Living and Shared Housing Act. The Group Home will accommodate 16 residents, **80% aged 55+**, and will provide 24-hour assistance. Two staff members will be present at all times, although there will be no live-in staff.

“Group Home” is defined in the Zoning Ordinance as follows:

**Group Home** - A dwelling unit where disabled individuals are provided residential care. Where a sponsoring agency of the group home is required to be licensed or certified by the State of Illinois, that sponsoring agency shall maintain a valid Illinois State license or certification to operate group homes. A group home does not include an Assisted Living Facility, Hospital, Day Care Center, or a dwelling unit or other living quarters that house persons as an alternative to incarceration for a criminal offense.

The Zoning Ordinance defines two types of Group Homes: small and large. The proposed use qualifies as a Large Group Home, given the number of residents (16).

**Group Home, Large** - A group home providing living accommodations for more than eight (8) residents, including disabled persons and live-in staff. Visiting staff who do not reside within the group home shall not be counted for purposes of establishing the number of residents.

“Assisted Living Facility” is a separate use category under the Zoning Ordinance, defined as follows:

**Assisted Living Facility** - A facility providing residential accommodations and daily assistance for elderly or disabled residents that meets the definition of assisted living established in the Assisted Living and Shared Housing Act

The proposed use does not meet the definition of an **“Assisted Living Establishment”** in the referenced State Act. That definition includes a requirement that individual rooms be constructed with both kitchenette and bath facilities, **and there is no limit on the number of residents**. Instead, the proposed use is considered a “Shared Housing Establishment” under the State Act, which is defined as a free-standing residential setting for 16 or fewer unrelated adults, 80% aged 55+, that provides 24-hour community-based care in a home-like environment. This type of use is considered a “Group Home” under the Zoning Ordinance.

Small group homes (maximum 8 residents) are permitted in any residential zoning district. Large group homes (more than 8 residents) require Special Use approval in all single-family residential districts.

The subject property is zoned RS-1 Suburban Single-Family Residential. As such, Special Use approval is required to operate a Large Group Home on the property.

**B. Bulk Standards**

Development of the property will be subject to the bulk requirements of the existing RS-1 zoning district. The table below compares the RS-1 requirements with the revised Site Plan. The Site Plan meets all applicable requirements. **Changes from the previously reviewed site plan are noted in red. The building and parking have generally been shifted internal to the site, providing additional setbacks from Rt 31 and the north and south lot lines and allowing for a landscape buffer.**

Note: the Rt 31 right-of-way is 77 feet wide along the subject property; 100 feet is typical. IDOT will require the eastern 23’ of the property to be dedicated as right-of-way. This is reflected on the Site Plan and accounted for when determining compliance with the bulk standards.

Category	RS-1 District	Proposed
<b>Min. Lot Area</b>	18,000	104,231 sf
<b>Min. Lot Width</b>	100 ft.	281 ft
<b>Max. Building Coverage</b>	20%	11.4%
<b>Max. Building Height</b>	35 ft / 2 ½ stories	29 ft
<b>Building Setbacks:</b>		
<i>Front (Rt 31)</i>	40 ft	<b>139.9 ft (previously 134 ft)</b>
<i>Interior Side</i>	10 ft	<b>North: 80.3 ft (previously 91.5 ft) South: 33.9 ft (previously 22.6 ft)</b>
<i>Rear (west)</i>	50 ft	122.2 ft
<b>Parking Setbacks:</b>		
<i>Front (Rt 31)</i>	40 ft	<b>50 ft (previously 40 ft)</b>
<i>Interior Side</i>	10 ft	<b>North: 30 ft (previously 10 ft) South: 31 ft (previously 20 ft)</b>
<i>Rear (west)</i>	50 ft.	173 ft
<b>Parking Requirement</b>	2 spaces, plus 1 space per 3 residents in excess of 6 = 5 spaces required	<b>18 spaces (15 spaces to north; 2 handicap to south) [Previously 21 spaces (19 to north; 2 handicap to south)]</b>
<b>Landscape Buffer Yard</b>	Not Required	<b>30 ft. along north, west, and south lot lines; partial along Rt 31</b>

**Staff Comments**

- **18 parking spaces are proposed while only 5 are required. The parking count can be reduced to the extent deemed appropriate based on operational needs of the proposed use.**
- **The site plan marks the front building setback as measured from the existing front (Rt 31) lot line. The front setback noted in the table above is measured from the proposed front lot line resulting from the 23' Rt 31 right-of-way dedication.**

**C. Site Access / Connectivity**

A driveway off Rt 31 is proposed as access to the property, **26 ft in width (previously 24 ft)**. There is an existing remnant driveway present on the property, further to the south.

The driveway runs west into the parking area which terminates into a hammerhead turn-around for emergency vehicles. A circular drive provides vehicular access to the front of the building and also serves as a turn-around for emergency vehicles.

**A 3.5' wide looped walking path is proposed internal to the site behind the building.**

**Staff Comments:**

- IDOT approval will be required for the proposed driveway.
- **The revised emergency vehicle turn-around hammerhead and circular drive are under review by the Fire Dept. Fire Code requirements will need to be met. Modifications may need to be made to meet Fire Code.**
- The City's Bicycle and Pedestrian Plan calls for a pedestrian path along Rt 31 stretching from downtown north to Red Gate Road. In support of this long-term goal, the City will require public sidewalk along the Rt 31 frontage of the subject property. A 10' wide asphalt path is requested. The path should be located within IDOT right-of-way, subject to IDOT approval. Otherwise, the path can be along the east property line of the subject property, with a public sidewalk easement granted to the City. **The revised site plan depicts a bike path along Rt 31 within proposed IDOT right-of-way. An IDOT permit will be required. The path shown will need to be increased in width to 10 ft.**

**D. Landscaping / Open Space**

The proposed development is subject to certain landscaping requirements of Ch. 17.26. The following requirements will apply:

- Overall landscape area: 20%
- Building foundation landscaping: 5' deep planting beds along 50% of building wall facing the street, and along 50% of the remaining building walls. Trees and plantings in quantities per Section 17.26.060.
- Parking lot screening: 30" screening with plantings along 50% of the parking lot along Rt 31.
- Sign landscaping: Landscape plantings around the freestanding sign, extending out 3 feet from the base.

**Staff Comments:**

- A Landscape Plan will be required with building permit submittal which demonstrates compliance with the relevant standards.

- **The revised site plan notes a 30 ft landscape buffer along the north, south, and west (rear) lot lines and along part of the Rt 31 frontage. A landscape buffer is not required in single-family zoning districts. However, staff suggests requiring the proposed landscape buffer to meet the buffer planting requirements contained in Section 17.26.070. This includes providing opaque, year-round screening from neighboring properties through landscaping and/or fencing to a height of 6 ft. There is also a planting requirement of 1 shade or 2 evergreen trees for every 400 square feet of landscape buffer area, plus additional plantings.**

#### **E. Signage**

The proposed Site Plan depicts a freestanding sign north of the entrance drive. A rendering has not been provided. Maximum permitted sign face area is 50 sf; maximum height is 8 ft. Internal illumination is permitted.

Signage has not been indicated for the proposed building. 1 wall sign would be permitted.

##### ***Staff Comments:***

- A permit will be required prior to installation of any signage.
- The freestanding sign will need to be shifted to provide a minimum 5' setback from the east property line that results after the 23' right-of-way dedication.
- As stated above, the freestanding sign will need to be landscaped 3' around the base.

#### **F. Site Lighting**

Any lighting mounted on the building or installed elsewhere on the site will be subject to the requirements of Section 17.22.040. This includes utilizing luminaries which direct light downward or have opaque shielding.

Lighting will be required for the northern parking lot due to it having more than 5 parking spaces. Lighting levels cannot exceed 0.5 foot candles along any property line.

##### ***Staff Comments***

- A Photometric Plan will be required with building permit submittal to determine compliance with the relevant site lighting standards.

#### **G. Building Elevations**

**The Zoning Ordinance does not contain design standards or guidelines for buildings in the RS Suburban Residential zoning districts. The applicant has submitted elevations for the proposed group home. Two rendering concepts are provided which depict options for exterior materials.**

### **IV. DEPARTMENTAL REVIEWS**

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

Engineering plans have not been submitted for review; engineering plans are not required for Special Use applications but will need to be submitted for Staff review upon submittal for building permit.

The development will be subject to the Kane County Stormwater Ordinance. The Site Plan depicts a detention pond on the west side of the property. This location appears feasible based on the natural grade of the property and drainage way to the west. However, the pond will need to be designed and sized to meet the detention requirements for the project.

Watermain will need to be extended to the property from Abbeywood Drive to the south, up Rt 31 to reach the subject property, and then loop through the site. Sanitary sewer can be connected to the main running through the City property to the north.

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

The Fire Dept. reviewed an initial version of the Site Plan and provided comments. A revised Site Plan has been provided and is under review. The revised site plan depicts an emergency vehicle turn-around at the west end of the parking area, and a circular drive to provide a turn-around in front of the building. The design of these turn-arounds will need to meet Fire Code requirements.

## **H. OPTIONS FOR PLAN COMMISSION ACTION**

### **1. Public Hearing – Close or Continue**

If the Plan Commission feels they have adequate information the public hearing may be closed. The public hearing may be continued if additional information is deemed necessary to provide a recommendation.

*If Public Hearing is closed-*

### **2. Make a Recommendation to Planning & Development Committee**

There are 6 Findings of Fact for Special Use Applications. The applicant has provided responses to the Findings as part of the application materials. All Findings must be made in the affirmative to recommend approval. The Findings are as follows:

1. Public Convenience: The Special Use will serve the public convenience at the proposed location.
2. Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary utilities have been, or are being, provided.
3. Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for purposes already permitted, nor substantially diminish or impair property values within the neighborhood.
4. Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
5. Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.
6. Conformance with Codes: That the proposed Special Use conforms to all applicable provisions of the St. Charles Municipal Code and meets or exceeds all applicable provisions of this Title, except as may be varied to a Special Use for Planned Unit Development.

**a. Recommend approval of the application for Special Use.**

- i. Plan Commission may add additional conditions if deemed necessary by the Plan Commission to meet the Special Use findings.

**OR**

**b. Recommend denial of the application for Special Use.**

- i. Plan Commission must substantiate how the Special Use findings are not being met in order to recommend denial.

**I. ATTACHMENTS**

- **Packet of additional information submitted by applicant**
- **Site Plan – Updated Site Plan & version reviewed at April 21<sup>st</sup> meeting**
- Application for Special Use; received 3/16/26
- Public comment correspondence

**Additional information submitted by applicant**

*Senior Care House*  
*Follow-up – May 19, 2026*



Below are responses to questions/concerns from  
our project proposal on April 21

Specifically regarding:

- Clarification of the term "Assisted Living" terminology
- IDPH Licensing & Operations
- Architecture of house
- Site Plan amendments
- Findings of Fact for Special Use approval

## Clarification of the term “Assisted Living” terminology

**Assisted Living** Definition (per IDPH - Assisted Living & Shared Housing Act)

- Is a residential model of care
- Provides housing plus personal, supportive help with **daily living**:
  - eating, dressing, bathing, toileting, transferring, personal hygiene
- For residents who do not require nursing care
- Operates as the residents’ own **home**
  - Individual living unit
  - Common space for activities
  - Mandatory services (meals, housekeeping, laundry)

## IDPH Licensing & Operations

License: **Assisted Living & Shared Housing** (two types)

Note that BOTH function as “Assisted Living”

	<b>Assisted Living Establishment</b>	<b>Shared Housing Establishment</b>
<b>Residents</b>	No Max	16 Max
<b>Building Type</b>	Large Apartments w/ kitchenettes	Small Shared home environment
<b>St Charles Code</b>	Assisted Living Facility	Group Home

We are going to be licensed as Shared Housing Establishment (SHE)

## Operations

The SHE license allows us to:

- Operate a non-medical residential home for up to 16 adults who need personal care
  - But not nursing-level care (however, can be provided by a third party)
  - 80% must be age 55+
- Help with activities of daily living (eating, bathing, dressing, etc)
  - aka “Assisted Living”
- Medication assistance (reminders, observation, documentation, storage)
- Can provide non-skilled health-related care, such as:
  - Monitor health conditions, check vital signs
  - Coordinate medical appointments and home health services
- Provide meals, housekeeping & laundry
- Provide social and wellness activities
- Must have 24/7/365 staff

What we can NOT do:

- Provide skilled nursing care (wounds, IVs, tube feeding, catheters, injections, etc)
  - If needed, must get care from licensed “home health” provider
  - We can coordinate this care, but cannot deliver it

Can not admit certain residents:

- Requiring 24-hr nursing
- Fully bedbound
- Unstable medical conditions
- Cannot evacuate in emergency, even with staff assistance
- Pose a danger to themselves or others
- Severe cognitive impairment requiring constant 1-on-1 supervision

# Architecture

## Front/Back elevations

Peak height 29 ft



## Side elevations



Model rendering



Concept A



Concept B

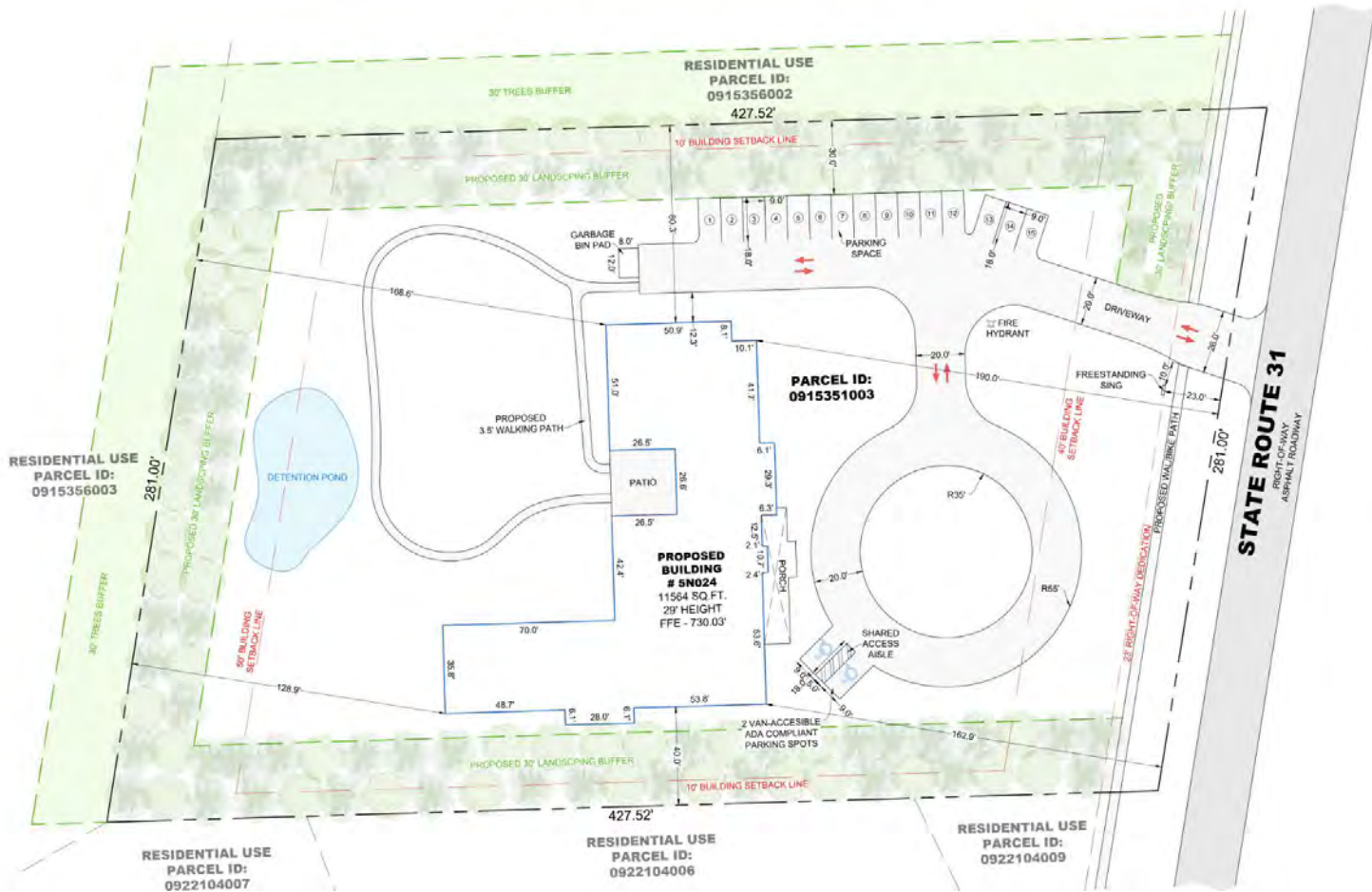


# Updated Site Plan



## SITE PLAN

5N024 STATE ROUTE 31, ST. CHARLES, IL 60175



- Reduced parking
- Set back house from south (moved towards center)
- Show walking path and Rte 31 bike path
- Additional 30' of natural buffering added around boundary
- Fencing can be added if requested

## Buffering



### Plenty of buffering from neighbors:

- Min of 40' buffering around boundary
- All traffic directly to/from Rte 31

#### North-side

- 30' extra buffer + 50' city-owned
- 300'+ to nearest house, from parking

#### West-side

- 480' to nearest house, from building
- All natural brush

#### South-side

- 30' buffering added
- Only 2 bordering neighbors
  - o closest is 90' away, house to house

## **Findings of Fact**

### **A – Public Convenience: The Special Use will serve the public convenience at the proposed location**

An assisted living home provides:

- A much-needed small-scale, neighborhood-integrated care option for seniors who wish to remain within the community
- A fill of the documented gap between large institutional facilities and independent living
- A residential setting allowing residents to remain close to family, local services, and familiar surroundings, which supports community stability and quality of life

The Special Use directly enhances the community well-being and meets an identifiable public need at this location.

### **B - Sufficient Infrastructure: Adequate utilities, access roads, drainage and/or necessary utilities have been, or are being, provided.**

The site can be fully served by required public infrastructure:

- Access will be taken directly from Route 31
- Water-main extension from Abbeywood Drive will be constructed as part of the project to ensure adequate service and fire protection.
- Sanitary sewer and natural gas lines are located nearby
- Electrical service will be supported by installation of an appropriately sized onsite transformer.
- Stormwater drainage will be evaluated during engineering review, and any required measures will be implemented to comply with City requirements.

With these provisions, the site will be adequately supported by all necessary utilities and infrastructure.

## **Findings of Fact**

**C – Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.**

- House will maintain residential character/architecture with appealing landscape
- Low-intensity nature of use will ensure quiet operations
- Substantial natural buffering between properties ensures minimal impact
- Large investment into the property, and community, will likely only raise surrounding property value

No changes will negatively impact or alter the look, feel, or function of the surrounding homes.

**D – Effect on Development of Surrounding Property: Will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district**

- The use is residential in scale and character
- Fully compatible with the existing zoning district
- No new structures or site alterations are proposed that would limit adjacent owners' ability to develop or improve their properties in accordance with permitted uses.

This home will not impede the normal or orderly development of surrounding properties.

## **Findings of Fact**

**E – Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare**

- The use is residential in nature
- Operates at a low intensity, with no hazardous materials, disruptive activities, or elevated noise levels
- All care practices will comply with applicable state and local regulations
- Traffic generation is minimal, posing little risk to neighborhood safety
- Will be well-maintained and visually appealing, contributing positively to the neighborhood

The home will not be detrimental to public health, safety, comfort, or general welfare.

**F – Conformance with Codes: Must conform to all applicable provisions of the St. Charles Municipal Code and meet or exceed all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development**

- The use is permitted as a Special Use within the zoning district
- Project meets or exceeds all relevant standards related to building safety, property maintenance, parking, accessibility, and operational requirements
- No variances or deviations from the Code are requested or required

The proposed AL home fully conforms to all applicable provisions of the St. Charles Municipal Code

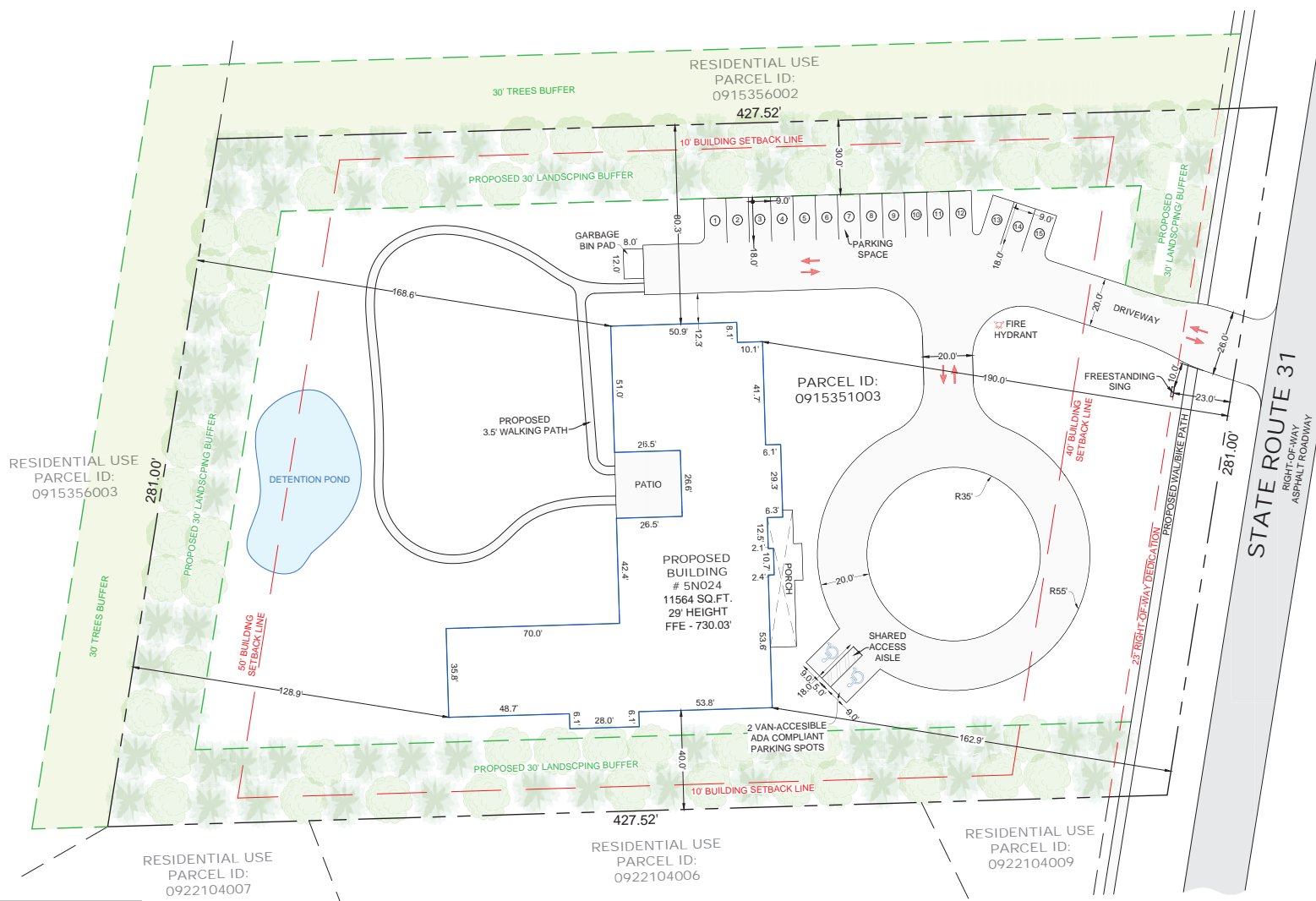
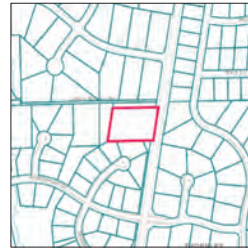
\*New Site Plan\* provided for 5/19/26 Meeting

# SITE PLAN

5N024 STATE ROUTE 31, ST. CHARLES, IL 60175

## LOCATION SKETCH

NOT TO SCALE



LEGEND	
	ROAD CENTER LINE
	BOUNDARY
	BUILDING
	EASEMENT
	B.S.L.
	CONTOUR LINE
	FIRE HYDRANT
	CATCH BASIN
	MANHOLE
	WELL

GENERAL NOTES  
 1. THIS SURVEY IS BASED UPON RECORD INFORMATION PROVIDED BY CLIENT.  
 NO SPECIFIC SEARCH OF THE PUBLIC RECORDS HAS BEEN MADE BY THIS OFFICE UNLESS OTHERWISE NOTED.  
 2. GRAPHIC REPRESENTATIONS MAY HAVE BEEN ENLARGED TO MORE CLEARLY ILLUSTRATE MEASURED RELATIONSHIPS - DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALED POSITIONS.

PROJECT INFORMATION			
PARCEL ID:	0915351003	OWNER NAME:	CALAHONS VINCIGLILLO & ALDEA WINSTY G
LOT AREA:	118871.663 SQ.FT.		
	2.71 ACRES		
Size:	24"x36"	Date of Field Work:	05/15/2026
		Drawn by:	DerPlans

\*Old Site Plan\* reviewed at 4/21/26 meeting

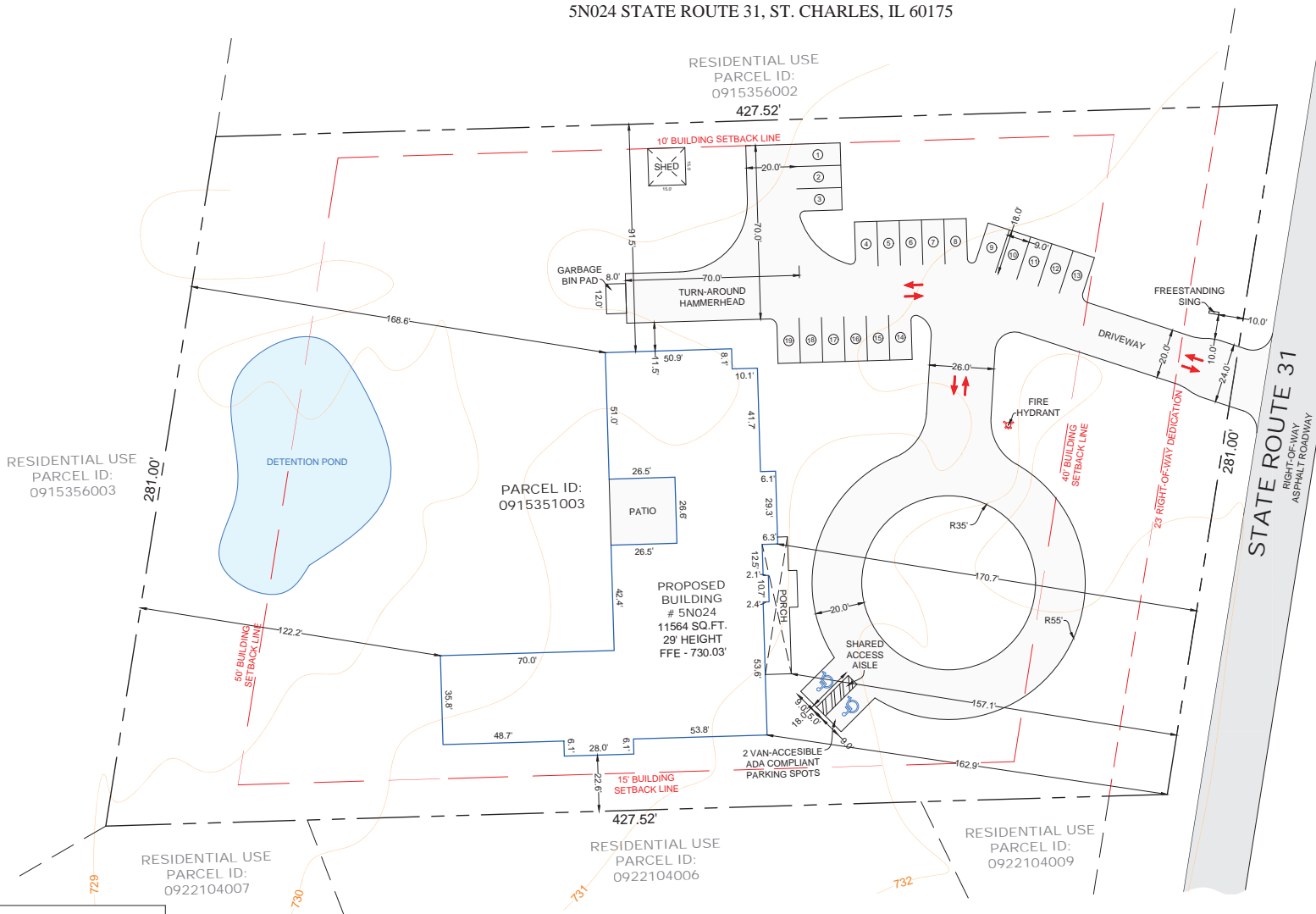
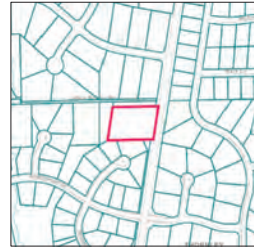
\*\*FOR REFERENCE ONLY\*\*

# SITE PLAN

5N024 STATE ROUTE 31, ST. CHARLES, IL 60175

## LOCATION SKETCH

NOT TO SCALE



**LEGEND:**

--- ROAD CENTER LINE	LIGHT POLE	☼
--- BOUNDARY	UP	⬆
--- BUILDING	WM	⊞
--- METAL/CHAIN FENCE	FIRE HYDRANT	⊞
--- WOOD/FRAME FENCE	CATCH BASIN	⊞
--- OHL	MANHOLE	⊞
--- EASEMENT	WELL	⊞
--- B.S.L.		
--- CONTOUR LINE		

**GENERAL NOTES:**  
 1. THIS SURVEY IS BASED UPON RECORD INFORMATION PROVIDED BY CLIENT.  
 NO SPECIFIC SEARCH OF THE PUBLIC RECORD HAS BEEN MADE BY THIS OFFICE UNLESS OTHERWISE NOTED.  
 2. GRAPHIC REPRESENTATIONS MAY HAVE BEEN ENLARGED TO MORE CLEARLY ILLUSTRATE MEASURED RELATIONSHIPS - DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALED POSITIONS.

