

**AGENDA  
CITY OF ST. CHARLES  
PLANNING & DEVELOPMENT COMMITTEE  
ALD. RITA PAYLEITNER – CHAIRMAN  
MONDAY, JULY 8, 2019 - 7:00 PM  
CITY COUNCIL CHAMBERS  
2 E. MAIN STREET**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. OMNIBUS VOTE**

**Items with an asterisk (\*)** are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.

**4. COMMUNITY & ECONOMIC DEVELOPMENT**

- a. Plan Commission recommendation to approve a PUD Preliminary Plan for First St. East Plaza and Riverwalk.
- b. Recommendation to approve a Minor Change to PUD for First Street Redevelopment Building #2 Patio Area (Alter Brewing).
- c. Recommendation to approve an amendment to Title 16 of the St. Charles Municipal Code (Subdivisions and Land Improvement) regarding subdivision benchmarks.
- d. Plan Commission recommendation to approve a Special Use for a Place of Worship for St. Charles United Pentecostal Church, 525 S. Tyler Rd. Units M1 & M2.
- e. Plan Commission recommendation to approve an Amendment to Special Use for PUD for Meijer Sign Amendment – Vet IQ.
- f. Plan Commission recommendation to approve a Minor Subdivision Final Plat for Baker Field Subdivision.
- g. Plan Commission recommendation to approve a General Amendment to Title 17 of the St. Charles Municipal Code (Zoning Ordinance) regarding short-term rental units.
- h. Discussion regarding Historic Preservation walking tour and Pottawatomie area architectural survey.
- i. Update regarding Comprehensive Plan amendment (information only).

**5. ADDITIONAL BUSINESS**

**6. EXECUTIVE SESSION**

- Personnel – 5 ILCS 120/2(c)(1)
- Pending Litigation – 5 ILCS 120/2(c)(11)
- Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)

- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

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

**8. ADJOURNMENT**

*ADA Compliance*

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at [jmcmahon@stcharlesil.gov](mailto:jmcmahon@stcharlesil.gov). Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 4a

Title:

Plan Commission recommendation to approve a PUD Preliminary Plan for First East Plaza and Riverwalk.

Presenter:

Russell Colby

Meeting: Planning & Development Committee

Date: July 8, 2019

Proposed Cost: TBD

Budgeted Amount: approx. \$1,300,000

Not Budgeted:

**Executive Summary** (if not budgeted please explain):

An overall PUD Preliminary Plan for Phase 3 of the First Street PUD was approved by the City in 2015. This approval required that updated plans for the adjacent public spaces (streetscapes, Riverwalk and East Plaza) be reviewed by Plan Commission and approved by City Council as each section is proposed for construction.

First Street Building #2 is currently under construction. Per the Redevelopment Agreement for the project, the City is to complete improvement of the remaining bi-level Riverwalk and East Plaza at the time of completion of Building #2, which is expected by fall 2019.

Staff presented a Concept Plan for feedback in October 2018. Preliminary Engineering Plans have been prepared based on the Concept Plan and feedback received during the Concept Plan review.

(Note-Plans for adjacent Building #2 Patio Area for Alter Brewing are listed on the agenda under a separate Minor Change to PUD application.)

**Plan Commission review:**

The Plan Commission reviewed the plans on 6/18/19 and recommended approval, subject to review of the comments provided during the meeting. Staff has reviewed the technical comments with WBK engineering and is revising the plans as necessary.

**Attachments** (please list):

Plan Commission resolution; Staff Memo; Preliminary Engineering Plans and supplemental information

**Recommendation/Suggested Action** (briefly explain):

Staff is looking for direction on the following- there was not unanimous direction from the Plan Commission on these items.

- **Pavers:** Continue use of the West Plaza pavers in the East Plaza, or use a different, larger paver that would help distinguish and bring identity to the East Plaza. *Staff intends to use a different, larger paver.*
- **Lower Riverwalk Railing:** Should a railing be installed along the entire lower Riverwalk? *A lower Riverwalk railing is not proposed in the plan set.*
- **Fountain:** Whether a fountain should be included in this phase of the project, or considered later when the plaza is completed. *A fountain is not included in the current plan set.*
- **Pergola/trellis:** Whether to install a structure over the performance area with this phase of the project, or consider this later when the plaza is completed. *A pergola/trellis is not included in the plan set.*

Note that the East Plaza will likely be extended to the north at some time in the future- either into the vacant lot to the north, or up to the property line to connect with a building or other use on the vacant lot. Therefore, it may be preferred to wait to install any extra amenities (pergola or fountain) until the final extent of the East Plaza is known.

**City of St. Charles, Illinois**  
**Plan Commission Resolution No. 12-2019**

**A Resolution Recommending Approval of a PUD Preliminary Plan for the  
First Street Redevelopment PUD- Phase 3, East Plaza and Riverwalk  
(City of St. Charles)**

**Passed by Plan Commission on June 18, 2019**

WHEREAS, it is the responsibility of the St. Charles Plan Commission to review PUD Preliminary Plans; and

WHEREAS, the Plan Commission has reviewed the PUD Preliminary Plan for the First Street Redevelopment PUD- Phase 3, East Plaza and Riverwalk; and

WHEREAS, the Plan Commission finds said PUD Preliminary Plan to be in conformance with the applicable PUD and Zoning Ordinance requirements, subject to resolution of any outstanding staff review comments.

NOW, THEREFORE, be it resolved by the St. Charles Plan Commission to recommend to City Council approval of a PUD Preliminary Plan for the First Street Redevelopment PUD- Phase 3, East Plaza and Riverwalk, subject to resolution of all staff comments prior to City Council action.

Roll Call Vote:

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

Nays:

Absent: Funke

Motion carried: 8-0

PASSED, this 18th day of June 2019.

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Chairman  
St. Charles Plan Commission



## STAFF MEMO

**TO:** Chairman Todd Wallace and Members of the Plan Commission

**FROM:** Russell Colby, Community Development Division Manager

**RE:** First Street East Plaza and Riverwalk Preliminary Plans

**DATE:** June 14, 2019

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The design of the East Plaza and Riverwalk follows the same design theme as the completed Riverwalk improvement along Building #3, and incorporates elements from the adjacent West Plaza.

### Significant features of the plan:

- Concrete as the primary walking surface along the Riverwalk, with paver brick accents.
- A typical walking path width of 10 to 15 ft.
- Curvilinear planting islands with integrated seating (similar to West Plaza)
- Use of consistent decorative lighting (pedestrian lighting poles and bollard lighting in upper riverwalk planters)
- Lower riverwalk to be lit by lighting along the wall that will shine down onto the wall and walking surface (specific fixture type/style to be determined)
- Use of Chevron railings along the upper Riverwalk wall
- Large central open space for events, with a location for performances (optional pergola structure- could be installed now or later)
- A central focal point sculpture location
- Curved stairs with seat walls leading from the plaza down to the lower Riverwalk
- Locations for public art installations, including along the lower Riverwalk walls
- A green edge/buffer as an interim condition for potential future connection/transition to the vacant parcel to the north (former Manor lot- not owned by the City).

### Significant changes from the Concept Plan:

- The grade change at the northeast corner of Building #2 has been flattened out significantly, allowing the corner “choke point” between Building #2 and existing riverwall to be opened up. Sections of the existing riverwall will be removed/lowered along the East Plaza area.

### Staff is seeking input from the Plan Commission regarding:

1. **Surface material for the plaza-** potential options:
  - a. Continue the brick paver pattern from the West Plaza (lighter brick bands with darker brick herringbone design) , OR

- b. Introduce a new paver material (Such as a larger paver more scaled to the size of the plaza- potential options attached)
2. **Performance structure:** A location has been identified for performances facing the plaza. Staff is seeking input on whether to install a pergola structure in this area now, or wait to see what other opportunities may exist for a larger structure/bandshell if the plaza is expanded northward. (A sample of the type of pergola structure is attached)
3. **Water feature/fountain:** There have been suggestions that a water feature or fountain could be incorporated into the plaza. Staff is looking for input as to whether this element should be installed with the East Plaza now, or potentially installed later if the plaza is expanded northward.
4. **Lower river walk railings:** Staff is not proposing to install railings along the lower Riverwalk. Considerations:
  - a. Railings do not exist at other locations in downtown where the river is accessible by pedestrians, unless there is a large elevation change and a guardrail is required for fall protection.
  - b. The walkway along the shoreline is wide, ranging from 10 to 15+ ft. of width.
  - c. The railing would be placed into the “floodway” of the river and would be subject to a more complex permitting process with IDNR.
  - d. The railing could pose a maintenance issue for the City, due to damage from the river and objects carried by the river during flood events.



