

**AGENDA
CITY OF ST. CHARLES
PLANNING & DEVELOPMENT COMMITTEE
ALD. TODD BANCROFT– CHAIR
MONDAY, MAY 8, 2023 - 7:00 PM
CITY COUNCIL CHAMBERS
2 E. MAIN STREET**

1. CALL TO ORDER

2. ROLL CALL

3. OMNIBUS VOTE

Items with an asterisk (*) are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.

4. COMMUNITY & ECONOMIC DEVELOPMENT

- a. Recommendation to Approve Summer 2023 Outdoor Dining Plan for First Street Plaza East
- b. Recommendation to Approve Summer 2023 Outdoor Dining Plan for First Street Plaza West
- *c. Recommendation to Approve Professional Services Agreement with Serena Sturm for Construction Administration Phase of First Street Plaza Project

5. PUBLIC COMMENT

6. ADDITIONAL ITEMS FROM MAYOR, COUNCIL OR STAFF

7. EXECUTIVE SESSION

- Personnel – 5 ILCS 120/2(c)(1)
- 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)

8. 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 (TDD), or via e-mail at 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: 4a
	Title:	Recommendation to Approve Summer 2023 Outdoor Dining Plan for First Street Plaza East	
	Presenter:	Derek Conley, Economic Development Director	
Meeting: Planning & Development Committee		Date: May 8, 2023	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: TIF 7 - Central Downtown (VOTING RESTRICTION)			
Executive Summary (if not budgeted, please explain):			
<p>The City Code allows businesses in the CBD-1 Central Downtown Business District to utilize public sidewalks and plazas for outdoor cafés, subject to meeting certain standards and obtaining a 100-day Sidewalk Café permit, with two permitting periods for the Summer season between April 15 and Oct. 31. The Sidewalk Café permitting requirements were updated in March 2022 to allow for expanded use of the First Street Plazas during the summer months.</p> <p>In March 2023, City Council approved the funding and construction of First Street Plaza Expansion Project. Due to the anticipated construction and the unknown impacts on the existing plaza space, City staff did not bring forward a 2023 Outdoor Plan in April. Over the past 6 weeks, City staff has been working with the contractor and determined the necessary construction zone. Once the construction zone was confirmed, City staff allowed for the restaurants to operate outdoor dining on a temporary basis until City Council could approve the 2023 Outdoor dining plan. On May 1, the contractor installed the construction fencing.</p> <p>The proposed Outdoor Dining Plan for 2023 for First Street Plaza East is attached to this Executive Summary and is the identical to the temporary existing layout. The only participating restaurant is Alter Brewing. Given the impact of the construction of the Plaza Extension, City staff is recommending that the fees for outdoor dining on the First Street Plazas be waived for Summer 2023. While the contractor and staff will do their best to mitigate disruptions, there will be nuisances such as dust, noise, and limited access to storefronts. Additionally, there may be times construction occurs during the evening or on Saturdays. City staff is partnering with the Business Alliance to promote that the First Street businesses are open and the best way to find parking and navigate around the construction zone.</p> <p>Per direction from City Council, City Staff has begun evaluating a permanent outdoor dining program and anticipates presenting options to the Planning and Development Committee in the Summer 2023, to be effective in 2024.</p>			
Attachments (please list):			
Resolution, First Street Plaza - East Outdoor Dining			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Approve Summer 2023 Outdoor Dining Plan for First Street Plaza East			

City of St. Charles, Illinois
Resolution No. 2023-_____

**Resolution Approving an Outdoor Café Layout for the First Street East Plaza
for Summer Season 2023**

**Presented & Passed by the
City Council on _____**

WHEREAS, Title 12, “Streets, Sidewalks, Public Places and Special Events”, Chapter 12.04, “General Provisions,” Section 12.04.102, “Outdoor Cafés in Public Places” of the St. Charles Municipal Code, Section B.2, provides that the City Council shall authorize a plan for the layout of Outdoor Cafés on the First Street East Plaza.

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

1. The City Administrator is authorized to issue Outdoor Café Permits for the First Street East Plaza, per Section 12.04.102, for Summer Season 2023, in accordance with the Outdoor Café Layout attached as Exhibit “A”.
2. Due to the ongoing construction and impacts of the First Street Plaza Expansion, the permit fees for the First Street East Plaza for Summer Season 2023 are hereby waived.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this 15th day of May 2023.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this 15th day of May 2023.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this 15th day of May 2023.

