

**MINUTES  
CITY OF ST. CHARLES, IL  
PLANNING AND DEVELOPMENT COMMITTEE  
MONDAY, JANUARY 9, 2023 7:00 P.M.**

**Members Present:** Silkaitis, Kalamaris, Payleitner, Bongard, Bancroft, Lencioni, Pietryla, Wirball, Bessner, Weber

**Members Absent:** None

**Others Present:** Mayor Vitek; Heather McGuire, City Administrator; Russell Colby, Director of Community Development; Derek Conley, Director of Economic Development; Ellen Johnson, City Planner; Rachel Hitzemann, City Planner; Monica Hawk, Development Engineer; Allen Fennell, Building & Code Enforcement Manager; Peter Suhr, Director of Public Works; Bill Hannah, Director of Finance; Deputy Fire Chief Kevin Christensen

**1. CALL TO ORDER**

The meeting was convened by Chair Weber at 7:00 p.m.

**2. ROLL CALLED**

Roll was called:

Present: Silkaitis, Kalamaris, Payleitner, Bongard, Bancroft, Lencioni (7:03 p.m.), Pietryla, Wirball, Bessner, Weber

Absent: None

**3. OMNIBUS VOTE - None**

**4. COMMUNITY & ECONOMIC DEVELOPMENT**

- a. Plan Commission recommendation to approve a PUD Preliminary Plan for the First Street Plaza expansion

Mr. Colby, Director of Community Development, presented the Executive Summary and materials posted in the meeting packet.

Ald. Payleitner said a better understanding of project costs is really critical to taking the next steps. She wanted to make sure that nothing other than the plan is being approved. Mr. Colby confirmed that is correct.

Ald. Pietryla asked why they couldn't just provide a contractor what they already have in terms of a concept and ask them to provide bids based on that instead of going through the PUD process. Mr. Colby said it is typical to have an agreed upon plan before issuing a bid to avoid having to modify the plan based on getting further along in the discussion after having the bids back. They wouldn't want to bid the project multiple times. Ald. Pietryla asked if they would still be able to make changes. They can.

Ald. Wirball expressed concerns about the funding and asked if the bids could be broken down with one for the street component and another for the plaza.

Mr. Suhr, Director of Public Works, said they will be asking the contractors for a breakdown of their entire costs so that information will be available, but it won't be as simple as a bid for particular units of the project.

Ald. Wirball asked about the previously discussed drop off point and the timeframe for getting bids. Mr. Suhr said they have a proposal that creates enough space for 3-4 cars to pull off the street and drop off passengers. They plan on going out to bid next week.

Ald. Wirball asked about the context of the meeting with business owners. Mr. Conley, Director of Economic Development, said he met with businesses along First Street to advise them of this process and to see what concerns they had. He will continue to keep them updated. If they get an approved contractor, the plan is to provide an opportunity for the businesses to meet with that contractor and get a construction time table so the businesses can plan accordingly.

Ald. Bancroft asked how long construction would take. Mr. Suhr estimated it would take about 9 months.

Ald. Wirball wanted to know if there was a projection on the annual maintenance costs and how that would be paid for. Mr. Suhr said this plaza is similar to other plazas they already have so it is an extension of the work they already do. They estimate those costs to be between \$15,000-\$20,000 annually. Mayor Vitek noted the St. Charles Initiative was involved with this and they could continue to raise funding to help with some of the maintenance costs.

Ald. Pietryla asked if there was any kind of documentation that codifies the relationship between the City and the Initiative in terms of identifying costs. Ms. McGuire stated there is a document that discusses the fundraising element of the project. Once it is complete, the City would maintain ownership and responsibility of the maintenance of the project.

**Ald. Bancroft made a motion to approve a PUD Preliminary Plan for the First Street Plaza expansion. Seconded by Ald. Lencioni.**

**Roll was called:**

**Ayes: Silkaitis, Kalamaris, Payleitner, Bancroft, Lencioni, Pietryla, Wirball**

**Absent:**

**Nays:**

**Abstain: Bongard**

**Motion passed 7-1**

b. St. Charles Housing Trust Fund Update

Ms. Johnson, City Planner, presented the Executive Summary posted in the meeting packet.