PROJECT NO. 190254c	
DATE: 08/13/2019	
DRAWING NO. <b>EX</b>	
SHEET:	
<b>1 OF 1</b>	

DISGN	DWG	CHK
DWYN	DWYN	CHK
CHKD.	NA	NA
SCALE	NA	NA
FIG. DATE	NATURE OF REVISION	EX/ISSUE/ILLUSTRATION.DWG

CLIENT: **CITY OF ST. CHARLES  
2 E. MAIN STREET  
ST. CHARLES, IL 60174**

WBK ENGINEERING, LLC  
116 WEST MAIN STREET, SUITE 201  
ST. CHARLES, ILLINOIS 60174  
(630) 443-7733

**WBK**  
engineering

TITLE: **ST. CHARLES RIVERWALK  
EAST PLAZA  
CONCEPT PLAN**

UNIVERSITY MICROFILMS

# SITE IMPROVEMENT PLANS FOR ST. CHARLES FIRST STREET RIVERWALK - EAST PLAZA

**ST. CHARLES, ILLINOIS**

**WBK PROJECT NO. 180254C**

**PLAN LEGEND**

EXISTING	LINETYPES	PROPOSED
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**PERMITS**

AGENCY	DATE	PERMIT #
IDNR-OWR		
CITY OF ST. CHARLES		

**LOCATION MAP**



**SHEET INDEX**

#	TITLE	DESCRIPTION
1	CV1	COVER SHEET
2-3	GN1-GN2	GENERAL NOTES AND SPECIFICATIONS
4	EC1	EXISTING CONDITIONS AND REMOVALS
6-7	GM1-GM2	GEOMETRIC PLAN
8-9	GR1-GR2	GRADING AND PAVING PLAN
10-11	UT1-UT2	UTILITY PLAN
12-13	SESC-HSESC2	SOIL EROSION AND SEDIMENTATION CONTROL PLAN
14-18	DT1-DT5	CONSTRUCTION AND SESC DETAILS
19-20	LP1-LP2	LANDSCAPE PLAN AND DETAILS
21-24	ST1-ST4	STRUCTURAL PLANS & STAIR DETAILS

**REVISIONS**

ORIGINAL PLAN DATE: 03/01/2019

#	SHEET #	DESCRIPTION	DATE

**CLIENT**

CITY OF ST. CHARLES  
2 EAST MAIN STREET  
ST. CHARLES, IL 60174  
630.377.4400



**CIVIL ENGINEER**

ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_  
GREGORY J. CHISMAR, P.E.  
ILLINOIS REGISTRATION NO.: 062-044133  
EXPIRATION DATE: 11/30/2019



**STRUCTURAL ENGINEER**

ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_  
DAVID L. SMOOT, S.E.  
ILLINOIS REGISTRATION NO.: XXX-XXXXXX  
EXPIRATION DATE: XXX/XX/2019



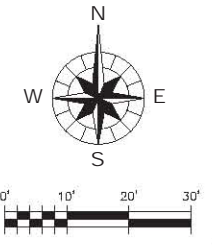
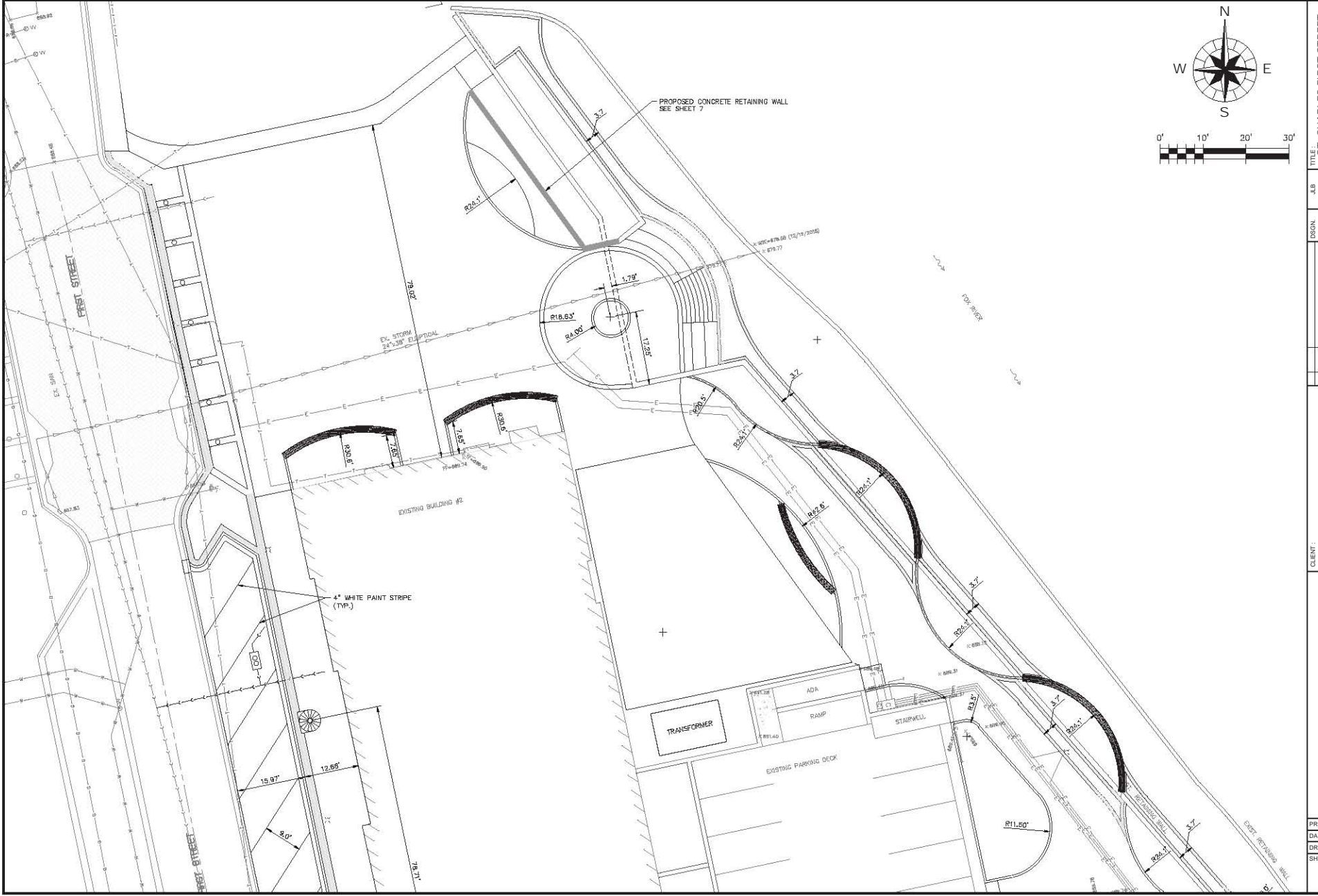
**WBK ENGINEERING, LLC**  
116 WEST MAIN STREET, SUITE 201, ST. CHARLES, ILLINOIS 60174  
P: 630.443.7755 F: 630.443.0533 WWW.WBKENGINEERING.COM

PROFESSIONAL DESIGN FIRM NO. 184.007317  
EXPIRATION DATE: 04/30/2021



CALL J.U.L.I.E. 1-800-892-0123  
48 HOURS BEFORE YOU DIG  
CITY OF ST. CHARLES, KANE COUNTY  
SW 1/4 SECTION 27 & NW 1/4 SECTION 34, T40N, R8E