Lora A. Vitek, Mayor

Attest:

City Clerk/Recording Secretary

Voice Vote:

Ayes:

Nays:

Resolution No. _____

Page 2

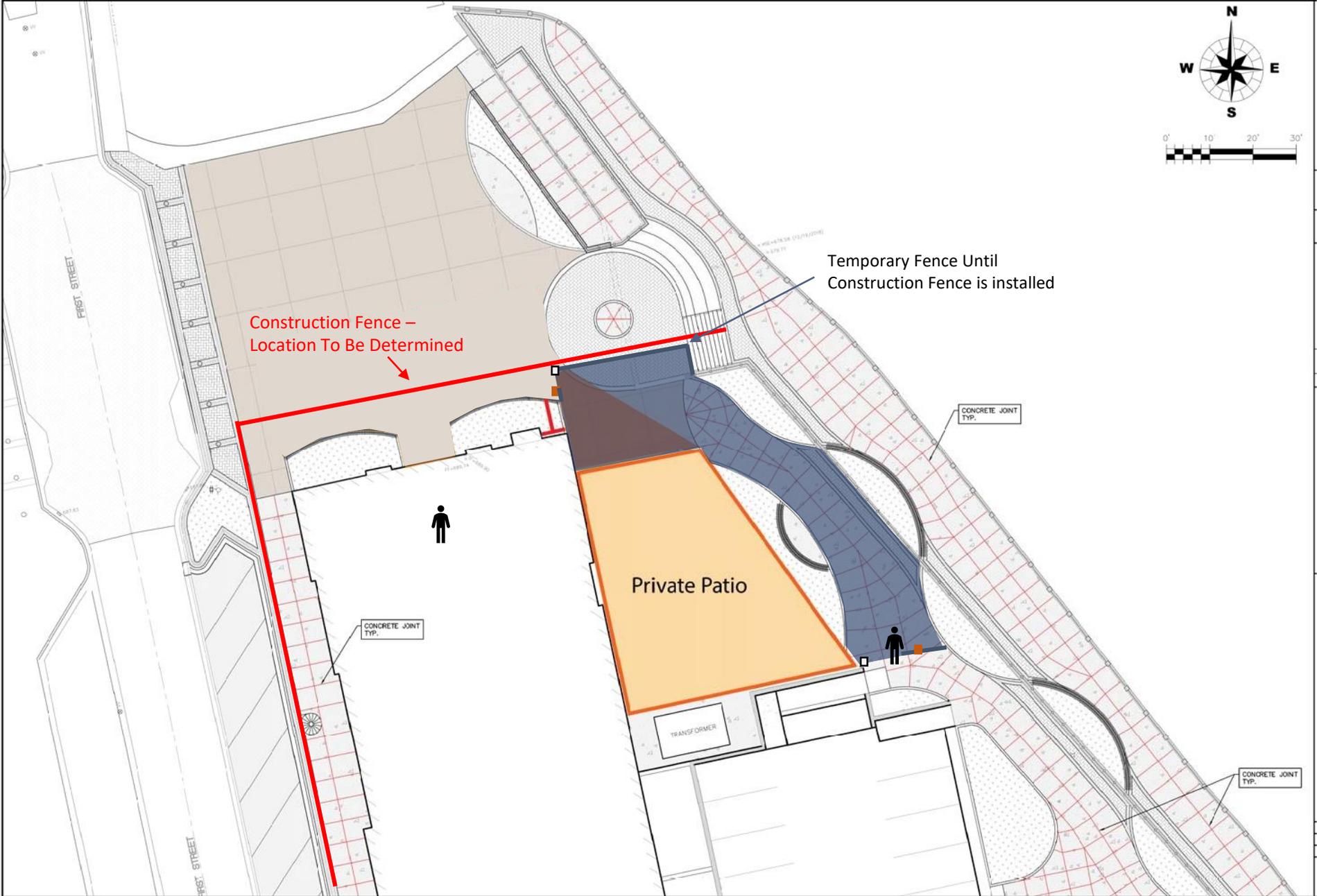
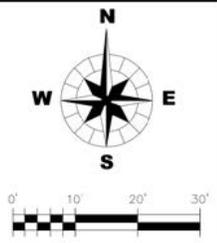
Absent:

Abstain:

EXHIBIT "A"

- 2023 First Street East Plaza Outdoor Café Layout

-  Host
-  No alcohol beyond this point sign
-  3 foot gap (min). – ADA



Construction Fence –
Location To Be Determined

Temporary Fence Until
Construction Fence is installed

Private Patio

TRANSFORMER

CONCRETE JOINT
TYP.

CONCRETE JOINT
TYP.

CONCRETE JOINT
TYP.