**PROJECT INFORMATION:**

PARCEL ID:	0915356002
OWNER NAME:	CALAHONS YRSHOLD & ALDEA INSTY G
LOT AREA:	11867.663 SQ.FT. 2.71 ACRES
Size:	24"x36"
Date of Field Work:	04/15/2026
Drawn by:	DerPlans

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)

### SPECIAL USE APPLICATION

(To request a Special Use or Amendment, or a Special Use for PUD or Amendment)

<b>For City Use</b>	5N024 Rt 31-
Project Name:	Senior Care House
Project Number:	2026 -PR- 008
Cityview Project Number:	PLS4202600013

Received Date  
**RECEIVED**  
**MAR 16 2026**  
 City of St. Charles  
 Community Development

- File this application to request a Special Use for a property, or to request to amend an existing Special Use Ordinance for a property
- 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 a question please contact the Community Development Division.
- City staff will review the submittal for completeness and for compliance with applicable requirements prior to establishing a public hearing date.

<b>1. Property Information:</b>	Location:	5N024 Rte 31, St Charles, IL	
	Parcel Number (s):	0915351003	
	Proposed Name:	Senior Care House	
<b>2. Applicant Information:</b>	Name:	Wilby Properties, LLC	Phone: 331-454-6847
	Address	[REDACTED]	Email: [REDACTED]
<b>3. Record Owner Information:</b>	Name:	Virgilio L Calahong and Misty G Aldea	Phone: [REDACTED]
	Address:	[REDACTED]	Email: [REDACTED]

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

- Special Use for Planned Unit Development - PUD Name:** \_\_\_\_\_
  - New PUD
  - Amendment to existing PUD- Ordinance #: \_\_\_\_\_
  - PUD Preliminary Plan filed concurrently
  
- Other Special Use (from list in the Zoning Ordinance):** Group Home, Large
  - Newly established Special Use
  - Amendment to an existing Special Use Ordinance #: \_\_\_\_\_

**5. Information Regarding Special Use:**

Comprehensive Plan designation of the property: Single Family Detached Residential   
Is the property a designated Landmark or in a Historic District? No   
What is the property's current zoning? RS-1 Low Density Suburban Single-Family Residential   
What is the property currently used for? vacant lot

If the proposed Special Use is approved, what improvements or construction are planned?  
Build a 11,000 sqft single-story house, ~360 sqft shed, and ~14,000 sqft paved drive

**6. For Special Use Amendments only:**

Why is the proposed change necessary?  
\_\_\_\_\_

What are the proposed amendments? (Attach proposed language if necessary)  
\_\_\_\_\_

**Note for existing buildings:** If your project involves using an existing building, whether you plan to alter it or not, please contact the St. Charles Fire Department (630-377-4458) and the Building and Code Enforcement Division (630-377-4406) for information on building, life safety and other code requirements. Depending on the proposed use, size of structure and type of construction, these requirements can result in substantial costs.

**7. 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.*

**APPLICATION FEE:** Special Use for PUD: \$1,000  
All other Special Use requests: \$750

**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 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.

**FINDINGS OF FACT:** Fill out the attached "Criteria for Planned Unit Developments (PUDs)" form for any PUD application and the "Findings of Fact – Special Use" form for all other Special Use applications.

**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.

**LIST OF PROPERTY OWNERS WITHIN 250 FT.:** Fill out the attached form or submit on a separate sheet. The form or the list must be signed and notarized. Property ownership information may be obtained using Kane County's interactive GIS mapping tool: [http://gistech.countyofkane.org/gisims/kanemap/kanegis4\\_AGOx.html](http://gistech.countyofkane.org/gisims/kanemap/kanegis4_AGOx.html)

**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: <https://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/>
- 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: <http://kdot.countyofkane.org/Pages/Impact-Fees.aspx>
- TRAFFIC STUDY:** If applicable. Staff will advise you whether a traffic study is recommended based on the project. Regardless, the Plan Commission or City Council may request a traffic study as a part of the review process.
- 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)

**Site Plan or plans shall show the following information:**

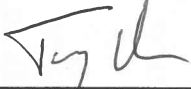
1. Accurate boundary lines with dimensions
2. Streets on and adjacent to the tract: Name and right-of-way width
3. Location, size, shape, height, and use of existing and proposed structures
4. Location and description of streets, sidewalks, and fences
5. Surrounding land uses
6. Date, north point, and scale
7. Ground elevation contour lines
8. Building/use setback lines
9. Location of any significant natural features
10. Location of any 100-year recurrence interval floodplain and floodway boundaries
11. Location and classification of wetland areas as delineated in the National Wetlands Inventory
12. Existing zoning classification of property
13. Existing and proposed land use
14. Area of property in square feet and acres
15. Proposed off-street parking and loading areas
16. Number of parking spaces provided, and number required by ordinance
17. Angle of parking spaces
18. Parking space dimensions and aisle widths
19. Driveway radii at the street curb line
20. Width of driveways at sidewalk and street curb line
21. Provision of handicapped parking spaces
22. Dimensions of handicapped parking spaces
23. Depressed ramps available to handicapped parking spaces
24. Location, dimensions and elevations of freestanding signs
25. Location and elevations of trash enclosures
26. Provision for required screening, if applicable
27. Exterior lighting plans showing:
  - a. Location, height, intensity and fixture type of all proposed exterior lighting
  - b. Photometric information pertaining to locations of proposed lighting fixtures

(Note- For a Special Use for PUD, submit PUD Preliminary Plan Application In lieu of Site Plan)

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

Date



3-12-26

Applicant or Authorized Agent

Date

**OWNERSHIP DISCLOSURE FORM  
LIMITED LIABILITY COMPANY (L.L.C.)**

STATE OF ILLINOIS     )  
  ) SS.  
KANE COUNTY            )

I, Troy Horbach, being first duly sworn on oath depose and say that I am  
Manager of Wilby Properties, an Illinois Limited Liability  
Company (L.L.C.), and that the following persons are all of the members of the said L.L.C.:

Troy Horbach  
Kristin Horbach

Troy Horbach  
Kristin Horbach

By: Troy Horbach, Manager

Subscribed and Sworn before me this 16<sup>th</sup> day of  
March, 20 26.



M. Sheets  
Notary Public

March 10, 2026

Bruce Sylvester - Assistant Director  
City of St. Charles - Community Development P&E  
2 E. Main Street,  
St. Charles, IL 60714

RE: Senior Care House Development - 5N024 Rte. 31, St. Charles, Illinois  
*Owner Authorization Letter for City Applications*

Dear Mr. Sylvester,

This letter is respectfully submitted on behalf of Virgilio L. Calahong and Misty G. Aldea K/N/A Misty Aldea Calahong, the owners of the property legally described as follows (the "Property"):

THAT PART OF THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:  
COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 15, THENCE NORTH 0 DEGREES 14 MINUTES EAST 364.98 FEET ALONG THE WEST LINE OF SAID SECTION 15; THENCE EAST PARALLEL WITH THE SOUTH LINE OF SAID SOUTHWEST QUARTER 547.4 FEET TO THE CENTER LINE OF STATE ROAD NO. 31; THENCE SOUTH 9 DEGREES 56 MINUTES WEST ALONG THE CENTER OF SAID ROAD 281 FEET; THENCE WEST PARALLEL WITH THE SOUTH LINE OF SAID SOUTHWEST QUARTER 427.52 FEET; THENCE NORTH 9 DEGREES 56 MINUTES EAST PARALLEL WITH THE CENTER LINE OF SAID ROAD, 281 FEET; THENCE EAST PARALLEL WITH THE SOUTH LINE OF SAID SOUTHWEST QUARTER 427.52 FEET TO THE POINT OF BEGINNING IN THE CITY OF ST. CHARLES, KANE COUNTY, ILLINOIS.

ADDRESS: 5N024 HWY 31, ST. CHARLES, IL 60174

PIN NO.: 09-15-351-003

This will confirm that Troy Horbach (the "Applicant"), and his representatives and attorneys, are authorized to prepare, process and file applications for development approvals related to the proposed project on the Property. Such approvals shall include, without limitation, rezoning, amendments to the text of the City's zoning ordinance, special use permits, subdivision or consolidation approvals, variations, planned development approvals, site plan, engineering, landscaping, signage approvals and all other approvals necessary pursuant to their request, as well as any construction and building permits related thereto.

Virgilio L. Calahong

Signed by: Virgilio L. Calahong  
ASQFD0A9FFC7125A

Date: 03/10/2026

Misty G. Aldea

Signed by: Misty G. Aldea  
ELD68825A1424DA

Date: 03/10/2026

## Findings of Fact – Special Use

**\*Use this form for all Special Uses, except for PUDs or PUD Amendments\***

*The St. Charles Zoning Ordinance requires the Plan Commission to consider the factors listed below in making a recommendation to the City Council. As the applicant, the “burden of proof” is on you to show how your proposed Special Use will comply with each of the applicable standards. Therefore, you need to “make your case” by explaining specifically how your project meets each of the following standards.*

Project Name or Address: Senior Care House – 5N024 Rte 31

From the St. Charles Zoning Ordinance, Section 17.04.430.C.2:

No Special Use or amendment to Special Use shall be recommended by the Plan Commission unless it finds that the proposed Special Use or amendment to Special Use will conform with each of these standards. The Plan Commission shall submit its written findings together with its recommendations to the City Council after the conclusion of the Public Hearing, and also may recommend such conditions as it may deem necessary to ensure conformance with these standards.

On the basis of the evidence presented at the public hearing, the Plan Commission shall record its reasons for recommending approval or denial of the petition (findings of fact) in accordance with the following standards:

### **A. Public Convenience: The Special Use will serve the public convenience at the proposed location.**

An assisted living home will provide a much-needed small-scale, neighborhood-integrated care option for seniors who wish to remain within the community. The facility fills a documented gap between large institutional facilities and independent living. Its location within a residential setting allows residents to remain close to family, local services, and familiar surroundings, which supports community stability and quality of life. The Special Use directly enhances the community well-being and meets an identifiable public need at this location.

### **B. Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary utilities have been, or are being, provided.**

The site can be fully served by required public infrastructure. A water-main extension from Abbeywood Drive will be constructed as part of the project to ensure adequate service and fire protection. Access will be taken directly from Route 31, with any necessary improvements coordinated with IDOT to meet state standards. Sanitary sewer and natural gas lines are located nearby and can be tapped to serve the property. Electrical service will be supported by installation of an appropriately sized onsite transformer. Stormwater drainage will be evaluated during engineering review, and any required measures will be implemented to comply with City requirements. With these provisions, the site will be adequately supported by all necessary utilities and infrastructure.

### **C. Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.**

The proposed house will maintain the residential character of the property and operate quietly, ensuring that neighboring owners can continue to use and enjoy their properties without disruption. No changes will impact or alter the look, feel, or function of the surrounding homes. The low-intensity nature of the use supports neighborhood stability and does not introduce conditions that would diminish property values.

**D. Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

The proposed assisted living home will not impede the normal or orderly development of surrounding properties. The use is residential in scale and character, fully compatible with the existing zoning district and consistent with the established development pattern of the neighborhood. No new structures, expansions, or site alterations are proposed that would limit adjacent owners' ability to develop or improve their properties in accordance with permitted uses. Because the operation is low-impact, generates minimal traffic, and maintains the residential appearance of the property, it does not create any physical or functional barriers to future development in the area.

**E. Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.**

The home will not be detrimental to public health, safety, comfort, or general welfare. The use is residential in nature and operates at a low intensity, with no hazardous materials, disruptive activities, or elevated noise levels. All care practices comply with applicable state and local regulations, ensuring a safe and well-supervised environment for residents. Traffic generation is minimal, posing no risk to neighborhood safety. The property will be well-maintained and visually appealing, contributing positively to the comfort of the neighborhood.

**F. Conformance with Codes: That the proposed Special Use conforms to all applicable provisions of the St. Charles Municipal Code and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.**

The proposed assisted living home fully conforms to all applicable provisions of the St. Charles Municipal Code. The use is permitted as a Special Use within the zoning district, and the project meets or exceeds all relevant standards related to building safety, property maintenance, parking, accessibility, and operational requirements. No variances or deviations from the Code are requested or required. The existing structure complies with applicable regulations, and the proposed operation will continue to adhere to all municipal, state, and life-safety codes governing small-scale residential care facilities.

**From:** Joseph Page [REDACTED]  
**Sent:** Friday, April 10, 2026 7:29 PM  
**To:** CD <cd@stcharlesil.gov>  
**Subject:** Formal Opposition to Proposed Zoning Change/Large Group Home Use

To the Members of the Planning Commission,

I am writing as a resident of Fieldcrest Drive to formally express my opposition to the proposed zoning change or conditional use permit for the property located at 5N024 Rt. 31. While I understand the importance of diverse housing options, I believe that a Large Group Home at this specific location is incompatible with this specific area:

## 1. Neighborhood Character and Density

The RS-1 zoning was established to maintain a specific density and character. Introducing a high-occupancy facility into a block designed for single-family residences significantly alters the demographic balance and physical scale of the neighborhood. This project essentially introduces a **quasi-institutional use** into a strictly residential fabric.

## 2. Traffic and Safety Concerns

Entry and exit onto Rt. 31 is already a significant hazard with the number of roads and driveways that directly enter/exit off of it. Adding a facility that will have potentially significant traffic in and out so close to other entrances and exits is going to cause traffic issues on Rt. 31 and potentially lead to accidents in the area.

## 3. Precedent for Future Spot Zoning

Allowing this deviation from the RS-1 classification sets a precarious precedent for "spot zoning." It undermines the integrity of the city's Comprehensive Plan, making it difficult to protect the residential nature of our community from further institutional or commercial encroachment in the future.

**Conclusion** I urge the Planning Commission to uphold the existing RS-1 zoning protections and deny this request. We ask that any such facilities be directed toward zones already equipped with the commercial infrastructure and high-capacity transit routes necessary to support them.

Thank you for your time and for your dedication to our community.

--

Joseph T. Page  
mobile: [REDACTED]

**From:** Kathryn Page [REDACTED]  
**Sent:** Friday, April 10, 2026 7:31 PM  
**To:** CD <cd@stcharlesil.gov>  
**Subject:** Formal Opposition to Proposed Property at 5N024 Rt. 31

Dear Members of the Commission,

I am writing to you as a concerned homeowner on Fieldcrest Drive regarding the proposed zoning change for the property at **5N024 Rt. 31**. My family and I chose this neighborhood specifically for its **RS-1 Suburban Single Family Residential** character, and I am formally requesting that the Commission deny the petition to allow a Large Group Home at this location.

My objections are based on the following critical factors:

**Safety and Traffic Flow on Route 31** As someone who navigates Route 31 daily, I am deeply concerned about the safety implications of this proposal. This stretch of the highway is already burdened by a high density of residential driveways and access points, making entry and exit a constant hazard. By introducing a large-scale facility with 24/7 staffing, service providers, and frequent visitors, you are adding significant traffic volume to a dangerous "bottleneck" area. This increases the likelihood of accidents for all residents who utilize Route 31.

**Incompatibility with RS-1 Zoning** The RS-1 designation is intended to protect the low-density, quiet nature of our suburban environment. A Large Group Home is, by its nature, an institutional operation. Placing a facility of this intensity in the middle of a single-family block fundamentally changes the neighborhood's footprint. The scale of this project belongs in a transitional or multi-family zone, not in a space where the infrastructure was built for individual households.

**Protection of the Comprehensive Plan** Granting this request would constitute "spot zoning," which undermines the trust residents place in our local planning documents. We rely on the Commission to uphold the integrity of the Comprehensive Plan. Allowing this deviation creates a loophole that could lead to further commercial or institutional encroachment, eventually eroding the residential stability of our street.

I strongly urge the Planning Commission to maintain the current RS-1 protections and recommend a denial of this request. Thank you for your consideration and for your work in protecting our community's future.

Best regards,

**From:** Katie VanMaldegiam [REDACTED]  
**Sent:** Friday, April 10, 2026 7:36 PM  
**To:** CD <cd@stcharlesil.gov>  
**Subject:** Opposing Rt. 31 Development

Dear Commissioners,

I am a homeowner on Fieldcrest Drive, and I am writing to urge the Commission to **vote against** the proposed zoning change for the property at 5N024 Rt. 31.

While I am a supporter of community growth, I believe this specific proposal is the wrong fit for our neighborhood for several practical reasons:

- **Traffic Hazards on Rt. 31:** My primary concern is the increased activity at an already dangerous access point. Route 31 is a high-speed, high-volume road. Adding a large-scale facility—complete with staff shifts, delivery trucks, and constant visitor turnover—directly onto this stretch of the highway is a recipe for accidents. Our neighborhood entrances are already difficult to navigate safely, and this would only worsen the situation.
- **Preserving Residential Integrity:** We bought our homes with the understanding that the RS-1 zoning would protect the suburban, single-family nature of this area. A Large Group Home functions more like a business or an institution than a private residence. Allowing this change would fundamentally shift the character of our area.
- **Adherence to the Zoning Plans:** The city's zoning laws exist to provide a predictable roadmap for our community. Approving this request would be a significant departure from that and would open the door for more "spot zoning" in the future. We ask that you keep the current RS-1 protections in place to ensure our neighborhood remains what it was intended to be.

I ask that the Commission prioritize the safety and the established character of our residential community by denying this application.

Thank you for your time and for considering the impact this has on those of us who live here.

April 16, 2026

City of Saint Charles -- Community Development Department  
2 E. Main Street  
Saint Charles, IL 60174

RE: Opposition of Proposed Senior Group Home at 5N024 Route 31, Saint Charles, IL

To Whom It May Concern:

We are writing this letter to express our strong opposition of the proposed Large Senior Group Home at 5N024 Route 31. The subject property is zoned for low-density residential and should remain as such. Our personal home is located behind this proposed development, and our driveway borders the North side of this property.

We recently purchased this property as we were excited to leave downtown Saint Charles and relocate to a low-density area of Saint Charles. To border the long, wooded entrance to our home with a commercial parking lot and 11,500 square foot group home is intolerable. We purchased our home after confirming that the formerly proposed development ("The Grove") was declined. That project was declined due to concerns over density, wildlife impact, insufficient drainage, decreased property values, and traffic. The proposed senior group home will present all the same issues.

The property is zoned for low-density housing, following suite of all the surrounding properties. We are incredibly concerned with the city even considering another development that does not follow the low-density residential zoning of this area. The wooded nature of this area is what drew us to it, and to allow replacement of that with an 11,500 square foot building would be a large disservice to the surrounding homeowners. The proposed development is asking for nearly double the parking spaces required of this zoning district, excessive landscaping, and clearly a violation of the low density housing district.

Sincerely,

**Ryan and Chelsea Root**

[REDACTED], Saint Charles, IL 60175

[REDACTED]

**From:** Dan Somenek <[REDACTED]>  
**Sent:** Monday, April 20, 2026 8:37 AM  
**To:** CD <cd@stcharlesil.gov>  
**Cc:** Michelle Somenek <[REDACTED]>  
**Subject:** Opposition to Proposed Zoning Change – 5N024 Rt 31

Dear City of St Charles,

I am writing regarding the proposed zoning change from Suburban Single-Family Residential to a Special Use for a Large Group Home or Assisted Living Facility located near my property.

I want to respectfully express my opposition to this proposal based on several land use and community impact concerns:

- **Incompatibility with existing zoning and neighborhood character**  
The current area is designed and established as a low-density, single-family residential neighborhood. Introducing a higher-intensity use fundamentally changes the character of the area and sets a precedent for further encroachment of non-residential uses.
- **Traffic and safety concerns**  
A facility of this nature will significantly increase vehicle traffic, including staff, visitors, service vehicles, and potentially emergency response vehicles. This raises concerns around congestion, pedestrian safety, and overall neighborhood accessibility.
- **Noise and disruption**  
The likelihood of frequent ambulance or emergency vehicle activity is a concern, particularly given the proximity to residential homes. This would negatively impact the quiet enjoyment of surrounding properties.
- **Density and infrastructure strain**  
Uses like this introduce a level of occupancy and operational intensity that exceeds what the current zoning was intended to support, potentially impacting roads, utilities, and overall infrastructure.
- **Precedent for future zoning changes**  
Approving this request may open the door for additional special use approvals in similar residential areas, gradually eroding the intent of single-family zoning protections.

From a planning perspective, zoning decisions are typically evaluated on whether they are consistent with the comprehensive plan and whether they introduce impacts that could be considered incompatible or detrimental to surrounding properties. Courts and zoning boards have upheld denials where proposals were found to be **inconsistent with neighborhood character, increased density beyond intended use, or introduced traffic and nuisance-type impacts.**

Given these concerns, I strongly urge the City to deny this zoning change and preserve the integrity of the existing residential zoning.

Thank you for your time and consideration.

Sincerely,

Dan & Michelle Somenek  
[REDACTED]

**From:** Abbey Wood [REDACTED]  
**Sent:** Monday, April 20, 2026 9:30 PM  
**To:** CD <cd@stcharlesil.gov>  
**Subject:** Objection to Proposed Senior Assisted Living Facility at 5N024 Route 31

## Formal Objection to Proposed Assisted Living Development

Dear City Council / Zoning Board,

I am writing to formally object to the proposed development of an assisted living residence at 5N024 Route 31.

I purchased my home in this neighborhood based on its established character as a **quiet, low-density, single-family residential area with consistent home design and landscaping**. The proposed project represents a significant departure from that character and raises several serious concerns:

### 1. Incompatibility with Residential Zoning & Neighborhood Character

This development introduces a **commercial-style operation** into a residential area. Despite being described as a “home,” the reality is:

- Up to **16 residents + staff**
- Ongoing care operations
- Regular service, medical, and supply traffic

This is not comparable to a single-family residence and sets a **dangerous precedent for future non-residential developments**.

### 2. Increased Traffic and Safety Concerns

Even if labeled “low traffic,” the reality includes:

- Staff shift changes
- Deliveries (medical supplies, food, maintenance)
- Visitor traffic
- Emergency vehicles (ambulances)

Route 31 access does not eliminate the impact on surrounding streets and neighborhood safety.

### 3. Impact on Property Values

Introducing a quasi-commercial care facility into a uniform residential neighborhood can:

- Reduce buyer demand for nearby homes
- Create uncertainty about future development
- Disrupt the consistent residential appeal that supports property values

### 4. Scale and Density Concerns

An **11,000 sq ft building** is significantly larger than surrounding homes and inconsistent with neighborhood scale. This changes:

- Visual character
- Density expectations
- Open space and landscape continuity

## 5. Noise, Activity, and Operational Impact

Even with “quiet operation” claims, the nature of assisted living includes:

- 24/7 staffing
- Deliveries and service activity
- Emergency responses, emergency vehicles

This is fundamentally different from normal residential use.

## 6. Precedent for Future Development

Approval of this project opens the door for:

- Additional institutional or commercial uses
- Gradual erosion of residential zoning protections

This is a long-term risk to the entire neighborhood.

## Conclusion

While I respect the intent to provide senior care, this **location is not appropriate** for such a facility. The proposed development is inconsistent with the zoning intent, neighborhood character, and expectations of current residents.

I respectfully urge the city to **deny approval** of this project or require relocation to a properly zoned area better suited for this type of use.

Thank you for your time and consideration.

Sincerely,  
Nghị Huynh & Chi Nguyen

Residents at [REDACTED]

**From:** CNN Properties LLC [REDACTED]  
**Sent:** Monday, April 20, 2026 9:55 PM  
**To:** CD <cd@stcharlesil.gov>  
**Subject:** Formal Objection to Proposed Assisted Living Facility at 5N024 Route 31

## **FORMAL OBJECTION – REQUEST FOR DENIAL**

**Subject:** Formal Objection to Proposed Assisted Living Facility at 5N024 Route 31

Dear Members of the City Council / Plan Commission / Zoning Board,

I am writing to formally and strongly oppose the proposed development of an assisted living facility at 5N024 Route 31.

This proposal is **fundamentally incompatible with the existing residential zoning, established neighborhood character, and the reasonable expectations of homeowners** who purchased property in this area.

### **1. This is NOT a Residential Use — It is an Institutional/Commercial Operation**

Despite being described as a “home,” the proposal includes:

- Up to **16 residents**
- Multiple **staff members on-site**
- Ongoing **care operations, deliveries, and services**

This is clearly an **institutional use operating within a residential zone**, which violates the intent of residential zoning protections.

If approved, this would effectively **reclassify the neighborhood without due process**.

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## 2. Incompatible Scale and Density

An **11,000 square foot structure** is substantially larger than surrounding homes and introduces:

- A **non-conforming building mass**
- Increased density inconsistent with single-family use
- A visible and permanent change to the neighborhood's character

This is not a minor variance—it is a **material transformation of land use**.

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## 3. Traffic, Safety, and Emergency Impact

The claim of “low traffic” is misleading. Real operational impact includes:

- Staff shift changes (daily)
- Delivery and service vehicles
- Frequent visitor traffic
- **Emergency response activity (ambulances)**

This creates **ongoing disruption and safety concerns** inconsistent with a quiet residential neighborhood.

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## 4. Direct Impact on Property Values

Homeowners in this area invested based on:

- Consistent residential use
- Uniform home design and density
- Quiet surroundings

Introducing an institutional care facility introduces **market uncertainty, reduced desirability, and measurable downward pressure on property values**.

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## 5. Dangerous Precedent

Approval of this project would:

- Open the door to **future non-residential encroachment**
- Undermine the integrity of residential zoning
- Create a **precedent that weakens protections for all homeowners**

This is not just about one property—it is about **protecting the entire neighborhood moving forward**.

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## 6. Misrepresentation of Impact

The proposal attempts to minimize impact by calling the facility a “home,” but:

- The scale, staffing, and operation clearly contradict that claim
- This is a **business operation**, not a typical residence

The city must evaluate this based on **actual use and impact**, not marketing language.

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## Conclusion & Request

This proposal represents a **clear conflict with zoning intent, neighborhood character, and community expectations**.

I respectfully request that the City:

- **DENY this proposal in full**, or
- Require relocation to a properly zoned commercial or institutional area

Failure to do so would **undermine zoning protections and expose the City to justified community opposition and potential legal challenges**.

---

Sincerely,  
[Your Name]  
[Your Address]

From: vivian van roekel [REDACTED]  
Sent: Thursday, April 23, 2026 4:51 PM  
To: CD <cd@stcharlesil.gov>  
Subject: Wilby Properties, LLC request for special use permit

Thank you for allowing us the opportunity to participate in the City of St Charles Planning Committee meeting of April 21, 2026.

We strongly object to a special use zoning permit for the proposal outlined by Troy Horbach of Wilby Properties, LLC. Spot zoning is not consistent with the comprehensive city plan.

1. The proposed large group home (multiunit rental apartment building) does NOT serve the public convenience at 5N024 IL Rt31. It is not safe, convenient, or affordable for the demographic they target. It is isolated and inaccessible to public transportation and city amenities. It places a commercial venture into a low density single family residential neighborhood and is completely alien to the entire area. If it fails, the entity cannot easily revert back to baseline.
2. The proposed large group home does not currently have access to water. It will need a water main extension from Abbeywood, which may decrease water access to RedGate homes. The planned 2.5 acres of development is boggy, marshy and prone to flooding, so special drainage must be employed to ensure the site and the neighbors will not experience more flooding. Remediation of any toxic materials( chemicals, oils, etc. ) left in the soil by Sebastian Karch would be needed.
3. The proposed commercial rental property would be an outlier in the overall community and would decrease property values of current homes. It would create a noticeable difference in appearance from existing neighboring houses. The multiple parking spaces and the style would show the commercial nature of the development. I suspect the owner is an absentee investor only interested in return on investment. The owner currently has a contingent buyer for the land for 180K, which would provide him a profit on the deal ( purchased in 2019 for 139K).
4. The proposed multiunit rental apartment building is NOT consistent with current zoning. It would cause increased traffic on R 31, and I suspect more accidents there, given no stoplight, moderately high speeds, young drivers, and limited visibility. It will impact the proposed sidewalk along route 31. If the site does not attract renters, then it can't easily be converted back to single family low density residential.
5. It cannot be determined ahead of time whether a multi unit apartment building and its tenants will affect public safety, health, and comfort. But in light of information gained from internet searching yesterday about parties involved, comfort and safety of seniors may be an issue with the particular application. It is not consistent with current zoning and there is not a pent up demand for such a development here.
6. As to adherence to all codes- again, based on yesterday's internet search information of involved individuals , we have serious doubts about adherence to all codes relating to residential care for seniors.

In conclusion, we ask the planning commission to DENY special use permit to Wilby, LLC for development of 5N024 Rt31. None of the required criteria have been met.

