

**AGENDA ITEM EXECUTIVE SUMMARY****Agenda Item Number:** 4b**Title:**

Plan Commission recommendation to approve a Minor Subdivision – Final Plat for 1734 Riverside Subdivision (1734 Riverside Ave.)

Presenter:

Ellen Johnson

Meeting: Planning & Development Committee**Date:** June 8, 2020

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: ☐**Executive Summary** (*if not budgeted please explain*):

The subject property is a 0.554 acre, unsubdivided parcel addressed as 1734 Riverside Ave., located at the northeast corner of Riverside and Moore Avenues. A significant portion of the property is located in the floodway/floodplain. The City purchased the property and demolished the previous home in support of the 7th Avenue Creek Project.

The City, represented by Ken Jay, Public Works Engineering Manager, is seeking approval of a Final Plat of Subdivision to divide the subject property into two lots. Lot 2, the majority of which is outside of the floodplain, will be available as a buildable lot for a single-family home.

This subdivision qualifies as a “Minor Subdivision” under the Subdivision Code, and therefore no preliminary or final engineering plan is required to be submitted with the plat.

Plan Commission Recommendation

Plan Commission reviewed the Final Plat on 6/2/20 and voted 9-0 to recommend approval subject to resolution of staff comments prior to City Council action.

Affordable Housing Opportunity

The City’s current plan is to sell Lot 2 to a developer for construction of a single-family home. The estimated list price would be approximately \$50,000, based on the assessed value of the land.

However, an alternative option is to offer Lot 2 for use by an affordable housing developer through the Kane County Affordable Housing Fund. As a reminder, the City contributes Affordable Housing Trust Funds for projects in St. Charles, which are then reviewed and approved by the City’s Housing Commission.

The County is preparing to issue its 2020 Affordable Housing Fund request for proposals. If there is interest, the City could identify the subject property as an available buildable lot for a single-family home. The County would solicit proposals through its process. The City of Elgin has done something similar for three City-owned lots.

As an affordable housing project, the City would typically waive building permit and utility connection fees.

Attachments (*please list*):

Plan Commission Resolution, Staff Report, Application, Plat

Recommendation/Suggested Action (*briefly explain*):

1. Plan Commission recommendation to approve a Minor Subdivision – Final Plat for 1734 Riverside Subdivision (1734 Riverside Ave.).
2. Provide feedback on the option to offer Lot 2 for use by an affordable housing developer through the Kane County Affordable Housing Fund.

City of St. Charles, Illinois
Plan Commission Resolution No. 8-2020

A Resolution Recommending Approval of a Final Plat of Subdivision (Minor Subdivision) for 1734 Riverside Subdivision (City of St. Charles)

Passed by Plan Commission on June 2, 2020

WHEREAS, it is the responsibility of the St. Charles Plan Commission to review requests for Final Plat of Subdivision; and

WHEREAS, the Plan Commission has reviewed the Final Plat of Subdivision (Minor Subdivision) for 1734 Riverside Subdivision (City of St. Charles); and

WHEREAS, the Plan Commission finds the Final Plat of Subdivision to be in conformance with the requirements of Title 16 of the City Code entitled, "Subdivisions and Land Improvement" and Title 17, Chapter 17.12-Residential Districts.

NOW, THEREFORE, be it resolved by the St. Charles Plan Commission to recommend to the City Council approval of the Final Plat of Subdivision (Minor Subdivision) for 1734 Riverside Subdivision (City of St. Charles); contingent upon the resolution of all staff comments prior to City Council action.

Roll Call Vote:

Ayes: Pretz, Purdy, Kessler, Wallace, Holderfield, Vargulich, Becker, Melton, Funke

Nays: None

Absent: None

Motion carried: 9-0

PASSED, this 2nd day of June 2020.