FIRST STREET

FIRST STREET

	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 4b
	Title:	Recommendation to Approve Summer 2023 Outdoor Dining Plan for First Street Plaza West	
	Presenter:	Derek Conley, Economic Development Director	
Meeting: Planning & Development Committee		Date: May 8, 2023	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: TIF 4 - First Street (VOTING RESTRICTION)			
Executive Summary (if not budgeted, please explain):			
<p>The City Code allows businesses in the CBD-1 Central Downtown Business District to utilize public sidewalks and plazas for outdoor cafés, subject to meeting certain standards and obtaining a 100-day Sidewalk Café permit, with two permitting periods for the Summer season between April 15 and Oct. 31. The Sidewalk Café permitting requirements were updated in March 2022 to allow for expanded use of the First Street Plazas during the summer months.</p> <p>In March 2023, City Council approved the funding and construction of First Street Plaza Expansion Project. Due to the anticipated construction and the unknown impacts on the existing plaza space, City staff did not bring forward a 2023 Outdoor Plan in April. Over the past 6 weeks, City staff has been working with the contractor and determined the necessary construction zone. Once the construction zone was confirmed, City staff allowed for the restaurants to operate outdoor dining on a temporary basis until City Council could approve the 2023 Outdoor dining plan. On May 1, the contractor installed the construction fencing.</p> <p>The proposed Outdoor Dining Plan for 2023 for First Street Plaza West is attached to this Executive Summary and is the identical to the temporary existing layout. The participating restaurants are La Zaza, McNally’s, La Mesa, and Gia Mia. Given the impact of the construction of the Plaza Extension, City staff is recommending that the fees for outdoor dining on the First Street Plazas be waived for Summer 2023. While the contractor and staff will do their best to mitigate disruptions, there will be nuisances such as dust, noise, and limited access to storefronts. Additionally, there may be times construction occurs during the evening or on Saturdays. City staff is partnering with the Business Alliance to promote that the First Street businesses are open and the best way to find parking and navigate around the construction zone.</p> <p>Per direction from City Council, City Staff has begun evaluating a permanent outdoor dining program and anticipates presenting options to the Planning and Development Committee in the Summer 2023, to be effective in 2024.</p>			
Attachments (please list):			
Resolution, First Street Plaza - West Outdoor Dining			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Approve Summer 2023 Outdoor Dining Plan for First Street Plaza West			

**City of St. Charles, Illinois
Resolution No. 2023-_____**

**Resolution Approving an Outdoor Café Layout for the First Street West Plaza
for Summer Season 2023**

**Presented & Passed by the
City Council on _____**

WHEREAS, Title 12, “Streets, Sidewalks, Public Places and Special Events”, Chapter 12.04, “General Provisions,” Section 12.04.102, “Outdoor Cafés in Public Places” of the St. Charles Municipal Code, Section B.2, provides that the City Council shall authorize a plan for the layout of Outdoor Cafés on the First Street West Plaza.

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

1. The City Administrator is authorized to issue Outdoor Café Permits for the First Street West Plaza, per Section 12.04.102, for Summer Season 2023, in accordance with the Outdoor Café Layout attached as Exhibit “A”.
2. Due to the ongoing construction and impacts of the First Street Plaza Expansion, the permit fees for the First Street West Plaza for Summer Season 2023 are hereby waived.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this 15th day of May 2023.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this 15th day of May 2023.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this 15th day of May 2023.

Lora A. Vitek, Mayor

Attest:

City Clerk/Recording Secretary

Voice Vote:

Ayes:

Nays:

Resolution No. _____

Page 2

Absent:

Abstain:

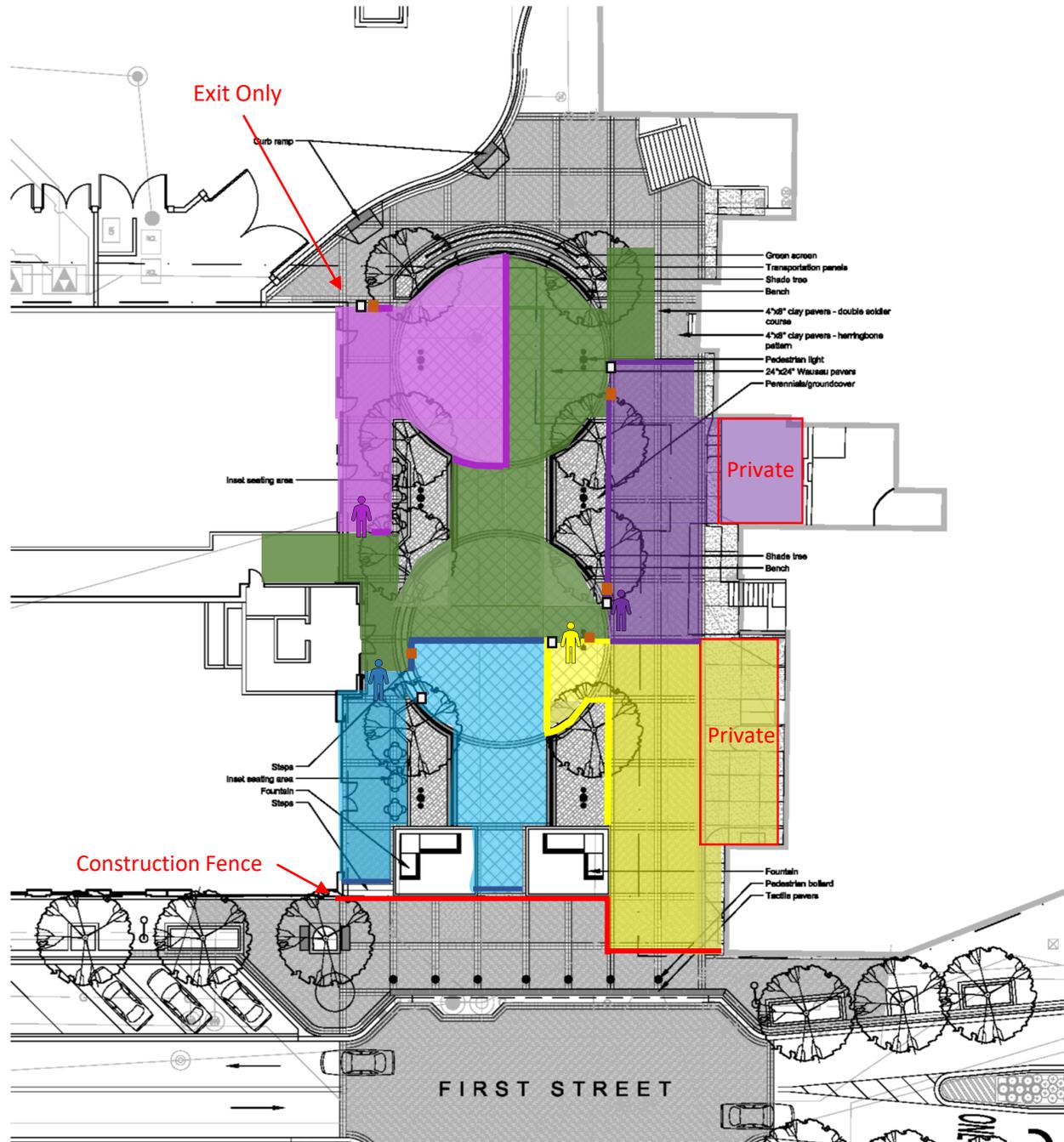
EXHIBIT "A"

- 2023 First Street West Plaza Outdoor Café Layout

- Gia Mia
- McNally's
- La Za Za's
- La Mesa
- Walkways

- Gia Mia Fence
- McNally's Fence
- La Za Za's Fence
- La Mesa Fence
- Construction Fence

- Host
- No alcohol beyond this point sign
- 3 foot gap (min). – ADA



 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *4c
	Title:	Recommendation to Approve Professional Services Agreement with Serena Sturm for Construction Administration Phase of First Street Plaza Project	
	Presenter:	Peter Suhr, Director of Public Works	
Meeting: Planning & Development Committee		Date: May 8, 2023	
Proposed Cost: \$ 94,200		Budgeted Amount: \$193,760	Not Budgeted: <input type="checkbox"/>
TIF District: TIF 7 - Central Downtown (VOTING RESTRICTION)			
Executive Summary (if not budgeted, please explain):			
<p>Construction of the First Street Plaza Project has begun. Public Works staff will be managing the day-to-day coordination of the construction with assistance from our consulting architects and engineers. When Serena Sturm Architects was originally hired for this project, they provided a cost proposal for anticipated services for the various phases of the project including Schematic Design, Design Development, Construction Documents, Bidding and Construction Administration. The original cost proposal estimate for the Construction Administration services was just over \$150,000, which has been reduced to \$94,200 reflecting the anticipated actual work needed from the consultants during construction. This is the last professional services phase of the project requiring formal approval from City Council and was budgeted at \$193,760.</p> <p>The Schematic Design phase of the First Street Plaza Project is complete. Staff would like to provide the Committee with an update on progress since the December 14, 2020 Government Services Meeting and Request Approval to move forward with the project into the Design Development Phase.</p>			
Attachments (please list):			
*Serena Sturm Professional Services Agreement			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve Professional Services Agreement with Serena Sturm for the Construction Administration Phase of the First Street Plaza in the amount of \$94,200.			