Ald. Pietryla suggested putting more into the first-time home buyer program or into some type of senior living programs.

Ald. Bancroft asked if recent developers were aware of the real estate tax relief that could be available to them at the state level if they decided to build affordable housing. Ms. McGuire stated they are aware of it, but they could revisit it again with them.

- c. Recommendation regarding the St. Charles Housing Trust Fund Allocation to Kane County Affordable Housing Fund for Anthony Place II

Ms. Johnson, City Planner, presented the Executive Summary posted in the meeting packet.

Chealon Shears, representative for GC Housing Development, provided background and explained their main reason for requesting additional funding is due to increased construction costs. She reviewed some of the actions they are taking to identify some savings.

Ald. Weber asked if there was a waiting list for Anthony Place and how long people stay in those units. Ms. Shears said as of December, the waiting list was at 138. She noted the seniors are usually very happy and satisfied and tend to stay. If there is any turnover, it is usually due to them needing some type of assisted living arrangement or because they have passed away.

Andrew Block, President of GC Housing Development/Crane Construction, said the vast majority of affordable housing properties lease out very quickly.

Ald. Payleiner asked if Housing Trust funds were used for phase 1. They were not. She asked if another project came about that offered another affordable housing opportunity, would this get in the way. Ms. Johnson said the fund would still have approximately \$1.2 million available for future projects.

Ald. Lencioni asked if there were any standards for pro forma's as far as profit models and cost allocations go. Since they are using public funds to allow private companies to have a profitable product, he wondered if there was any guidance on what the PNL model should look like as far as profit element per size. Ms. Johnson explained the county staff provided a cost per unit based on the construction costs and they found this cost per unit to be comparable to other projects that have been approved in the county in the last few years. Mr. Block said IDHA has very strict guidelines as to what their contractor can charge in fees, general conditions and overhead, and what a developer can charge as a developer fee. He said almost every developer's pro forma is within these guidelines.

Ald. Bancroft asked about the cost per unit and income requirements. Mr. Block provided an explanation of the breakdown of these costs. He also noted the amount they need may be lower if construction/material costs go down.

**Ald. Silkaitis made a motion to approve a St. Charles Housing Trust Fund Allocation to the Kane County Affordable Housing Fund for Anthony Place II, not to exceed \$1.1 million. Seconded by Ald. Pietryla.**

**Roll was called:**

**Ayes: Silkaitis, Kalamaris, Payleitner, Bongard, Bancroft, Lencioni, Pietryla, Wirball, Bessner**

**Absent:**

**Nays:**

**Motion passed 9-0**

- d. Recommendation regarding 2023 Inclusionary Housing Fee

Ms. Johnson, City Planner, presented the Executive Summary posted in the meeting packet.

Ald. Wirball asked how St. Charles compared to surrounding communities. Ms. Johnson said they are only one of eight communities in Illinois to have an inclusionary housing ordinance so they are only one of eight that require this fee-in-lieu to be paid. St. Charles is the only one in the Fox Valley. None of the other communities have a tiered structure and are all structured slightly different.

**Ald. Payleitner made a motion to approve keeping the current Inclusionary Housing Fees in place. Seconded by Ald. Wirball.**

**Roll was called:**

**Ayes: Silkaitis, Kalamaris, Payleitner, Bongard, Bancroft, Lencioni, Pietryla, Wirball, Bessner**

**Absent:**

**Nays:**

**Motion passed 9-0**

## **5. PUBLIC COMMENT**

Paul McMahon, Citizens for Responsible Development, asked about the bid process for the First Street Plaza expansion.

## **6. ADDITIONAL ITEMS FROM MAYOR AND CITY COUNCIL MEMBERS**

Ald. Wirball asked for an update on First Street Building #8, Lot 4 on the corner of Illinois and Rt. 31 to be provided at the next meeting.

## **7. EXECUTIVE SESSION – None**

**8. ADJOURNMENT - Ald. Wirball made a motion to adjourn at 7:54 p.m. Seconded by Ald. Pietryla. Approved unanimously by voice vote. Motion Carried.**