Chairman
St. Charles Plan Commission

Community & Economic Development
Planning Division

Phone: (630) 377-4443

Fax: (630) 377-4062



Staff Report

TO: Chairman Rita Payleitner
And Members of the Planning & Development Committee

FROM: Ellen Johnson, Planner

RE: 1734 Riverside Subdivision – Final Plat of Subdivision

DATE: June 3, 2020

I. APPLICATION INFORMATION:

Project Name: 1734 Riverside Subdivision

Applicant: City of St. Charles

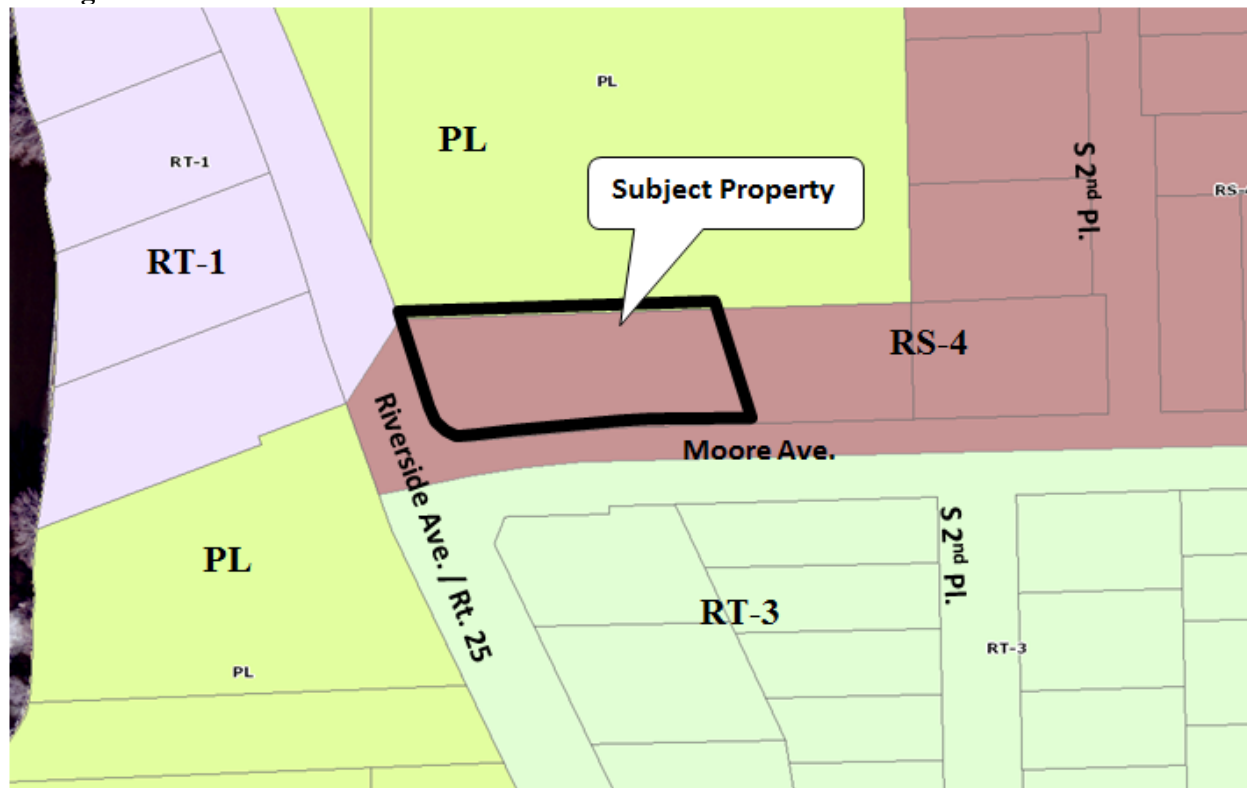
Purpose: Subdivide existing parcel into 2 lots

General Information:		
Site Information		
Location	1734 Riverside Ave.	
Acres	24,134 sf / 0.554 acre	
Applications:	Final Plat of Subdivision (Minor Subdivision)	
Applicable City Code Sections	Title 16, Subdivisions and Land Improvement Ch. 17.12 Residential Districts	
Existing Conditions		
Land Use	Single-Family Residential	
Zoning	RS-4 Suburban Single-Family Residential	
Zoning Summary		
North	PL Public Lands	Public Works facility
East	RS-4 Suburban Single-Family Residential	Single-Family home
South	RT-3 Traditional Single-Family Residential	Single-Family homes
West	RT-1 Traditional Single-Family Residential & PL Public Lands	Single-Family homes; park
Comprehensive Plan Designation		
Single Family Detached Residential		

Aerial



Zoning



II. OVERVIEW

A. BACKGROUND

The subject property is a 0.554 acre, unsubdivided parcel addressed as 1734 Riverside Ave., located at the northeast corner of Riverside and Moore Avenues. The property is adjacent to single-family homes with City-owned property to the north which connects to the Public Works facility. The 7th Avenue Creek runs north of the property as well.