TITLE: ST. CHARLES FIRST STREET RIVERWALK - EAST PLAZA  
 PROJECT NO. 180582

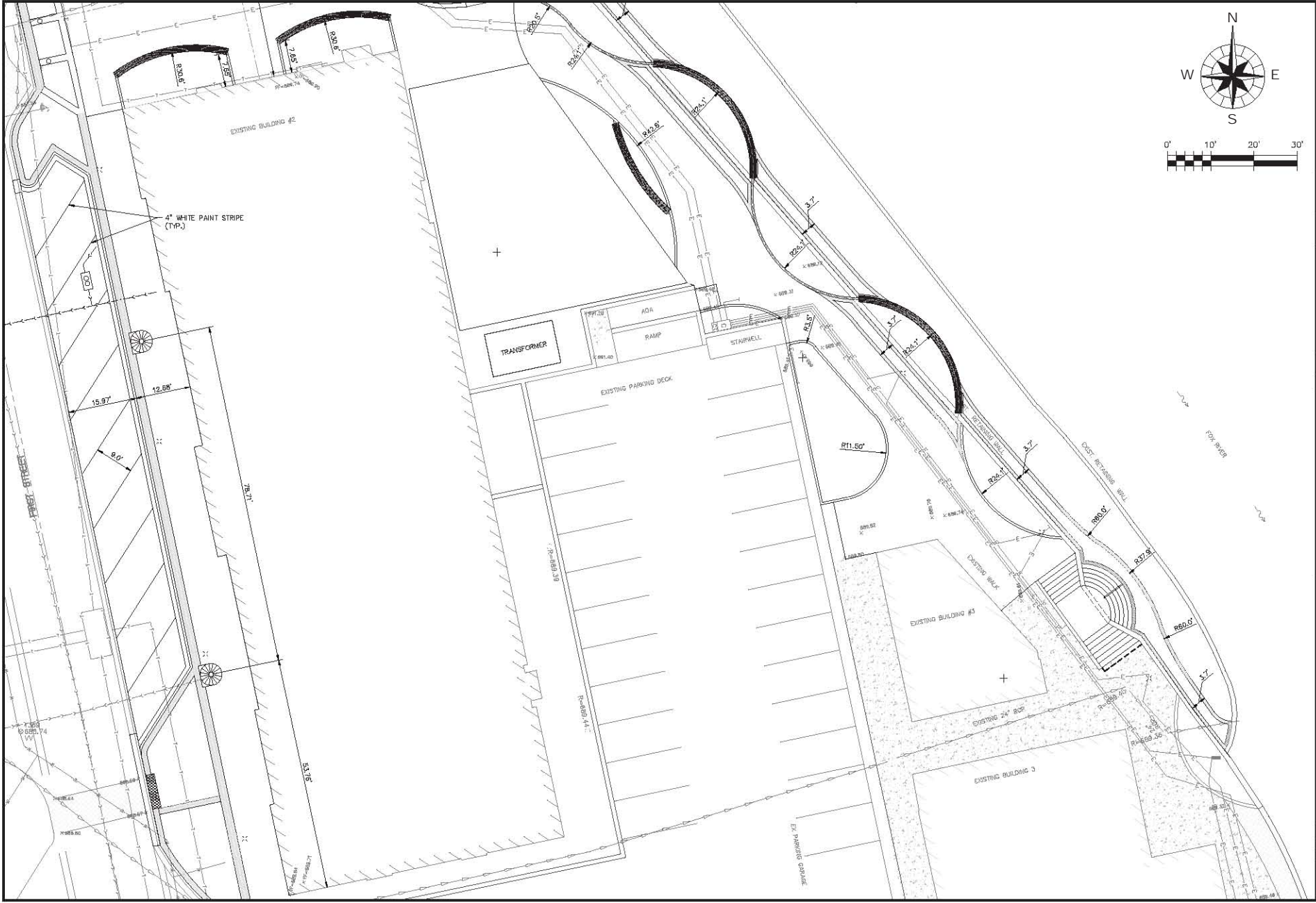
DESIGN.	DATE	BY	DESCRIPTION
GM1	03/01/2019	GM1	GEOMETRIC PLAN

CLIENT: CITY OF ST. CHARLES  
 2 EAST MAIN STREET  
 ST. CHARLES, ILL 60174  
 630.377.4400

**WBK**  
**engineering**

WBK ENGINEERING, LLC  
 118 WEST MAIN STREET, SUITE 201  
 ST. CHARLES, ILLINOIS 60174  
 (630) 463-7733

PROJECT NO. 180582  
 DATE: 03/01/2019  
 DRAWING NO. GM1  
 SHEET:  
 6 OF 24



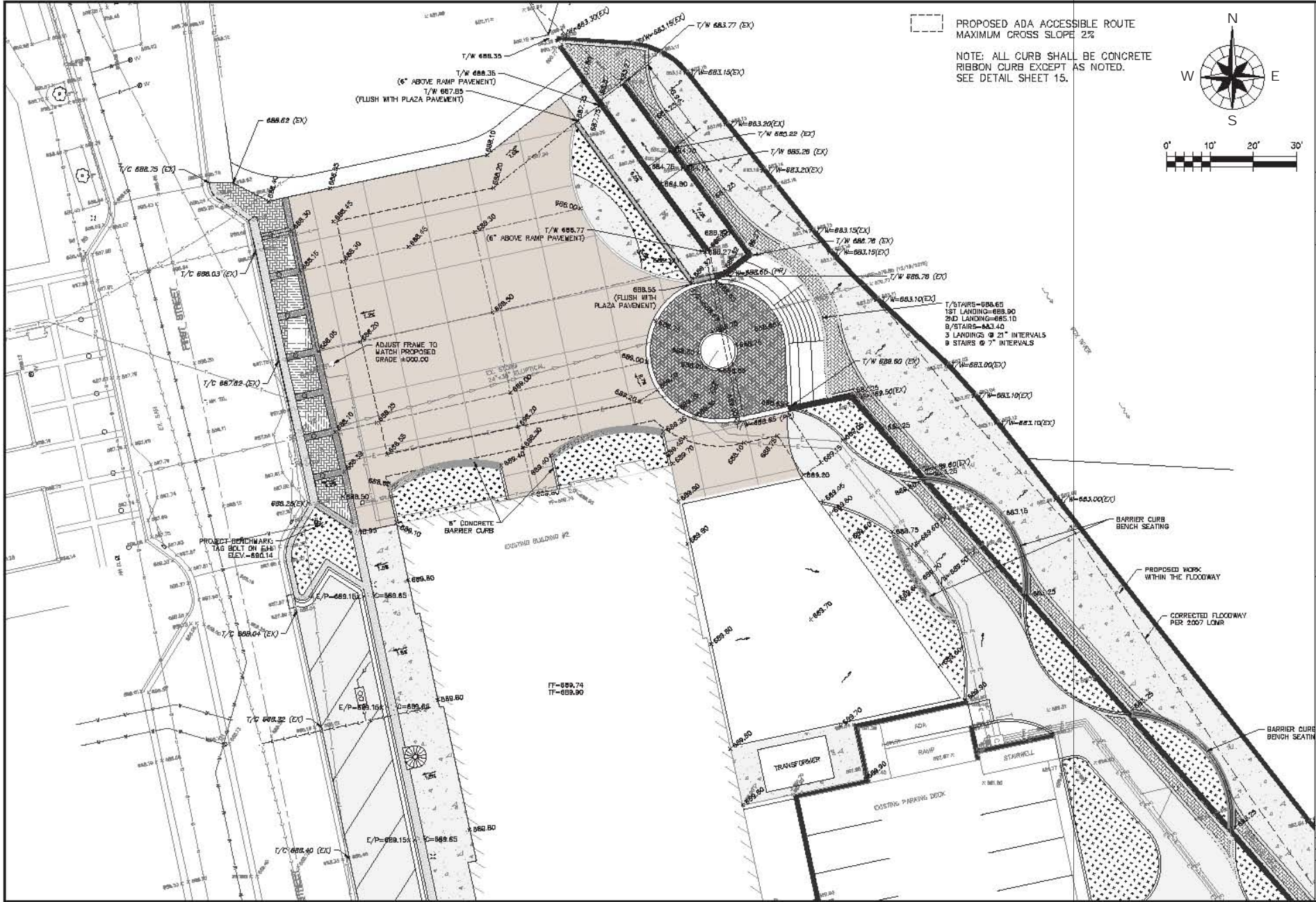
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 RIVERWALK - EAST PLAZA  
 GEOMETRIC PLAN