Sincerely,

Vivian Van Roekel. M.D. and Bernard Lanan  
[REDACTED]

St. Charles, IL. 60175



**AGENDA ITEM EXECUTIVE SUMMARY**

**Agenda Item Number: 6b**

**Title:** **Recommendation to Approve a Resolution to Execute a Professional Services Contract with Consultant MKSK for the Historic District Re-Survey Project**

**Presenter:** Emma Field, Planner

**Meeting:** Committee of the Whole

**Date:** June 1, 2026

Proposed Cost: \$37,390

Budgeted Amount: \$50,000

Not Budgeted:

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

The City’s current Historic District surveys are 20-30 years old. The 1994 survey of the Central Historic District is the largest and oldest survey and has limited historical information on individual buildings. Additionally, many buildings have changed over the past 20-30 years, and these changes are not reflected in the 1994 survey information.

Surveys are one of the most important parts of our Historic Preservation Ordinance as they help guide Certificate of Appropriateness review. Without updated surveys, there is potential for disagreement or confusion regarding how the COA review standards apply.

Staff sent out a request for proposals to 20 consulting firms from a state qualification list and received 4 responses.

Staff and the Historic Preservation Commission are recommending the firm MKSK. MKSK has completed architectural survey work in many communities similar to St. Charles. They were also recommended because they have a third- party / outside perspective on St. Charles’ buildings. The two primary consultant staff have experience on the Oak Park Historic Preservation Commission.

In addition, MKSK proposed expanding our current architectural rating system to better describe the significance of the architecture. This rating system would identify how a building’s rating would be reassessed in the event certain exterior changes were made.

Staff has applied for the Certified Local Government Grant from the State Historic Preservation Office. If the grant is awarded, the State would pay 70 percent of the cost up to \$30,000.

Following the completion of the survey, staff will initiate a process to amend the existing Historic District designation ordinances in order to adopt the new survey as the survey of record. Property owners within the district will be notified of the Historic Commission review and public hearing and provided an opportunity to comment or submit information regarding their buildings. The amendment of the Historic District to adopt the new survey will require a Historic Commission recommendation and approval by the City Council.

**Attachments (please list):**

Resolution, Letter sent to consultants, response proposal from MKSK firm, Contract

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

Recommendation to approve a Resolution to execute a professional services contract with consultant MKSK for the Historic District Re-Survey project

Other Responding Firms	Proposal Notes	Cost	Reason Not selected
McGuire, Iglesias & Associates (MIA)	<ul style="list-style-type: none"> <li>-Meet with Staff and Commission</li> <li>-Staff to send data</li> <li>-Conduct field survey</li> <li>-Create inventory database</li> <li>-Research into history of St Charles and other various historical data</li> <li>-Create new survey forms</li> </ul>	\$39,964	<p>Previously completed a survey of the Pottawatomie neighborhood for the City.</p> <p>Historic Commission wanted a different format and diversity of consultants for survey work.</p>
JLK	<ul style="list-style-type: none"> <li>-Meet with Staff and Commission</li> <li>-Prepare communication for members of the community</li> <li>-Review and collect currently available data</li> <li>-Conduct field survey</li> <li>-Create new survey forms</li> <li>-Create maps to input into GIS</li> </ul>	\$22,850	<p>This firm was a close second. Their previous work was not the same type and scope as that of MKSK meaning they did not do many surveys in towns like St Charles. In addition, references were difficult to verify.</p>
106 Group	<ul style="list-style-type: none"> <li>-Review and collect currently available data</li> <li>-Conduct field survey</li> <li>-Create new survey forms</li> <li>-Staff to send all the available data</li> </ul>	\$70,800	<p>Cost was too high for similar service scope. Did not show previous work that is similar to the proposed project for St Charles.</p>

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

**A Resolution Authorizing the Mayor and City Council to Execute a professional services contract between the City of St. Charles and MKSK**

**Presented & Passed by the  
City Council on June 15, 2026**

BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor and City Clerk are hereby authorized to execute that certain professional services contract, in substantially the form attached hereto and incorporated herein as Exhibit "A" by and on behalf of the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this 15th day of June, 2026.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this 15th day of June, 2026.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this 15th day of June, 2026.

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Clint Hull, Mayor

Attest:

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City Clerk/Recording Secretary

Voice Vote:

Ayes:

Nays:

Absent:

Abstain:

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

Page 2

**Exhibit "A"**

Professional Services Contract between the City of St. Charles and MKSK

# St. Charles Agreement for Professional Services Resurvey of the Historic Districts and Landmarks

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This agreement for professional services ("**Agreement**") has been awarded on June 1 2026, by City Council and is between the City of St. Charles, an Illinois home rule municipal corporation ("**City**"), located at 2 East Main Street; St. Charles, Illinois 60174 and MKSK ("**Professional Service Provider**"), located at 3057 North Rockwell Street Chicago, Illinois. City and Professional Service Provider are at times collectively referred to hereinafter as the "Parties."

## RECITALS

**Whereas**, the City issued Request for Resurvey of Historic Districts and Landmarks for professional services entitled Resurvey of the Historic Districts and Landmarks ("**Project**");

**Whereas**, the Professional Service Provider submitted an offer ("**Offer**") in response to the Solicitation and the Professional Service Provider represents that it is ready, willing and able to perform the services specified in the project;

**Whereas**, the Offer was found to meet the City's requirements as specified in the solicitation;

**Whereas**, the City awarded the Professional Service Provider the Project, with fees not to exceed submitted hourly rates, and reimbursable expenses provided separately;

Now therefore, in consideration of the foregoing and for the mutual promises hereinafter set forth and for other good and valuable consideration, the sufficiency of which is acknowledged, the parties agree as follows to the following terms and conditions:

## Article 1: Contract Documents

- A. Incorporated Documents.** The Contract documents consist of this Agreement and the following attached exhibits. These attachments along with this Agreement represent the entire integrated Contract between the parties and supersede any and all prior negotiations, representations or agreements, written or oral.
- The City's Purchase Order document, to be generated as the Work May Proceed document upon contract execution, is incorporated as the first page of this Contract and said Purchase Order Number will become the identification number for this contract and thus must be referenced on all related documents, inclusive of invoices.
  - The City's Solicitation, and any related documents is attached as **Exhibit A**
  - The Professional Service Provider's offer and all related documents is attached as **Exhibit B**
  - Insurance Coverage for Professional Service Provider is attached as **Exhibit C**
  - Change Order Form, which is the sole vehicle authorized to amend contract, is attached as **Exhibit D**
- B. Controlling Document.** In the event of a conflict between this Agreement and any attachment or exhibit, the provisions of this Agreement shall control.

## Article 2: Services Contracted

- A. Scope of Services.** Professional Service Provider shall provide awarded Services in accordance with the Project Requirements stated within the City's Solicitation [**Exhibit A**], and the Offer submitted by the Professional Service Provider [**Exhibit B**].
- Truthful and Accurate.** Professional Service Provider represents that such material and information furnished in connection with the Solicitation and this Contract is truthful and accurate.
  - Necessary Documentation.** Professional Service Provider acknowledges that it has furnished exhibits, as listed previously, and will continue to furnish requested and necessary documentation, including but not limited to certifications, affidavits, reports and other information.
  - Ownership of Project Documents.** All drawings, specifications, reports, and any other project documents prepared by the Professional Service Provider in connection with any or all of the project services shall be delivered to the City for the expressed use of the City. The Professional Service Provider does have the right to retain original documents, but shall cause to be delivered to the City such quality or documents so as to assure total reproducibility of the documents delivered. All information, worksheets, reports, design calculations, plans, and specifications shall be the sole property of the City

unless otherwise specified within this negotiated Contract. The Professional Service Provider agrees that the basic survey notes and sketches, charts, computations, and other data prepared or obtained by the Professional Service Provider pursuant to the Contract will be made available, upon request, to the City without cost and without restriction or limitations as to their use. All field notes, test records, and reports shall be available to the City upon request.

- B. Status of Independent Professional Service Provider.** Both City and Professional Service Provider agree that Professional Service Provider will act as an Independent Professional Service Provider in the performance of the Project. Accordingly, the Independent Professional Service Provider shall be responsible for payment of all taxes including federal, state, and local taxes arising out of the Professional Service Provider's activities in accordance with this Contract, including by way of illustration but not limitation, federal and state income tax, social security tax, and any other taxes or license fees as may be required under the law. Professional Service Provider further acknowledges under the terms of this Contract, that it is not an agent, employee, or servant for the City for any purpose, and that it shall not hold itself out as an agent, employee, or servant of the City under any circumstance for any reason. Professional Service Provider is not in any way authorized to make any contract, agreement or promise on behalf of the City, or to create any implied obligation on behalf of City, and Professional Service Provider specifically agrees that it shall not do so. City shall have no obligation to provide any compensation or benefits to Professional Service Provider, except those specifically identified in this Contract. City shall not have the authority to control the method or manner by which Professional Service Provider complies with the terms of this Contract.

### **Article 3: Term**

- A. Term.** This Contract becomes effective upon the latter of the date accepted and signed by the City and the date accepted and signed by the Professional Service Provider and terminates upon completion of Project as defined in writing by the City. Alteration in termination may occur prior to completion of Project in accordance with the following conditions.
- B. Termination of Contract.** The City has the right to terminate this Contract, in whole or in part at any time. Written notice of termination is to be served by the City to the Professional Service Provider's principal or Professional Service Provider's agent personally or by certified or registered mail, return receipt requested. In the event of termination, the City shall pay the Professional Service Provider for satisfactory services performed as of the effective date of termination. The effective date of termination releases the City from any obligations under this Contract. Professional Service Provider shall deliver to the City any finished and unfinished documents, drawings, studies and reports related to the Project. All such documents, studies and reports shall become the property of the City. The City may terminate this Contract, or any portion of it, as is reasonably necessary in accordance with the following conditions:
- a. **Substitution of Key Personnel.** Should any of the key personnel identified in the offer become unavailable to work on the project; and should no temporary replacement personnel be provided within 24 hours following the commencement of the subject key personnel's unavailability; and/or should no permanent substitute personnel reasonably satisfactory to the City be provided within thirty (30) days of key personnel's unavailability; the City may, at its election, declare breach of contract and terminate the contract for non-performance.
  - b. **Non-performance.** Non-adherence to the terms of this Contract and its incorporated documents on the part of the Professional Service Provider is grounds for termination of the Contract. The City will notify the Professional Service Provider in writing with a 24-hour notice specifying the effective date of termination. In the event of termination due to non-performance on the part of the Professional Service Provider, the City has the authority to contract with an alternate Professional Service Provider to complete this Contract. The Professional Service Provider shall be liable to the City for all incidental and consequential expenses incurred in procuring and securing an alternate Professional Service Provider, including any loss due to alternate Professional Service Provider compensation. The City may deduct expenses and loss, due to breach, from payment to the Professional Service Provider for services already performed. Failure to deduct expenses and losses from the City's payment to the Professional Service Provider does not relieve the Professional Service Provider from the Terms of this condition nor bar the City from seeking alternative legal remedies.
  - c. **Unappropriated Funds.** If sufficient funds have not been appropriated to cover the estimated requirement of this Contract, the City may terminate this Contract. The City may terminate for unappropriated funds by serving the Professional Service Provider with a fourteen (14) day written notice specifying the effective date of termination. On that specified termination date, this Contract and all

contractual obligations will end. If this Contract is terminated by the City for unappropriated funds after performance by the Professional Service Provider has commenced, the termination date controls the final invoice by the Professional Service Provider for previous services under this Contract. The termination date controls all payment obligations of the City to the Professional Service Provider. Payment by the City to the Professional Service Provider upon termination for unappropriated funds constitutes full satisfaction for services rendered.

- d. **Convenience.** Termination for convenience does not necessitate a reason. The city may terminate for convenience by serving the Professional Service Provider with a seven (7) day written notice specifying the effective date of termination. On that specified termination date, this Contract and all contractual obligations will end. If this Contract is terminated by the City for convenience, the termination date controls the final invoice by the Professional Service Provider for previous services under this Contract. The termination date controls all payment obligations of the City to the Professional Service Provider. Payment by the City to the Professional Service Provider upon termination for convenience constitutes full satisfaction for services rendered.
- e. **Force Majeure.** A party shall not be held liable for failure of or delay in performing its obligations under this Contract if failure of delay is a result of an event of outside force, including a natural disaster, “Act of God”, act of war, act of terrorism, government sanction or strike that could not be foreseen or avoided by prudence. Once performance is delayed by this event of outside force, the non-performing party must make every reasonable attempt to minimize delay. Once performance has been delayed one-hundred and twenty (120) days, performance is considered impracticable due to impossibility, and either party may terminate this Contract.

C. **Stop Work.** The City may, at any time by written order, require the Professional Service Provider to stop all or part of the services required by this contract. Upon receipt of such an order, the Professional Service Provider shall immediately comply with its terms and take all steps to minimize the occurrence of costs allocable to the services covered by the order. The City will pay for costs associated with suspension provided they are deemed reasonable by the City.

#### Article 4: Compensation

- A. **Price.** The City shall pay the Professional Service Provider for Services in accordance with the amounts set forth in the Offer. [Exhibit B] The maximum price stated on page 1 of this agreement may not be increased unless the City’s Project Manager is provided with supporting documentation to warrant a change, and if upon review and acceptance, a written change order is approved. All change orders shall be by written schedule on a City Change Order form [Exhibit D], and shall be attached as an amendment to this Contract.
- B. **Invoicing.** The Professional Service Provider shall submit an itemized invoice with all supporting documentation as required by the City. Supporting documentation may include, but is not limited to: a supporting schedule of hours worked making explicit the percentage of completion of services as of the date of the invoice; receipts for travel, postage, duplication, subcontracted services; supplier’s invoices to justify material mark-up; certified payroll; waivers of lien; and supplier’s invoices to justify material mark-up.
- C. **Invoice Submittals.** All invoices must be submitted directly to [AccountsPayable@stcharlesil.gov](mailto:AccountsPayable@stcharlesil.gov) and reference Purchase Order number. Invoices submitted in any other manner will result in a delay of payment.
- D. **Payment.** The City shall make all payments in accordance with the Illinois Local Government Prompt Payment Act or Professional Service Provider’s invoice, whichever is more favorable to the City.
  - a. **Schedule of Payment.** The City shall make all payments on the basis of approved invoices and supporting documents. The City shall use its best efforts to make payments within thirty (30) days after review and approval of the invoice. Each payment requires City Council’s approval of the Expenditure Approval List which occurs at publicly scheduled meetings.
  - b. **Non-Payment.** All invoices must be submitted to the City within two (2) months of the Professional Service Provider’s final performance on this Contract. The City shall not pay any invoices submitted in excess of two (2) months from the date of last service performed per this Contract.

#### Article 5: Duties

- A. **Consent and Approvals.** The City and the Professional Service Provider represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Contract and its contemplated undertakings.
- B. **Insurance.** The Professional Service Provider shall, during the entire term of this Contract, maintain, at a minimum, the insurance minimums as specified in the Solicitation and under the terms stipulated In **Exhibit C**.
- C. **Standard of Performance.** The Professional Service Provider warrants that the service provided, under the fully

incorporated Contract, by the Professional Service Provider and any and all employees, agents, Professional Service Providers, or subcontractors is performed by individuals who are authorized under all applicable licenses and certifications, and who have completed the requisite training as required by industry standards, professional standards, manufacturers' requirements, and statute. Performance by these parties shall be with the degree, skill, care and diligence customarily required of a professional performing service of comparable scope, purpose and magnitude and in conformance with the applicable industry standards. The Professional Service Provider and its employees, agents, Professional Service Providers, or subcontractors shall perform in strict compliance with the laws and regulations of the City, State, and federal government.

- D. Best Efforts.** The Professional Service Provider shall use its best efforts to assure timely and satisfactory rendering and completion of services under this Contract. The Professional Service Provider shall remain solely responsible for the professional and technical accuracy of all services and deliverables furnished, whether such service is rendered by the Professional Service Provider or others on its behalf including, and without limitation, subcontractors, employees, agents, manufacturers, suppliers, fabricators, and consultants. The Professional Service Provider is not to be relieved from its duty to use best efforts, pursuant to the Contract, by the City's review, approval, acceptance, or payment for any of the agreed to services. Any change to the character, form quality or extent of the Project shall be in writing on a City Change Order form [**Exhibit D**], and attached as an addendum to this Contract.
- E. Non-disclosure.** The Professional Service Provider, its employees, agents, consultants, or subcontractors may have access to the City's confidential information during performance of this Contract. Confidential information includes, but is not limited to, methods, processes, formulas, compositions, systems, techniques, computer programs, databases, research projects, resident identification and contact information, financial data, and other data. The Professional Service Provider shall not directly or indirectly use, disclose or disseminate confidential information to any third party for any purpose other than a purpose explicitly allowed for in this Contract and its integrated documents.
- F. No Duty.** The Professional Service Provider shall not imply any authority to act as an agent of the City. The Professional Service Provider's duties to the City are limited by express authorization under this Contract and by statute.
- G. Hold Harmless and Indemnification.**
- a. **Patents and Copyrights.** The Professional Service Provider warrants that all products used or provided in the fulfillment of this Contract will not infringe on any United States or foreign patent. Professional Service Provider shall indemnify the City against any and all judgments, decrees, legal fees, costs and expenses resulting from such alleged infringement. Professional Service Provider will, upon request of the City and at the Professional Service Provider's own expense, defend any suit or action which may be brought against the City by reason of any alleged infringement of any patent or copyright in the sale or use of products provided to the City by the Professional Service Provider.
  - b. **Loss and Liability.** The Professional Service Provider shall hereby defend and indemnify the City, its directors, agents, officers, employees, and elected officials from and against any and all liabilities, losses, claims, demands, damages, costs, fines, penalties, expenses, judgments, and settlements, including, but not limited to, reasonable attorneys' fees and costs of litigation, and any and all causes of action of any kind or character, that may be incurred as a result of bodily injury, sickness, death, or property damage or as a result of any other claim or suit arising out of or connected with, directly or indirectly, the negligent acts, errors, omissions, or intentional acts or omissions of any agent, employee, subcontractor, Professional Service Provider, or contractor hired to provide any goods or perform any services on behalf of the Professional Service Provider.

#### **Article 6: Policies**

- A. Illinois Freedom of Information Act.** The Professional Service Provider acknowledges the requirements of the Illinois Freedom of Information Act (FOIA). Professional Service Provider agrees to comply with all requests made by the City for public records (as defined in FOIA § 2(c)) in the undersigned's possession and/or their subcontractors/suppliers' possession.
- a. **Timeliness.** The Professional Service Provider shall provide the requested public records to the City within two (2) business days of the City's request.
  - b. **Free of Charge.** The Professional Service Provider agrees not to apply any costs or charge any fees to the City for the procurement of the requested records pursuant to a FOIA request.
  - c. **Hold Harmless.** Should the Professional Service Provider deny the City's request unlawfully or request that the City utilize a lawful exemption available under FOIA, Professional Service Provider agrees to pay

any and all costs connected with the defense of the Professional Service Provider's denial. All costs include reasonable attorney and witness fees, filing fees and other expenses related to the defense of a complaint. The Professional Service Provider agrees to indemnify the City against any and all claims, costs, penalties, losses and injuries arising out of or relating to its failure to provide the requested public records to the City under this Contract.

**B. Discrimination Prohibited.**

- a. **Equal Employment Opportunity.** The Professional Service Provider shall comply with all rules and regulations pertaining to public contracts adopted by the State and the City. The City is an equal opportunity employer.
- b. **ADA.** The Professional Service Provider shall be in compliance with current applicable regulations of the Americans with Disabilities Act.

**Article 7: Changes to Contract**

- A. **Changes and Alterations.** Any changes or alterations to this Project affecting, inclusive of but not limited to: scope, cost, terms, milestones, deadlines or other significant factors shall be integrated in writing on a City of St. Charles Change Order form. [**Exhibit D**]
- B. **Extension or Renewal of Contract.** The City at its option may extend this Contract for an additional to be determined term if the Professional Service Provider either reduces his price, or holds firm to the proposal prices, conditions and specifications.
- C. **Assignment.** The Professional Service Provider shall not assign, transfer, or subcontract this Contract, in whole or in part, without prior written consent of the City.
- D. **Notification.** All notification under this Contract shall be made as follows:
  - a. **If to the City**  
City of St. Charles  
Attn: Procurement Division  
2 East Main Street  
St. Charles, IL 60174  
Email: Procurement@stcharlesil.gov
  - b. **With electronic copies to**  
Procurement Division: [Procurement@stcharlesil.gov](mailto:Procurement@stcharlesil.gov)  
Emma Field: [efield@stcharlesil.gov](mailto:efield@stcharlesil.gov)
  - c. **If to the Professional Service Provider**
  - d. **MKSK/ Nicholas P. Kalogeresis/ [nkalogeresis@mkskstuidos.com](mailto:nkalogeresis@mkskstuidos.com) / 312-809-9707**

**Article 8: Applicability**

- A. **Other Entity Use.** The Professional Service Provider may, upon mutual agreement with any municipality or governmental unit, permit that unit to participate in this Contract for substantially similar consulting services under the same or more favorable price, terms and conditions.
- B. **Waiver.** Any failure of either the City or the Professional Service Provider to strictly enforce any terms, right, or condition of this Contract, whether implied or expressed, shall not be construed as a waiver of such term right or condition.
- C. **Severability.** If any provision of this Professional Service Provider is held to be illegal, invalid, or unenforceable, such provision shall be fully severable, and this Contract shall be construed and enforced as if such illegal, invalid, or unenforceable provision were never a part hereof; the remaining provisions hereof shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance; and in lieu of such illegal, invalid, or unenforceable provision there shall be added automatically as part of this Contract, a provision as similar in its terms to such illegal, invalid, or unenforceable provision as may be possible and legal, valid and enforceable.
- D. **Governing Jurisdiction.** The parties agree that any disputes, disagreements, or litigation arising from this Contract, between or amongst them, will be heard and resolved exclusively in the courts of the 16<sup>th</sup> Judicial Circuit, Kane County, Illinois.
- E. **Governing Law.** The parties agree that the laws of the State of Illinois govern this Contract.

In Witness Whereof, the parties have entered into this Contract upon the latter of the date accepted and signed by the City and the date accepted and signed by the Professional Service Provider.

**For: City of St. Charles**

By: \_\_\_\_\_  
Project Manager -

ATTEST \_\_\_\_\_

DATE \_\_\_\_\_

**For: Professional Service Provider**

*If an Individual*

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

\_\_\_\_\_  
Title

*If a Partnership*

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

\_\_\_\_\_  
Title

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

*If a Corporation*

By: \_\_\_\_\_  
Signature of person authorized to sign

\_\_\_\_\_  
Title

ATTEST \_\_\_\_\_

*If a Joint Venture*

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

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Title

DATE \_\_\_\_\_



2 E. MAIN STREET  
ST. CHARLES, IL 60174  
630.377.4400  
STCHARLESIL.GOV

February 6, 2026

Nicholas Kalogeresis  
MKSK  
3057 N Rockwell St  
Chicago, IL 60618

Dear Nicholas,

The City of St Charles is looking for a qualified consultant or consultant team to perform a survey update to the oldest Historic District in the City, the Central Historic District. This district includes around 275 buildings with few vacant lots.

The surveys were last conducted when City gained a Historic Preservation Ordinance, in 1994. The surveys were done by Dixon Associates/ Architects.

I am reaching out on behalf of the City to inquire if your firm has any interest in performing this survey update. The City is looking to have the following completed for the new survey:

- Updated color image
- Architectural Significance
- Historical Significance
- Date of Construction (on current survey)
- Address and PIN number (City has this information)
- Building Condition
- Architectural Integrity
- Style of Architecture
- Historic Name if applicable (City has this information)
- Architect or Builder
- Architectural Details Description: Foundation, Walls, Roof type, roof material, window type, window materials, type of door, door material, type of porch, material of porch, significant/character defining features, alterations and/or additions, outbuildings/secondary buildings
- If it's a local landmark or if listed on the national register (City has this information)

St Charles has two other Historic Districts, Moody Millington and the Millington Historic Districts. These surveys were last completed in 2003. There are 70 buildings in these additional districts. In addition to these districts, the City has 30 landmarked buildings outside of the Historic Districts that need a survey (City has information on architectural style). The City is interested in a quote for the two other districts and the outside of district landmarks for a resurvey.

The City is looking for a consultant that meets the qualifications of the State, being 36 CFR Part 61, Professional Qualification Standards. Please see attached page for more details.

I have also attached an example of the 1994 survey.

If you are interested in conducting the survey, I ask that you reply with a statement of interest, that includes a cost estimate, time frame for the survey work and a highlight of any past experiences with conducting an architectural survey. The City also requests an example of a previously completed survey and the layout of that survey.

Please respond by Monday March 2, 2026. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Emma Field".

Emma Field, AICP  
Planner, Community Development  
efield@stcharlesil.gov  
630-443-3958

CITY OF ST. CHARLES

# REQUEST FOR QUOTATION FOR HISTORIC DISTRICT AND LANDMARK SURVEY UPDATES

March 2, 2025



**MKSK**

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WE ARE COMMITTED TO SOLVING THE PRESSING ISSUES IN OUR CITIES AND COMMUNITIES. WE DO THIS BY FOCUSING ON THE INTERACTION BETWEEN **PEOPLE AND PLACE**. WE BUILD ON LOCAL STRENGTHS TO CREATE STRONGER COMMUNITIES AND HEALTHIER ENVIRONMENTS.

Via Electronic Communication

**MKSK**

March 2, 2026

Ms. Emma Field, Planner  
City of St. Charles  
2 East Main Street  
St. Charles, Illinois 60174-1984

**RE: Statement of Interest for a Request for Quotation for Historic District and Landmark Survey Updates**

Dear Ms. Field:

On behalf of **MKSK** and **Douglas E. Gilbert**, we would like to thank you for the opportunity to present our letter of interest, professional qualifications, and quotation for services for undertaking an intensive level architectural and historical survey and documentation of the Central, Moody Millington and the Millington Historic Districts, as well as 30 landmark properties

Our Team comprises experienced preservation planners, architectural historians, and preservation architects with experience in every facet of architectural and historical surveys. This includes historic context research, in-the-field documentation, photography, and the evaluation of properties as part of comprehensive survey projects. We are also skilled in utilizing the latest digital field survey technologies, which enable a seamless transition from on-site survey data collection to usable databases for integration into local Geographic Information Systems. We also strive to make our surveys useful to communities, by crafting survey area context statements to support the development of walking tours, information brochures, and educational materials for education and outreach. Most importantly, our surveys provide thorough documentation as a basis for effective community preservation planning.

Beyond our qualifications, our Team has collaborated on a range of survey assignments for Chicago-area communities. Prior to joining MKSK in 2024, I collaborated with Doug Gilbert on survey projects in Berwyn, Downers Grove, Evanston, River Forest, and Highland Park. We collaborated on a 3,000-plus property survey for the Village of River Forest in 2012, which included a series of context essays on the community's history and its architects who helped design its Prairie School masterpieces and Revival-styled estates. In 2015, we conducted an intensive survey and inventory of several neighborhoods in Downers Grove, which helped spark renewed interest and enthusiasm for preserving local heritage. Also, in 2015, we completed an intensive level survey project in Evanston that documented 400 plus local landmark properties located outside their six historic districts. We are currently completing a survey of six neighborhoods in West Chicago.

In addition to our survey work, we are experienced preservation planners, having undertaken assignments from municipal and county-wide preservation plans to extensive practice experience in preparing National Register nominations for large residential and commercial area historic districts. Our National Register work has led to the revitalization of neighborhoods and the reuse of buildings through the Federal and State Historic Preservation Tax Credit Programs.

What interests our team in this planning project is the prospect of collaborating with the City of St. Charles, its Historic Preservation Commission, residents, and preservation advocates to undertake an important update to its historic resources inventory. We understand the districts subject to this survey assignment comprise a mix of Victorian and eclectic home from the late 1800s to the decades leading up to World War II — Queen Anne, Craftsman, Prairie-style homes, and more — property types that are right up our alley. This assignment is also an opportunity to build on past successes and address current preservation needs.

We look forward to addressing any questions you may have regarding our qualifications, approach, and cost estimates.

Respectfully submitted,



MKSK, Inc.  
Nicholas P. Kalogeresis, AICP, Associate Principal, Principal in Charge  
nkalogeresis@mkskstudios.com  
312.809.9707

cc: Jane Jordan, CBD0, Principal, jjordan@mkskstudios.com

## FIRM OVERVIEW

MKSK



## Together we plan and design a world in which we all want to live.

MKSK is a collective of Planners, Urban Designers, and Landscape Architects, founded in 1990, who are passionate about the interaction between people and place. We are an employee-owned practice with a network of twelve metropolitan studios in Illinois, Indiana, Ohio, Kentucky, New York, South Carolina, Georgia, Florida, and the District of Columbia. MKSK works to solve the pressing issues in our cities and communities, and build places where people want to live. We work with communities and clients to reimagine, plan, and design dynamic environments for the betterment of all. MKSK approaches planning and design with a clear understanding that each place is unique and has economic, social, environmental, historical, and cultural influences which should be explored through thoughtful, context sensitive design. We help communities and our clients meet the challenges of changing global conditions through the MKSK LAB for Climate and Biodiversity Resilience.

We shape place to improve lives, and we share our transformational stories and the power of strong planning and design to inspire ourselves, our peers, and the world to work together for the common good. Together we plan and design a world in which we all want to live.