7th Avenue Creek Project.

The City-initiated 7th Avenue Creek Project is aimed at reducing flooding along the 7th Avenue Creek by removing structures from the floodplain and providing naturalized greenway along the creek.

Recent updated floodplain modeling conducted by FEMA for the 7th Avenue Creek resulted in higher flood profiles and a wider floodway and floodplain. A significant portion of the subject property is now within the floodway and floodplain. The City purchased the subject property in 2018 and demolished the house as part of the 7th Avenue Creek Project.



B. PROPOSAL

The City of St. Charles, represented by Ken Jay, Public Works Engineering Manager, is seeking approval of a Final Plat of Subdivision to divide the subject property into two lots:

- Lot 1 (western lot) – 10,600 sf
 - Floodway and floodplain covered by a drainage easement. (68% of the lot), within which no permanent buildings or structures are permitted.
 - Access to be from Moore Ave.
- Lot 2 (eastern lot) – 11,212 sf
 - Floodplain in northwest covered by a drainage easement (13.6% of the lot).
 - Access to be from Moore Ave.
- Dedicate ROW along Moore Ave., consistent with properties to the east.

The City plans to sell Lot 2 as a buildable lot for a single-family home.

III. ANALYSIS

A. ZONING REVIEW

The subject property is zoned RS-4 Suburban Single-Family Residential. The table below compares the bulk requirements of the RS-4 district with the proposed lots. Both lots meet minimum area and width standards. No development plans have been proposed at this time. Any future buildings will be subject to the noted bulk standards.

	RS-4 District Standard	Lot 1	Lot 2
Min. Lot Area	6,600 sf	10,600 sf	11,212 sf
Min. Lot Width	60 ft.	117 ft.	118 ft.
Max. Building Coverage	30%	<i>TBD – To follow RS-4 standard</i>	<i>TBD – To follow RS-4 standard</i>
Max. Building Height	Lesser of 34 ft. or 2 stories		
Min. Front Yard	20 ft.		
Min. Side Yard	Combined width of 14 ft., neither less than 5 ft.		
Min. Exterior Side Yard	15 ft.		
Min. Rear Yard	30 ft.		

B. PLAT REVIEW

Previous staff comments have been addressed on a revised Final Plat. Any additional staff comments will need to be addressed prior to City Council approval.

Sidewalk

The Subdivision Code requires installation of public sidewalk in association with a new subdivision at the time of construction. Public sidewalks do not exist on either side of the street in this area of town: from Riverside Ave. to 7th Ave. and from Division St. to Beatrice Ave. The Plan Commission may recommend a sidewalk be provided based on the code requirement.

D. INCLUSIONARY HOUSING

This subdivision is subject to the Inclusionary Housing Ordinance, Title 19 of the City Code. The house demolished by the City was considered an affordable unit, and therefore credit will not be given for the unit. A fee in-lieu amount of \$1,983.29 per lot will be due at the time of building permit.

E. SCHOOL AND PARK FEE-IN-LIEU CONTRIBUTIONS

The future developer of the lot will be required to provide the School and Park Districts with a cash contribution in lieu of physical land per the standards established in the Subdivision Code, Chapter 16.10 “Dedications”. Credit will be given for the existing lot; the fee will be due for one lot. The code requires the fee be paid prior to issuance of the first building permit for the subdivision. The attached worksheets calculate the cash contribution based on an estimated 4-bedroom home. This amount is subject to change depending on the proposed bedroom count at the time of permit.