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DVN	CHD.	SCALE AS NOTED		
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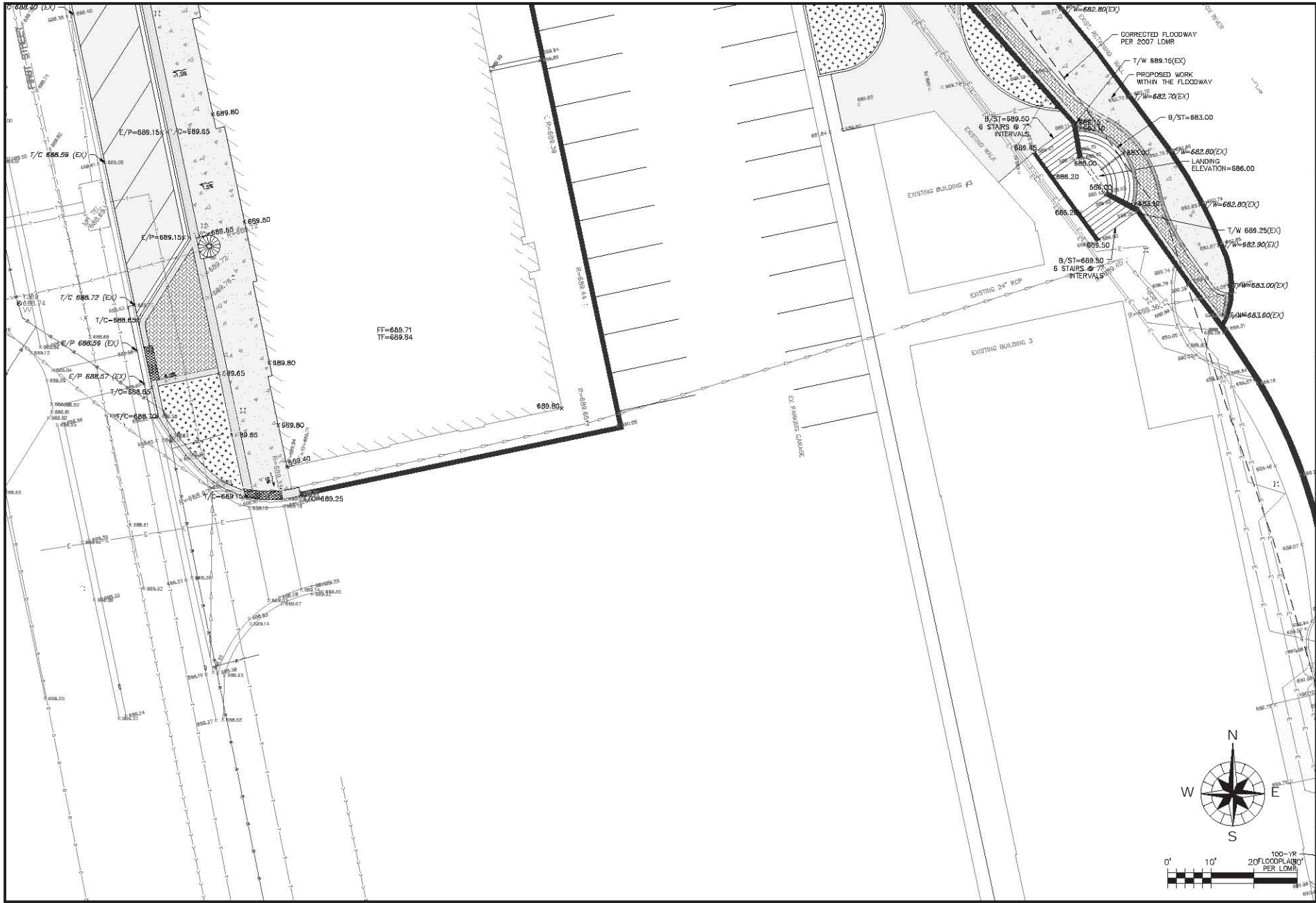
CLIENT: CITY OF ST. CHARLES  
 2 EAST MAIN STREET  
 ST. CHARLES, IL 60174  
 630.377.4400

**WBK** engineering  
 WBK ENGINEERING, LLC  
 118 WEST MAIN STREET, SUITE 201  
 ST. CHARLES, ILLINOIS 60174  
 (630) 443-7733

PROJECT NO. 180242  
 DATE: 03/01/2019  
 DRAWING NO. GM2  
 SHEET:  
 7 OF 24



TITLE: CHARLES FIRST STREET RIVERWALK - EAST PLAZA GRADING AND PAVING PLAN	
ALB OMP GJC	SCALE: AS NOTED NATURE OF REVISION: GR180254.CDWG
DISN DWN CHD	NO. DATE
CLIENT: CITY OF ST. CHARLES 2 EAST MAIN STREET ST. CHARLES, IL 60174 630.377.4400	
WBK ENGINEERING, LLC 118 WEST MAIN STREET, SUITE 201 ST. CHARLES, ILLINOIS 60174 (630) 443-9733	
PROJECT NO: 18060 DATE: 03/01/2019 DRAWING NO: GR1 SHEET:	
8 OF 24	



TITLE: ST. CHARLES FIRST STREET  
RIVERWALK - EAST PLAZA  
GRADING AND PAVING  
PLAN

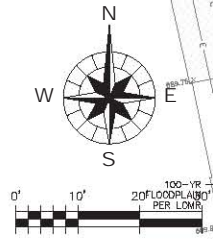
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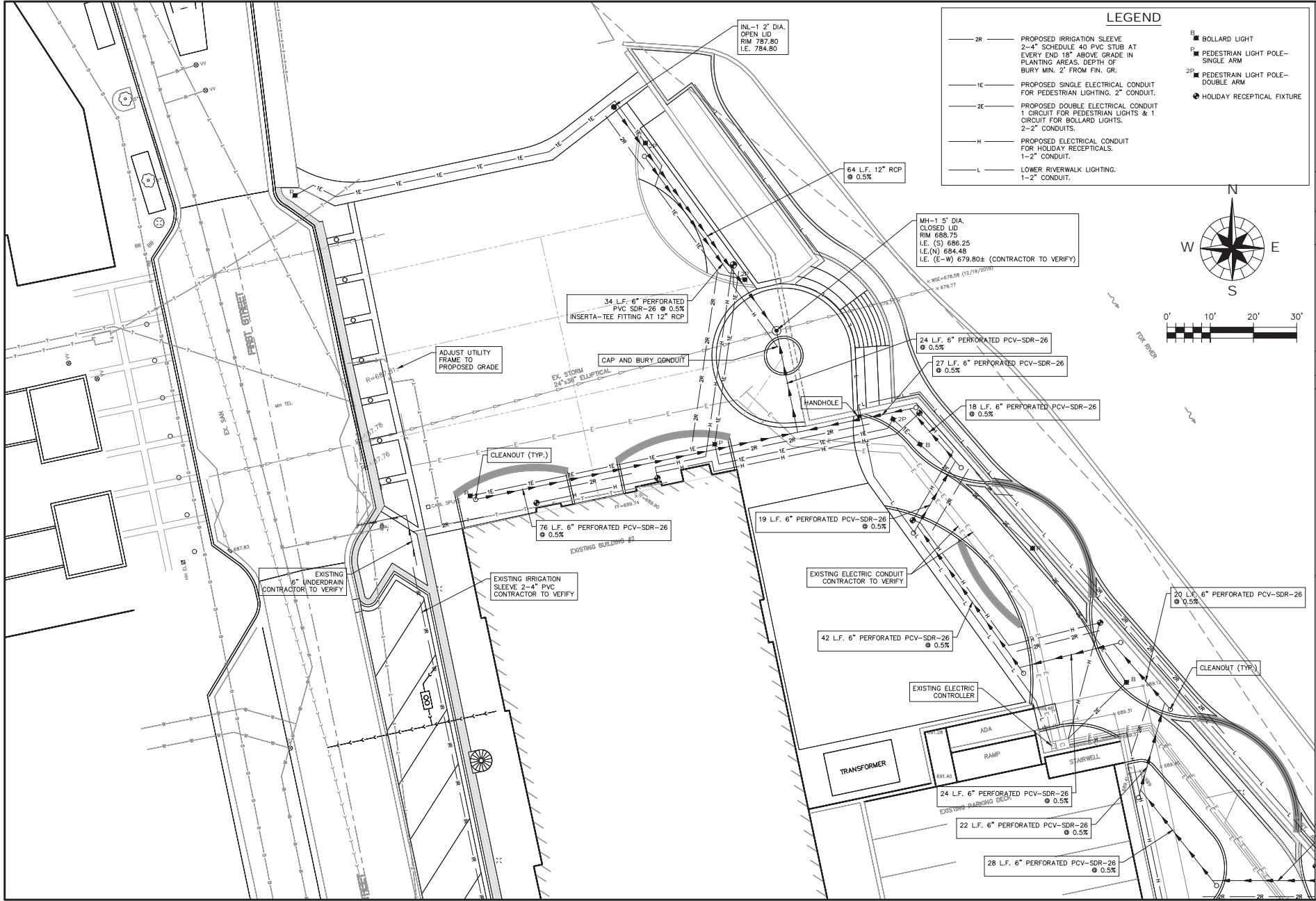
CLIENT:  
CITY OF ST. CHARLES  
2 EAST MAIN STREET  
ST. CHARLES, IL 60174  
630.377.4400