### Point of Contact:

Brett Weidl, ASLA, PLA, LEED AP, Principal  
 3057 North Rockwell Street, Chicago, Illinois 60618  
 bweidl@mkskstudios.com  
 847.910.1406

COLUMBUS	614.621.2796
ATLANTA	404.500.8575
CHICAGO	312.809.9707
CINCINNATI	513.818.3842
CLEVELAND	216.423.6150
GREENVILLE	864.626.5715
INDIANAPOLIS	317.423.9600
LAFAYETTE	765.250.9209
LOUISVILLE	502.694.1416
ORLANDO	407.871.9607
ROCHESTER	614.621.2796
WASHINGTON DC	202.543.6550

[mkskstudios.com](https://www.mkskstudios.com)

# HISTORIC PRESERVATION PLANNING

# MKSK



MKSK understands that historic preservation plans must address the preservation of key landmarks and districts. Preserving historic places helps retain the visual record of ourselves and our communities – the visible links of our collective past and culture. Yesterday’s preservation plans, however, while focusing mostly on identifying future landmarks and districts, are not enough to address the complex livability and quality of life issues facing our communities today. Today’s preservation plans must be relevant to today’s needs, including creating new jobs, retaining naturally occurring affordable housing, revitalizing traditional neighborhoods and downtowns, and addressing environmental stewardship, and sustainability. They must also inspire the involvement of younger generations and more diverse populations to participate in local preservation efforts.

Our goal in our preservation planning is to identify key strategic actions that build a more robust community historic preservation ethic. We also identify preservation opportunities that attract investment, support a community’s future vision, and enhance the quality of life and economic opportunity for all residents. We accomplish this through thorough analysis and effective community engagement that fosters stakeholder participation and ownership.

The following principles guide our preservation planning practice:

- We bring a **critical understanding of community planning, architectural history, and preservation strategies.**
- We recognize key success factors for implementation such as **funding, stakeholder, and community buy-in, resource commitments, political will, and leadership.**
- We align public and private sector goals into **implementation actions that offer results in revitalizing downtowns and neighborhoods, enhancing tourism, facilitating catalytic adaptive use, and preserving places that matter.**
- **We champion urban placemaking, arts and culture connections, walkable districts, multi-modal transportation enhancements, and sustainable healthy community design practices** that result in significant reinvestment.
- We bring broad experience in **ordinances, funding, and regulatory tools.**
- We offer a variety of live and virtual **public engagement opportunities** to gain the community’s interest and input.
- **We create exciting and achievable visions** that motivate leaders, stakeholders, funders, and the public, which lead to successful preservation projects.
- We understand the importance of **careful and thoughtful quality planning** that preserves each community’s unique sense of place and character.

# FIRM OVERVIEW AND TEAM EXPERIENCE

**MKSK**, and **Douglas E. Gilbert** are a team of committed preservation planners, architectural historians, and preservation architects passionate about helping communities preserve their irreplaceable heritage. We are experienced in documenting architectural and historical resources through various survey efforts for communities in the Chicago metropolitan area.

## PRIME CONSULTANT AND TEAM LEAD

### MKSK

Since its founding in 1990, MKSK has served a diverse range of public and private sector clients, including city planning departments, urban design and historic preservation commissions, economic development entities, neighborhood associations, colleges, and universities, as well as developers and investors. The firm's planning work focuses on addressing complex planning issues for downtowns, historic places, neighborhoods, corridors, streetscapes, and public spaces. MKSK has recently completed preservation plan assignments in Hot Springs, Arkansas, and Manhattan, Kansas, as well as a set of historic district design guidelines for the City of St. Louis, Missouri. MKSK has studio locations in Chicago, IL; Atlanta, GA; Cincinnati, Columbus; and Cleveland, OH; Greenville, SC; Indianapolis and Lafayette, IN; Louisville, KY; Orlando, FL; and Washington, D.C.

As part of our work, MKSK is committed to addressing the critical planning and design issues of our time, including climate change, resiliency, and equity. We achieve this by focusing on the interaction between people and places and by building on local strengths to create stronger communities and healthier environments. Preserving older buildings is one way in which communities can reduce carbon emissions and waste in landfills.

MKSK will serve as the project prime and manager with roles and responsibilities for this assignment including:

- Project Manager and Principal Preservation Planner
- Property Research
- Field Survey Planning and On-Site Survey Work
- Community Engagement

### *Assigned Staff:*

**Nicholas P. Kalogeresis, AICP**, Associate Principal and Principal-in-Charge for this assignment, possesses experience and skills in historic preservation planning, including preparing preservation plans, historic and cultural resource surveys, and creating landmark district design guidelines for various cities and counties across the country. Before joining MKSK in March 2024, Nick served as an Associate Principal at the Lakota Group from 2008 to 2024 where he started the firm's preservation planning practice. During his tenure at Lakota, Nick completed both small and large scale survey assignments for several communities in the Chicago metropolitan area.

In addition to his survey work, in recent years, Nick has also completed the *2022-2032 State Historic Preservation Plan* for the Texas Historical Commission. In 2009, he led a planning process to prepare the City of San Antonio's first citywide historic preservation plan. Before joining Lakota, Nick served as a Program Associate at the National Main Street Center from 1998 to 2008. Nick is certified under the Code of Federal Regulations, 36 CFR Part 61, Professional Qualifications Standards for History and Architectural History. He is also a member of the American Institute of Certified Planners. Nick lives in Oak Park, Illinois. Nick will serve as the principal surveyor and project manager for this assignment.

**Carley Lemmon** is an MKSK Planner with a professional background in public sector planning with the City of Valparaiso, Indiana, providing staff support for its Historic Preservation Commission, conducting public meetings, coordinating project reviews with municipal departments, mapping, and community engagement. She holds a planning degree from Ball State University. Carley will provide mapping and staff support for this survey assignment.

**Benjamin Kern, CNU-A**, is an MKSK Associate Planner over a decade of experience across the public, private and non-profit sectors and thrives at the convergence of mapping technologies with the ever-changing issues that communities face as they mature. Ben received a bachelor's degree in Geographic Information Systems from Appalachian State University and master's degree in Spatial Analysis for Public Health from Johns Hopkins University. Ben will provide support for mapping, GIS and StoryMap production.

## SUBCONSULTANT TEAM

### Douglas E. Gilbert

Douglas E. Gilbert is an Oak Park, Illinois-based architect specializing in historic preservation, building documentation, design guidelines, architectural and historical surveys, historic structures reports, and preservation planning. The firm helps clients preserve and retain each building's architectural qualities and attributes while finding creative and realistic solutions to preservation and reuse challenges. The firm collaborates with numerous public and private sector clients, spanning a range from small to large-scale rehabilitation projects. Doug is certified under the National Park Service's professional qualification standards in 36 CFR 61 for Architecture and Preservation Architecture. He also served as Chair of the Oak Park (IL) Historic Preservation Commission between 2001 and 2007. Doug will assist in the on-site survey work.

Douglas E. Gilbert's project roles and responsibilities will include:

- Field Survey Planning and On-Site Survey Work
- Property Research

## FIRM RESOURCES AND CAPACITY

MKSK has an outstanding record of successfully managing projects and delivering them on time. Establishing a reasonable project schedule and integrating adequate internal planning review and comment periods, as well as external client review, are critical to timely project delivery. Clear leadership assignments, practical project and team management, quality assurance and quality control, and appropriate allocation of experienced production staff are equally crucial to a successful design and design process. Through our Team's experience, expertise, leadership, and staff availability, the City of St. Charles will be assured that our team will not have difficulty meeting the project schedules. Our capacity to perform this work is summarized as follows:

- Key members of our project team are available to begin working on this project without delay.
- We have built the needed depth into our project team to meet the requirements of this project.
- We have a proven record of meeting clients' design schedules and budgets.

Leadership and staff identified in this proposal by MKSK and our consultant partners possess the required experience, expertise, and availability to meet every aspect of the scope of services as described within the specified timeframe.

The MKSK Team has all the necessary facilities and a virtual network to deliver the project successfully. Our offices run the latest Windows Office 365 Operating Systems, which allow for moving projects and data between offices as workloads and schedules demand. Our network supports large file transfers, Cloud-based collaboration tools, and FTP capabilities, as needed on a project-by-project basis. We employ a staff of IT technicians to ensure that our software and hardware are up-to-date and compatible with the latest versions, enabling us to provide expedited technical support.

## PROJECT MANAGEMENT

An MKSK Associate Principal will be the day-to-day project manager to ensure continuity, effective communication, and management. MKSK will conduct all staff report writing tasks and research, facilitate regular bi-weekly or monthly coordination calls with City of St. Charles staff. MKSK assumes the City of St. Charles will assist in communicating Historic Preservation Commission meeting dates and agendas and access to information, such as GIS and building permit data. The Team can attend an introductory meeting with the Historic Preservation Commission to provide and overview of the survey project and provide regular updates as needed during the course of the survey process. We will respond to email inquires in 24 hours.



# PROJECT TEAM ORGANIZATION

**CITY OF ST. CHARLES**  
*CITY STAFF*  
*HISTORIC PRESERVATION COMMISSION*



## PROJECT TEAM

**MKSK**

**Nicholas Kalogeresis, AICP**  
Associate Principal  
Principal in Charge  
Chief Surveyor + Historic Preservation Planner



**Douglas E. Gilbert, Architect**  
Architectural Surveyor



**MKSK**

**Benjamin Kern**  
Mapping + GIS



**MKSK**  
**Carley Lemmon**  
Project Planner, Mapping

## NICHOLAS P. KALOGERESIS, AICP

Associate Principal, Planner

# MKSK

Nick believes the most compelling places are those that embrace both the old and new, and the transformational power such environments have in enhancing a community's economic, social, and cultural well-being.

Nick brings more than three decades of diverse historic preservation planning experience in cities and communities around the country. His work includes historic preservation plans, historic district design guidelines, architectural and historical surveys, National Register nominations, Main Street revitalization, and preservation-based economic development and community planning. Nick's approach to preservation planning focuses on energetic community engagement and thoughtful storytelling in conveying preservation's possibilities and opportunities.

### Experience Prior to MKSK

Our Resilient Heritage-2023-2032 Texas Statewide Historic Preservation Plan  
Austin, Texas

Arts, Culture, and Historic Preservation Plan  
Sandpoint, Idaho

Community Historic Preservation Plan  
Bloomington, Illinois

Heritage Resources Plan  
Rock Island, Illinois

Illinois Statewide Historic Preservation Plan  
Springfield, Illinois

Local Historic District Community Engagement Initiative  
Stoughton, Wisconsin

Strategic Historic Preservation Plan  
San Antonio, Texas

Historic Preservation Plan  
Anaconda-Deer Lodge County, Montana

Citywide Historic Preservation Plan  
Kansas City, Kansas-Wyandotte County

Historic Preservation Plan  
Albany, New York

### Education

University of Illinois at Urbana-Champaign,  
Masters in Urban and Regional Planning, 1991  
Elmhurst University,  
Bachelor of Arts in History and Urban Studies, 1988

### Registration

Certified Planner, American Institute of Certified Planners

### Professional Affiliations

Adjunct Lecturer, Historic Preservation, School of the Art  
Institute of Chicago  
Adjunct Lecturer, Historic Preservation, University of Illinois  
at Chicago  
American Planning Association  
Lambda Alpha International  
Municipal Design Review Network, DePaul University  
Urban Design and Preservation Division, American Planning  
Association

### Boards & Commissions

Preservation Action  
Village of Oak Park Historic Preservation Commission



# NICHOLAS P. KALOGERESIS, AICP

## COMPLETE PORTFOLIO

# MKSK

Relevant Project Experience Prior to Joining MKSK, serving as Principal in Charge and Project Manager while at the Lakota Group.

### Survey, Documentation, and National Register Projects

- HABS Recordation of the University Place Christian Church Complex, Champaign, Illinois (*with MKSK*)
- Architectural and Historical Survey, West Chicago, Illinois (*with MKSK*)
- Architectural and Historical Survey, Downers Grove, Illinois
- Landmark Inventory, Evanston, Illinois
- Central Downtown Springfield Survey and National Register Nomination, Springfield, Illinois
- Downtown Peoria National Register District Nomination, Peoria, Illinois
- Downtown Architectural Survey and Design Guidelines, DeKalb, Illinois
- Village-Wide Architectural and Historical Survey, River Forest, Illinois
- City of Highland Park (IL) Sunset Park Architectural and Historical Survey
- City of Highland Park (IL) Central East and Central Avenue/Deerfield Road Architectural and Historical Survey
- Village of Kenilworth (IL) Green Bay Road Survey (with Benjamin Historic Certifications)
- City of DeKalb (IL) Downtown Architectural and Historical Survey and Design Guidelines

### Historic Preservation Plans

- Heritage and Historic Preservation Plan, Hot Springs, Arkansas (*with MKSK*)
- Historic Preservation Plan, Manhattan, Kansas (*with MKSK*)
- Illinois Statewide Historic Preservation Plan, Springfield, Illinois
- Citywide Historic Preservation Plan, Erie, Pennsylvania
- Historic Preservation Plan, Warrensburg, Missouri
- Citywide Historic Preservation Plan, Unified Government of Kansas City and Wyandotte County
- Our Resilient Heritage-2023-2032 Texas Statewide Historic Preservation Plan, Austin, Texas
- Arts, Culture, and Historic Preservation Plan, Sandpoint, Idaho
- Community Historic Preservation Plan, Bloomington, Illinois
- Historic Preservation Plan, El Dorado, Arkansas
- Historic District Design Guidelines, Eureka Springs, Arkansas
- Historic Preservation Plan, Cumberland, Maryland
- Heritage Resources Plan, Rock Island, Illinois
- Historic Preservation Plan, Albany, New York
- Heritage Resources Plan, Rock Island, Illinois
- Historic Preservation Plan, Albany, New York
- Historic Preservation Plan and Design Guidelines, Anaconda-Deer Lodge County, Montana
- 10-Year Historic Preservation Plan, Belvidere, Illinois
- Heritage Preservation Plan, Racine, Wisconsin
- Historic Preservation Strategic Plan, Tyler, Texas
- Historic Preservation Plan, Denton, Texas
- Phase 1 Historic Preservation Plan, Maui County, Hawaii

### Design Guidelines and other Preservation Related Projects

- City of St. Louis Historic Design Standards Template, St. Louis, Missouri (*at MKSK*)
- Historic District Design Guidelines, Joliet, Illinois
- Mission District Design Guidelines, San Antonio, Texas
- Enos Park Neighborhood Conservation District Design Guidelines, Springfield, Illinois
- Historic District Design Guidelines, Naperville, Illinois
- Oregon Main Street Revitalization Services, State of Oregon

# CARLEY LEMMON

Planner

# MKSK

Carley is a planner who values a community-based approach toward planning and design.

With a focus on creating vibrant, engaged communities, she brings experience from her background in the public sector as an Assistant City Planner at the City of Valparaiso, where she provided technical review and engaged with the Valparaiso community on planning-related issues, processes, and requirements. Her public sector background has shaped her ability to understand how to engage with community members, achieve the community's goals, and create content that effectively relays planning processes and information to the community. Across her work, Carley seeks to assist communities with developing plans and standards that promote equitable land use, forward-thinking practices, and focus on improving quality of life.

## Project Experience

Heritage and Historic Preservation Plan  
Hot Springs, Arkansas

Manhattan, Kansas Historic Preservation Plan  
Manhattan, Kansas

West Street Corridor Plan  
Valparaiso, Indiana

Lebanon Redefined 2025: Comprehensive Plan Update  
Lebanon, Indiana

LEAP Lebanon Innovation District Master Plan, Design Guidelines, and Planned Unit Development Zoning  
Lebanon, Indiana

AARP Community Challenge Grant – ADUs  
Louisville, Kentucky

Battlefield Zoning District Revisions  
Monroe, Michigan

Missing Middle Housing  
Louisville, Kentucky

Porter County, IN Comprehensive Plan Update  
Porter County, Indiana

East Lexington Trail Connectivity & Traffic Safety Study  
Lexington, Kentucky

## Education

Ball State University,  
Bachelor of Arts, Urban Planning and Development, 2017

## Professional Affiliations

American Planning Association



## BENJAMIN KERN, CNU-A

Associate, Planner

# MKSK

Ben is an adaptable and motivated explorer of both the world and the data it generates, with a passion for approaching the invisible world of information and making it visible and digestible, and in doing so shifting paradigms and informing action steps.

With a decade of experience across the public, private, and non-profit sectors, Ben thrives at the convergence of mapping technologies with the ever-changing issues communities face as they mature. These tools have the ability to approach issues with a uniqueness of perspective and context, honoring the interconnected nature of our world and helping communities make more holistic decisions. As much as he likes working with data, the art of storytelling is something that Ben values greatly as well, knowing it has a powerful effect and goes a long way in helping a community articulate its vision and move collectively toward an exciting future.

### Project Experience

Hilton Head Trends and Conditions Assessment  
Hilton Head, South Carolina

Decatur Town Center Plan 2.0  
Decatur, Georgia

Windward/Highway 9 Strategic Master Plan  
Alpharetta & Milton, Georgia

Downtown Columbia Strategic Plan  
Columbia, South Carolina

Indianapolis Greenways Strategic Plan  
Indianapolis, Indiana

Blueprint Bluffton Comprehensive Plan  
Bluffton, South Carolina

Clark County-Springfield Active Transportation Plan  
Clark County, Ohio

Madison County Comprehensive Plan  
Madison County, Ohio

Experience Prior to MKSK:  
North Point Creative Placemaking Plan  
Alpharetta, Georgia

### Education

Johns Hopkins University,  
Master of Spatial Analysis for Public Health, 2020  
Appalachian State University,  
Bachelor of Geographic Information Systems, 2013

### Boards & Commissions

Congress for New Urbanism (CNU-Accredited)



[mkskstudios.com](http://mkskstudios.com)

**Douglas E. Gilbert** ————— 220 South Maple Avenue #41  
Oak Park, Illinois 60302  
708.660.1749 cell: 708.822.7794  
dgilbertarchitect@att.net www.dgilbertarchitect.com

**Professional Experience** ————— **Douglas Gilbert Architect, Inc., Oak Park, Illinois  
Founded 2010**

Douglas Gilbert is an award winning architect with over 25 years experience in preserving and restoring historic architecture. His practice focuses on residential restoration and additions, small commercial renovation, building assessments, historic structure reports, adaptive re-use, tax credit consulting, National Register nominations, and preservation consulting. His expertise includes buildings of the Prairie and Chicago Styles, 20th century modern architecture, preservation design review, "Main Street" commercial design and revitalization, building assessments and historic research.

**Harboe Architects, PC, Chicago, Illinois  
2006 - 2009  
Project Architect**

Harboe Architects is an award-winning preservation firm with expertise on exterior façade restoration, historic structure reports, adaptive re-use, tax credit consulting, and preservation consulting. Project types include commercial and residential buildings and institutional facilities spanning from early Chicago skyscrapers to Frank Lloyd Wright designs to mid-20th century modernist landmarks.

Responsible for entire projects from conception through completion including extensive interaction with clients, consultants and contractors.

**McCluer, Chicago, Illinois (later Austin/AECOM)  
1997 - 2006  
Project Architect, Preservation Group**

The McCluer Preservation Group was a nationally recognized preservation team with project types including commercial and institutional buildings.

Responsible for design, documentation and detailing requiring significant interaction with clients, consultants and contractors.

**Illinois Historic Preservation Agency, Springfield, Illinois  
1994 - 1997  
Chief Designer, Illinois Main Street Program**

Illinois Main Street provides design assistance to downtown commercial building owners within statewide communities participating in the Main Street program. Services included façade design and restoration, design training, and financial incentive consultation.

Responsibilities also included Federal Tax Credit program reviews, federal and state preservation compliance reviews, as well as general preservation outreach throughout the State of Illinois.

**Education** ————— **University of Illinois at Urbana-Champaign**  
Master of Architecture, May 1994  
Preservation Option

**University of Illinois at Urbana-Champaign**  
Bachelor of Science in Architectural Studies, May 1992  
Study Abroad Program, Versailles, France, 1990/91

**Selected Projects****McCormick Rowhouse Consulting***Client:* Seminary Townhouse Association*Location:* Chicago, Illinois

Preservation compliance review for a homeowners association that manages a rowhouse complex built as the McCormick Theological Seminary in the 1880s. The complex is a Chicago Landmark District and several townhomes have facade easements. Projects reviewed include exterior alterations and additions. A revision of the window guidelines was completed in 2021. Revisions to the main guidelines were completed in 2022.

*Year Completed:* 2020 - present**Barrington Preservation Review Consulting***Client:* Village of Barrington*Location:* Barrington, Illinois

Preservation compliance review for the Architecture Review Committee that oversees design review in the Barrington Historic District. Projects reviewed include exterior alterations and additions. Work also includes advice on changes to the review guidelines and permitted substitute materials.

*Year Completed:* 2021 - present**Madison, Indiana Architectural Survey***Client:* City of Madison*Location:* Madison, Indiana*Project Team:* Lakota Group, Douglas Gilbert Architect, Ruskin ARC

Historic and architectural survey of over 2,000 properties. Survey work included field documentation to update its inventory of historic buildings. Madison is a National Historic Landmark District and the survey included architecture ranging from the early-19th century through the mid-20th century, including Federal, Greek Revival and Italiante style houses and commercial buildings.

*Year Completed:* 2022**Lombard Architectural Surveys***Client:* Village of Lombard*Location:* Lombard, Illinois

Historic and architectural surveys of architecturally significant properties. Survey work included historic research and field documentation. Lombard is a historic west-suburban community and the surveys included architecture ranging from the mid-19th century through the mid-20th century.

*Year Completed:* 2014, 2015, 2016**Evanston Historic Landmarks Survey***Client:* City of Evanston*Location:* Evanston, Illinois*Project Team:* Lakota Group, Douglas Gilbert Architect, Bailey Edwards Design, PlaceVision

Historic and architectural survey of over 400 Evanston Historic Landmark properties. Survey work included historic research and field documentation to update its inventory of historic landmarks. Evanston is a historic north-suburban community and the survey included architecture ranging from the mid-19th century through the mid-20th century.

*Year Completed:* 2015

**Selected Projects****Millard House***Client:* Gale and Eric Rothner*Location:* Highland Park, Illinois*Project Team:* Douglas Gilbert Architect, Elizabeth Trail Architect

Award winning design for an extensive restoration/rehabilitation and garage addition of a Prairie Style house designed in 1906 by Frank Lloyd Wright. The clients saved the house from likely demolition and undertook the project with an eye to making it liveable and functional for a 21st century family. They donated the house to charity upon completion.

*Year Completed:* 2018**Oak Park Bank***Client:* Wintrust*Location:* Oak Park, Illinois*Project Team:* Whitney Architects, Douglas Gilbert Architect

Preservation consulting and storefront design for an early 20th century commercial building in Oak Park. The commercial storefront in the designated historic building was converted into a bank, with sensitive adaptations to the exterior.

*Year Completed:* 2021**Rockford Indoor City Market***Client:* Rock River Development Partnership*Location:* Rockford, Illinois*Project Team:* Larson & Darby, Douglas Gilbert Architect

Preservation and tax credit consulting for an award-winning rehabilitation of two early 20th century commercial storefront buildings in downtown Rockford. The buildings were restored and converted into a year-round, indoor farmers marketplace. The scope of work included consulting on the recreation of the historic storefronts and the reconstruction on one of the masonry facades.

*Year Completed:* 2019**Illinois Railway Museum Visitors Center***Client:* Illinois Railway Museum*Location:* Union, Illinois*Project Team:* Larson & Darby, Douglas Gilbert Architect

Facade design for a planned new visitors center. One elevation is designed to look like a traditional Midwestern street dating from 1958. The storefronts will incorporate traditional "Main Street" elements such as brick, stone, sheet metal and materials salvaged from historic buildings.

*Year Completed:* 2016**CA Flats***Client:* Urban Equities Partnership*Location:* Rockford, Illinois*Project Team:* Larson & Darby, Douglas Gilbert Architect

Preservation and tax credit consulting for an early 20th century commercial storefront building in downtown Rockford. It was adaptively reused for ground floor retail and upper floor apartments. The scope of work included replacement windows, terrazzo repairs, and restoration of the storefronts and prism glass transoms.

*Year Completed:* 2021

**Licensure**

————— Licensed Architect: Illinois and New Mexico  
NCARB Certification: 75079

**Professional Memberships &  
Community Service**

————— *Oak Park Historic Preservation Commission*  
Chair, 2002 - 2008

*Illinois Historic Sites Advisory Council*  
Council Member, 2005 - 2007  
Chair, 2009 - 2011

*Landmarks Illinois*  
Preservation Funds/Easement Committee, 1999 - 2005  
Driehaus Courthouse Initiative Committee, 2009 - 2013

*Frank Lloyd Wright Conservancy*  
Advocacy & Restoration Committees, 2013 - 2020

*Pleasant Home Foundation*  
Board of Directors, 2012 - 2020 (Board President 2016)

*Frank Lloyd Wright Preservation Trust*  
Home & Studio Interpreter, 1998 - 2003  
Wright Plus Volunteer, 1998 - 2015  
Restoration Committee, 2008 - 2012

**Honors / Awards**

————— *University of Illinois, Urbana-Champaign*  
Francis J. Plym Traveling Fellowship, 2009  
AIA Henry Adams Architecture Medal, 1994

*Millard House, Highland Park, Illinois*  
Highland Park Preservation Commission Award for Restoration, 2020

*Pleasant-Maple Condo Association, Oak Park, Illinois*  
Oak Park Historic Preservation Award for Restoration, 2012

*Sullivan Center, Chicago, Illinois (Harboe Architects)*  
AIA Illinois Crombie Taylor Honor Award, 2012  
LPCI Driehaus Foundation Award for Restoration and Rehabilitation, 2010

*Annie May Swift Hall, Evanston, Illinois (Harboe Architects)*  
Margery B. Perkins Preservation Award, 2009

*Robert Emmond House, LaGrange, Illinois (Harboe Architects)*  
LPCI Driehaus Foundation Award for Restoration and Rehabilitation, 2008

*S.R. Crown Hall, Chicago, Illinois (Austin AECOM)*  
AIA Chicago Distinguished Building Citation of Merit, 2006  
LPCI Driehaus Foundation Award for Project of the Year, 2006

*Reliance Building/Hotel Burnham, Chicago, Illinois (McClier)*  
AIA Honor Award for Architecture, 2001  
National Trust for Historic Preservation Honor Award, 2001  
LPCI Driehaus Foundation Award for Project of the Year, 2000  
AIA Chicago Distinguished Building Citation of Merit, 2000

*Humboldt Park Stables, Chicago, Illinois (McClier)*  
LPCI Driehaus Foundation Award for Restoration and Rehabilitation, 1998

*Village of Oak Park*  
Volunteer of the Year, 2008

**Selected Publications &  
Lectures**

Adjunct Professor, History of Architecture I & II  
Triton College, Fall 2017 - Present

Guest Lecturer Various Topics, Restoration Design Studio  
School of the Art Institute, 2004; 2008; 2011-22

Seminar Speaker, "The Design and Restoration of the Reliance Building"  
Chicago Architecture Foundation, NEH Educators Workshop, 2009-21

Speaker, "Historic Preservation Along State Street & Michigan Avenue"  
Chicago Architecture Foundation, Docent Training, 2015, 2023

Speaker, "Sullivan in the Loop"  
Landmarks Illinois Preservation Snapshot Series, September 2014

Speaker, "Building on the Past: Adding to Historic Structures in Europe"  
AIA Chicago Historic Resources, February 2011

Co-Speaker, "The Intersection of Sustainability and Preservation in Europe"  
APT National Convention, October 2010

Speaker, "Saving 20th Century Architecture - Lessons From Europe"  
AIA Chicago Historic Resources, April 2010

Seminar Speaker, "Uncovering Sullivan"  
Faculty of Architecture - Technical University of Lisbon, November 2009

Panelist, "Court Rules - Landmarks Ordinances Threatened?"  
AIA Chicago Historic Resources, May 2009

Speaker, "Uncovering Sullivan"  
Landmarks Illinois Preservation Snapshot Series, May 2009

Co-Speaker, "Window Restoration: Embodied Energy & Efficient Performance"  
Traditional Building Conference, September 2008

Co-Speaker, "Crown Hall: Restoration, Greening & Renovation"  
Green Build Conference, November 2007

Co-Speaker, "Enlightening Interiors: Chicago Board of Trade"  
AIA Chicago Historic Resources, March 2007

Co-Speaker, "Standing Tall: 19th Century Skyscrapers in Chicago"  
AIA National Convention, May 2005

Panelist, "Interpreting the Standards"  
National Alliance of Preservation Commissions, July 2004

Seminar Speaker, "Preservation Issues After the Nisqually Earthquake"  
AIA Chicago Historic Resources, July 2002

Brochure Co-Author, "Walking Tour of Historic Downtown Forest Park"  
Forest Park Main Street Redevelopment Association, 2001

"A Universal Space with World Wide Appeal: Mies van der Rohe's Crown Hall"  
*Historic Illinois*, December 2001

Author, "Down on Main Street: Downtown Renovations Looking Up"  
*Historic Illinois*, August 1995

## PROPOSED SCOPE OF SERVICES

The following is our project understanding and proposed scope of services for the City of St. Charles survey assignment. These elements focus on conducting new and additional historic context research as needed to understand the evolving significance of historic properties, the refinement or creation of a new survey form, the on-site field survey, and the preparation of final survey forms, maps, and other related deliverables.