IV. PLAN COMMISSION RECOMMENDATION

Plan Commission reviewed the Final Plat on 6/2/20 and voted 9-0 to recommend approval, subject to resolution of staff comments prior to City Council action.

V. ATTACHMENTS

- Application for Minor Subdivision – Final Plat; received 5/22/20

CITY OF ST. CHARLES

TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984



COMMUNITY DEVELOPMENT DIVISION

PHONE: (630) 377-4443 EMAIL: cd@stcharlesil.gov

MINOR SUBDIVISION – FINAL PLAT APPLICATION

For City Use

Project Name: _____

Project Number: _____-PR-_____

Cityview Project Number: _____

Received Date

Per City Code Section 16.04.04, a Minor Subdivision must meet the following criteria:

1) Compliance with subdivision design standards in the City Code; 2) No more than 4 lots; 3) No public utility extensions or new streets are required to serve the subdivision; 4) no stormwater detention is required to serve the subdivision; 5) all lots meet minimum zoning standards.

Complete this application and submit it with all required attachments to the Planning Division. When this application is complete and the plans are substantially in compliance with requirements, the Final Plat will be placed on a Plan Commission agenda for review.

The information you provide must be complete and accurate. If you have any questions, please call the Planning Division and we will be happy to assist you.

1. Property Information:	Location: 1734 Riverside Ave.	
	Parcel Number (s): 09-35-351-016	
	Proposed Subdivision Name: 1734 Riverside Subdivision	
2. Applicant Information:	Name City of St. Charles	Phone (630)377-4486
	Address 2 E Main St.	Fax
		Email kjay@stcharlesil.gov
3. Record Owner Information:	Name City of St. Charles	Phone
	Address 2 E Main St.	Fax
		Email

Attachment Checklist:

If multiple zoning or subdivision applications are being submitted concurrently, do not submit duplicate checklist items or plans. Fee must be paid for each application.

❑ APPLICATION FEE:

Application fee in accordance with Appendix A of the Subdivision Code. (\$300)

❑ REIMBURSEMENT OF FEES AGREEMENT:

An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Appendix B of the Zoning Ordinance.

❑ REIMBURSEMENT OF FEES INITIAL DEPOSIT:

Deposit of funds in escrow with the City. Required deposit is based on review items (number of applications filed) and the size of the site:

Number of Review Items	Under 5 Acres	5-15 Acres	16-75 Acres	Over 75 Acres
1	\$1,000	\$2,000	\$3,000	\$4,000
2 or 3	\$2,000	\$4,000	\$5,000	\$7,000
4 or more	\$3,000	\$5,000	\$7,000	\$10,000

❑ FEE FOR INSTALLATION OF CITY BENCHMARKS:

Payment for installation of City benchmarks in accordance with Appendix F of the Subdivision Code. Required payment is based on the size of the subdivision:

Subdivision Acreage	Number of Benchmarks	Fee at \$2500 per Benchmark
20+	2	\$5000
10 to 20	1	\$2500
5 to 10	0.5	\$1250
1 to 5	0.25	\$625
Less than 1	0.10	\$250

❑ PROOF OF OWNERSHIP:

Submit one of the following:

- a) A current title policy report; or
- b) A deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required. If the owner or applicant is a Trust, a disclosure of all beneficiaries; if the owner or applicant is a Partnership, a disclosure of all partners; if the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%).

NOTE: Private covenants and deed restrictions can limit private property rights with respect to the use of land even though the City's Zoning Ordinance may authorize the use or a less restrictive use. We strongly advise that you perform a title search on the property to determine if there any private covenants containing use restrictions or other deed restrictions. As those private covenants and deed restrictions may conflict with the City's Zoning Ordinance, it is further recommended that you consult with an attorney to obtain an opinion with respect to whether your intended use is compatible with those restrictions.

❑ **PLANS:**

All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all revisions.

Copies of Plans:

Ten (10) full size copies, Three (3) 11" by 17", and a PDF electronic file (On a CD-ROM or may be emailed to the Project Manager). For subsequent submittals, please contact the Project Manager to determine how many copies are required.