WBK ENGINEERING, LLC  
118 WEST MAIN STREET, SUITE 201  
ST. CHARLES, ILLINOIS 60174  
(630) 443-9735



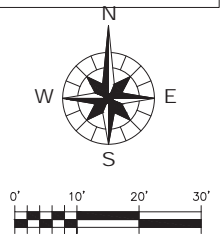
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DATE: 03/01/2019  
DRAWING NO. GR2  
SHEET:  
9 OF 24





### LEGEND

— 2R —	PROPOSED IRRIGATION SLEEVE 2-4" SCHEDULE 40 PVC STUB AT EVERY END 18" ABOVE GRADE IN PLANTING AREAS. DEPTH OF BURY MIN. 2' FROM FIN. GR.	B	BOLLARD LIGHT
— 1E —	PROPOSED SINGLE ELECTRICAL CONDUIT FOR PEDESTRIAN LIGHTING. 2" CONDUIT.	P	PEDESTRIAN LIGHT POLE— SINGLE ARM
— 2E —	PROPOSED DOUBLE ELECTRICAL CONDUIT 1 CIRCUIT FOR PEDESTRIAN LIGHTS & 1 CIRCUIT FOR BOLLARD LIGHTS. 2-2" CONDUITS.	2P	PEDESTRIAN LIGHT POLE— DOUBLE ARM
— H —	PROPOSED ELECTRICAL CONDUIT FOR HOLIDAY RECEPTICALS. 1-2" CONDUIT.	●	HOLIDAY RECEPTICAL FIGURE
— L —	LOWER RIVERWALK LIGHTING. 1-2" CONDUIT.		



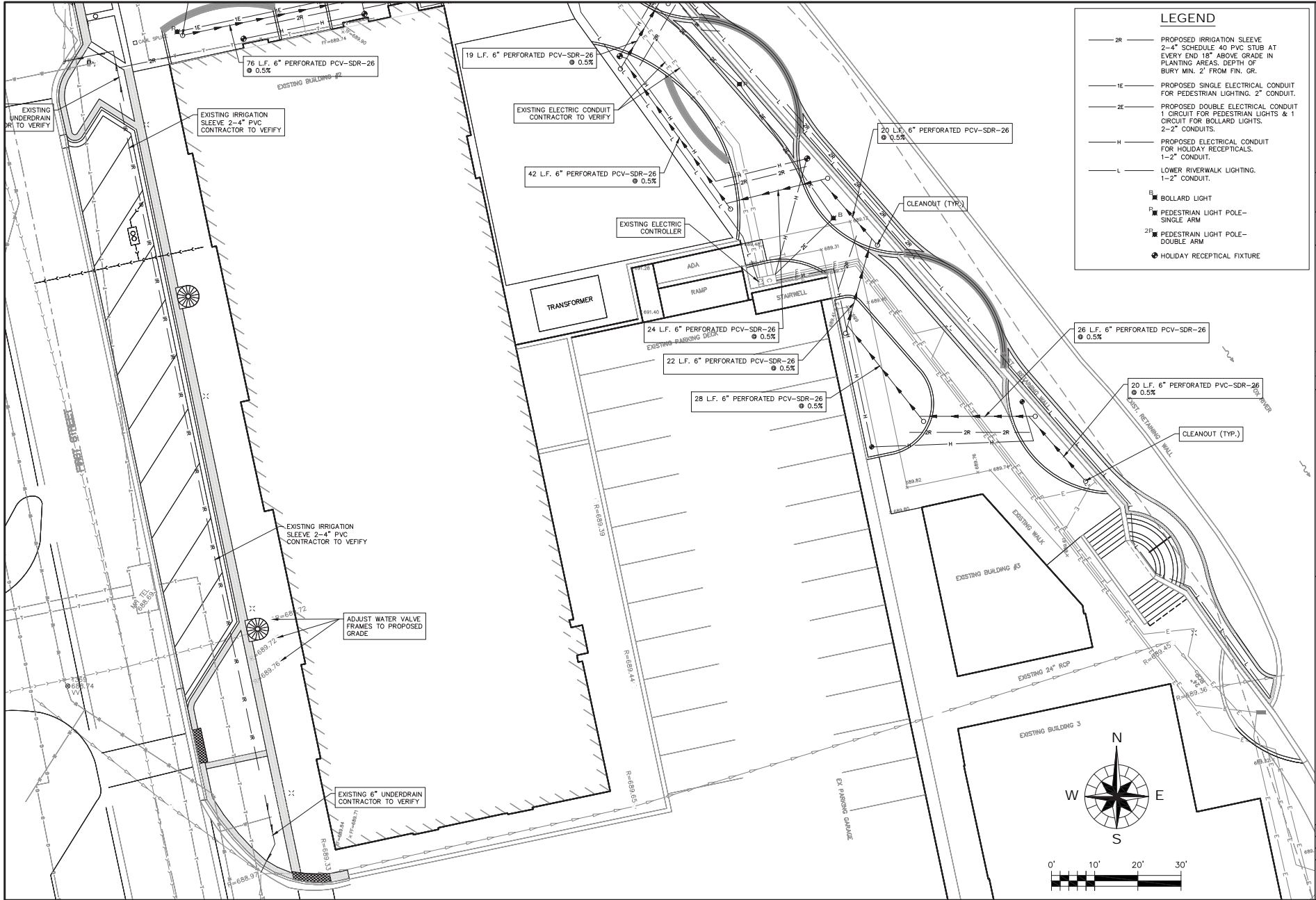
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 RIVERWALK - EAST PLAZA  
 UTILITY PLAN

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		DATE: 03/01/2019
		PROJECT NO. 180254C
		DRAWING NO. UT1
		SHEET:
		10 OF 24

CLIENT: CITY OF ST. CHARLES  
 2 EAST MAIN STREET  
 ST. CHARLES, IL 60174  
 630.377.4400

**WBK**  
**engineering**  
 WBK ENGINEERING, LLC  
 118 WEST MAIN STREET, SUITE 201  
 ST. CHARLES, ILLINOIS 60174  
 (630) 443-9733

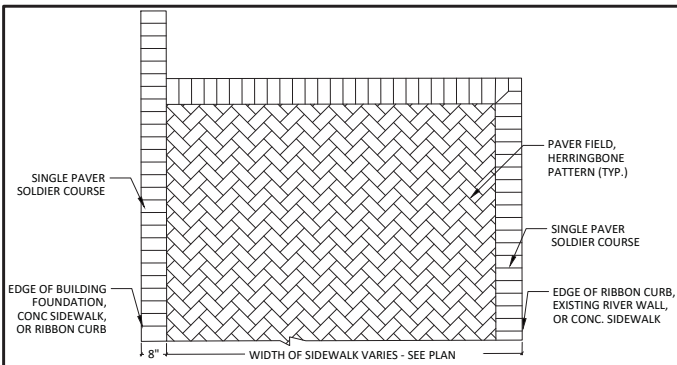
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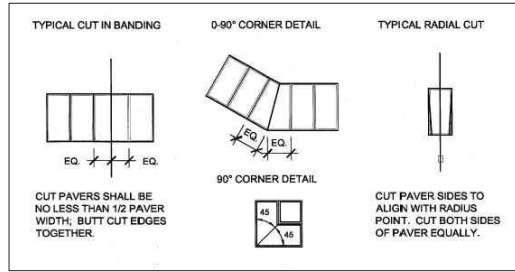
**LEGEND**

- 2R — PROPOSED IRRIGATION SLEEVE 2-4" SCHEDULE 40 PVC STUB AT EVERY END 18" ABOVE GRADE IN PLANTING AREAS. DEPTH OF BURY MIN. 2' FROM FIN. GR.
- 1E — PROPOSED SINGLE ELECTRICAL CONDUIT FOR PEDESTRIAN LIGHTING. 2" CONDUIT.
- 2E — PROPOSED DOUBLE ELECTRICAL CONDUIT 1 CIRCUIT FOR PEDESTRIAN LIGHTS & 1 CIRCUIT FOR BOLLARD LIGHTS. 2-2" CONDUITS.
- H — PROPOSED ELECTRICAL CONDUIT FOR HOLIDAY RECEPTALS. 1-2" CONDUIT.
- L — LOWER RIVERWALK LIGHTING. 1-2" CONDUIT.
- BL BOLLARD LIGHT
- FL PEDESTRIAN LIGHT POLE- SINGLE ARM
- 2FL PEDESTRIAN LIGHT POLE- DOUBLE ARM
- HR HOLIDAY RECEPTICAL FIXTURE

