

**MEETING MINUTES  
CITY OF ST. CHARLES, IL  
ST. CHARLES CORRIDOR IMPROVEMENT COMMISSION  
DECEMBER 6, 2017**

**Members Present:** Chair English, Vice Chair Schuetz, Potts, Nelson

**Members Absent:** Kane, Hauser and Shimkus

**City Staff Present:** Matthew O'Rourke – Economic Development Division Manager

**1. Opening of Meeting**

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

**2. Approval of Agenda**

Voice vote to approve the December 6, 2017 Corridor Improvement Commission Agenda.

**Voice Vote:** Unanimous; Nays: None; Members Absent: Kane, Hauser and Shimkus

Motion Carried.

**3. Approval October 4, 2017 Meeting Minutes**

A motion was made by Vice Chair Schuetz and seconded by Ms. Nelson to approve the October 4, 2017 Corridor Improvement Commission Meeting Minutes.

**Voice Vote:** Unanimous; Nays: None; Members Absent: Kane, Hauser and Shimkus

Motion Carried.

**4. Discussion Item**

A. (Discussion Only) DRAFT City-Owned Property Improvement Project Ordinance Amendments and Program Description Review and Discussion

Mr. O'Rourke started with an overview of the previous conversation. He said that they have discussed certain City-owned properties that could use improvements aesthetically during the last couple of meetings. At this point, he wanted to go over the text, program description, and ordinance amendments that staff has put together to formalize this concept and work towards presenting the changes to City Council for approval. These amendments include additional responsibilities for the Commission and Mr. O'Rourke wanted to be sure everyone was comfortable with performing these new tasks. In January, he would like to bring this to the

Corridor Commission meeting for a recommendation to forward to the City Council. Then it will be presented at the January Planning and Development Committee meeting.

The materials are divided into two sections, the first part illustrates necessary text amendments to the City's code. Mr. O'Rourke included the red line version to display the changes made. Vice Chair Schuetz asked if the wording was just changed or if a new paragraph was added to this new program. Everything displayed with red underline is new, stated Mr. O'Rourke. The new language crafted to create the proposed program can be found in section 12.40.070.

The new process is described as: on or around December 1<sup>st</sup> of each calendar year, the determination will be made if there will be enough money available to support the design plan of one City-owned property. The program would require a design professional if the cost of the project is anticipated to exceed \$5,000 or if there is going to be a significant change to public infrastructure. At that point, the City's bidding processes would be implemented and the Commission would select a consultant to create a design. Improvements on a smaller scale could go forward with assistance from the Public Works Division such as a project that only entails the location of potters or benches. The focus of these improvements will be more on hardscape. This is due to the type of properties they will be working with and because of the ongoing maintenance concerns. Vegetation will be more of a compliment instead of a focal point. Ms. Potts added that some of these areas are limited due to road salt concerns and others with an abundance of shade. Vice Chair Schuetz added that they do not want to create ongoing maintenance concerns.

Vice Chair Schuetz asked what the new responsibilities entailed. Mr. O'Rourke explained that the biggest change will come in the review designs and bids for work. Instead of looking over bids provided for property owners, the Commission will now be responsible for soliciting these bids and recommending the best consultant/company for each project. Potts added that they would likely need to ask for 3 bids, look for lowest costs, etc.

Exhibit B - the second part, formally lays out the whole process and design guidelines. Mr. O'Rourke said he also put together design guidelines to remain consistent with what is already constructed in St. Charles. Photographs of surface types/mixtures of materials that are prominent in St. are included in the documents.

Chair English asked if there is anything included in this program stating that after inspection, the Commission gives final approval. Mr. O'Rourke stated that he anticipates most of that being coordinated through Public Works/City staff since these are publically-owned properties. This is included in section 7 on page 5, under "Completion of Work".

The attached map and City-Owned Property Priority List were reviewed. Mr. O'Rourke explained that it would be best to have a priority list and to go in order with how they are ranked with the lower number being a higher priority. This would be more systematic and provide attention to the properties that need it the most. Vice Chair Schuetz asked, in regards to the City's budget, at what point is a decision made that they want to do something. The way the program is written, the Commission would come to their December meeting and review the number of private projects already approved or anticipated, said Mr. O'Rourke. The businesses

and property owners get first priority. Depending on how much money is remaining, the commission will determine if they proceed with looking at a design plan for a City property. If there is a determination that enough funding is anticipated, they will pick the next property on the priority list and look to have a design plan created. They would want to have a plan ready for review by the City Council in February or March while next year's budget is being considered so any project can be considered as part of the next Fiscal Year's budget. This new program is serving as a catalyst through a design, with this Commission being responsible for the creation of that design and presenting it to Council and asking if they would like to move forward.

Ms. Potts stated that the dentist's office located just east of Shakou would benefit from the possibly adding additional lighting. They have older clientele and the uneven walkway makes it a challenge for some of them from where they park. She also stated a lot of people use this walkway to get to the parking lot. Vice Chair Schuetz added that this could be considered a security issue too.

Mr. O'Rourke said another property that would be a huge improvement, but could be cost prohibitive, is the area next to Forever Yogurt. This is a sizeable area where benches and other features could replace the concrete pots that have been there for some time.

Mr. O'Rourke reminded everyone to review the materials further for January's meeting.

Ms. Potts reiterated that the verbiage removed is crossed off with a red line and the rest is just highlighted in red. Mr. O'Rourke said he did not remove a lot from the existing Ordinance since this program is new and that the new language has red text with an underline. Ms. Nelson said the downtown area has improved and asked who has made most of the improvements over the past few years. Mr. O'Rourke stated that it has been a combination of working with developers as part of ongoing development projects such First Street as well as the America in Bloom Committee has made additions with City staff.

## **5. Additional Business from Corridor Commission Members, Public or Staff**

Chair English said the January meeting will be changed to the second Wednesday, January 10, 2018.

A motion was made by Vice Chair Schuetz and seconded by Ms. Potts to move the January meeting from January 3<sup>rd</sup> to January 10<sup>th</sup>.

**Voice Vote:** Unanimous; Nays: None; Members Absent: Kane, Hauser and Shimkus

Motion Carried.

## **6. Announcements**

Chair English asked if there was an update on the former Fox Title Company property. Mr. O'Rourke said he has had conversations with Ryan and currently they are focusing on

the inside. Their plan is to come back for the grant in early spring. Ms. Potts asked if there was anything new with the former Fine Furnishings property that was recently purchased by Eric Larson. Mr. O'Rourke said he may move Ameriprise there and lease the current Ameriprise location. Mr. Larson has done some maintenance landscaping and has not said anything about interest in a grant.

7. **Up Coming Meeting Dates**

A. Next Corridor Improvement Commission Meeting is January 10, 2018

A motion was made by Vice Chair Schuetz and seconded by Ms. Nelson to adjourn the meeting.

**Voice Vote:** Unanimous; Nays: None; Members Absent: Kane, Hauser and Shimkus