❑ **SUBDIVISION PLAT – DRAWING REQUIREMENTS/CHECKLIST:**

Complete the attached checklist and ensure that all required information is included on the plat.

❑ **PARK AND SCHOOL LAND/CASH WORKSHEETS:**

For residential developments, Park and School land/cash worksheets in accordance with Title 16 of the St. Charles Municipal Code with population projections establishing anticipated population and student yields.

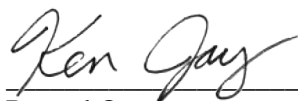
❑ **INCLUSIONARY HOUSING SUMMARY:**

For residential developments, submit information describing how the development will comply with the requirements of Title 19, "Inclusionary Housing" of the St. Charles Municipal Code.

❑ **COPIES OF THIRD PARTY PERMIT/APPROVALS**

- Kane County DOT and/or IDOT signature on Final Plat (if applicable)

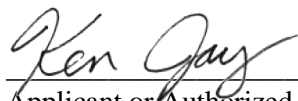
I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief.



Record Owner

May 22, 2020

Date



Applicant or Authorized Agent

May 22, 2020

Date

PARK LAND/CASH WORKSHEET

City of St. Charles, Illinois

Name of Development 1734 Riverside Subdivision
Date Submitted: _____
Prepared by: _____



Total Dwelling Units: 2

A credit for existing residential lots within the proposed subdivision shall be granted. Deduct one (1) unit per existing lot.

Total Dwelling Units w/ Deduction: 1

**If the proposed subdivision contains an existing residential dwelling unit, a credit calculated as a reduction of the estimated population for the dwelling is available. Please request a worksheet from the City.*

Estimated Population Yield:

Type of Dwelling	# Dwelling Units (DU)	Population Generation per Unit	Estimated Population
Detached Single Family			
➤ 3 Bedroom		DU x 2.899	=
➤ 4 Bedroom	1	DU x 3.764	= 3.764
➤ 5 Bedroom		DU x 3.770	=
Attached Single Family			
➤ 1 Bedroom		DU x 1.193	=
➤ 2 Bedroom		DU x 1.990	=
➤ 3 Bedroom		DU x 2.392	=
➤ 4 Bedroom		DU x 3.145	=
Apartments			
➤ Efficiency		DU x 1.294	=
➤ 1 Bedroom		DU x 1.758	=
➤ 2 Bedroom		DU x 1.914	=
➤ 3 Bedroom		DU x 3.053	=

Totals 1 3.764
Total Dwelling Units Estimated Total Population
(with deduction, if applicable)

Park Site Requirements:

Estimated Total Population 3.764 x .010 Acres per capita = .03746 Acres

Cash in lieu of requirements:

Total Site Acres .03746 x \$240,500 (Fair Market Value per Improved Land) = \$ 9,009.13

SCHOOL LAND/CASH WORKSHEET

City of St. Charles, Illinois

Name of Development _____
 Date Submitted: _____
 Prepared by: _____



Total Dwelling Units: 2

A credit for existing residential lots within the proposed subdivision shall be granted. Deduct one (1) unit per existing lot.

Total Dwelling Units w/ Deduction: 1

**If the proposed subdivision contains an existing dwelling unit, a credit is available calculated as a reduction of the estimated population for the dwelling. Please request a worksheet from the City.*

Estimated Student Yield by Grades:

Type of Dwelling	# of dwelling Units (DU)	Elementary (Grades K to 5)		Middle (Grades 6 to 8)		High (Grades 9 to 12)	
Detached Single Family							
➤ 3 Bedroom	1	DU x .369	=	DU x .173	=	DU x .184	=
➤ 4 Bedroom		DU x .530	= .530	DU x .298	= .298	DU x .360	= .360
➤ 5 Bedroom		DU x .345	=	DU x .248	=	DU x .300	=
Attached Single Family							
➤ 1 Bedroom		DU x .000	=	DU x .000	=	DU x .000	=
➤ 2 Bedroom		DU x .088	=	DU x .048	=	DU x .038	=
➤ 3 Bedroom		DU x .234	=	DU x .058	=	DU x .059	=
➤ 4 Bedroom		DU x .322	=	DU x .154	=	DU x .173	=
Apartments							
➤ Efficiency		DU x .000	=	DU x .000	=	DU x .000	=
➤ 1 Bedroom		DU x .002	=	DU x .001	=	DU x .001	=
➤ 2 Bedroom		DU x .086	=	DU x .042	=	DU x .046	=
➤ 3 Bedroom		DU x .234	=	DU x .123	=	DU x .118	=