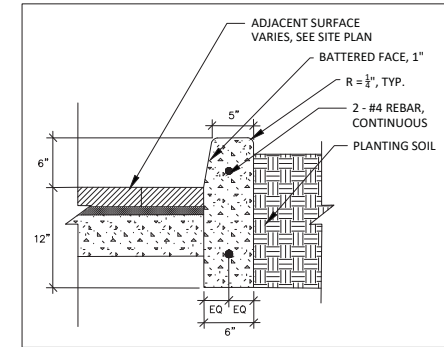
UTILITY PLAN			
TITLE: ST. CHARLES FIRST STREET RIVERWALK - EAST PLAZA			
ALB	OMP	GLC	UT180254C.DWG
DISN	DWN	CHKD.	SCALE: AS NOTED
CLIENT: CITY OF ST. CHARLES 2 EAST MAIN STREET ST. CHARLES, IL 60174 630.377.4400			
PROJECT NO. 180254C DATE: 03/01/2019 DRAWING NO. UT2 SHEET: 11 OF 24			
WBK engineering WBK ENGINEERING, LLC 118 WEST MAIN STREET, SUITE 201 ST. CHARLES, ILLINOIS 60174 (630) 443-9733			



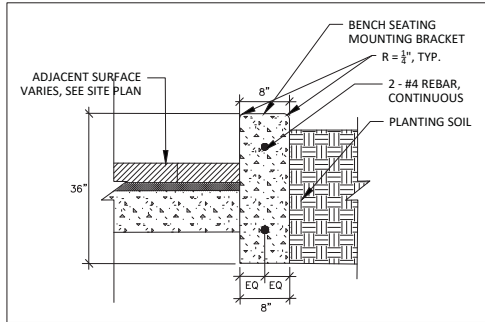
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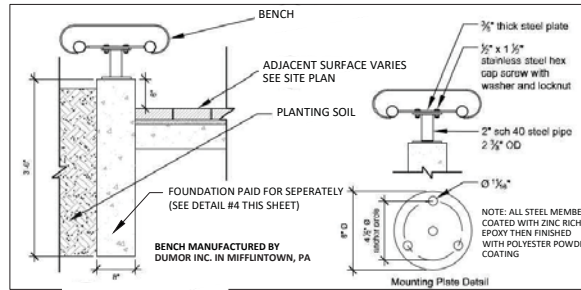
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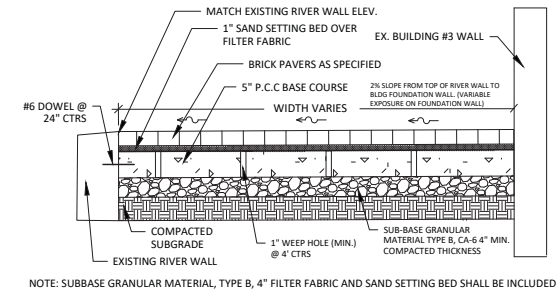
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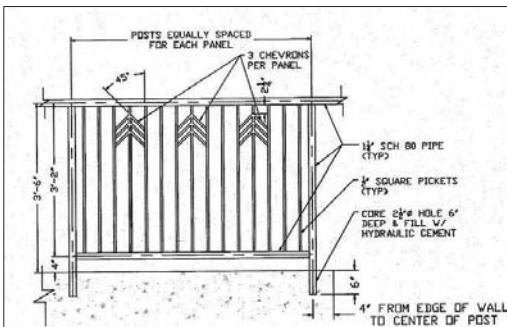
4 CONCRETE BARRIER CURB FOUNDATION FOR BENCH SEATING, 8" WIDTH  
NO SCALE



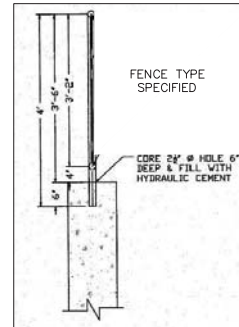
5 BARRIER CURB BENCH SEATING  
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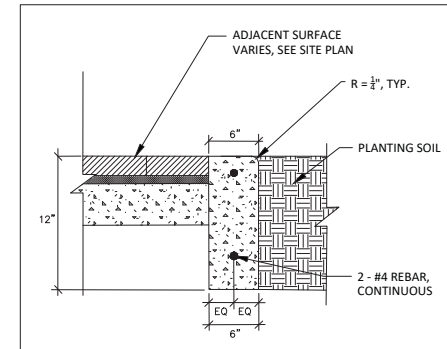
6 TYPICAL SECTION BRICK PAVERS AND GRADING ON EAST SIDE OF BUILDING  
NO SCALE



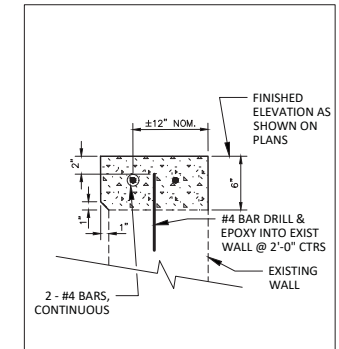
7 ALTERNATE BID CHEVRON RAILING  
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8 RAILING SIDE VIEW DETAIL  
NO SCALE



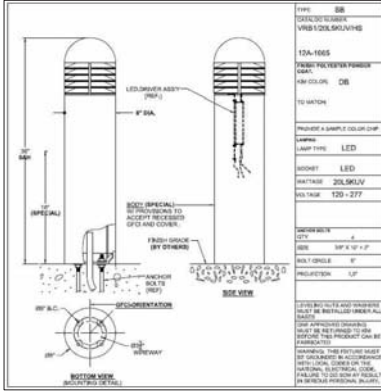
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NO SCALE



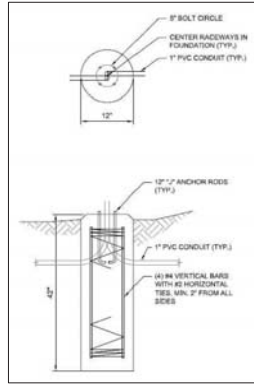
9 EXISTING WALL CAP DETAIL  
NO SCALE

TITLE: ST. CHARLES FIRST STREET RIVERWALK - EAST PLAZA		CONSTRUCTION AND SESS DETAILS	
DESIGN: JLB	DATE: 03/01/2019	PROJECT NO: DT 180254C	PROJECT NO: 180254C
DRAWN: GMP	DATE: 03/01/2019	CITY OF ST. CHARLES	116 WEST MAIN STREET, SUITE 201
CHECKED: GJC	DATE: 03/01/2019	ST. CHARLES, ILLINOIS 62224	(630) 443-7755
SCALE: NA	DATE: 03/01/2019	630.377.4400	
DT 180254C.DWG	DATE: 03/01/2019		

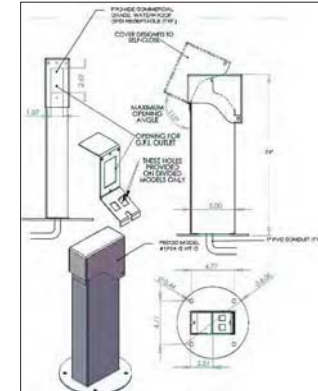
DATE PLOTTED: 03/01/2019 10:00:00 AM



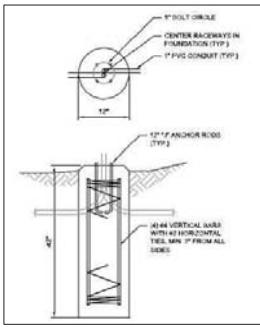
1 BOLLARD LED LIGHTING DETAIL  
NO SCALE



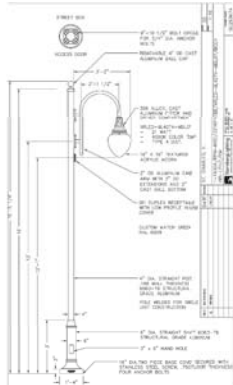
2 BOLLARD LIGHTING FOUNDATION DETAIL  
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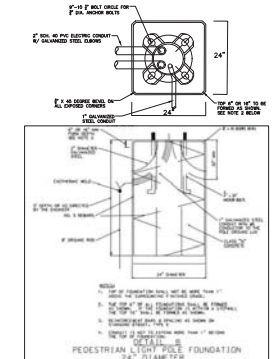
3 HOLIDAY OUTLET PEDESTAL DETAIL  
NO SCALE



