

**MINUTES  
CITY OF ST. CHARLES, IL  
PLANNING AND DEVELOPMENT COMMITTEE  
MONDAY, JANUARY 14, 2019 7:00 P.M.**

**Members Present:** Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel, Bessner

**Members Absent:** Vitek, Lewis

**Others Present:** Mayor Rogina; Mark Koenen, City Administrator; Rita Tungare, Director of Community & Economic Development; Russell Colby, Community Development Division Manager; Ellen Johnson, City Planner; Rachel Hitzemann, City Planner; Monica Hawk, Development Engineer, Bob Vann; Building & Code Enforcement Division Manager; Fire Chief Schelstreet, Asst. Fire Chief Christensen

**1. CALL TO ORDER**

The meeting was convened by Chairman Bessner at 7:00 P.M.

**2. ROLL CALLED**

Roll was called:

Present: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel, Bessner

Absent: Vitek, Lewis

**3. OMNIBUS VOTE-None.**

**4. COMMUNITY & ECONOMIC DEVELOPMENT**

- a. Recommendation to approve a proposal from WBK Engineering for First Street East Plaza and Riverwalk design engineering services.

Mr. Colby said the proposal includes an alternate for additional services if the project is publically bid as opposed to the developer completing the work. The Redevelopment Agreement (RDA) identifies the remaining streetscape and Riverwalk improvements as “developer optional” meaning the developer has the option to construct improvements per a plan prepared by the city with a maximum cost identified in the agreement. The East Plaza/Riverwalk project was excluded from the developer optional improvement in the 2015 RDA due to uncertainty of the timing of completion of the entire Phase 3 project. Staff has confirmed that the developer has an interest in completing the East Plaza/Riverwalk project. If the Committee would support adding the project to the “developer optional improvements”, an amendment to the RDA would be required. Currently, staff is seeking feedback on amending the RDA to add the project as “developer optional improvements” as well as recommendation regarding the proposal from WBK.

Aldr. Stellato made a recommendation regarding the developer optional improvement and amending the RDA. Mr. Colby said a draft amendment will be forthcoming for the Committee to review.

**Aldr. Stellato made a motion to approve WBK’s Engineering Proposal for First Street East Plaza and Riverwalk. Seconded by Aldr. Lemke. Approved unanimously by voice vote. Motion carried 7-0.**

b. Presentation of the 2018 St. Charles Housing Affordability Analysis

Ms. Johnson said affordable housing is defined as housing that is within the means of a household with an income at or below 80 percent of Area Median Income (AMI) for owner-occupied units and 60% for rental units. To be considered affordable, housing costs cannot exceed 30% of a household income. Ms. Johnson described the methodology used for calculating the affordable housing share in the analysis and also reviewed staff's findings. This methodology was derived from the Illinois Housing Development Authority (IHDA) 2004 Report on Affordable Housing Planning and Appeals Act and has been used since 2009 to track St. Charles' housing situation.

The affordable 2019 home price for a 4 person owner-occupied unit earning 80% of the area median income is approximately \$213,000. In all, 28% of owner-occupied housing falls below this affordable home price and is considered affordable. To determine rental units, affordable rents provided by IHDA were used. These rates are scaled based on bedroom counts. Staff collected rental rates from various St. Charles apartment complexes to determine the number of units that fall under these affordable rents. A total of 13.7% of units are considered affordable. Ms. Johnson noted that this is an undercount, as single-family rentals as well as two or more conversions were counted toward the total number of units with none of these counted as affordable because rental information for these units was not available. In total, approximately 23.7% of housing stock is affordable.