Our scope of services includes:

- **Historic Context Research.** We will conduct background research into properties within the survey area as necessary, to place them in their proper historical contexts and to understand their historical, architectural, and cultural significance. The research, to be completed before and during the on-site survey, may include the following activities:
  - » Gather and review previous research on notable architects, builders, and developers, and conduct interviews, as necessary, with individuals and organizations that have conducted similar research.
  - » Review research and information sources collected during previous survey and documentation efforts in St. Charles.
  - » Review any relevant information from the Historic Architectural Resources Geographic Information System maintained by the Illinois State Historic Preservation Office (Illinois SHPO) housed within the Illinois Department of Natural Resources.
  - » Review existing nominations to the National Register of Historic Places to garner information on local architects, styles, historical figures, and builders in St. Charles.
  - » Obtain and review plat, subdivision, and Sanborn Fire Insurance maps, as well as other maps and atlases, to understand the historical development of the survey areas.
  - » Review building permits as necessary, if available, to understand the dates of construction, the names of builders and/or architects, the original owner, and the dates of any building changes and alterations.
  - » Collect historic photographs where available to understand the original construction and design of historic resources.
  - » Consult various publications, city directories, and newspaper articles to gain insight into the perspectives of historical figures, merchants and businesses, builders, and architects.
  - » Consult various publications and research materials, such as *A Field Guide to American Houses*. Virginia Savage McAlester. Alfred A. Knopf, 2013, to confirm architectural styles and property types.
  - » Visit the St. Charles Public Library District and the St. Charles History Museum to review available historical and genealogical resources, photos, and other information.
- **Survey Form and On-Site Survey.** With initial building research completed, the MKSK Team will proceed with the on-site survey of the Central Historic District. The key elements of this task will include:
  - » Conduct a discussion with the City and the Historic Preservation Commission on creating a standardized survey form for all landmark properties and those located within the historic districts. The form used in past survey efforts is a cross between forms used in reconnaissance and intensive level surveys. Discussion should focus what is the desire level of detail desired in this effort that may be useful for a variety of needs, including local Certificate of Appropriateness design review. At the least, any new survey form should be used consistently between all districts and landmarks. The MKSK Team will ultimately create a survey form based on City and Historic Preservation Commission feedback and/or Illinois SHPO suggestions and following the National Park Service's *National Register Bulletin #24: Guidelines for Local Surveys*.

The survey form will incorporate the following fields as request by the City of St. Charles:

- Address and Property Identification Number
- Historic Name if applicable
- Date of Construction (on current survey)
- Existing Landmark Status (Local or National Register)
- Outbuildings or Secondary Buildings
- Style of Architecture
- Building Condition and Architectural Integrity
- Known Architect or Builder
- Architectural Details Description: foundation, walls, roof type, roof material, window type, window materials, type of door, door material, type of porch, material of porch, significant character defining features, etc.



- Visible alterations and/or additions
  - Architectural and Historical Significance
  - Updated Color Photographs
  - Representation in Previous Surveys
- » Discuss and review with the Historic Preservation Commission the common property types, architectural styles, and landscape elements identified in the survey area before the on-site survey work.
  - » Utilize a survey technology platform and iPads to input survey data in the field, facilitating the download and integration of data into the City's Geographic Information Systems after completion of the survey project. The Team will also upload and information collected from previous research and documentation efforts.
  - » Conduct the survey to document all exterior architectural elements and features visible from the public right-of-way, including garages and accessory buildings.
  - » Photo-document building elevations, garages, and other secondary buildings viewed from the public right-of-way. Each survey form will include at least three to four digital photographs documenting the specific historic resource and accessory buildings. All photos will be labeled according to City naming requirements and burned to a CD-R Archival Gold disk upon project completion.
  - » Based on the information provided by the City of St. Charles, there are approximately 270 properties or parcels to resurvey in the Central Historic District with an additional 70 properties located in the Moody-Millington, and Millington as well as 30 landmarks outside the historic districts. The entire on-site survey will take approximately three (3) to four (4) weeks on-site time to complete. Each property will take ten (10) to fifteen (15) minutes to survey and complete.
- **Survey Software and Database.** The MKSK Team will use the SiteVista (PlaceVision) digital survey management system for in-the-field data collection. A 12-month licensing fee will be required to use the system during the project's duration.
  - **Mapping.** Upon completion of the on-site survey work, MKSK will map each property according to the appropriate evaluation category. Maps will be delivered in a PDF format.
  - **Evaluation Criteria.** The MKSK Team will use the evaluation criteria for the National Register of Historic Places and the City of St. Charles's landmark and historic district designation to evaluate the architectural and historical significance of properties within the survey area. Using both evaluation criteria will help determine which properties or neighborhoods may qualify for National Register, Local Landmark, or District designation.

City of St. Charles designation criteria for landmarks and historic districts include:

- » Has character, interest or value which is part of the development, heritage or cultural character of the community, county, state or nation.
- » Is the site of a significant local, county, state or national event.
- » Is identified with a person who significantly contributed to the development of the community, county, state or nation.
- » Embodies distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction or use of indigenous materials.
- » Is identified with the work of a master builder, designer, architect or landscape architect whose work has influenced the development of the area, the county, the state or the nation.
- » Embodies elements of design, detailing, materials, or craftsmanship that are of architectural significance.
- » Embodies design elements that make it structurally or architecturally innovative.
- » Has a unique location or physical characteristics that make it a familiar visual feature of the community.
- » Is a particularly fine or unique example of a utilitarian structure with a high level of integrity or architectural significance.
- » Is suitable for preservation or restoration.
- » Is included in the Illinois or National Register of Historic Places.
- » Has yielded, or is likely to yield, information important to prehistory, history or other areas of archaeological significance.

National Register of Historic Places Landmarks and Historic Districts evaluation criteria include:

- » Properties and places associated with events that have made a significant contribution to the broad patterns of our history; or,
- » Properties and places associated with the lives of significant people in our past; or,
- » Properties and places that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic value, or that represent a significant and distinguishable entity whose components may lack individual distinction; or,
- » Properties and places that have yielded or may be likely to yield information important in history or prehistory.

In addition to using these two sets of evaluation criteria, the MKSK Team will also assess each property for its integrity during field inspections. The Team will use National Register integrity evaluation guidelines described in the *National Register Bulletin: How to Complete the National Registration Form*, where integrity refers to the “survival” of physical characteristics that existed during the property’s historic period. These qualities of historic and architectural integrity include:

- » Location
- » Design
- » Setting
- » Materials
- » Workmanship
- » Feeling
- » Association

While all seven qualities are essential for understanding a building’s integrity, not all of them are necessary for its assessment. It is recognized that changes occur over a particular building’s lifespan, but its integrity can be maintained if an overall sense of its past time is evident and present. An individual building’s overall architectural integrity will be factored into all evaluation ratings. We will also note where demolitions may have taken place over time.

- **Evaluation Ranking.** Upon conclusion of the on-site survey and further consultation with the City and the Historic Preservation Commission, the MKSK Team will rank properties by their significance using the following system. The Team will adjust or revise the ranking system based City and/or Historic Preservation Commission preferences.
  - » *Highly Significant: Eligible or Listed National Register Landmark or District* — a building, structure, district, neighborhood, place, or site that meets the National Register eligibility criteria. It may also be a property that is already listed in the National Register. Properties must be 50 years old and individually eligible under one or more of the Evaluation Criteria of the National Register of Historic Places. Typically, properties must possess a high level of integrity and/or may be valuable for understanding a historical period or context.
  - » *Significant: Eligible or Listed City of St. Charles Historic Landmark or District* — a building, structure, district, neighborhood, place, or site that meets the City of St. Charles eligibility criteria. It may also be a property that is already designated a Local Landmark. Properties may be 45 to 50 years old. Typically, properties must possess a high level of integrity and architectural distinction and/or may be valuable for understanding a historical period or context and/or have significant cultural meaning to the community. National Register eligible or listed property will automatically be noted as a locally eligible or listed building.
  - » *Contributing* — a building, district, neighborhood, site, or structure that is at least 50 years old and possesses an excellent to reasonable degree of integrity, is valuable for understanding the historic context and significance of the historic district. The property itself may not be an example of outstanding architectural distinction as compared to significant properties. Some properties that were previously designated non-contributing may gain contributing status due to its coming of age or recent rehabilitation that removed unsympathetic alterations.
  - » *Non-Contributing* — a building that is less than 50 Years old or was constructed outside the district or neighborhood’s period of significance. It may also constitute a property that has undergone significant irreversible alterations and changes, making it unrecognizable from its original appearance based on historic photographs or a historic model example found on the block, adjacent blocks, or within the historic district.
  - » *Non-Contributing But With Reversible Alterations* — a building that may have undergone significant but reversible alterations and changes. Such properties may be classified as contributing or significant if it was subject to appropriate rehabilitation or restoration.
  - » *Noteworthy Buildings Less Than Fifty Years of Age* — buildings that may meet one or more eligibility criteria for listing in the National Register of Historic Places but are less than 50 years old (built after 1976) and may be of exceptional architectural and historical importance.

In addition to these evaluation rankings, MKSK surveyors will assess each building’s integrity using the following ranking system:

- » *Excellent* — a high degree of integrity, with the property retaining architectural features and ornamentation associated with a particular style or property type. Exceptions may include minor alterations that do not obscure features and materials.
- » *Good* — a property that retains a majority of its original architectural features, although it may have undergone alterations to features and materials, without obscuring or removing the original architectural elements. A defined architectural style or building form must still be distinguishable. At the very least, the building must still maintain its roof shape, fenestration, and storefront elements and dimensions.
- » *Fair* — a property that retains some of its original architectural features, exhibiting features have undergone alterations that have removed original materials or obscured or removed the original architectural elements. However, a defined architectural style or building form must still be distinguishable. At the very least, the building may still maintain its roof shape, fenestration, and storefront elements and dimensions.
- » *Poor* — a property that has missing or covered original materials and features or has unsympathetic, irreversible alterations that compromise the building’s original character.

Of note, evaluating for integrity is different from evaluating for the exterior condition of properties. Condition is an assessment of the physical state and maintenance of the property. An evaluation of condition will assess properties as poor, fair, good, or excellent.

- **Final Survey Form PDFs.** After completion of the on-site survey, the MKSK Team will produce one compiled set and one set of individual property forms in PDF format.
- **Survey Database.** MKSK will prepare all survey data in a suitable Excel spreadsheet or other format for use by the City of St. Charles in its Geographic Information System.
- **StoryMaps (Optional).** As an option, MKSK can prepare a StoryMaps version of survey forms linked to an interactive GIS map that can serve as a supplemental educational and outreach tool for the City of St. Charles. A StoryMap can serve as a more accessible tool to view the City’s historic resource information that a standard GIS system.
- **Community Engagement (Optional).** As options for this project, the MKSK can develop a user-friendly and interactive project website maintained throughout the project. The Team can also organize and conduct a community meeting to discuss the survey project and survey results or use the Zooniverse crowdsourcing platform to involve St. Charles residents and preservationists in the collection of archival information.

## ANTICIPATED TASKS AND SCHEDULE

We anticipate completing the architectural and historical survey within **six to seven months** to complete the Central Historic District, depending on weather conditions for fieldwork and other constraints related to information gathering and review. A timeline of **six to eight months** would be required for the two additional historic districts and all landmarks. The MKSK Team assumes it will primarily coordinate this project with City staff. The Team can schedule meetings with the Historic Preservation Commission to discuss the project if desired.

### TASK 1. PROJECT KICK-OFF (Month 1)

The objective of Task 1 is to conduct an initial coordination meeting with the City of St. Charles staff to accomplish the following:

- Discuss and confirm scope of work, schedule, and project milestones.
- Discuss and prepare a data request for any existing survey information.
- Confirm details regarding any project website.
- Confirm survey area boundaries.
- Confirm the locations or repositories of information, such as Sanborn Maps, etc.
- Conduct a tour of survey areas (weather permitting).

*Subtask: Kick-Off Meeting with Historic Preservation Commission (if desired)*

- » Prepare the agenda and introductory presentation and present the overall scope of work, project schedule, and key milestones with the Historic Preservation Commission.

*Key Deliverables:*

- Meeting Summaries with City staff and the Historic Preservation Commission.

**TASK 2: PROPERTY RESEARCH (Months 1-2)**

The MKSK Team will conduct all information collection and research necessary for background survey information. The Team will also review Sanborn Maps and any available permits to understand the dates of construction and survey area development. The Team will input such information in the survey forms in advance of the on-site survey work.

**TASK 3: SURVEY FORM, ON-SITE SURVEY, AND DRAFT SURVEY FORMS (Months 2-6)**

The MKSK Team will consult with the City and the Historic Preservation Commission to prepare the Survey Form and then input any preliminary data gathered in Task 1. The Team will then proceed to conduct the survey. The survey should be completed by Month 5, depending on weather and other circumstances.

*Subtask: Historic Preservation Commission Meetings (if desired)*

- » Conduct one meeting with Historic Preservation Commission to present the Draft Survey Form and a second one to present a preliminary set of completed Draft Survey Forms when the on-site survey is completed.

*Key Deliverables:*

- Draft and Final Survey Form.
- Preliminary Survey Data Input.
- Completed Survey Forms for Individual Properties.
- Meeting Summaries and Presentation Materials with the City and Commission.

**TASK 4: MAPPING (Month 6)**

MKSK will prepare map(s) of all survey areas documenting properties by evaluation and significance rating. Maps for all historic districts will be created along with one map depicting locations of all Local Landmarks.

*Key Deliverables:*

- Mapping

**TASK 5: FINAL SURVEY PDFs (Month 6-7)**

Based on feedback from the Historic Preservation Commission, the MKSK Team will prepare the final versions of the Survey PDF documents.

*Subtask: Historic Preservation Commission Meetings (if desired)*

- » Present the Final Survey PDFs to the Historic Preservation Commission.

*Key Deliverables:*

- Final Survey PDFs.
- Meeting Summaries and Presentation Materials with the Commission.

**TASK 6: INVENTORY DATABASE (Month 7)**

MKSK will prepare the inventory database for delivery to the City of St. Charles in a Microsoft Excel, ESRI shapefile or other suitable format for use in the City's GIS or property information system.

*Key Deliverables:*

- Inventory Database

**TASK 7: COMMUNITY ENGAGEMENT (Optional Task)**

Community engagement activities for this assignment scheduled throughout the survey process as described previously.

**TASK 8: STORYMAPS (Optional Task)**

The creation of StoryMap versions of the historic district and landmark maps as described previously.

## PAST PROJECTS AND REFERENCES

### **Village of River Forest (IL) Village-Wide Architectural and Historical Survey (2012) (Nicholas Kalogeresis AICP, Prior to MKSK, Jean Guarino, Ph.D., and Douglas Gilbert)**

Michael Braiman, Village Manager, Village of Wilmette (braimanm@wilmette.com; 847-853-7506). Served as Assistant Village Manager at the Village of River Forest during the survey project.

In 2012, Nicholas P. Kalogeresis AICP (prior to MKSK), Jean Guarino, Ph.D., and Douglas Gilbert collaborated on a two-stage survey process for the Village of River Forest, home to a substantial collection of Prairie-influences and Period Revival estate dwellings. This was the first comprehensive, village-wide documentation of historic resources undertaken by the community. The first stage of the survey process was a reconnaissance-level survey of 3,000+ properties, documented dates of construction, architectural styles, conditions and integrity, and any permit information. The second stage was an intensive level documents of 300+ properties considered significant based on established historic context information and important builders, architects, and noteworthy people in River Forest history. The team developed extensive context essays focused on River Forest development history and key architects and developers. The survey information was collected using Apple iPads and digital survey technology. A copy of the report may be found here: [River Forest Final Report](#), and [Survey Forms](#).

*Impact:* The survey resulted in a comprehensive inventory of all historic building resources in River Forest. After completing the village-wide survey, the Village of River Forest Board of Trustees and its Historic Preservation Commission adopted a demolition delay provision tied to the inventory of over 300 plus significant properties identified during the survey process. This project was funded through the Village's general revenue fund.

### **City of Evanston (IL) Landmark Inventory (2015) (Nicholas Kalogeresis, Prior to MKSK, and Douglas Gilbert)**

Cade Sterling, Preservation Planner, City of Evanston (csterling@cityofevanston.org; 847-448-8231)

The City of Evanston has the largest collection of individually designated landmarks of any community in the Chicago metropolitan area, and yet, 400 of the landmarks located outside of their designated historic districts were yet to be subject of an intensive level survey. This issue was especially pressing given that the Evanston Preservation Commission conducts Certificate of Appropriateness review for these properties and lacked information on each landmark's materials, features, integrity, and condition. An intensive level survey was conducted documenting all exterior conditions using digital survey technologies. A volunteer committee of the Preservation Commission assisted the project with permit research. A copy of the report can be found here: [Evanston Final Survey Report](#)

*Impact:* The City of Evanston and its Historic Preservation Commission now have comprehensive, intensive-level documentation of its over 400+ individual landmark buildings. The Commission uses this survey documentation in its Certificate of Appropriateness reviews and continues to employ the digital database to input additional information on permits and property histories. This project was funded through a Certified Local Government Grant.

### **Village of Downers Grove (IL) Village-Wide Architectural and Historical Survey (2014) (Nicholas Kalogeresis, Prior to MKSK, Jean Guarino, Ph.D., and Douglas Gilbert)**

Stan Popovich, AICP, Community Development Director (spopovich@downers.us; 630-434-6893)

In 2015, Nicholas P. Kalogeresis AICP (prior to MKSK), Jean Guarino, Ph.D., and Douglas Gilbert collaborated on an intensive survey process in four distinct areas for the Village of Downers Grove. Like River Forest, Downers Grove has not undertaken a survey effort before, and with tear down pressures increasing in its older neighborhood, a survey was necessary to understand what resources were architecturally and historically significant. The survey project was also the first official preservation project for a newly constituted Historic Preservation and Design Review Board. The survey documented more than 865 properties ranging from historic commercial to residential dwellings built between the 1860s to the 1960s. The survey was conducted using digital survey technologies. In-depth context essays helped provide background information on understanding the significance of historic properties in Downers Grove. A copy of the Final Survey Report is found here: [Downers Grove Final Report](#) and [Survey Forms](#) from one Survey Area Neighborhood.



River Forest architecture



Evanston Landmarks



Shady Lane Estates, Downers Grove

*Impact:* The Village of Downers Grove and its Historic Preservation and Design Review Board uses its survey results and information for a variety of educational publications and activities. Additional Downers Grove landmarks have results have resulted from the survey effort.

**Downtown Peoria (IL) National Register Historic District Survey and Inventory (2019) (Nicholas Kalogeresis, Prior to MKSK)**

Chris Setti, Chief Executive Officer, Peoria Economic Development Council (csetti@greaterpeoriaedc.org; 309-472-6291), Served as the City of Peoria's Economic Development Director during the survey and inventory project.

Nicholas P. Kalogeresis, AICP was the lead surveyor of more 100 properties included in the nomination of downtown Peoria in the National Register of Historic Places in 2010.

*Impact:* The survey and inventory project for Downtown Peoria resulted in its designation as a historic district in the National Register of Historic Places. One immediate impact was the rehabilitation of the former Shipper and Block Department Store building into the new Ministry Headquarters for OSF Healthcare, made possible by the building's eligibility for the Federal Historic Preservation Tax Credit program. Income-producing properties located within National Register of Historic Places historic districts are eligible to participate in the Tax Credit Program.



*Shipper Block, downtown Peoria*

Nicholas P. Kalogeresis, AICP (Prior to MKSK) and Douglas Gilbert have collaborated on the following additional surveys)

- City of Berwyn (IL) Central Chicago Bungalow National Register Historic District Inventory
- Downtown Peoria (IL) National Register Historic District Survey and Inventory
- City of Highland Park (IL) Sunset Park Architectural and Historical Survey
- City of Highland Park (IL) Central East and Central Avenue/Deerfield Road Architectural and Historical Survey
- City of Madison (IN) Architectural and Historical Survey
- City of DeKalb (IL) Downtown Architectural and Historical Survey and Design Guidelines



*River Forest architecture; left: Nathan G. More House, Frank Lloyd Wright, River Forest*



# COST PROPOSAL

This fee proposal is based on our current understanding of the desires and expectations outlined by the City of St. Charles. We are prepared to refine and adjust the scope of services, budget, and schedule to meet your exact needs. If selected, we recommend a detailed scoping meeting to make any necessary adjustments and modify the fee allocations accordingly. MKSK will complete the survey area project tasks as part of the comprehensive survey process, including all City staff and Historic Preservation Commission reviews and meetings.

It is anticipated that this project will take approximately six to eight months to complete all three districts and Local Landmarks. This schedule is dependent on timely reviews of project work by City staff, the Commission, stakeholder groups, and other reviewing bodies. The MKSK Team can work immediately upon contract agreement. The proposed project schedule is indicated in the scope of work and anticipated tasks outline previously. Specific dates may be subject to change based on further discussion between MKSK and the City. Our cost proposal is for the resurvey effort only. This cost estimate does not include the development of a formal survey report, which was not included in the City's RFQ communications. Upon request, the Team can prepare context essays or a survey report at an additional cost.

The cost to undertake this assignment as described according to the Scope of Services, documenting approximately 375 properties within the Central Historic District, the Moody Millington and the Millington Historic Districts, and the Local Landmarks is: **\$32,890**. The expense estimate of \$4,500 includes the Site Vista \$3,100 (Place Vision) licensing fee and mileage and meal expenses.

<b>Tasks</b>	MKSK Associate Principal (@ \$150 an hour)	MKSK Project Planners (@ \$120 an hour)	Douglas E. Gilbert (@ \$110 an hour)
TASK 1: Project Kick-Off	2	4	2
TASK 2: Property Research	2	8	8
TASK 3: Survey Form and On-Site Survey	74	2	74
TASK 4: Mapping	2	6	
TASK 5: Final Survey PDFs	24	8	19
TASK 6: Inventory Database	8	8	4
<b>Hours</b>	<b>112</b>	<b>36</b>	<b>107</b>
<b>Total Fee by Personnel</b>	<b>\$16,800</b>	<b>\$4,320</b>	<b>\$11,770</b>
<b>Total Project Fee</b>	<b>\$32,890</b>		
Expenses	\$4,500		
<b>Total Budget</b>	<b>\$37,390</b>		



## City of St Charles Insurance Requirements for Professional Services

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Prior to commencement of Professional Services governed by contract between the City of St. Charles (**City**) and the Professional Service Provider (**Insured**), the Professional Service Provider shall provide the City with satisfactory evidence of insurance coverage, and when requested, evidence of each of its subcontractors, consultants and agents hired to provide the services for the Project.

1. At Insured's expense, Insured shall hereby secure and maintain project insurance of the following kinds and limits set forth to protect the City from and against any and all damages, claims, lawsuits and losses which may occur or arise out of the Insured's work on behalf of the City. The project Insurance shall remain in effect throughout the duration of the entire Contract.
2. Insured shall furnish Certificates of Insurance, Endorsements, and Waiver of Subrogation to the City, inclusive of the Additional Insureds, with its submittal of signed contract.
  - a. Worker's Compensation and General Liability Waiver of Subrogation in favor of the City.
3. All insurance policies must be written with insurance companies approved by the City, licensed to do business in the State of Illinois, and have a rating of not less than A- VI, according to the latest edition of the A.M. Best Company.
4. The City may inspect any and all policies of insurance at any time. If requested, Insured will give the City a copy of the insurance policies. The policies must be delivered to the City within two (2) business days of the request.
5. Insured agrees to obtain and maintain an insurance policy, including coverage with limits not less than those exhibited on the following page (or greater if required by law):
  - a. All Commercial General Liability policies must include Blanket Contractual coverage and Broad Form Vendor's Liability coverage.
  - b. Contractual and other Liability Insurance provided under this Contract shall not contain a supervision inspection or engineering services exclusion that would preclude the city from supervising or inspecting the project to the end result. The Professional Service Provider shall assume all on-the-job responsibilities as to the control of persons directly employed by it.
6. The City reserves the right to increase the aforementioned limits of Liability Insurance required of insured depending on, but not limited to: the size and scope of the particular project, or the level of financial exposure, or operational risk to the City.
7. Insured shall include the City as a primary, non-contributory additional named insured on both the General and Auto Liability Insurance policies and reflect the same language on its Certificate of Insurance provided to the City.
  - a. Additional Insured and Broad Form Vendors' Liability in favor of the City.

If Insured fails to comply with the insurance requirements contained herein, all the City's obligations under the Agreement will terminate.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

SAMPLE

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Policy Number	eff date	exp date	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>50,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
<input checked="" type="checkbox"/>	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>		Policy Number	eff date	exp date	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<input checked="" type="checkbox"/>	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Policy Number	eff date	exp date	EACH OCCURRENCE \$ <b>2,000,000</b> AGGREGATE \$ <b>2,000,000</b> \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Policy Number	eff date	exp date	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>500,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>
	PROFESSIONAL LIABILITY			Policy Number	eff date	exp date	\$ <b>1,000,000</b>

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Project Name, Project Number (when applicable)

The City of St. Charles is added as Additional Insureds, when required by written contract, on the General Liability and Auto Liability on a primary and non-contributory basis with respect to operations performed by the Names Insured in connection with this project.

A Waiver of Subrogation in favor of the Additional Insureds applies to the Workers' Compensation and General Liability policies, when required by written contract and where allow by law.

The Umbrella must follow form over the underlying liability with regards to coverage terms and conditions, Additional Insured, and Waiver of Subrogation.

## CERTIFICATE HOLDER

## CANCELLATION

City of St. Charles  
2 E. Main St.  
St. Charles, IL 60174

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Signature

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**City of St Charles CHANGE ORDER:**

**Contract #            PO#**

This document is incorporated into the above contract as an amendment to the Contract between the City and the Contractor/Professional Service Provider commencing on the date the last party signs this document. Any change to the character, form, quality, extent, or cost of the Service/Project shall be in writing and approved on this form.

**1. This Change Order is required due to** (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Changed / Unforeseen Condition | <input type="checkbox"/> Errors and Omissions            |
| <input type="checkbox"/> Change in Scope                | <input type="checkbox"/> Renewal / Extension of Services |
| <input type="checkbox"/> _____                          |  |

**2. The effect of this change is** (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Total Cost is increased by \$ _____      | <input type="checkbox"/> Extension of _____ (calendar / work) days        |
| <input type="checkbox"/> Material is increased by \$ _____        | <input type="checkbox"/> Extension of Completion Date from _____ to _____ |
| <input type="checkbox"/> Emergency Change, not to exceed \$ _____ |   |
| <input type="checkbox"/> _____                                    |   |

**3. Attachments Supporting Change Order** (check all that apply)


- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Contractor's Proposal                                 | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> Description of Change (include Drawing if applicable) |                                       |

Change in Price		Change in Completion (days / calendar date)	
Original Price <i>(reference Agreement cover page)</i>	\$ _____	<b>a</b>	Original: #days until completion / calendar date for completion <i>(reference date of Work May Proceed)</i> _____
Current Price resulting from Prior Change Orders <i>(reference prior Change Order line d)</i>	\$ _____	<b>b</b>	Current Completion resulting from Prior Change Orders: <i>(reference prior Change Order line d)</i> _____
Net Increase/decrease of this Change Order <i>(reference above #2)</i>	\$ _____	<b>c</b>	Net increase/decrease of days for this Change Order <i>(reference above #2)</i> _____
New Price inclusive of this Change Order* <i>d=(b+c)</i>	\$ _____	<b>d</b>	New Time of Completion inclusive of this Change Order <i>d=(b+c)</i> _____
Cumulative Price change since execution* <i>e=(d-a)</i>	\$ _____	<b>e</b>	Cumulative Time of completion since execution (expressed as total days)** <i>e=(d-a)</i> _____
*if the total price (d) exceeds \$25,000, and has not been approved by council, council approval is required. *If the cumulative price change (e) exceeds 10% or \$25,000, or exceeds an approved contingency, council approval is required.		**if the cumulative change in days of completion exceeds the contracted dates for completion, are Liquidated Damages applicable? <b>Yes/ No</b>	

All parties hereby acknowledge and agree this Change Order is inclusive of all known changes to scope, compensation and work schedule on behalf of the undersigned and Contractor's supplier, subcontractor, consultant, and agent necessary to complete the Project/Service. All parties hereby acknowledge that this Change Order is incorporated into the previously executed Contract by the signature of the parties below.

**City Project Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**Contractor/Professional Service Provider** \_\_\_\_\_ **Date** \_\_\_\_\_

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: 7a
	Title:	<b>Recommendation to Approve a Resolution Awarding Proposal for Commercial Laboratory Services to Eurofins Eaton Analytical in the amount of \$86,995.04 for a one-year period with the option to extend the contract for an additional two one-year extensions</b>	
	Presenter:	<b>Tim Wilson, Public Works</b>	

**Meeting:** Committee of the Whole

**Date:** June 1, 2026

**Proposed Cost:** \$ 86,995.04

**Budgeted Amount:** \$ 100,000

**Not Budgeted:**

**TIF District:** None

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

The City of St. Charles, IL operates municipal water treatment and wastewater treatment facilities requiring comprehensive commercial laboratory services to ensure regulatory compliance and operational excellence. The selected contractor shall provide certified analytical testing services supporting the City of St. Charles. Services will include testing, monitoring EPA compliance schedule, submitting testing results to regulatory agencies by the required dates and providing the City with sample results. Sampling will include drinking water, wastewater, biosolids, regulated industrial pretreatment monitoring, refuse / landfill and stormwater analysis. Services encompass routine and non-routine testing parameters with pricing structured with hourly rates, and administrative costs included in the unit sampling cost. The contractor is required to maintain current certifications and operate in full compliance with applicable federal and state regulations for drinking, wastewater, biosolids and landfill testing.

