

**MINUTES
CITY OF ST. CHARLES, IL
PLANNING AND DEVELOPMENT COMMITTEE
MONDAY, MAY 10, 2021 7:00 P.M.**

Members Present: Stellato, Silkaitis, Payleitner, Bongard, Pietryla, Wirball, Bessner, Weber

Members Absent: Bancroft, Lencioni

Others Present: Mayor Vitek, Mark Koenen; City Administrator, Rita Tungare; Director of Community & Economic Development, Chris Minick; Director of Finance, Russell Colby; Assistant Director of Community & Economic Development, Allen Fennell; Building & Code Enforcement Manager, Monica Hawk; Development Engineer, Ellen Johnson; City Planner, Rachel Hitzemann; City Planner, Ciara Miller; Economic Development Planner

1. CALL TO ORDER

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

2. ROLL CALLED

Roll was called:

Present: Stellato, Silkaitis, Payleitner, Bongard, Pietryla, Wirball, Bessner, Weber

Absent: Bancroft, Lencioni

3. OMNIBUS VOTE – None.

4. COMMUNITY & ECONOMIC DEVELOPMENT

- a. Plan Commission recommendation to approve a Special Use for “Boat, Camper, and Recreational Vehicle Sales & Service” for Barrington Motor Sales RV, 3825 Commerce Dr.

Ms. Miller presented the Executive Summary posted in the meeting packet.

Chair Weber asked if the applicant will be shutting down their current operation and moving the entire business to this new location. Sean Bransky, president of Barrington Motor Sales RV, confirmed this is correct. They expect to sell approximately 5-15 units per month. All online sales will take place out of the one location, but they will have a holding lot for additional inventory and perhaps some storage space for a few customers.

Ald. Wirball asked how many RV’s fit into the facility. Mr. Bransky said the focus will be on having smaller type vehicles and they expect to fit about 7-9 small van

campers inside the building and a few outside. They would have between 10-12 vehicles onsite at any given time.

Ald. Pietryla asked if the motion would need to include the requested extension. Mr. Bransky said the current tenant is there until May 30th, 2022 and they would need to move in on June 1st of that year so it would be a small extension.

Ald. Pietryla made a motion to approve a Special Use for “Boat, Camper, and Recreational Vehicle Sales and Service” for Barrington Motor Sales RV, 3825 Commerce Dr. as amended with an extension to June 1, 2022. Seconded by Ald. Payleitner.

Roll was called:

Ayes: Stellato, Silkaitis, Payleitner, Bongard, Pietryla, Wirball, Bessner

Absent: Bancroft, Lencioni

Recused:

Nays:

Motion passed 7-0

- b. Historic Preservation Commission recommendation to approve a Façade Improvement Grant Agreement for 201 Cedar Ave.

Ms. Hitzemann presented the Executive Summary posted in the meeting packet.

Ald. Silkaitis asked which year the funds are coming from. Ms. Hitzemann stated the funds are from the new fiscal year. Grants are issued on a first come, first served basis, and if the two projects presented tonight are approved, there will be just under \$5000 remaining in the budget for the rest of the fiscal year.

Ald. Bessner made a motion to approve a Façade Improvement Grant Agreement for 201 Cedar Ave. Seconded by Ald. Pietryla.

Roll was called:

Ayes: Stellato, Silkaitis, Payleitner, Bongard, Pietryla, Wirball, Bessner

Absent: Bancroft, Lencioni

Recused:

Nays:

Motion passed 7-0

- c. Historic Preservation Commission recommendation to approve a Façade Improvement Grant Agreement for 11 N. 3rd St.

Ms. Hitzemann presented the Executive Summary posted in the meeting packet.

Ald. Payleitner noted the packet included information regarding the amount covered and not covered by insurance and asked if they had ever provided insurance default grant coverage before. Ms. Hitzemann didn't think so, but in this case, insurance

was willing to cover two sides of the building, so the building would have two different sidings. Without the grant, the owners would most likely not have finished the other two sides that were not covered by insurance. The Historic Preservation Commission considered this in their recommendation.