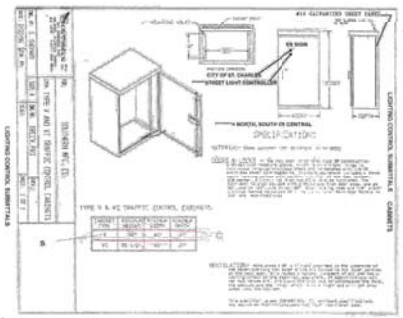
4 HOLIDAY OUTLET FOUNDATION DETAIL  
NO SCALE



5 PEDESTRIAN LIGHT POLE DETAIL  
NO SCALE



6 PEDESTRIAN LIGHT POLE FOUNDATION  
NO SCALE



7 LIGHTING CONTROLLER CABINET DETAIL  
NO SCALE

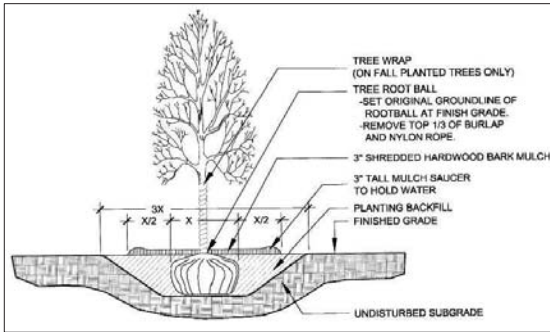


8 LIGHTING CONTROLLER CABINET DETAIL  
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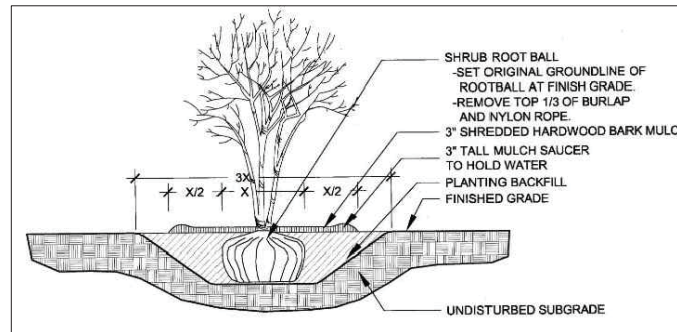
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DESIGN	JLB	GMP	GLC
DRAWN	DWN	CHD	SCALE: NA
DATE	NOV. 2019	DATE	NATURE OF REVISION
CLIENT: CITY OF ST. CHARLES 2 EAST MAIN STREET ST. CHARLES, IL 60174 630.377.4400			
PROJECT NO. 180254C DATE: 03/01/2019 DRAWING NO. DT 4 SHEET: 17 OF 24			

**WBK engineering**  
 WBK ENGINEERING, LLC  
 116 WEST MAIN STREET, SUITE 201  
 ST. CHARLES, ILLINOIS 60174  
 (630) 443-7755

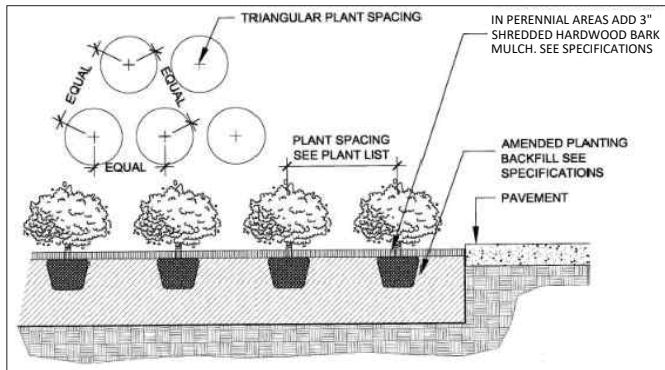




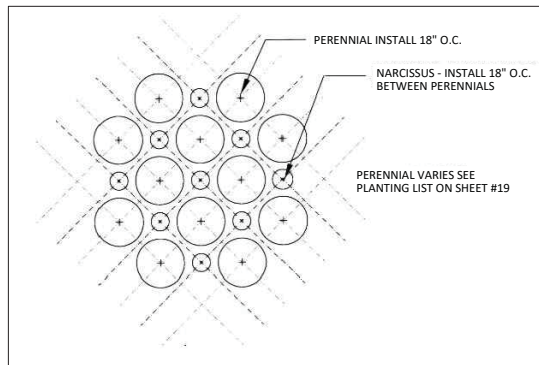
1 SHADE TREE PLANTING DETAIL  
NO SCALE



2 SHRUB PLANTING DETAIL  
NO SCALE



3 PERENNIAL PLANTING DETAIL  
NO SCALE

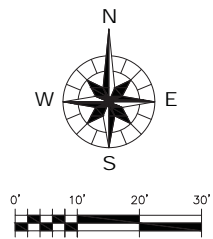


4 BULB/PERENNIAL INTERPLANTING DETAIL  
NO SCALE

TITLE: ST. CHARLES FIRST STREET RIVERWALK - EAST PLAZA		CONSTRUCTION AND SESC DETAILS	
DESIGN: JLB	DRAWN: GMP	SCALE: NA	DT 180254.C.DWG
CHECKED: GJC	DATE: NA	NATURE OF REVISION	
CLIENT: CITY OF ST. CHARLES, 2 EAST MAIN STREET, ST. CHARLES, IL 60174, 630.377.4400		PROJECT NO. 180254C	
WBK ENGINEERING, LLC, 116 WEST MAIN STREET, SUITE 201, ST. CHARLES, ILLINOIS 60174, (630) 443-7755		DATE: 03/01/2019	
WBK engineering		DRAWING NO. DT5	
SHEET: 18 OF 24		SHEET:	

DATE PLOTTED: 03/01/2019 10:58:11 AM





**LEGEND**

	PROPOSED EVERGREEN
	PROPOSED ORNAMENTAL TREE
	PROPOSED SHADE TREES
	PROPOSED SHRUBS
	PERENNIALS AND BULBS
	PROPOSED ART LOCATION

**NOTES:**  
 SEE PLAN SHEET NO. 18 FOR PLANTING DETAILS.  
 ALL PLANTER BEDS TO BE EXCAVATED 36" DEEP AND HAVE 36" OF TOPSOIL FURNISHED AND PLACED PRIOR TO PLANTING.

PROJECT NO. 180254C																																
DATE: 03/01/2019																																
DRAWING NO. LP2																																
SHEET:																																
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<p>CLIENT: CITY OF ST. CHARLES          2 EAST MAIN STREET          ST. CHARLES, IL 60174          630.377.4400</p>																																
<p>WBK ENGINEERING, LLC          116 WEST MAIN STREET, SUITE 201          ST. CHARLES, ILLINOIS 60174          (630) 443-7733</p>																																
<p>WBK          engineering</p>																																
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<p>PROJECT: CHARLES FIRST STREET RIVERWALK - EAST PLAZA          LANDSCAPE PLAN AND DETAILS</p>																																
<p>LP-180254C.DWG</p>																																