On May 21st 2026, the City received 3-unit cost proposals for this service. The cost estimates listed are based on the full three years of service:

Eurofins Eaton Analytical	\$ 86,995.04
Teklab Inc.	\$ 89,559.40
Pace Analytical	\$ 94,606.00

All three labs that submitted pricing are qualified providers and provide local and regional services meeting the proposal and EPA requirements. City staff is recommending the award to Eurofins Eaton Analytical based on the unit cost provided. The City is recommending a unit cost award because sampling demands change annually based on local conditions or changes in state or federal regulation. City staff recommends awarding one-year contract with two optional one-year extensions based on performance.

**Attachments** (please list):

\*Eurofins Eaton Analytical Annual Unit Cost Proposal

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

Recommendation to approve a resolution awarding the unit cost proposal for Commercial Lab Services to Eurofins Eaton Analytical for a one-year period with the option to extend the contract for an additional two one-year extensions.

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

**A Resolution Awarding a Proposal for Commercial Laboratory Services to Eurofins Eaton Analytical in the amount of \$86,995.04 for a one-year period with the option to extend the contract for an additional two one-year extensions**

**Presented & Passed by the  
City Council on June 15, 2026**

WHEREAS on May 21, 2026, the City received three unit-cost proposals for Commercial Laboratory Services;

WHEREAS, City staff is recommending to award to Eurofins Eaton Analytical based on the unit costs provided;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, to award a proposal for Commercial Laboratory Services to Eurofins Eaton Analytical in the amount of \$86,995.04 for a one-year period with the option to extend the contract for an additional two one-year extensions.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 15th day of June 2026

PASSED by the City Council of the City of St. Charles, Illinois, this 15th day of June 2026

APPROVED by the Mayor of the City of St. Charles, Illinois, this 15th day of June 2026

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Clint Hull, Mayor

ATTEST:

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City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

## Commercial Laboratory Services (ES2026-4)

3.1 Drinking Water Services				Year 1		Year 2		Year 3	
Location	Sample Type	Estimated Number of Samples	Estimated Frequency	Provider Unit Cost Per Sample	May 1, 2026 - April 30,2027	Provider Unit Cost Per Sample	May 1, 2027 - April 30,2028	Provider Unit Cost Per Sample	May 1, 2028 - April 30,2029
Childcare Facility	Lead	6	Yearly	\$ 13.00	\$ 78.00	\$ 13.39	\$ 80.34	\$ 13.80	\$ 82.80
Distribution	Lead / Copper	60	Bi-annual	\$ 24.00	\$ 2,880.00	\$ 24.72	\$ 2,966.40	\$ 25.46	\$ 3,055.20
Distribution	Stage 2 DBPR Supart V	2	Yearly	\$ 148.00	\$ 296.00	\$ 152.44	\$ 304.88	\$ 157.00	\$ 314.00
TP 01-Well #3 & #4 HMO & ION-Exchange Soft	Combined Radium (226 & 228)	1	Quarterly	\$ 245.00	\$ 980.00	\$ 252.35	\$ 1,009.40	\$ 260.00	\$ 1,040.00
TP 01-Well #3 & #4 HMO & ION-Exchange Soft	Corrosion Control Grab	1	Every 3 Years	\$ 100.00	\$ 100.00				
TP 01-Well #3 & #4 HMO & ION-Exchange Soft	Fluoride, Field	1	Monthly	\$ 25.00	\$ 300.00	\$ 25.75	\$ 309.00	\$ 26.50	\$ 318.00
TP 01-Well #3 & #4 HMO & ION-Exchange Soft	Gross Alpha Particle Activity	1	Yearly	\$ 65.00	\$ 65.00				
TP 01-Well #3 & #4 HMO & ION-Exchange Soft	IOC Group	1	Every 3 Years			\$ 585.00	\$ 585.00		
TP 01-Well #3 & #4 HMO & ION-Exchange Soft	Nitrate	1	Yearly	\$ 30.00	\$ 30.00	\$ 30.90	\$ 30.90	\$ 31.80	\$ 31.80
TP 01-Well #3 & #4 HMO & ION-Exchange Soft	Nitrite	1	Every 3 Years	\$ 30.00	\$ 30.00				
TP 01-Well #3 & #4 HMO & ION-Exchange Soft	SOC Group	2	Every 3 Years			\$ 750.00	\$ 1,500.00		
TP 01-Well #3 & #4 HMO & ION-Exchange Soft	Vinyl Chloride	1	Every 3 Years	\$ 85.00	\$ 85.00				
TP 01-Well #3 & #4 HMO & ION-Exchange Soft	VOC Group	1	Every 3 Years	\$ 104.00	\$ 104.00				
TP 05-Well 8 HMO & ION-Exchange Soft	Benzo(a)pyrene	2	Every 3 Years			\$ 185.00	\$ 370.00		
TP 05-Well 8 HMO & ION-Exchange Soft	Combined Radium (226 & 228)	1	Yearly	\$ 245.00	\$ 245.00	\$ 252.35	\$ 252.35	\$ 260.00	\$ 260.00
TP 05-Well 8 HMO & ION-Exchange Soft	Corrosion Control Grab	1	Every 3 Years			\$ 100.00	\$ 100.00		
TP 05-Well 8 HMO & ION-Exchange Soft	Fluoride, Field	1	Monthly	\$ 25.00	\$ 300.00	\$ 25.75	\$ 309.00	\$ 26.50	\$ 318.00
TP 05-Well 8 HMO & ION-Exchange Soft	Gross Alpha Particle Activity	1	Quarterly	\$ 65.00	\$ 260.00	\$ 66.95	\$ 267.80	\$ 69.00	\$ 276.00
TP 05-Well 8 HMO & ION-Exchange Soft	IOC Group	1	Every 3 Years			\$ 585.00	\$ 585.00		
TP 05-Well 8 HMO & ION-Exchange Soft	Nitrate	1	Yearly	\$ 30.00	\$ 30.00	\$ 30.90	\$ 30.90	\$ 31.80	\$ 31.80
TP 05-Well 8 HMO & ION-Exchange Soft	Nitrite	1	Every 3 Years			\$ 30.90	\$ 30.90		
TP 05-Well 8 HMO & ION-Exchange Soft	SOC Group	2	Every 3 Years			\$ 750.00	\$ 1,500.00		
TP 05-Well 8 HMO & ION-Exchange Soft	Vinyl Chloride	1	Every 3 Years	\$ 85.00	\$ 85.00				

TP 05-Well 8 HMO & ION-Exchange Soft	VOC Group	1	Every 3 Years	\$ 104.00	\$ 104.00				
TP 06 - Well 9	Corrosion Control Grab	1	Every 3 Years			\$ 100.00	\$ 100.00		
TP 06 - Well 9	Fluoride, Field	1	Monthly	\$ 25.00	\$ 300.00	\$ 25.75	\$ 309.00	\$ 26.50	\$ 318.00
TP 06 - Well 9	IOC Group	1	Every 3 Years			\$ 585.00	\$ 585.00		
TP 06 - Well 9	Nitrate	1	Yearly	\$ 30.00	\$ 30.00	\$ 30.90	\$ 30.90	\$ 31.80	\$ 31.80
TP 06 - Well 9	Nitrite	1	Every 3 Years			\$ 30.90	\$ 30.90		
TP 06 - Well 9	Combined Radium (226 & 228)	1	Every 6 Years					\$ 260.00	\$ 260.00
TP 06 - Well 9	Gross Alpha Particle Activity	1	Every 6 Years					\$ 69.00	\$ 69.00
TP 06 - Well 9	SOC Group	2	Every 3 Years			\$ 750.00	\$ 1,500.00		
TP 06 - Well 9	Vinyl Chloride	1	Every 3 Years	\$ 85.00	\$ 85.00				
TP 06 - Well 9	VOC Group	1	Every 3 Years	\$ 104.00	\$ 104.00				
TP 07 - Well 11	Corrosion Control Grab	1	Every 3 Years			\$ 100.00	\$ 100.00		
TP 07 - Well 11	Fluoride, Field	1	Monthly	\$ 25.00	\$ 300.00	\$ 25.75	\$ 309.00	\$ 26.50	\$ 318.00
TP 07 - Well 11	IOC Group	1	Every 3 Years			\$ 585.00	\$ 585.00		
TP 07 - Well 11	Nitrate	1	Yearly	\$ 30.00	\$ 30.00	\$ 30.90	\$ 30.90	\$ 31.80	\$ 31.80
TP 07 - Well 11	Nitrite	1	Every 3 Years	\$ -	\$ -				
TP 07 - Well 11	Combined Radium (226 & 228)	1	Every 6 Years			\$ 252.35	\$ 252.35		
TP 07 - Well 11	Gross Alpha Particle Activity	1	Every 6 Years			\$ 66.95	\$ 66.95		
TP 07 - Well 11	SOC Group	2	Every 3 Years			\$ 750.00	\$ 1,500.00		
TP 07 - Well 11	Vinyl Chloride	1	Every 3 Years	\$ 85.00	\$ 85.00				
TP 07 - Well 11	VOC Group	1	Every 3 Years	\$ 104.00	\$ 104.00				
TP 08 - Well #7 & # 13 Iron Filtration	CIS-1,2-Dichloroethylene	1	Quarterly	\$ 85.00	\$ 340.00	\$ 87.55	\$ 350.20	\$ 90.00	\$ 360.00
TP 08 - Well #7 & # 13 Iron Filtration	Corrosion Control Grab	1	Every 3 Years			\$ 100.00	\$ 100.00		
TP 08 - Well #7 & # 13 Iron Filtration	Fluoride, Field	1	Monthly	\$ 25.00	\$ 300.00	\$ 25.75	\$ 309.00	\$ 26.50	\$ 318.00
TP 08 - Well #7 & # 13 Iron Filtration	IOC Group	1	Every 3 Years			\$ 585.00	\$ 585.00		
TP 08 - Well #7 & # 13 Iron Filtration	Nitrate	1	Yearly	\$ 30.00	\$ 30.00	\$ 30.90	\$ 30.90	\$ 31.80	\$ 31.80
TP 08 - Well #7 & # 13 Iron Filtration	Nitrite	1	Every 3 Years			\$ 30.90	\$ 30.90		
TP 08 - Well #7 & # 13 Iron Filtration	Combined Radium (226 & 228)	1	Every 6 Years			\$ 252.35	\$ 252.35		
TP 08 - Well #7 & # 13 Iron Filtration	Gross Alpha Particle Activity	1	Every 6 Years			\$ 66.95	\$ 66.95		
TP 08 - Well #7 & # 13 Iron Filtration	SOC Group	2	Every 3 Years			\$ 750.00	\$ 1,500.00		
TP 08 - Well #7 & # 13 Iron Filtration	Vinyl Chloride	1	Every 3 Years	\$ 85.00	\$ 85.00				
TP 08 - Well #7 & # 13 Iron Filtration	VOC Group	1	Every 3 Years	\$ 104.00	\$ 104.00				
<b>3.1 Drinking Water Services</b>				<b>Sub-Total</b>		<b>\$ 7,869.00</b>	<b>\$ 18,857.17</b>	<b>\$ 7,466.00</b>	

<b>3.2 Wastewater Services</b>				<b>Year 1</b>		<b>Year 2</b>		<b>Year 3</b>	
<b>Location</b>	<b>Sample Type</b>	<b>Estimated Number of Samples</b>	<b>Estimated Frequency</b>	<b>Provider Unit Cost Per Sample</b>	<b>May 1, 2026 - April 30,2027</b>	<b>Provider Unit Cost Per Sample</b>	<b>May 1, 2027 - April 30,2028</b>	<b>Provider Unit Cost Per Sample</b>	<b>May 1, 2028 - April 30,2029</b>
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	PFAS	4	Bi-Annual	420	\$ 3,360.00	432.6	\$ 3,460.80	445.5	\$ 3,564.00
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Antimony	3	Bi-Annual	6.5	\$ 39.00	6.695	\$ 40.17	6.89585	\$ 41.38
West Plant- Effluent	Antimony	1	Annual	6.5	\$ 6.50	6.695	\$ 6.70	6.89585	\$ 6.90

Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Arsenic	4	Bi-Annual	6.5	\$ 52.00	6.695	\$ 53.56	6.89585	\$ 55.17
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Barium	4	Bi-Annual	6.5	\$ 52.00	6.695	\$ 53.56	6.89585	\$ 55.17
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Beryllium	3	Bi-Annual	6.5	\$ 39.00	6.695	\$ 40.17	6.89585	\$ 41.38
West Plant- Effluent	Beryllium	1	Annual	6.5	\$ 6.50	6.695	\$ 6.70	6.89585	\$ 6.90
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Cadmium	4	Bi-Annual	31.2	\$ 249.60	32.136	\$ 257.09	33.10008	\$ 264.80
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Chromium (total)	4	Bi-Annual	6.5	\$ 52.00	6.695	\$ 53.56	6.89585	\$ 55.17
Main Plant -Influent, Effluent; West Plant- Effluent	Chromium Hexavalent (Cr6) (grab)	3	Bi-Annual	31.2	\$ 187.20	32.136	\$ 192.82	33.10008	\$ 198.60
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Copper	4	Bi-Annual	31.2	\$ 249.60	32.136	\$ 257.09	33.10008	\$ 264.80
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Cyanide (grab) - total	4	Bi-Annual	18.2	\$ 145.60	18.746	\$ 149.97	19.30838	\$ 154.47
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Cyanide (grab) - amenable	4	Bi-Annual	6.5	\$ 52.00	6.695	\$ 53.56	6.89585	\$ 55.17
Main Plant -Influent, Effluent; West Plant- Effluent	Fluoride	3	Bi-Annual	23.4	\$ 140.40	24.102	\$ 144.61	24.82506	\$ 148.95
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Iron (Total)	4	Bi-Annual	6.5	\$ 52.00	6.695	\$ 53.56	6.89585	\$ 55.17
Main Plant -Influent, Effluent; West Plant- Effluent	Iron (Dissolved)	3	Bi-Annual	6.5	\$ 39.00	6.695	\$ 40.17	6.89585	\$ 41.38
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Lead	4	Bi-Annual	6.5	\$ 52.00	6.695	\$ 53.56	6.89585	\$ 55.17
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Manganese	4	Bi-Annual	27.3	\$ 218.40	28.119	\$ 224.95	28.96257	\$ 231.70
Main Plant -Effluent; West Plant- Effluent	Mercury (grab) LLHg	2	Bi-Annual	123.5	\$ 494.00	127.205	\$ 508.82	131.02115	\$ 524.08
Main Plant -Influent, Biosolids	Mercury (total)	2	Bi-Annual	27.3	\$ 109.20	28.119	\$ 112.48	28.96257	\$ 115.85
West Plant- Effluent	Mercury (total)	1	Annual	27.3	\$ 27.30	28.119	\$ 28.12	28.96257	\$ 28.96
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Nickel	4	Bi-Annual	6.5	\$ 52.00	6.695	\$ 53.56	6.89585	\$ 55.17
Main Plant -Influent, Effluent; West Plant- Effluent	Oil & Grease	3	Bi-Annual	50	\$ 300.00	51.5	\$ 309.00	53.045	\$ 318.27
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Phenols (grab)	4	Bi-Annual	27.3	\$ 218.40	28.119	\$ 224.95	28.96257	\$ 231.70
West Plant- Effluent	Phenolics (total)	1	Annual	27.3	\$ 27.30	28.119	\$ 28.12	28.96257	\$ 28.96
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Selenium	4	Bi-Annual	6.5	\$ 52.00	6.695	\$ 53.56	6.89585	\$ 55.17
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Silver (total)	4	Bi-Annual	6.5	\$ 52.00	6.695	\$ 53.56	6.89585	\$ 55.17
Main Plant -Influent, Effluent, Biosolids	Thallium	3	Bi-Annual	6.5	\$ 39.00	6.695	\$ 40.17	6.89585	\$ 41.38
West Plant- Effluent	Thallium	1	Annual	6.5	\$ 6.50	6.695	\$ 6.70	6.89585	\$ 6.90
Main Plant -Influent, Effluent, Biosolids; West Plant- Effluent	Zinc	4	Bi-Annual	6.5	\$ 52.00	6.695	\$ 53.56	6.89585	\$ 55.17
West Plant- Effluent	Hardness	1	Annual	13	\$ 13.00	13.39	\$ 13.39	13.7917	\$ 13.79

Main Plant -Influent, Effluent, Biosolids	40 CFR 122 App D Table II, Group	3	Annual	225	\$ 675.00	231.75	\$ 695.25	238.7025	\$ 716.11
West Plant- Effluent	40 CFR 122 App J Table II, Group	1	Annual	225	\$ 225.00	231.75	\$ 231.75	238.7025	\$ 238.70
Biosolids Land Application Testing Main & West Plant	PFAS	2	Annual	420	\$ 840.00	432.6	\$ 865.20	445.578	\$ 891.16
Biosolids Land Application Testing Main & West Plant	Solids, Total	2	Quarterly & 2 Grab	18	\$ 216.00	18.54	\$ 222.48	19.0962	\$ 229.15
Biosolids Land Application Testing Main & West Plant	Total Volatile Solids	2	Quarterly & 2 Grab	18	\$ 216.00	18.54	\$ 222.48	19.0962	\$ 229.15
Biosolids Land Application Testing Main & West Plant	Ammonia as N	2	Quarterly & 2 Grab	13	\$ 156.00	13.39	\$ 160.68	13.7917	\$ 165.50
Biosolids Land Application Testing Main & West Plant	Arsenic	2	Quarterly & 2 Grab	6.5	\$ 78.00	6.695	\$ 80.34	6.89585	\$ 82.75
Biosolids Land Application Testing Main & West Plant	Cadmium	2	Quarterly & 2 Grab	6.5	\$ 78.00	6.695	\$ 80.34	6.89585	\$ 82.75
Biosolids Land Application Testing Main & West Plant	Chromium	2	Quarterly & 2 Grab	6.5	\$ 78.00	6.695	\$ 80.34	6.89585	\$ 82.75
Biosolids Land Application Testing Main & West Plant	Copper	2	Quarterly & 2 Grab	6.5	\$ 78.00	6.695	\$ 80.34	6.89585	\$ 82.75
Biosolids Land Application Testing Main & West Plant	Lead	2	Quarterly & 2 Grab	6.5	\$ 78.00	6.695	\$ 80.34	6.89585	\$ 82.75
Biosolids Land Application Testing Main & West Plant	Manganese	2	Quarterly & 2 Grab	6.5	\$ 78.00	6.695	\$ 80.34	6.89585	\$ 82.75
Biosolids Land Application Testing Main & West Plant	Mercury	2	Quarterly & 2 Grab	6.5	\$ 78.00	6.695	\$ 80.34	6.89585	\$ 82.75
Biosolids Land Application Testing Main & West Plant	Molybdenum	2	Quarterly & 2 Grab	6.5	\$ 78.00	6.695	\$ 80.34	6.89585	\$ 82.75
Biosolids Land Application Testing Main & West Plant	Nickel	2	Quarterly & 2 Grab	6.5	\$ 78.00	6.695	\$ 80.34	6.89585	\$ 82.75
Biosolids Land Application Testing Main & West Plant	pH	2	Quarterly & 2 Grab	15	\$ 180.00	15.45	\$ 185.40	15.9135	\$ 190.96
Biosolids Land Application Testing Main & West Plant	Phosphorus	2	Quarterly & 2 Grab	13	\$ 156.00	13.39	\$ 160.68	13.7917	\$ 165.50
Biosolids Land Application Testing Main & West Plant	Potassium	2	Quarterly & 2 Grab	6.5	\$ 78.00	6.695	\$ 80.34	6.89585	\$ 82.75
Biosolids Land Application Testing Main & West Plant	Radium 226 - EPA 901.1	2	Annual Grab	120	\$ 240.00	123.6	\$ 247.20	127.308	\$ 254.62
Biosolids Land Application Testing Main & West Plant	Radium 228 - EPA 901.1	2	Annual Grab	120	\$ 240.00	123.6	\$ 247.20	127.308	\$ 254.62
Biosolids Land Application Testing Main & West Plant	Selenium	2	Quarterly & 2 Grab	6.5	\$ 78.00	6.695	\$ 80.34	6.89585	\$ 82.75
Biosolids Land Application Testing Main & West Plant	Total Kjeldahl Nitrogen (TKN)	2	Quarterly & 2 Grab	40	\$ 480.00	41.2	\$ 494.40	42.436	\$ 509.23
Biosolids Land Application Testing Main Plsmt	Volatile Acids (Anaerobically Digested Sludge)	2	Quarterly & 2 Grab	88	\$ 1,056.00	90.64	\$ 1,087.68	93.3592	\$ 1,120.31
Biosolids Land Application Testing Main & West Plant	Zinc	4	Quarterly & 2 Grab	6.5	\$ 156.00	6.695	\$ 160.68	6.89585	\$ 165.50
<b>3.2 Wastewater Services</b>				<b>Sub-Total</b>	<b>\$ 12,129.50</b>		<b>\$ 12,493.39</b>		<b>\$ 12,867.56</b>

3.3 Sewer Waste Landfill Testing				Year 1		Year 2		Year 3	
Location	Sample Type	Estimated Number of Samples	Estimated Frequency	Provider Unit Cost Per Sample	May 1, 2026 - April 30,2027	Provider Unit Cost Per Sample	May 1, 2027 - April 30,2028	Provider Unit Cost Per Sample	May 1, 2028 - April 30,2029
Vactor Bin	Paint Filter	1	Bi-annual	19.5	\$ 39.00	20.085	\$ 40.17	20.69	\$ 41.38
	Reactive Cyanide	1	Bi-annual	50	\$ 100.00	51.5	\$ 103.00	53.05	\$ 106.09
	Reactive Sulfide	1	Bi-annual	50	\$ 100.00	51.5	\$ 103.00	53.05	\$ 106.09
	Phenolics	1	Bi-annual	45	\$ 100.00	46.35	\$ 92.70	47.74	\$ 95.48
	Mercury	1	Bi-annual	45	\$ 90.00	46.35	\$ 92.70	47.74	\$ 95.48
	Arsenic	1	Bi-annual	13.00	\$ 26.00	13.39	\$ 26.78	13.79	\$ 27.58
	Barium	1	Bi-annual	13.00	\$ 26.00	13.39	\$ 26.78	13.79	\$ 27.58
	Cadmium	1	Bi-annual	13.00	\$ 26.00	13.39	\$ 26.78	13.79	\$ 27.58
	Chromium	1	Bi-annual	13.00	\$ 26.00	13.39	\$ 26.78	13.79	\$ 27.58
	Lead	1	Bi-annual	13.00	\$ 26.00	13.39	\$ 26.78	13.79	\$ 27.58
	Selenium	1	Bi-annual	13.00	\$ 26.00	13.39	\$ 26.78	13.79	\$ 27.58
	Silver	1	Bi-annual	13.00	\$ 26.00	13.39	\$ 26.78	13.79	\$ 27.58
	Flashpoint	1	Bi-annual	58	\$ 116.00	59.74	\$ 119.48	61.53	\$ 123.06
	Benzene	1	Bi-annual	170	\$ 340.00	175.1	\$ 350.20	180.35	\$ 360.71
	Carbon Tetrachloride	1	Bi-annual	280	\$ 560.00	288.4	\$ 576.80	297.05	\$ 594.10
	Chlorobenzene	1	Bi-annual		\$ -		\$ -		\$ -
	Chloroform	1	Bi-annual		\$ -		\$ -		\$ -
	o-Cresol	1	Bi-annual		\$ -		\$ -		\$ -
	m-Cresol	1	Bi-annual		\$ -		\$ -		\$ -
	p-Cresol	1	Bi-annual		\$ -		\$ -		\$ -
	1,4-Dichlorobenzene	1	Bi-annual		\$ -		\$ -		\$ -
	1,2-Dichlorethane	1	Bi-annual		\$ -		\$ -		\$ -
	1,1-Dichloroethene	1	Bi-annual		\$ -		\$ -		\$ -
	2,4-Dinitrotoluene	1	Bi-annual	280	\$ 560.00	288.4	\$ 576.80	297.05	\$ 594.10
	Hexachlorobenzene	1	Bi-annual		\$ -		\$ -		\$ -
	Hexachloro-1,3 butadiene	1	Bi-annual		\$ -		\$ -		\$ -
	Hexachloroethane	1	Bi-annual		\$ -		\$ -		\$ -
	Methyl Ethyl Ketone	1	Bi-annual		\$ -		\$ -		\$ -
	Nitrobenzene	1	Bi-annual		\$ -		\$ -		\$ -
	Pentachlorophenol	1	Bi-annual		\$ -		\$ -		\$ -
	Pyridine	1	Bi-annual		\$ -		\$ -		\$ -
	Tetrachloroethylene	1	Bi-annual		\$ -		\$ -		\$ -
	Trichloroethylene	1	Bi-annual		\$ -		\$ -		\$ -
	2,4,5-Trichlorophenol	1	Bi-annual		\$ -		\$ -		\$ -
	2,4,6-Trichlorophenol	1	Bi-annual		\$ -		\$ -		\$ -
	Vinyl Chloride	1	Bi-annual		\$ -		\$ -		\$ -
<b>3.3 Sewer Waste Landfill Testing</b>				<b>Sub-Total</b>	<b>\$ 2,187.00</b>		<b>\$ 2,242.31</b>		<b>\$ 2,309.57</b>

8260 VOCs +1311 ZHE Extr  
included in 8260  
included in 8260  
included in 8260  
included in 8260  
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8270SVOC +1311 TCLP Extr  
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3.4 Industrial Pretreatment Services				Year 1		Year 2		Year 3	
Location	Sample Type	Estimated Number of Samples	Estimated Frequency	Provider Unit Cost Per Sample	May 1, 2026 - April 30,2027	Provider Unit Cost Per Sample	May 1, 2027 - April 30,2028	Provider Unit Cost Per Sample	May 1, 2028 - April 30,2029
Industries	PFAS	3	Yearly	420	\$ 1,260.00	432.6	\$ 1,297.80	445.58	\$ 1,336.73
Industries	Ammonia	3	Yearly	22.1	\$ 66.30	22.763	\$ 68.29	23.45	\$ 70.34
Industries	Arsenic	3	Yearly	6.5	\$ 19.50	6.695	\$ 20.09	6.90	\$ 20.69

Industries	Barium	3	Yearly	6.5	\$ 19.50	6.695	\$ 20.09	6.90	\$ 20.69
Industries	BOD	3	Yearly	25	\$ 75.00	25.75	\$ 77.25	26.52	\$ 79.57
Industries	Cadmium	3	Yearly	6.5	\$ 19.50	6.695	\$ 20.09	6.90	\$ 20.69
Industries	Chromium (total)	3	Yearly	6.5	\$ 19.50	6.695	\$ 20.09	6.90	\$ 20.69
	Chromium Hexavalent (Cr6)								
Industries		3	Yearly	31.2	\$ 93.60	32.136	\$ 96.41	33.10	\$ 99.30
Industries	COD	3	Yearly	22.1	\$ 66.30	22.763	\$ 68.29	23.45	\$ 70.34
Industries	Copper	3	Yearly	6.5	\$ 19.50	6.695	\$ 20.09	6.90	\$ 20.69
Industries	Cyanide	3	Yearly	31.2	\$ 93.60	32.136	\$ 96.41	33.10	\$ 99.30
Industries	Fluoride	3	Yearly	18	\$ 54.00	18.54	\$ 55.62	19.10	\$ 57.29
Industries	Iron (Dissolved)	3	Yearly	24	\$ 72.00	24.72	\$ 74.16	25.46	\$ 76.38
Industries	Iron (total)	3	Yearly	6.5	\$ 19.50	6.695	\$ 20.09	6.90	\$ 20.69
Industries	Lead	3	Yearly	6.5	\$ 19.50	6.695	\$ 20.09	6.90	\$ 20.69
Industries	Manganese	3	Yearly	6.5	\$ 19.50	6.695	\$ 20.09	6.90	\$ 20.69
Industries	Mercury	3	Yearly	28	\$ 84.00	28.84	\$ 86.52	29.71	\$ 89.12
Industries	Nickel	3	Yearly	6.5	\$ 19.50	6.695	\$ 20.09	6.90	\$ 20.69
Industries	Oil & Grease	3	Yearly	39	\$ 117.00	40.17	\$ 120.51	41.38	\$ 124.13
Industries	Phenols	3	Yearly	27	\$ 81.00	27.81	\$ 83.43	28.64	\$ 85.93
Industries	Selenium	3	Yearly	6.5	\$ 19.50	6.695	\$ 20.09	6.90	\$ 20.69
Industries	Silver	3	Yearly	6.5	\$ 19.50	6.695	\$ 20.09	6.90	\$ 20.69
Industries	Total Dissolved Solids	3	Yearly	14	\$ 42.00	14.42	\$ 43.26	14.85	\$ 44.56
Industries	Total Suspended Solids	3	Yearly	14	\$ 42.00	14.42	\$ 43.26	14.85	\$ 44.56
Industries	Zinc	3	Yearly	6.5	\$ 19.50	6.695	\$ 20.09	6.90	\$ 20.69
	TTOs - List 40 CFR 464.26 (a) (e)								
Industries		1	Yearly	225	\$ 225.00	231.75	\$ 231.75	238.70	\$ 238.70
Industries	TTOs - List,40 CFR 433	2	Yearly	350	\$ 700.00	360.5	\$ 721.00	371.32	\$ 742.63