As discussed in year's past, City staff and IHDA utilize different methodologies to determine the affordable housing share. IHDA changed their methodology in 2013 which has resulted in different findings. Every five years, IHDA releases their findings of each community's affordable housing share. In December 2018, their update was released and resulted in a finding of 17.1% of affordable units in St. Charles. Ms. Johnson reviewed briefly how IHDA calculates the affordable percentages. The most current information resulted in owner and renter findings being reversed. Staff found more affordable owner-occupied units while IHDA found more affordable rental units. Some of the reasons for the difference in findings include staff's use of median income for a 4 person household to determine affordable home price where IHDA uses overall Area Median Income (AMI). Staff also uses local township assessor data and current rental information from apartments in town for actual numbers of owner-occupied and rental units. IHDA utilizes American Community Survey (ACS) estimates. Staff uses a formula that has the property tax rate built in for calculating the affordable home price where IHDA uses a median property tax based on ACS estimates which results in a higher property tax. Both findings point to an increasing amount of affordable housing in St. Charles.

Ms. Johnson said under the city code, City Council is able to set the Inclusionary Housing Fee on an annual basis. In light of the findings for 2018, staff is seeking direction whether there is interest in setting a new fee or keeping the same fee. The current fee is about \$36,000 and is calculated as the cost of providing a 25% down payment for one affordable unit priced at approximately \$145,000. This was the affordable home price set after IHDA's 2013 report was generated. Another option is to recalculate the fee based on the new affordable home price, which is a little higher. The resulting fee would then be \$39,665. A third option would be to choose a new fee. The Housing Commission recommended recalculating the fee based on the updated new affordable home price.

Aldr. Turner said he understands that, however they do not know if the housing market is going to go up or down. What was done last time worked well and due to the housing uncertainty, would keep the current fee where it is.

Aldr. Payleitner stated that the Housing Commission discussed that as well. The other side of that was the development of a formula that the Housing Commission collectively feels makes sense.

Aldr. Turner said he could go either way since there is not a big difference in the fee.

Aldr. Payleitner confirmed with Ms. Johnson that they will not be looking to adjust this for another five years.

Ms. Tungare stated from staff's prospective, that the methodology made sense with Option #2 as well as going along with the Housing Commission's recommendation.

Aldr. Gaugel said he is leaning towards Option #2 as there is a formula associated with that option and this would provide a means of explanation if needed.

**Aldr. Silkaitis made a motion to approve Option #2 for the 2019 Inclusionary Housing Fee. Seconded by Aldr. Payleitner.**

**Roll was called:**

**Ayes: Turner, Bancroft, Gaugel, Stellato, Silkaitis, Payleitner, Lemke**

**Absent: Vitek, Lewis**

**Recused:**

**Nays:**

**Motion carried 7-0**

- c. Plan Commission recommendation to approve a General Amendment to Title 17 of the St. Charles Municipal Code (Zoning Ordinance) pertaining to the definition to site landscaping requirements.

Ms. Johnson said staff is proposing modifications to Chapter 17.26 of the Zoning Ordinance entitled "Landscaping and Screening" which contains standards for landscaping of private property. Staff has observed a number of issues with the current provisions that include onerous, impractical and/or difficult to administer standards. Proposed are amendments to the following sections:

1. Building foundation landscaping.
2. Public street frontage landscaping.
3. Parking lot landscaping.
4. Retaining walls.
5. Buffer yards for existing parking lots.
6. Plant Palette (Appendix C).

Plan Commission held a public hearing on 1/8/2019 and voted 8-0 to recommended approval of the General Amendment, with a condition that invasive species be removed from the Plant Palette and these species have since been removed.

Aldr. Payleitner stated that she is pleased that the City is still holding high standards while making it customer friendly and sensible.

**Aldr. Payleitner made a motion to approve a General Amendment to Title 17 of the St. Charles Municipal Code (Zoning Ordinance) pertaining to site landscaping requirements. Seconded by Aldr. Stellato. Approved unanimously by voice vote. Motion carried 7-0.**

- d. Plan Commission recommendation to approve a General Amendment to Title 17 of the St. Charles Municipal Code (Zoning Ordinance) pertaining to the definitions of Pet Care Facilities, Arbor/Trellis and Pergola and limitations on lighting.