Ald. Payleitner said this sounded like a maintenance issue and should only qualify for 25% funding. Ms. Hitzemann noted the Historic Preservation Commission recommended 50%, but the final decision would be up to City Council.

Ald. Wirball asked about the age of the building. The architectural survey lists it as 1986. Ms. Hitzemann said it is a general estimate based on information that was available when the survey was done.

Ald. Bongard asked if this request was outside of the norm in regards to needing historic elements to qualify for grant funding. Ms. Hitzemann said most projects fall within the guidelines for qualifying improvements, but she noted recent grant projects approved by City Council that involved new building additions.

Ald. Weber asked staff if the project might not happen if they only approve 25% reimbursement. Mr. Colby said they could ask the building owner to respond to the recommendation and then provide an update at the Council meeting.

Ald. Payleitner made a motion to approve a Façade Improvement Grant Agreement for 11 N. 3rd St. at 25% reimbursement. Seconded by Ald. Silkaitis.

Roll was called:

Ayes: Stellato, Silkaitis, Payleitner, Bongard, Pietryla, Wirball, Bessner

Absent: Bancroft, Lencioni

Recused:

Nays:

Motion passed 7-0

d. Presentation of the 2020 Economic Development Annual Report

Ms. Miller presented the Economic Development Annual Report posted in the meeting packet.

Ald. Bongard asked how many non-industrial or bar/restaurant businesses are in the city. Ms. Miller said it is somewhat difficult to track a specific category. Most other communities that track that information use a business license/registration program. The City does not have that type of program. Ald. Bongard inquired about the difficulty faced in doing economic development effectively without knowing the number and types of businesses in the City. Ms. Miller said they manage with the tools available, but agreed they are missing some pieces of data that could be helpful, but not necessarily essential.

Ald. Payleitner asked who promotes/sells St. Charles and who makes sure they get a variety of businesses. Ms. Miller said pre-Covid the department would attend retail trade shows and attend networking events to promote the city. In addition, the brokers represent the private-owned leasable space and it is up to these brokers to attract the tenants. However, having a good relationship with them is very important to be able to make suggestions that benefit the City.

Ald. Wirball asked if the department needs better guidance from the Council as to what they want downtown as far as business diversity. Ms. Tungare said there will be an opportunity to obtain more feedback from the Council at a later date. As much as they would like to influence the specific type of user occupying a specific space, these are privately-owned properties and there are limitations as to how much a municipality can dictate that.

Ald. Bessner suggested adding family size information to the demographics section.

Ald. Bongard asked if it would be helpful if the Council started having conversations about pursuing a business registration process to help understand who is doing business in St. Charles. Ms. Miller said it would be useful, but not essential. Ms. Tungare also noted it would be useful to have this information and the benefits could outweigh the administrative costs.

Ald. Pietryla supported the concept of a business registration program.

Ald. Stellato cautioned about it being perceived as anti-business. He said other municipalities have licensing requirements that include building inspections and fees every time someone moves into a new space. He didn't want it to look like another layer of government being put on someone moving into the community. He's fine with just asking for the name, location and nature of business.

Ald. Silkaitis agreed a good first step would be to request the business name, location and type of business to see what they have and then discuss the types of businesses they would like to have.

Ald. Pietryla suggested researching what other municipalities are doing. Ms. Miller said they could look into this.

5. ADDITIONAL BUSINESS – None.

6. EXECUTIVE SESSION – None.

7. ADDITIONAL ITEMS FROM MAYOR, COUNCIL, STAFF OR CITIZENS

8. ADJOURNMENT - Ald. Pietryla made a motion to adjourn at 8:02 p.m. Seconded by Ald. Wirball. Approved unanimously by voice vote. Motion Carried.