**3.4 Industrial Pretreatment Services**

**Sub-Total \$ 2,605.80**

**\$ 2,683.97**

**\$ 2,764.49**

**3.5 MS4 Stormwater Event Services**

Location	Sample Type	Estimated Number of Samples	Estimated Frequency	Provider Unit Cost Per Sample	Year 1		Year 2		Year 3	
					May 1, 2026 - April 30,2027	Provider Unit Cost Per Sample	May 1, 2027 - April 30,2028	Provider Unit Cost Per Sample	May 1, 2028 - April 30,2029	
Site Grab	Potassium	1	As needed	23	\$ 23.00	23.69	\$ 23.69	24.40	\$ 24.40	
	Detergents / Surfactants	1	As needed	83	\$ 83.00	85.49	\$ 85.49	88.05	\$ 88.05	
	Boron	1	As needed	23	\$ 23.00	23.69	\$ 23.69	24.40	\$ 24.40	
	Oil & Grease	1	As needed	39	\$ 39.00	40.17	\$ 40.17	41.38	\$ 41.38	


**3.5 MS4 Stormwater Event Services**

**Sub-Total \$ 168.00**

**\$ 173.04**

**\$ 178.23**

Commercial Laboratory Services (ES2026-4)	Year 1	Year 2	Year 3
<b>3.1 Drinking Water Services</b>	<b>Sub-Total \$ 7,869.00</b>	<b>\$ 18,857.17</b>	<b>\$ 7,466.00</b>
<b>3.2 Wastewater Services</b>	<b>Sub-Total \$ 12,129.50</b>	<b>\$ 12,493.39</b>	<b>\$ 12,867.56</b>
<b>3.3 Sewer Waste Landfill Testing</b>	<b>Sub-Total \$ 2,187.00</b>	<b>\$ 2,242.31</b>	<b>\$ 2,309.57</b>
<b>3.4 Industrial Pretreatment Services</b>	<b>Sub-Total \$ 2,605.80</b>	<b>\$ 2,683.97</b>	<b>\$ 2,764.49</b>
<b>3.5 MS4 Stormwater Event Services</b>	<b>Sub-Total \$ 168.00</b>	<b>\$ 173.04</b>	<b>\$ 178.23</b>
	<b>Grand Total \$ 24,959.30</b>	<b>\$ 36,449.88</b>	<b>\$ 25,585.86</b>
<b>Sample kit delivery / Return Shipping labels</b>	<b>Sub-Total no charge</b>	<b>no charge</b>	<b>no charge</b>

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: 7b								
	Title:	<b>Recommendation to Approve a Resolution Awarding the Bid for Beatrice Water Main Replacement to Fox Excavating in the amount of \$964,365</b>									
	Presenter:	<b>Tim Wilson, Public Works Manager – Environmental Services</b>									
<b>Meeting:</b> Committee of the Whole		<b>Date:</b> June 1, 2026									
<b>Proposed Cost:</b> \$ 964,365		<b>Budgeted Amount:</b> \$ 980,000	<b>Not Budgeted:</b> <input type="checkbox"/>								
<b>TIF District:</b> None											
<b>Executive Summary</b> (if not budgeted, please explain):											
<p>City staff are requesting to move forward with a water main replacement improvement on Beatrice Ave between S. 7<sup>th</sup> Ave and the west dead-end. This project is the replacement of aging infrastructure due to increased water main breaks. The water main on this block is highly deteriorated as the result of age. This phase will be the insulation of a new water main and any associated lead service lines. The roadway will also be repaved as part of this project. Most of the work will require some area detours; City staff will be coordinating and working with the area residents and business.</p> <p>On May 4th 2026, the city received 4 bids for this project. The bid results are as follows:</p> <table border="1"> <tr> <td>Fox Excavating</td> <td>\$ 964,365</td> </tr> <tr> <td>Swallow Construction</td> <td>\$ 1,059,163.50</td> </tr> <tr> <td>J. Congdon Sewer Service</td> <td>\$ 1,097,233.50</td> </tr> <tr> <td>Martam Construction</td> <td>\$ 1,384,830</td> </tr> </table> <p>Most of the construction will be completed during the late summer and fall. Fox Excavating has been the general contractor on several area projects, including similar size projects for the City of St. Charles in the past. Based on the bid submittal and past performance, City Staff recommends awarding the contract to Fox Excavating.</p>				Fox Excavating	\$ 964,365	Swallow Construction	\$ 1,059,163.50	J. Congdon Sewer Service	\$ 1,097,233.50	Martam Construction	\$ 1,384,830
Fox Excavating	\$ 964,365										
Swallow Construction	\$ 1,059,163.50										
J. Congdon Sewer Service	\$ 1,097,233.50										
Martam Construction	\$ 1,384,830										
<b>Attachments</b> (please list):											
*Project Map											
<b>Recommendation/Suggested Action</b> (briefly explain):											
Recommendation to approve a Resolution awarding the bid for Beatrice Water Main Replacement to Fox Excavating in the amount of \$964,365.											

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

**A Resolution Awarding the Bid for Beatrice Water Main Replacement to  
Fox Excavating in the amount of \$964,365**

**Presented & Passed by the  
City Council on June 15, 2026**

WHEREAS on May 4, 2026, the City received four bids for this project;

WHEREAS, based on the bid submittal and past performance, City staff recommends awarding the contract to Fox Excavating;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, to award a contract to Fox Excavating for the Beatrice Water Main Replacement Project in the amount of \$964,365.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 15th day of June 2026

PASSED by the City Council of the City of St. Charles, Illinois, this 15th day of June 2026

APPROVED by the Mayor of the City of St. Charles, Illinois, this 15th day of June 2026

\_\_\_\_\_  
Clint Hull, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

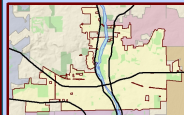
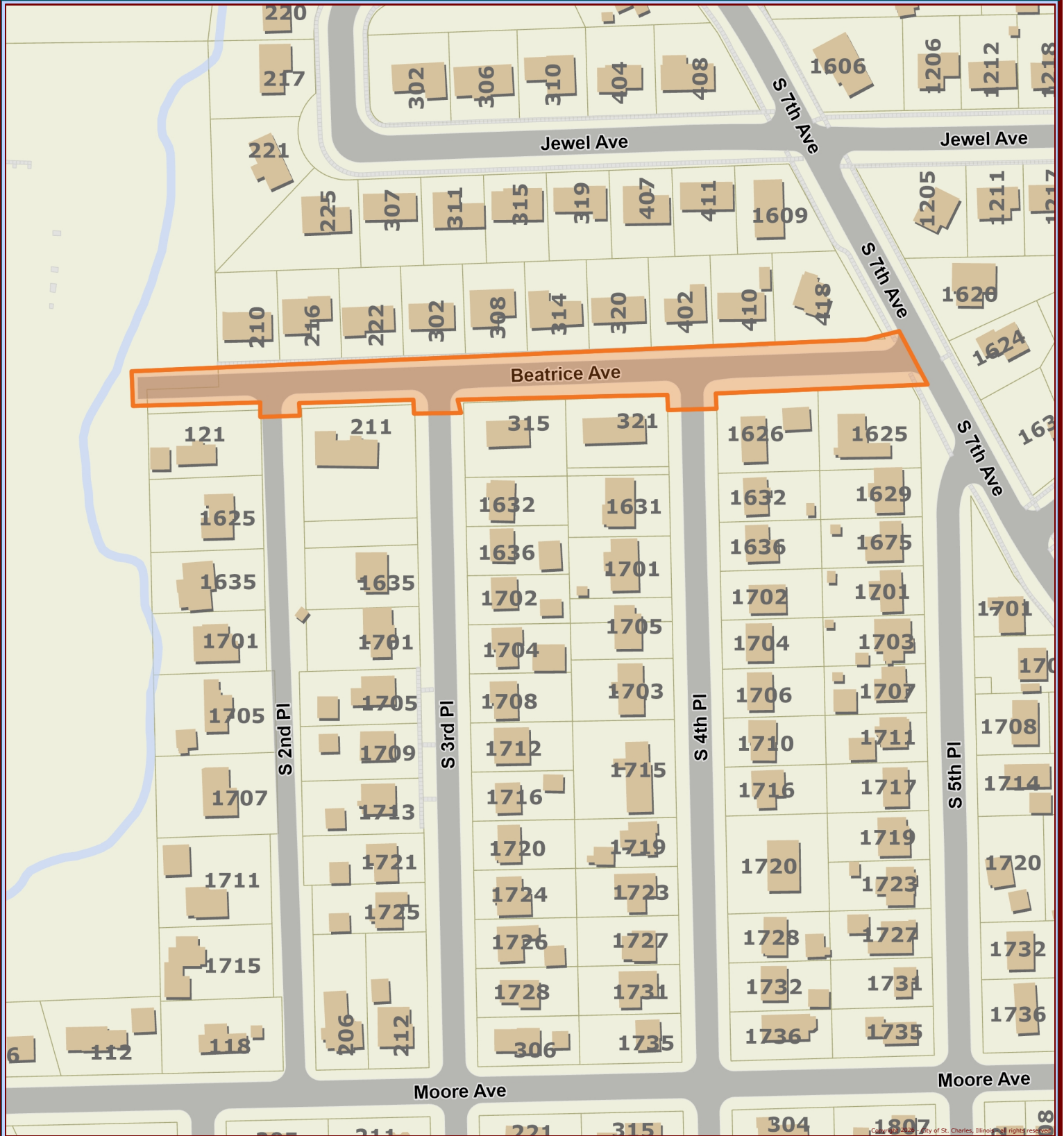
COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



Data Source:  
City of St. Charles, Illinois  
Kane County, Illinois  
DuPage County, Illinois  
Coordinate System: Illinois State Plane East  
Projection: Transverse Mercator  
North American Datum 1983  
Printed on: May 26, 2026 07:22 AM



0 81 163 Feet

Beatrice Ave Water Main Replacement

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**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 7c

**Title:** Recommendation to Approve a Resolution Awarding Bid for North 6<sup>th</sup> Street and Mark Street Water Main Replacement to Swallow Construction in the amount of \$936,511.50

**Presenter:** Tim Wilson, Public Works Manager – Environmental Services

**Meeting:** Committee of the Whole

**Date:** June 1, 2026

**Proposed Cost:** \$ 936,511.50

**Budgeted Amount:** \$ 760,000

**Not Budgeted:**

**TIF District:** None

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

City staff are requesting we move forward with a water main replacement improvement on North 6<sup>th</sup> Street between the creek and State Street. This project is the first phase of area improvements to replace aging infrastructure. Also included is the abandonment of a smaller water main at the intersections of Mark and N. 6<sup>th</sup>, Mark and N. 5<sup>th</sup>, also Mark and N. 4<sup>th</sup>. This will be the second phase including utility improvements associated with water and sanitary mains completed in 2024. This second phase will be the insulation of a new water main and any associated lead service lines.

Most of the work will require some area detours; City staff will be coordinating and working with area residents and business. The City will be replacing old large diameter infrastructure because the City has had several pipeline failures on these lines negatively impacting the neighboring business and residents.

On May 4<sup>th</sup> 2026, the city received 3 bids for this project. The bid results are as follows:

Swallow Construction	\$ 936,511.50
Fox Excavating	\$ 1,044,260.00
Martam Construction	\$ 1,069,415.00

Most of the construction will be completed during the late summer and fall. Swallow Construction has been the general contractor on several area projects, including similar size projects for the City in the past. Based on the bid submittal and past performance, City Staff recommends awarding the contract to Swallow Construction.

The project is over budget by \$176,511.50; the City is planning on covering this additional cost with budgeted funds in the water fund.

**Attachments** (please list):

\*Project Map

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

Recommendation to approve a resolution awarding the bid for North 6<sup>th</sup> Street and Mark Water Main Replacement to Swallow Construction in the amount of \$ 936,511.50.

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

**A Resolution Awarding the Bid for North 6<sup>th</sup> Street and Mark Street  
Water Main Replacement to Swallow Construction in the amount of  
\$936,511.50**

**Presented & Passed by the  
City Council on June 15, 2026**

WHEREAS on May 4, 2026, the City received three bids for this project;

WHEREAS, based on the bid submittal and past performance, City staff recommends awarding the contract to Swallow Construction;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, to award a contract to Swallow Construction for the North 6<sup>th</sup> Street and Mark Street Water Main Replacement Project in the amount of \$936,511.50

PRESENTED to the City Council of the City of St. Charles, Illinois, this 15th day of June 2026

PASSED by the City Council of the City of St. Charles, Illinois, this 15th day of June 2026

APPROVED by the Mayor of the City of St. Charles, Illinois, this 15th day of June 2026

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Clint Hull, Mayor

ATTEST:

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City Clerk

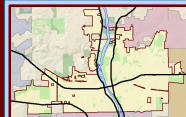
COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



Data Source:  
 City of St. Charles, Illinois  
 Kane County, Illinois  
 DuPage County, Illinois  
 Coordinate System: Illinois State Plane East  
 Projection: Transverse Mercator  
 North American Datum 1983  
 Printed on: May 26, 2026 07:02 AM



0 81 163 Feet

## North 6th Street and Mark Street Water Main Replacement

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**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 7d

**Title:** Recommendation to Approve a Resolution Awarding Bid for Southgate, Longmeadow and Iroquois Watermain and Roadway Improvement to Bolder Contractors in the amount of \$3,136,032.90

**Presenter:** Tim Wilson, Public Works Manager – Environmental Services

**Meeting:** Committee of the Whole

**Date:** June 1, 2026

**Proposed Cost:** \$ 3,136,032.90

**Budgeted Amount:** \$ 3,200,000

**Not Budgeted:**

**TIF District:** None

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

City staff are requesting we move forward with a water main and roadway improvement project. The project will include the full water main and road replacement on Southgate as well as water and sewer point repairs on Longmeadow Circle and Iroquois.

After the completion of watermain work, all roads in the Southgate neighborhood will be base reclaimed and resurfaced. The current road base is made of a pozzolanic material which lacks sufficient strength, resulting in premature road failure. Since 2017, the City has been utilizing base reclamation with cement on pozzolanic streets as a cost effective and green alternative to complete roadway reconstructions. The process provides a strong base while minimizing road closures and impacts to residents. In order to take advantage of economies of scale, this project will base reclaim and resurface both the Southgate neighborhood and nearby Longmeadow Circle which also has a pozzolanic base. In addition to roadway improvements, the project will also repair sidewalks, curbs, pavement markings, and landscape restoration.

Most of the work will require some area detours; City staff will be coordinating and working with the area residents and business. To date the city has had several pipeline failures on these lines negatively impacting the neighboring residents on Southgate.

On May 21st 2026, the city received 5 bids for this project. The bid results are as follows:

Bolder Contractors	\$ 3,136,032.90
Martam Construction	\$ 3,167,099.00
Swallow Construction	\$ 3,287,975.10
Trine Construction	\$ 3,289,040.10
Concept Plumbing	\$ 3,576,569.95

Most of the construction will be completed during the late summer and fall. Bolder Contractors has been the general contractor on several area projects. It has been over ten years since Bolder completed a project for the City but based on the bid submittal and past performance with area communities, City Staff recommends awarding the contract to Bolder Contractors. The project is over budget by \$52,075; the city is planning on covering this additional cost with budgeted funds in the Water Fund.

**Attachments** (please list):

\*Project map

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

Recommendation to approve a Resolution awarding the bid for Southgate, Longmeadow and Iroquois to Bolder Contractors in the amount of \$ 3,136,032.90.



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

**A Resolution Awarding the Bid for Southgate, Longmeadow and Iroquois  
Watermain and Roadway Improvement to Bolder Contractors in the  
amount of \$3,136,032.90**

**Presented & Passed by the  
City Council on June 15, 2026**

WHEREAS on May 21, 2026, the City received five bids for this project;

WHEREAS, based on the bid submittal and past performance, City staff recommends awarding the contract to Bolder Contractors;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, to award a contract to Bolder Contractors for the Southgate, Longmeadow and Iroquois Watermain and Roadway Improvement Project in the amount of \$3,136,032.90

PRESENTED to the City Council of the City of St. Charles, Illinois, this 15th day of June 2026

PASSED by the City Council of the City of St. Charles, Illinois, this 15th day of June 2026

APPROVED by the Mayor of the City of St. Charles, Illinois, this 15th day of June 2026

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Clint Hull, Mayor

ATTEST:

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City Clerk

COUNCIL VOTE:

Ayes:

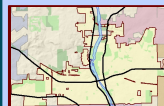
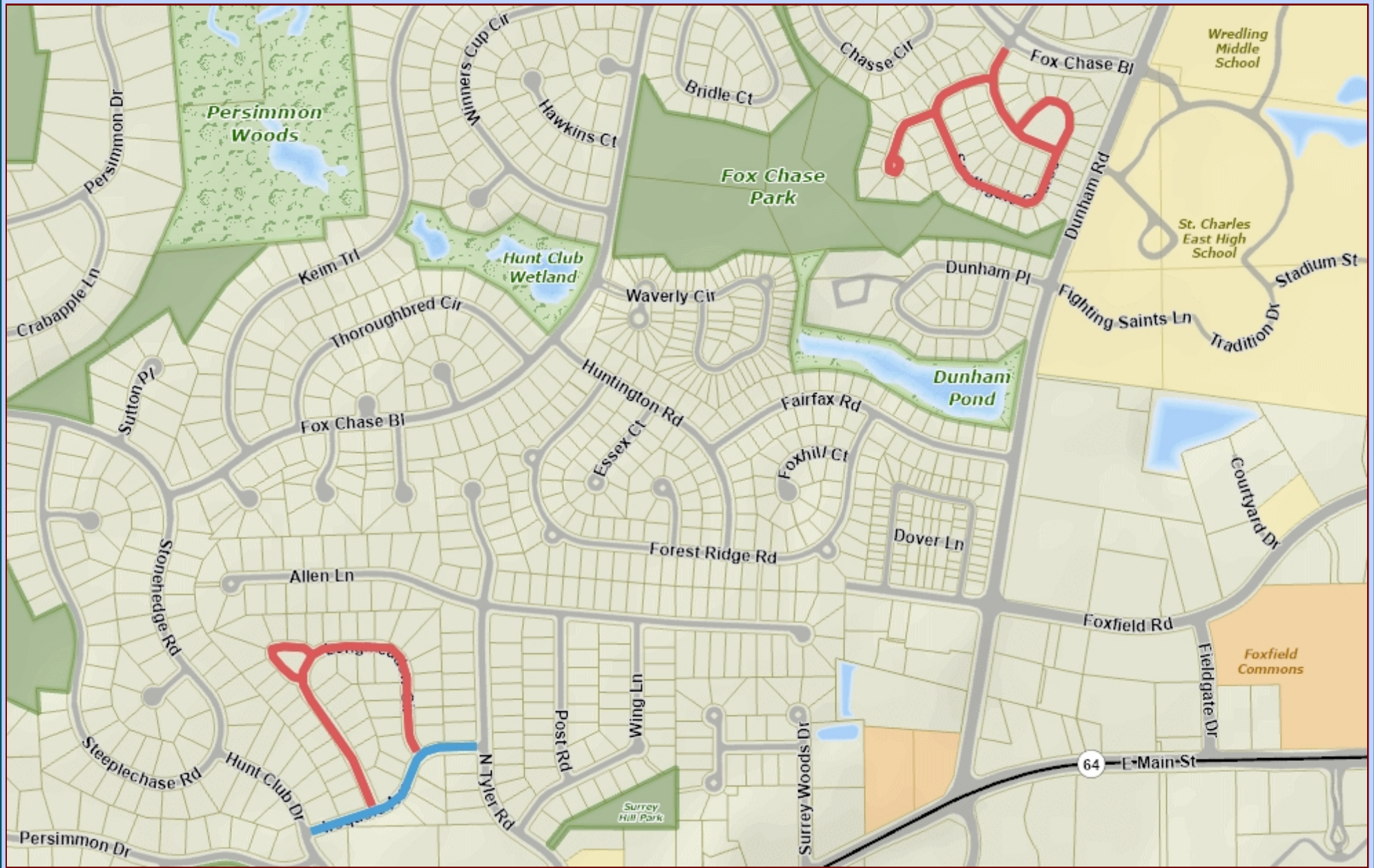
Nays:

Absent:

Abstain:



# Southgate, Longmeadow, Iroquois Road Work




Data Source:  
 City of St. Charles, Illinois  
 Kane County, Illinois  
 DuPage County, Illinois  
 Projection: Transverse Mercator  
 Coordinate System: Illinois State Plane East  
 North American Datum 1983  
 Printed on: May 22, 2026 10:19 AM



— Base Reclamation  
 — Conventional Resurfacing

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 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: 7e
	Title:	<b>Recommendation to Approve a Resolution Awarding the Bid for Top Soil Materials for FY2026/27 in the submitted bid amount</b>	
	Presenter:	<b>AJ Reineking, Public Works Manager – Public Services</b>	
<b>Meeting:</b> Committee of the Whole		<b>Date:</b> June 1, 2026	
<b>Proposed Cost:</b> \$ 31,000		<b>Budgeted Amount:</b> \$ 40,000	<b>Not Budgeted:</b> <input type="checkbox"/>
<b>TIF District:</b> None			
<b>Executive Summary</b> (if not budgeted, please explain):			
<p>The City recently opened bids for the annual provision of pulverized black dirt/top soil for utilization throughout all Public Works Divisions.</p> <p>The Public Works Department utilizes top soil to restore parkways after they're disturbed by public works operations including tree removal, watermain breaks, electric or sewer digs, curb replacements, or plow damage.</p> <p>The City received five responses to this bid solicitation Arthur J Lootens &amp; Son of West Chicago, IL submitted the lowest responsive, responsible bid for the provision of these materials. They are the City's current vendor for these materials and have met expectations for timeliness and quality of the product.</p>			
<b>Attachments</b> (please list):			
*Bid Tabulation			
<b>Recommendation/Suggested Action</b> (briefly explain):			
Recommendation to approve a Resolution awarding the bid for the provision of black dirt to Arthur J Lootens & Son, Inc. in the submitted bid amount for FY26/27.			

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

**A Resolution Awarding the Bid for the Provision of Black Dirt to Arthur  
J. Lootens & Son, Inc. in the submitted bid amount for FY26/27**

**Presented & Passed by the  
City Council on June 15, 2026**

WHEREAS the City recently opened bids for the annual provision of pulverized black dirt/top soil for utilization throughout all Public Works Divisions;

WHEREAS, the City received five responses to this bid solicitation with Arthur J Lootens & Son of West Chicago, IL being the lowest responsive, responsible bidder;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, to award the bid for the provision of black dirt to Arthur J Lootens & Son, Inc. in the submitted bid amount for FY26/27.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 15th day of June 2026

PASSED by the City Council of the City of St. Charles, Illinois, this 15th day of June 2026

APPROVED by the Mayor of the City of St. Charles, Illinois, this 15th day of June 2026

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Clint Hull, Mayor

ATTEST:

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City Clerk

COUNCIL VOTE:

Ayes:


Nays:

Absent:

Abstain:

**TOP SOIL MATERIALS DELIVERED (PS2026-11)**

	Arthur J Lootens & Son			DuPage Topsoil		S Schroeder Trucking		Landscape Material & Firewood Sales, Inc		Dynasty Logistics	
	Quantity	\$/CY	Extended \$	\$/CY	Extended \$	\$/CY	Extended \$	\$/CY	Extended \$	\$/CY	Extended \$
PULVERIZED TOP SOIL	1,550	\$ 20.00	\$ 31,000.00	\$ 20.55	\$ 31,852.50	\$ 34.00	\$ 52,700.00	\$ 38.00	\$ 58,900.00	\$ 58.00	\$ 89,900.00

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: 7f
	Title:	Recommendation to Approve a Resolution Authorizing the Sale of Items of Personal Property owned by the City of St. Charles via online auction to the highest bidder	
	Presenter:	<b>AJ Reineking, Public Works Manager</b>	
<b>Meeting:</b> Committee of the Whole		<b>Date:</b> June 1, 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>Staff is requesting authorization to sell and discard obsolete equipment and items of personal property owned by the City of St. Charles via online auction to the highest bidder.</p>			
<b>Attachments</b> (please list):			
*List of Auction Lots			
<b>Recommendation/Suggested Action</b> (briefly explain):			
<p>Recommendation to approve a Resolution Authorizing the sale of items of personal property owned by the City of St. Charles via online auction to the highest bidder.</p>			

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

**A Resolution Authorizing the Sale of Items of Personal Property Owned  
by the City of St. Charles via Online Auction to the Highest Bidder**

**Presented & Passed by the  
City Council on June 15, 2026**

WHEREAS Staff is requesting to sell and discard obsolete equipment and items of personal property owned by the City of St. Charles via Online Auction to the highest bidder;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, to sell and discard obsolete equipment and items of personal property owned by the City of St. Charles via Online Auction to the highest bidder.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 15th day of June 2026

PASSED by the City Council of the City of St. Charles, Illinois, this 15th day of June 2026

APPROVED by the Mayor of the City of St. Charles, Illinois, this 15th day of June 2026

---

Clint Hull, Mayor

ATTEST:

---

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

## **Auction requests for FY 2027**

- Lot of Misc. Police Department surplus
- Lot of Misc. Police Department recovered property
- Lot of Misc. Fleet Department surplus
- Lot of Misc. obsolete/surplus Inventory Control items
- Lot of Misc. Public Works/Environmental Services equipment
- Lot of Misc. Public Works/Public Services equipment
- Lot of Misc. obsolete and surplus electric and meter equipment and supplies
- Lot of Misc. Fire Department surplus
- Lot of Misc. Human Resources Items
- Public Works Vehicles
- Police Department Vehicles

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 8a

Title:

**Presentation and Discussion on St. Charles PD Site Redevelopment Engagement Summary Report**

Presenter:

**Derek Conley, Economic Development Director****Meeting:** Committee of the Whole**Date:** June 1, 2026**Proposed Cost:** \$ 0**Budgeted Amount:** \$ N/A**Not Budgeted:** **Executive Summary** (if not budgeted, please explain):

In January 2026, the City began working with All Together, a firm specializing in public engagement for urban design projects, to facilitate community input on the future of the former Police Department site. The firm conducted a two-step public engagement process. Step 1 focused on gathering broad community feedback on potential development scenarios through visuals, interactive activities, and an online survey. Step 2 collected more detailed input on preferred scenarios through a charrette-style open house featuring interactive engagement stations.

All Together has completed the Engagement Summary Report, which will be presented as part of an initial discussion with City Council. At this stage, staff is not seeking formal direction. Rather, the intent of the conversation is to have a collaborative discussion, hear one another's perspectives, and what considerations should guide future thinking regarding the site. Staff will have a follow-up discussion within the next month to further discuss.

It is important to note that, although the City has completed the feasibility study and public engagement process, any future development of the site will go through a formal and public approval process.

The key takeaway from the report is strong and consistent public support for keeping the site public, community serving, and accessible, with preserved open space and riverfront access. Residents generally envision an active public space with amenities, gathering areas, and flexible programming, most closely aligning with the Programmed Open Space scenario from the Feasibility Report.

Given the preference for the Programmed Open Space scenario, the report further explored that concept by gathering community input on tradeoffs, amenities, and site-specific priorities should the City ultimately determine that Programmed Open Space is the preferred future land use for the site. The report provides feedback on a range of site characteristics, though the City will ultimately need to prioritize which elements, amenities, and overall mix of uses are most important. Key considerations identified include:

- Reuse of part of the building
- Parking
- Active vs passive uses on the site
- Year-round functionality
- Amenities (Bandshell, Plaza, Small Shops, Restrooms, Ice Skating Ribbon, etc.)
- Incorporating some small commercial

In consideration of the site land design and amenities the City also needs to consider the upfront costs built and annual expenses of managing the site.

All materials and information regarding the site including the Engagement Summary and Feasibility Study are available on the City's website at:

<https://www.stcharlesil.gov/Government/Projects/Downtown-Riverfront-Property>

**Attachments** (please list):

St. Charles PD Site Redevelopment Engagement Summary Report

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

This item is for presentation and discussion purposes only. Staff is not seeking formal direction at this time and will schedule a follow-up discussion at future Committee of the Whole meeting.



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# ST. CHARLES PD SITE REDEVELOPMENT

ENGAGEMENT SUMMARY REPORT

APRIL 2026

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# OVERVIEW & ENGAGEMENT PROCESS

From February through April 2026, the City of St. Charles conducted two rounds of public engagement to hear from residents and stakeholders about the future of the former Police Department (PD) Redevelopment site. This outreach was designed to understand how the community sees the site, what types of uses and amenities they value most, and what considerations should guide future decisions about the riverfront property.

Through a mix of online surveys and in-person community workshops, the team gathered input from **over 1,700 voices** across both phases of engagement. This work helped clarify community priorities, surface key tradeoffs, and build a foundation for the Council's next steps as the City considers the future of this prominent downtown riverfront site.



# TWO PHASES OF COMMUNITY ENGAGEMENT

**Phase One** introduced different redevelopment scenarios, gathered broad feedback through an online survey and community Open House, and established a strong baseline:

Through this first phase, we learned that community members view the site primarily as a civic riverfront asset rather than a development opportunity, with strong support for public/programmed open space, public control, and river-oriented uses, and strong opposition to residential and hotel uses.

