

**MINUTES
CITY OF ST. CHARLES, IL
PLANNING AND DEVELOPMENT COMMITTEE
MONDAY, DECEMBER 11, 2023 7:00 P.M.**

Members Present: Silkaitis, Foulkes, Bongard, Muenz, Lencioni, Gehm, Pietryla, Wirball, Bessner, Weber

Members Absent: None

Others Present: Heather McGuire, City Administrator; Russell Colby, Director of Community Development; Derek Conley, Director of Economic Development; Bruce Sylvester, Assistant Director of Community Development-Planning & Engineering; Allen Fennell, Assistant Director of Community Development-Building Services; Rachel Hitzemann, City Planner; Peter Suhr, Director of Public Works; Deputy Fire Chief Jeremy Mauthe; Nick Peppers, City Attorney

1. CALL TO ORDER

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

2. ROLL CALLED

Roll was called:

Present: Silkaitis, Foulkes, Bongard, Muenz, Lencioni, Gehm, Pietryla, Wirball, Bessner, Weber

Absent: None

3. OMNIBUS VOTE

*4b. Historic Preservation Commission recommendation to approve Historic Landmark Designation for 720 Prairie St., “Bernard Snelting”

*4c. Historic Preservation Commission recommendation to approve Historic Landmark Designation for 838 N. 5th Ave., “Saxony Terrace”

Motion by Ald. Bessner, second by Ald. Wirball to approve omnibus items *4b and *4c on the agenda.

Roll was called:

Ayes: Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard, Muenz, Gehm, Pietryla

Nays: None

Motion carried: 9-0

4. COMMUNITY & ECONOMIC DEVELOPMENT

- a. Plan Commission recommendation to approve a Minor Subdivision Final Plat for Maple Norway Resubdivision (505 & 511 Prairie St.)

Rachel Hitzemann, City Planner, presented the Executive Summary and materials posted in the meeting packet.

Ald. Wirball asked about water accumulation on nearby properties. Ms. Hitzemann noted the engineering review did not show any outstanding concerns.

Ald. Gehm asked about access to the second parcel on 511 Prairie Street. Both homes will have driveways on south 5th Street.

Motion by Ald. Pietryla, second by Ald. Wirball to approve a Minor Subdivision Final Plat for Maple Norway Resubdivision (505 & 511 Prairie St.)

Roll was called:

Ayes: Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard, Muenz, Gehm, Pietryla

Nays: None

Motion carried: 9-0

- d. Recommendation to authorize Master Engineering Services Agreements with Clark-Dietz, Inc.; Thomas Engineering Group; and WBK Engineering, LLC and approve Flat and Hourly Rates for Engineering Plan Review and Construction Inspection Services for Private Development.

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

Ald. Pietryla noted the materials state the contract is for three years and asked about the starting date that is listed as October 2023. Mr. Colby explained the review process took longer than anticipated so the starting date will begin with Council approval.

Ald. Wirball liked the concept of utilizing three different engineering firms and felt this was important to avoid any potential conflicts of interest.

Motion by Ald. Wirball, second by Ald. Gehm to authorize Master Engineering Services Agreements with Clark-Dietz, Inc.; Thomas Engineering Group; and WBK Engineering, LLC and approve Flat and Hourly Rates for Engineering Plan Review and Construction Inspection Services for Private Development.

Roll was called:

Ayes: Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard, Muenz, Gehm, Pietryla

Nays: None

Motion carried: 9-0

- e. Recommendation to approve an amendment to Title 18 “Stormwater Management Ordinance”, Section 18.04.010 “-Stormwater Management Ordinance – Adopted – Modifications”, Section C (Fences)

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

Ald. Bessner asked if picket fences always had a 4-inch clearance. Mr. Colby noted picket fences that are 50% open have a 2-inch clearance and that will not change.

Ald. Wirball expressed his thanks for changing this ordinance.

Ald. Silkaitis felt it was a good idea to bring down the clearance another 2 inches.

Motion by Ald. Weber, second by Ald. Wirball to approve an amendment to Title 18 “Stormwater Management Ordinance”, Section 18.04.010 “-Stormwater Management Ordinance – Adopted – Modifications”, Section C (Fences)

Roll was called:

Ayes: Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard, Muenz, Gehm, Pietryla

Nays: None

Motion carried: 9-0

- f. Recommendation to amend Title 15 “Buildings and Construction” and Title 18 “Stormwater Management Ordinance” to establish a Site Development/Stormwater Permit fee.

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

Ald. Pietryla expressed his support and asked for clarification regarding the concept of the resident engineer not protecting the City’s interests. Mr. Colby said they are hired by the developer and it has been inconsistent as to when they would be required to be on-site based on the type of work. Sometimes there has been a difference of opinion as to who would determine if the engineer needed to be there or not. The intent was to rely on that resident engineer to monitor what is being constructed. It’s more in the City’s interest to have someone who is objective and is working for us.

Ald. Muenz said this is a great process improvement and helps with the upfront costs.

Ald. Wirball asked if it would be possible to have a hybrid model that includes the 2.50% fee and another 0.5% refundable deposit. Mr. Colby said they could work with a system like that.

Motion by Ald. Wirball, second by Ald. Pietryla to amend the proposed amendment to Title 15 and Title 18 “Stormwater Management Ordinance” to establish a Site Development/Stormwater Permit fee to include both a 2.50% fee and an additional 0.5% refundable deposit fee.

Roll was called:

Ayes: Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard, Muenz, Gehm, Pietryla

Nays: None

Motion carried: 9-0

Motion by Ald. Wirball, second by Ald. Pietryla to approve an amendment to Title 15 and Title 18 “Stormwater Management Ordinance” to establish a Site Development/Stormwater Permit fee as amended.

Roll was called:

Ayes: Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard, Muenz, Gehm, Pietryla

Nays: None

Motion carried: 9-0

- g. Recommendation to amend Title 15 “Buildings and Construction” regarding Engineering requirements for Building Permits.

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

Ald. Gehm asked if the temporary permit would cover something similar to the street paving issue they had with another development. Mr. Colby said this would cover if it’s specifically related to the permit for one of the houses.

Motion by Ald. Muenz, second by Ald. Gehm to approve amending Title 15 “Buildings and Construction” regarding Engineering requirements for Building Permits.

Roll was called:

Ayes: Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard, Muenz, Gehm, Pietryla

Nays: None

Motion carried: 9-0

5. PUBLIC COMMENT - None

6. ADDITIONAL ITEMS FROM MAYOR, COUNCIL OR STAFF - None

7. EXECUTIVE SESSION

Motion by Ald. Gehm, second by Ald. Pietryla to enter executive session at 7:18 p.m. for discussion of Pending, Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)

Roll Call:

Ayes: Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard, Muenz, Gehm, Pietryla

Absent: None

Nays: None

Motion Carried: 9-0

8. The regular session was reconvened at 7:32 p.m.

Motion by Ald. Wirball, second by Ald. Pietryla to end the executive session.

Roll Call:

Ayes: Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard, Muenz, Gehm, Pietryla

Absent: None

Nays: None

Motion Carried: 9-0

9. ADJOURNMENT

Motion by Ald. Gehm, second by Ald. Pietryla to adjourn at 7:33 p.m.

Unanimously approved by voice vote.