Ms. Johnson said staff is proposing multiple minor amendments to the Zoning Ordinance under a single application. The following amendments are proposed:

1. Clarify the definition of Pet Care Facility.
2. Currently, Arbor/Trellis and Pergola are regulated separately; however Arbor/Trellis is not defined. Add a definition of Arbor/Trellis and amend the definition of Pergola to differentiate between these structures.
3. Series lighting or neon tubing used to trim windows or outline architectural features are currently prohibited. Clarify that this provision applies only to commercial and mixed-use districts. Permit this type of lighting in commercial areas for a two-month period over the holidays.
4. Clarify prohibition of backlit awnings.

Plan Commission held a Public Hearing on 1/8/19 and voted 8-0 to recommend approval with the condition that limitations on series lighting not apply in residential districts. Currently, the code is not specific as to where those standards apply. This condition has been incorporated into the proposal.

**Aldr. Turner made a motion to approve a General Amendment to Title 17 of the St. Charles Municipal Code (Zoning Ordinance) pertaining to definitions of Pet Care Facility, Arbor/Trellis and Pergola, and limitations on lighting. Seconded by Aldr. Bancroft. Approved unanimously by voice vote. Motion carried 7-0.**

## **5. FIRE DEPARTMENT**

- a. Recommendation to waive the Formal Bid Procedure, authorize a Budget Addition and approve a contract with GeoStar Mechanical for duct replacement at Fire Stations #2 and #3 in an amount not to exceed \$115,406.

Fire Chief Schelstreet said that during the installation of HVAC improvements at Fire Station #2, the contractor noticed an unknown substance on the insulation inside the duct work. When Fire Station #2 was constructed, it was common to insulate duct work on the inside of the duct itself. Air quality testing was conducted by Midwest Environmental

Consulting and the results sent to the City's Occupational Health Group. After consultation with the doctors at Tyler Medical, the decision was made to close the Fire Station and to remediate the problem on an urgent basis. This work was completed and the Fire Station received a thorough cleansing. The Station was reopened and a follow-up air quality testing was conducted, indicating a clean bill of health. Fire Station's #1 and #3 were also tested. Fire Station #1 came back with no issues, however the test at Station #3 indicated a more pervasive problem than was present at Fire Station #2. Fire Station #3 also contained insulation inside the duct work where Station #1 did not. The Occupational Health Group confirmed that the facility should be closed while the issue was addressed. Fire Station #3 is currently closed and it needs remediation work in both the front and back of the facility.

Fire Chief Schelstreet has been in regular consultation with Mr. Minick with regards to the financial impact of the project. He has advised at the end of the year, per normal procedure, there will be a review of revenue verses expenses. Unspent funds from the Fiscal Year will be used to defer these costs. If there is an insufficient amount of unspent funding available, the monies would be accessed through the reserve. Due to the need to reopen Fire Station #3 as soon as possible and restore prompt emergency service to the west side of the community, Fire Chief Schelstreet was requesting to waive the formal bid procedure and receive authorization of the budget amendment, and a contract with GeoStar Mechanical to replace the duct work at Fire Stations #2 and #3 in the amount not to exceed \$115,406.

Aldr. Gaugel asked if there was a premium paid to have expedited work done. Fire Chief Schelstreet stated that a 20% expedited fee was applied to the total cost.

**Aldr. Turner made a motion to waive the Formal Bid Procedure, authorize a Budget Addition and approve a contract with GeoStar Mechanical for duct replacement at Fire Stations #2 and #3 in an amount not to exceed \$115,406. Seconded by Aldr. Bancroft.**

**Roll was called:**

**Ayes: Turner, Bancroft, Gaugel, Stellato, Silkaitis, Payleitner, Lemke**

**Absent: Vitek, Lewis**

**Recused:**

**Nays:**

**Motion carried 7-0**

**6. ADDITIONAL BUSINESS – None**

**7. EXECUTIVE SESSION - None**

**8. ADDITIONAL ITEMS FROM MAYOR, COUNCIL, STAFF OR CITIZENS-None.**

**9. ADJOURNMENT- Motion was made and seconded to adjourn at 7:30pm. Approved unanimously by voice vote. Motion Carried 7-0.**