**Phase Two** built on those findings through a second survey and in-person activities focused on tradeoffs, amenities, and site-specific priorities. The Open House was designed to deepen the insights gained during the first phase by asking participants to evaluate tradeoffs, prioritize amenities, respond to questions about building reuse and parking, and consider what would make the space successful.

Together, these efforts helped clarify community preferences related to land use, public access, programming, building reuse, parking, and long-term stewardship.



# KEY TAKEAWAYS ACROSS ENGAGEMENT

Both waves of engagement point in a consistent direction. The community sees the former police department site as a riverfront space that should be reserved for public use.

1

## PUBLIC OWNERSHIP & ACCESS

The clearest throughline across both rounds of engagement was strong, consistent support for keeping the site **public, community-serving, and accessible**. Feedback repeatedly raised concerns about privatization and a clear preference for community benefit over private development.

2

## OPEN SPACE WITH PURPOSE

Participants supported **open space and riverfront preservation**, but not as a purely passive landscape. The feedback points toward an active public open space with amenities, gathering areas, and flexible programming.

3

## SUPPORT FOR MIDDLE GROUND

In the trade-off exercise, participants most often favored **balanced solutions** rather than all-or-nothing choices, particularly around event space vs. green space, concessions vs. no commercial activity, and parking vs. park space.

4

## NATURAL CHARACTER WITH AMENITIES

The 'Fund Your Vision' exercise showed strongest support for **open green space and native landscape, along with high interest in a bandshell and public restrooms**, suggesting that landscape quality, everyday usability, and community gathering infrastructure are top priorities.

5

## DISTINCT SENSE OF PLACE

Participants wanted the site to feel **distinct from nearby parks** – especially Pottawatomie Park – with feedback suggesting interest in a place with its own mix of riverfront character, community activity, and destination value.

---

6

## SCALED ACTIVATION

There was support for features like **market space, food-related uses, small shops, and event infrastructure** – but generally tied to the condition that these uses remain secondary to the public character of the site and do not feel over-commercialized.

---

7

## MIXED REVIEWS ON BUILDING REUSE

**Feedback was mixed** in regard to retaining part of the existing building. Participants saw value in reuse if tied to a clear public-serving function, while others preferred demolition to maximize open space.

---

8

## PARKING STILL MATTERS

Parking remained a recurring concern across both workshop and survey feedback – participants generally supported preserving site quality and public space, but wanted **practical access and parking needs addressed**.

---

9

## YEAR-ROUND FUNCTIONALITY

Participants expressed interest in year-round usability, though trade-off results leaned more strongly toward warm-weather amenities – suggesting support for an all-season mindset with priority placed on uses most likely to **activate the site in spring, summer, and fall**.

# LAND USE CONSIDERATIONS

Site organization and understanding balance between open space, building footprint, parking, access, and other potential uses.

The first engagement summary found an overwhelming preference for public/programmed open space and significant resistance to scenarios involving privatization, residential use, hotel development, or loss of public access. This direction continued in Community Survey and Open House #2 feedback, where respondents emphasized the importance of keeping the area “focused on the community”, creating “a space for everyone and not private developers”, and ensuring that the site remains open and accessible to all.

At the same time, feedback suggests that “open space” doesn’t mean empty or purely passive. Community members continue to express interest in a site that is active, flexible, and distinct from nearby parks. Community Survey #2 feedback emphasized a desire for something “active and different from Pottawatomie and St. Mary’s Park,” while the trade-off board results suggest that participants generally prefer balance over extremes when weighing event space against green space, parking against park space, and commercial activity against no commercial activity.

**Together, this points toward a land use framework that prioritizes public open space while still accommodating selective programming, gathering, and riverfront activation.**



# LAND USE CONSIDERATIONS

Day-to-day functionality, including the activities, amenities, and experiences people want to space to support.



Programmatically, the feedback points toward a community-oriented destination with a mix of passive and active uses. Community Survey #2 asked respondents what the primary focus of the space should be and how important year-round usability would be, while Open House #2 activities asked people to prioritize amenities directly. Across these inputs, there is strong support for a **flexible public space that can host events, provide everyday gathering opportunities, and support enjoyment of the riverfront across seasons.**



The Open House #2 'Fund Your Vision' activity is especially helpful in clarifying amenity priorities. **Open green space and native landscape** received the strongest level of support, followed by strong interest in a **bandshell and public restroom**. Other concepts such as plaza/market space, small shops, seating areas, and food-related amenities also drew support, suggesting that the public sees value in a layered public realm rather than a single-purpose park. Written comments reinforced this, calling for **versatility, outdoor-friendly design, and a mix of uses** that can serve many ages and activities.



At the same time, respondents expressed caution about over-commercialization and duplication of nearby offerings. This suggests that programming should be framed as public-serving and complementary to downtown rather than primarily market-driven. The clearest takeaway is that **the community supports activation, but wants that activation to remain rooted in public benefit.**

# COMMUNITY FEEDBACK

The community engagement process focused on scenarios identified in the Feasibility Report and gathering input from residents, local business owners, and City staff.

## PHASE ONE | February 2026 Redevelopment Scenarios

- Community Survey #1 • **738 responses**
- Open House #1 • **65 registrants**
- Workshop Format: **2-hour free-flow format prioritizing visual participation**

This report builds on findings from the first round of engagement, which included Community Survey #1 and Open House #1, and established the project's initial direction around public open space, riverfront access, and community priorities.

Details from these initial findings can be found in the [Engagement Summary #1 presentation](#).

## Key Quotes from Throughout the Process

### PUBLIC CHARACTER & COMMUNITY OWNERSHIP

*"Community buy-in around a space for everyone and not private developers."*

*"Connection to the community."*

*"Keeping this focused on the community is the right thing to do."*

*"Mixed use space that's open to the Public and cannot be privatized."*

### COMMUNITY-SERVING AMENITIES

*"Diverse offerings that balance free and for-fee activities!"*

*"Versatility!"*

*"Food and bathrooms."*

*"Integrating many of the uses to create a space for many to visit. With proper planning it could be so multi-purpose and be able to grow with community event ideas."*

*"Something where all can come to be a part of the community. Something that will bring more people and revenue to St. Charles."*

*"Live music and yard games! Bocce ball, corn hole, shuffleboard, etc."*

PHASE TWO | April 2026

## Site Mapping & Tradeoffs

- Community Survey #2 • **850 responses**
- Open House #2 • **63 registrants**
- Workshop Format: **Structured stations format to gather deeper preference data on programming priorities**

The second round of engagement built on preferred direction and sought to move beyond scenario selection and into specific community preferences around site configuration, amenities, and programming.

Overall turnout matched the first Open House, and the event received positive feedback from City Council members and attendees.

### RIVERFRONT IDENTITY & OPEN SPACE

*"Elevating the Fox River and encouraging preservation and enjoyment of this space."*

*"Restoring/retaining the riverfront."*

*"Love the idea of a shared communal space!"*

### AREAS OF CONCERN!

*"No retail."*

*"Free for attendance, being outside as a priority of focus. NO alcohol or noise disturbance to residents after nightfall."*

*"I don't know if a kids area is needed since Pottawatomie is within walking distance and has tons of kids activities."*

## COMMUNITY SURVEY #2 • Launched March 2026

Community Survey #2 provides more specific direction on implementation questions that Council will need to consider. The first engagement summary showed **cautious support for adaptive reuse only when paired with a compelling community-serving use, along with skepticism about committing to preservation without a clear vision.** Community Survey #2 continues that conversation by asking directly about interest in retaining part of the building and what uses should be incorporated if a portion is kept. Based on the results provided, the **strongest building-use preference appears to be for one food/entertainment business,**

**followed by interest in art gallery, visitor center, rentable community room/classroom, small cultural center, and small retail shop.** Additional write-in ideas included bathrooms, moving the museum to the site, and a warming shelter tied to a skating ribbon.

Maintenance and long-term stewardship are another recurring theme. Community members appear supportive of a stronger public realm, but they continue to ask practical questions about how the site will be maintained, programmed, and managed over time. This suggests that **implementation guidance** should address not only what belongs on the site, but also how the City can ensure long-term care, usability, and public benefit.

# OPEN HOUSE #2 • April 8, 2026

## Site Design Mapping

Participants were invited to explore this site through a hands-on mapping exercise using large base maps and cutouts of potential amenities and features. Working collaboratively, participants arranged elements to show what they would like to see on the site and where those uses might fit. Multiple map rotations over the course of the event created several distinct snapshots of community preferences, while facilitator notes captured additional comments and reasoning shared during the exercise.

### Active Play Areas

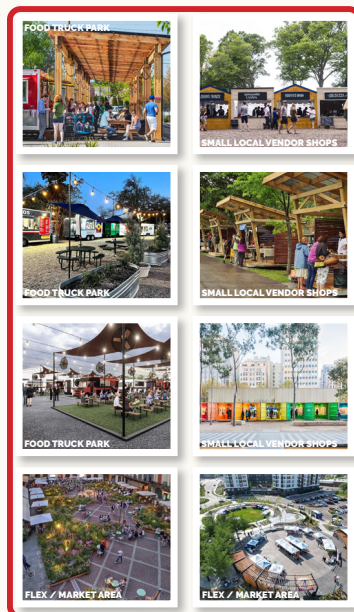


## SITE AMENITY CARDS & GROUPINGS

To help community members express what they would like to see on the PD Site, a series of cards were created representing a variety of amenity types and activity categories.

By selecting and placing these cards on a site map, participants were able to show both the types of amenities they preferred and where they felt those amenities should be located. This input was further informed through written suggestions on Post-it notes and conversations at the table.

### Retail / Vendor / Plaza Activities



### Passive Green Space



### Bandshell / Stage



### Restrooms

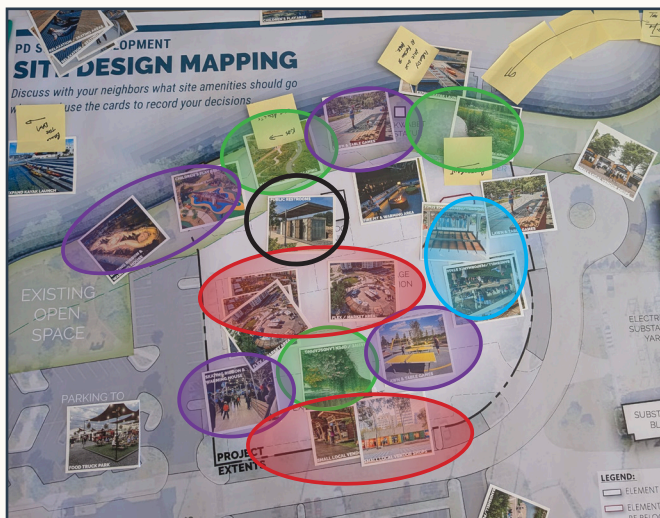
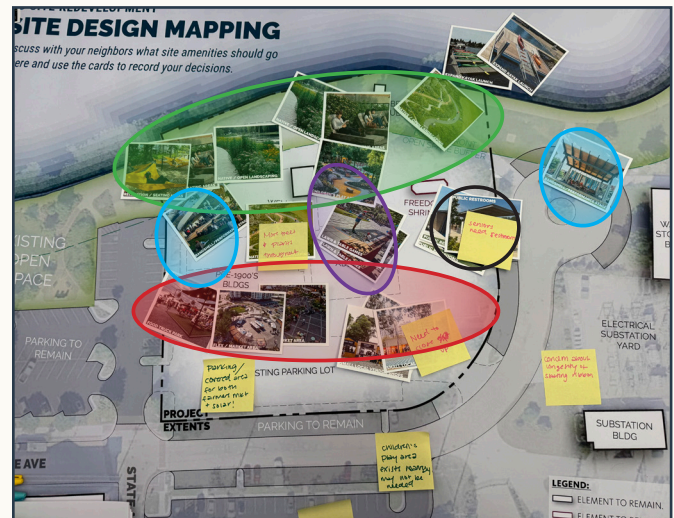


During the mapping exercise, participants were asked to select and place amenity cards showing what they would like to see on the PD Site. They were also encouraged to engage with others at the table and respond to amenities that had already been placed, creating a collaborative discussion around site priorities and layout.

The conversations reflected a wide range of ideas, but several themes and observations emerged:

- **Retail and vendor uses were generally concentrated along the south and east edges of the site.** Participants most often cited access from Riverside Avenue and proximity to parking as the reason for this preference.

- **The riverfront was consistently viewed as an area better suited for passive green space.** Many participants saw this edge of the site as a place for open space, views, and a quieter riverfront experience.
- **Opinions on active play areas were mixed.** Some groups clustered these amenities near the river, while others preferred to distribute them throughout the site.
- **Bathrooms were seen as essential.** All groups expressed a need for restroom facilities on the site.
- **While the community survey reflected stronger support for a bandshell, perspectives shared during the workshop varied.** Some participants questioned whether it was needed at all, and among those who supported it, opinions varied on where it should be located.



- LEGEND**
- Retail / vendor / plaza activities
  - Active play areas
  - Passive green space
  - Bandshell / performance stage
  - Restrooms

Passive Green Space



Restrooms

Bandshell / Stage

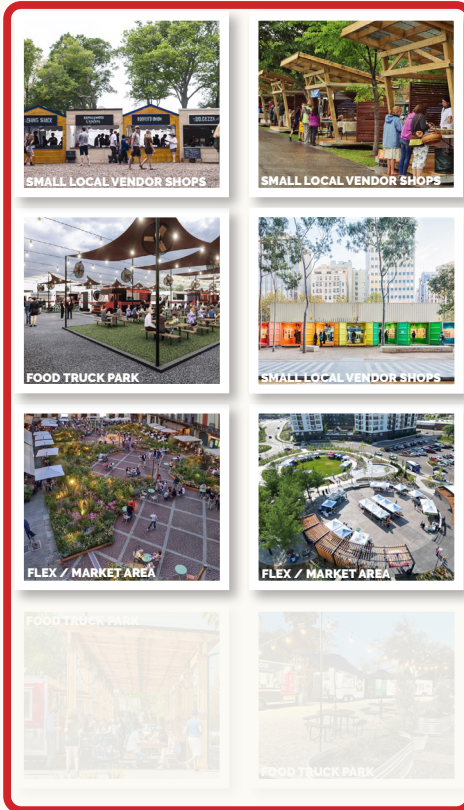


# TOP RANKED SITE AMENITIES

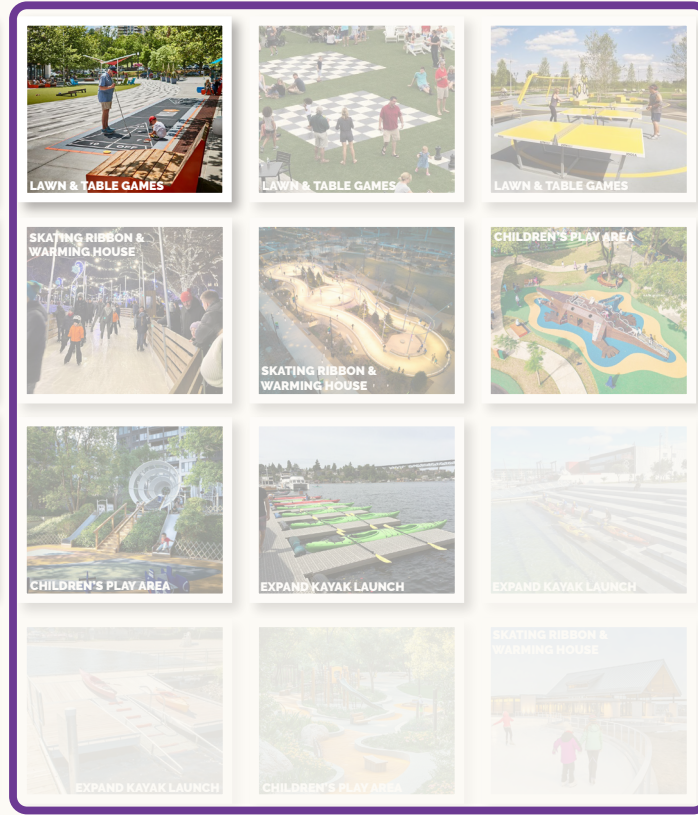
After reviewing the site mapping exercises, we counted the number of times each card was placed. The brightest images on the left were the most often used by participants, and the grayed out images were the least frequently used. The most popular cards were the **Native/ Open Landscaping** cards. This was followed in popularity by many of the **Retail and Plaza** amenity cards.

Alternatively, the Active Play Area cards were the least popular. Based on the table conversations, the reasons for this ranged from the large area that would be needed for a single use to the perception that many of these activities were already adequately provided in nearby parks.

Retail / Vendor / Plaza Activities



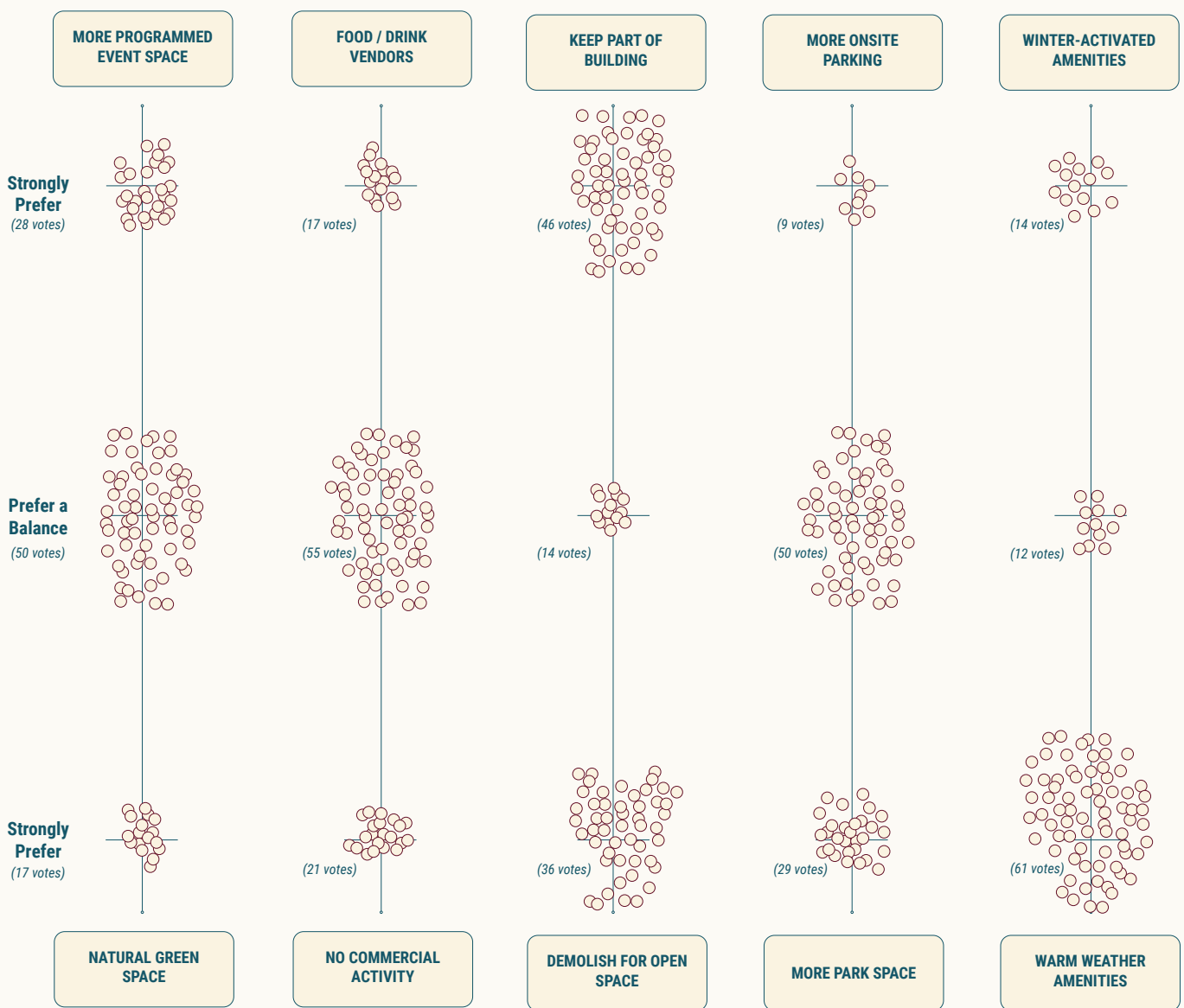
Active Play Areas



# Tradeoff Board Activity

This exercise invited participants to weigh key site tradeoffs by placing a dot along a spectrum between two competing priorities. Topics included Programmed Event Space vs Natural Green Space, Maintain vs. Demolition, Concessions vs. No Commercial, and Parking vs. Park Space. Rather than asking participants to choose a single preferred feature, the exercise helped reveal how people think about balance, compromise, and the tensions involved in shaping the future of the site.

The tradeoff exercise suggests that the public is not seeking a single-use or single-season solution, but rather a carefully balanced concept that protects public access and open space while allowing for targeted activations, practical amenities, and flexibility over time.



Participants preferred a balanced approach.

Participants preferred a balanced approach.

Participants showed a preference to keep part of the building.

Participants preferred a balanced approach.

Participants showed a preference for warm weather amenities

# Fund Your Vision

This station asked participants to prioritize amenities by distributing a set amount of play money across a series of labeled jars representing different site features and investments. Options included riverfront amenities, recreation features, event spaces, food and community uses, and supporting infrastructure such as restrooms, landscaping, and connections. The exercise provided a simple way for participants to express relative priorities, while written note cards offered added insight into why certain investments mattered most.

The strongest support went to Open Green Space & Native Landscape, which significantly outpaced other options. This reinforces one of the clearest throughlines from the first phase of engagement: the community sees the site first as a civic and recreational landscape asset. A Bandshell and Public Restroom also received strong support, indicating interest in amenities that make the site functional, welcoming, and capable of supporting events and gatherings. Note that this feedback mirrors the survey feedback, which is also outlined below.

## Fund Your Vision

Where should the site's limited dollars go?  
Spend your \$10 to show us what matters most.

- 1 PICK UP YOUR \$10**  
Grab 10 single bills from table.
- 2 READ THE JAR LABELS**  
Each jar represents a possible amenity or feature for the site. Labels include a short description and a cost indicator (\$ to \$\$\$) showing roughly how much each one would require.
- 3 PLACE YOUR BILLS**  
Drop your money into whichever jars reflect your priorities. Spread it out, stack it all in one place, or anything in between. Every dollar is a vote.
- 4 OPTIONAL: LEAVE A NOTE**  
Want to share the thinking behind your choices? Write it on an index card and drop it in the box at the end of the table.

'Fund Your Vision' signage at Open House #2

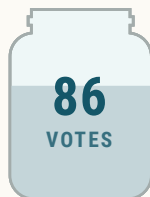


## Top Picks:



**OPEN GREEN SPACE & NATIVE LANDSCAPE**  
*Native wildflower plantings and rain gardens*

\$



**BANDSHELL**  
*Small performance stage for concerts, community events, and seasonal programming*

\$\$\$



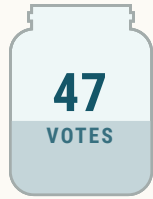
**PUBLIC RESTROOM**  
*Essential facility for comfort and weather cover*

\$\$\$



**PLAZA / MARKET AREA**  
Paved open area for farmer's markets and similar activities

\$\$\$



**SMALL SHOPS CONCEPT**  
Small retail spaces for local vendors, food, and seasonal markets

\$\$\$



**RELAXATION NODES & SEATING**  
Scattered seating areas for lingering

\$



**FOOD TRUCK**  
Designated area with utilities, seating, and space for rotating food trucks and events

\$\$



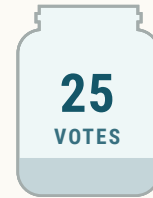
**ICE SKATING RIBBON / WARMING HOUSE**  
Seasonal skating ribbon with adjacent warming shelter

\$\$\$



**EXPANDED BOAT / KAYAK LAUNCH**  
Additional infrastructure to support boat and kayak launching

\$



**FIRE PITS / WARMING SHELTER**  
Focal points that extend park use into evenings and winter

\$\$



**LAWN & TABLE GAMES**  
Permanent tables and lawn games like bocce and horseshoes

\$\$



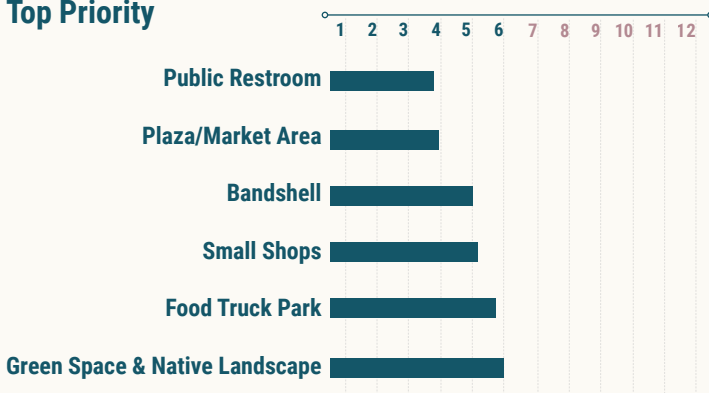
**CHILDREN'S PLAY AREA**  
Multi-zone play space with fenced toddler section and nature play area with logs, boulders, and sand

\$\$

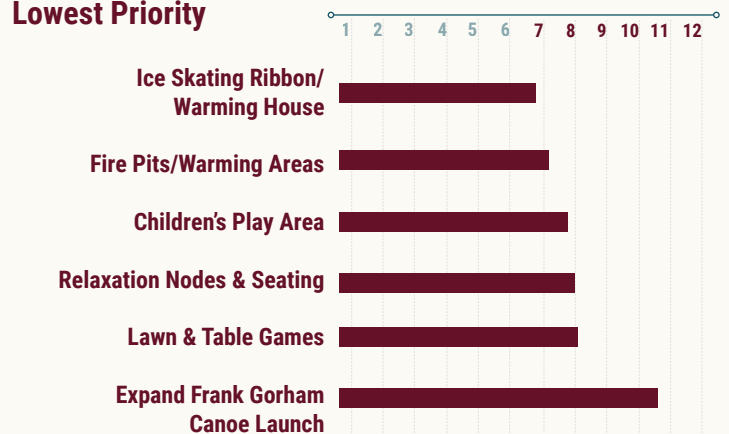
## Survey Feedback

Rank your Vision, with 1 being Top Priority and 12 being Lowest Priority. Tell us what matters most to you!

### Top Priority



### Lowest Priority



# COUNCIL CONSIDERATIONS

As the project moves toward Council discussion, this engagement report can help frame a focused set of questions for decision-making.

The engagement process has helped clarify the community's preference for the PD Site while also surfacing several decisions that will require further discussion. Moving forward, this report provides Council with valuable input and feedback that confirms community priorities, evaluates tradeoffs, and provides direction on the key questions that should shape future concept development.



## PROGRAM DEFINITION

What mix of uses define the site's identity?

A key next step is identifying what should actually be included on the site. This means determining the balance between passive open space, active recreation, gathering areas, event space, river-related amenities, and supporting features such as restrooms, seating, pathways, and landscaping. In order to move the project forward, key decisions on overall site program priorities and potential partner agencies/organizations should be made.

## OPEN SPACE VS. ACTIVATION

How much should remain open green space?

Engagement suggests support for an activated public space, but with caution around over-commercialization or uses that feel out of scale with the site. Council should consider what kinds of activation are appropriate, such as events, markets, performance space, seasonal programming, limited food and beverage uses, or family-oriented amenities. This will help the project team distinguish between activation that supports public use and activity that may be seen as too private or too intensive.

## **PARKING**

How should access be balanced with park space?

Parking remains a central consideration and will need to be addressed as design options move forward. Discussions should focus on defining what level of onsite parking is necessary, how shared downtown parking may factor into the site strategy, and how pedestrian, bicycle, and riverfront access should shape the plan. Establishing these parameters early will help avoid conflicts between access needs and open space goals later in the process.

## **FUTURE OF THE BUILDING**

Should any portion be retained - and for what use?

Council should consider what role the existing building can or should play in any future redevelopment scenario, including whether any portion should be retained, repurposed, or removed. Feedback suggests there is interest in reuse only if it supports a clear community-serving function, but there is not yet a clear consensus. A next step may be to narrow reuse options, test feasibility, and determine whether retaining part of the structure meaningfully supports the larger vision for the site.

## **YEAR-ROUND USABILITY**

Should the site work for all four seasons?

Consider how strongly the site should be designed for year-round use and whether it should function as a destination across all four seasons. Feedback suggests that year-round usability is important to many participants, though preferences leaned more heavily toward amenities and activities associated with warmer months. Moving forward, the key question is how to balance investments in spring, summer, and fall use with features that can extend activity into colder months without compromising the site's overall character, flexibility, or long-term feasibility.

## **ACTIVE VS. PASSIVE**

What mix of uses define the site's identity?

Feedback suggests support for preserving the site as a public riverfront open space, but not as a purely passive landscape; participants also expressed interest in amenities and programming that would make the space active, welcoming, and well-used. The key consideration moving forward is what mix of open space, gathering areas, recreation, events, river-related amenities, and supporting features best reflects the community's vision and distinguishes the site from other nearby parks and destinations.



*Engagement Summary Report prepared by:*

**All  
Together.**