Totals 1 TDU .530 TE .298 TM .360 TH
 (with deduction, if applicable)

School Site Requirements:

Type	# of students	Acres per student	Site Acres
Elementary (TE)	.530	x .025	= 0.01325
Middle (TM)	.298	x .0389	= 0.0115922
High (TH)	.360	x .072	= .02592

Total Site Acres .0507622

Cash in lieu of requirements:

.0507622 (Total Site Acres) x \$240,500 (Fair Market Value per Improved Land) = \$ 12,208.31

INCLUSIONARY HOUSING REQUIREMENTS

Background:

St. Charles Municipal Code Title 19 “Inclusionary Housing”, requires developers of new residential developments to provide a proportionate share of affordable housing units within the development, or to pay a fee in-lieu of providing affordable housing units. Developers may also provide a mix of affordable housing units and fee in-lieu.

Affordable housing is defined as housing that has a sales price or rental amount that is within the means of a household with income at or below 80% Area Median Income (AMI) for for-sale units and at or below 60% AMI for rental units, adjusted for household size. See Title 19 for complete definitions.

The maximum price of affordable for-sale units and affordable rental units required by Title 19 shall be no greater than the affordable purchase price and affordable rent established annually by the Illinois Housing Development Authority (IHDA). Contact the Planning Division for the most recent affordable prices from IHDA.

Development Cost Offsets:

Developments that provide affordable housing units may be eligible for the following:

- Density Bonus equivalent to one bonus unit for each affordable unit constructed, up to 120% of base density.
- Waiver of building permit, demolition, plan review, and sewer/water connection fees for the required affordable units.
- Waiver of School and Park cash contributions (when required in lieu of park and land dedications) for the required affordable units.

Submission Requirements:

Submit information describing how the residential development will comply with the requirements of Title 19, “Inclusionary Housing”. **Use the Inclusionary Housing Worksheet** to calculate the number of required affordable units to be incorporated within the residential development, or the required fee in-lieu payment.

If the development will include affordable units, submit the following additional information:

- The number of market-rate and affordable for-sale and rental units to be constructed, including type of dwelling, number of bedrooms per unit, proposed pricing, and construction schedule, including anticipated timing of issuance of building permits and occupancy certificates.
- Documentation and plans regarding locations of affordable units and market-rate units, and their exterior appearance, materials, and finishes.

City Council Determination:

City Council will review the proposal to comply with the requirements of Title 19 “Inclusionary Housing” and will determine whether affordable units, fee in-lieu, or a mix of affordable units and fee in-lieu will be accepted.

INCLUSIONARY HOUSING WORKSHEET



Name of Development 1724 Riverside Subdivision
 Date Submitted: _____
 Prepared by: _____

Use this worksheet to determine the affordable unit requirement for the proposed development and to propose how the development will meet the Inclusionary Housing requirements of Title 19.

Calculate the number of affordable units required:

Unit Count Range	# of Units Proposed in Development		% of Affordable Units Required		# of Affordable Units Required
1 to 15 Units	2	X	5%	=	.1
More than 15 Units		X	10%	=	

How will the Inclusionary Housing requirement be met?

- ☐ Provide on-site affordable units
- ☒ Pay a fee in-lieu of providing affordable units (calculate fee in-lieu below)
- ☐ Provide a mixture of affordable units and fee in-lieu
- # of affordable units to be provided: _____
 - Amount of fee in-lieu to be paid (calculate below): _____

Fee In-Lieu Payment Calculation

# of Affordable Units Required	# of Affordable Units Proposed to Pay the Fee-In-Lieu		Fee-In-Lieu Amount Per Unit		Total Fee-In-Lieu Amount
.1	.1	X	\$39,665.75	=	\$3,966.56