Upper and lower Riverwalk viewed by Main Street bridge



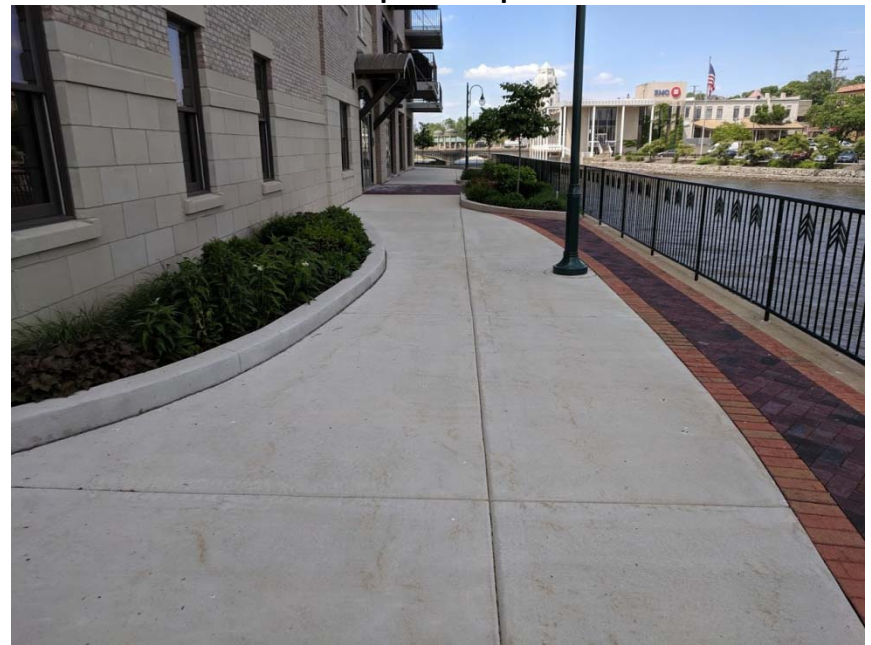
West Plaza border paver pattern



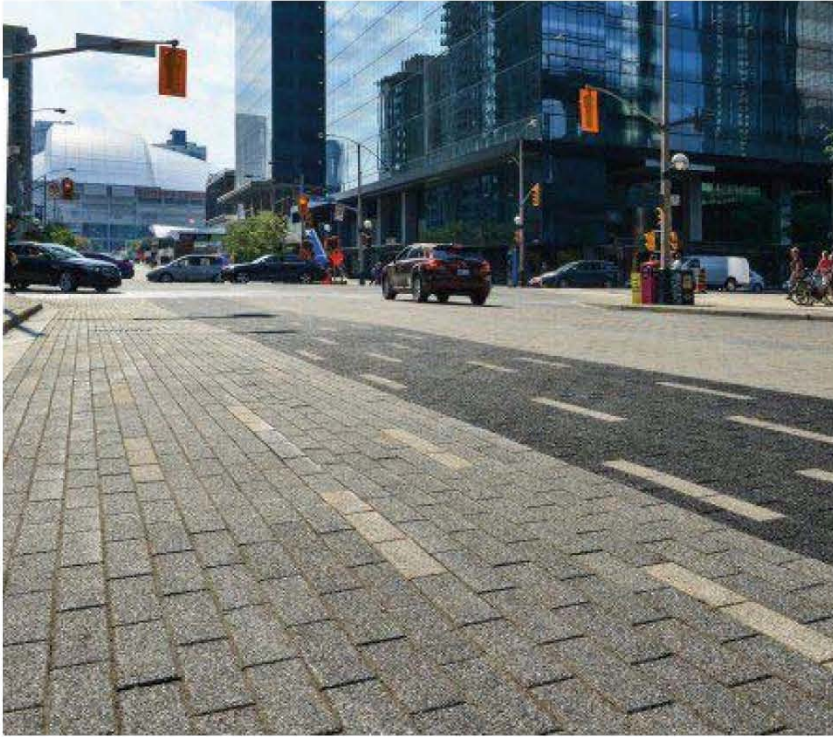
West Plaza center paver pattern



West Plaza seating



Riverwalk paving pattern & Chevron railing



Plaza Paver concepts

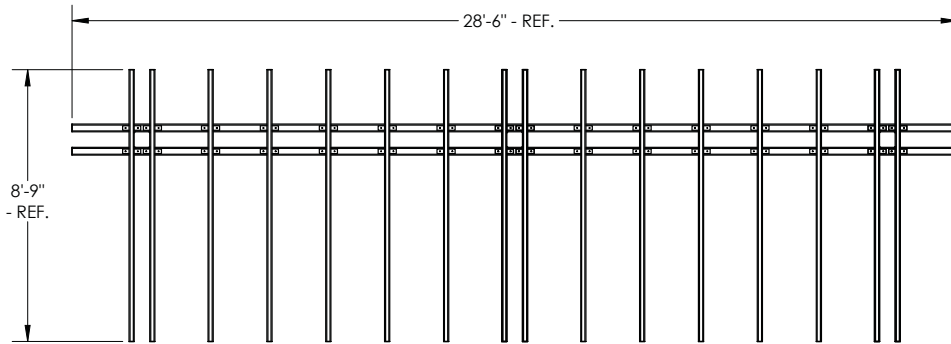
THIS IS A CONCEPT DRAWING. DIMENSIONS SHOWN ARE REPRESENTATIVE. TO ADAPT THIS CONCEPT TO MEET PROJECT SPECIFIC DESIGN REQUIREMENTS, FORWARD YOUR REQUEST TO POLIGON CUSTOMER SERVICE.



PORTERCORP HAS EARNED A **PCI-4000 CERTIFICATION** FROM THE GLOBALLY RECOGNIZED POWDER COATING INSTITUTE (PCI). QUALITY FINISHING IS CRUCIAL TO THE LONG TERM PERFORMANCE OF SHELTER STRUCTURES. THIS CERTIFICATION UNDERSCORES THE COMMITMENT PORTERCORP HAS MADE TO MANUFACTURING QUALITY PRODUCTS.

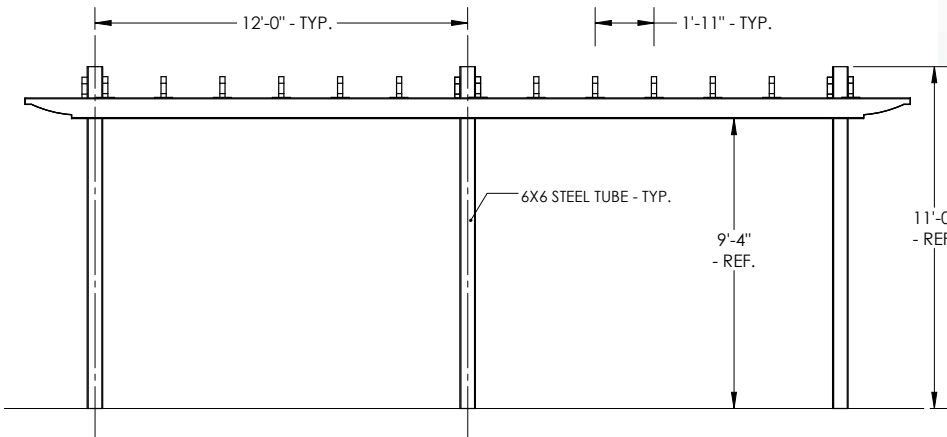
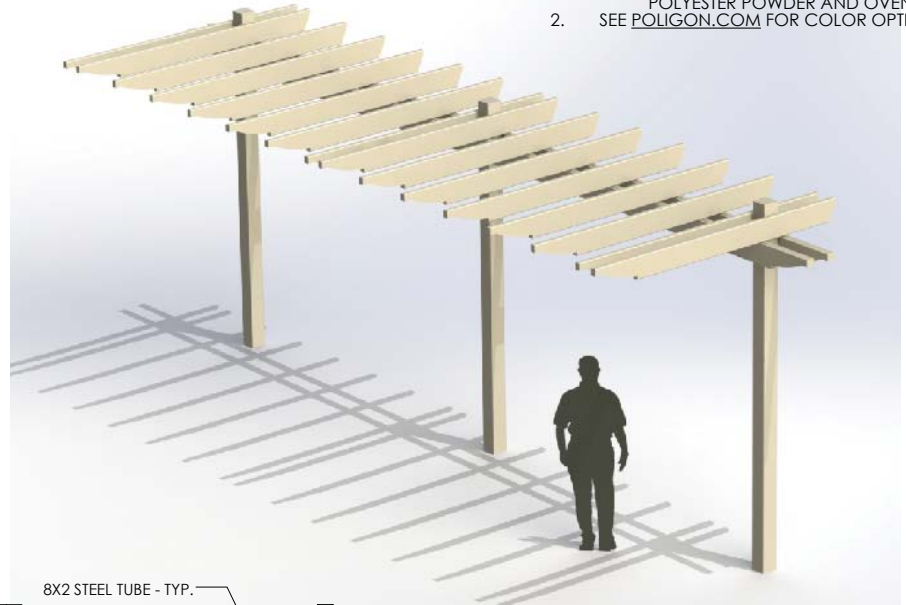
**GENERAL FRAME NOTES:**

- ALL STEEL COMPONENTS (STRUCTURAL MEMBERS, ORNAMENTATION, RAILING, ETC.) ARE POWDER COATED IN THE FOLLOWING MANNER (UNLESS REQUESTED OTHERWISE):
  - SHOT BLASTED TO NEAR WHITE CONDITION (SSPC SP-10)
  - WASHED AND SEALED IN A PHOSPHATE SPRAY
  - PRIME-COATED WITH POLI-5000 HIGH PERFORMANCE POWDER APPLIED EPOXY
  - TOP-COATED WITH SUPER-DURABLE TGIC POLYESTER POWDER AND OVEN CURED
- SEE [POLIGON.COM](http://POLIGON.COM) FOR COLOR OPTIONS

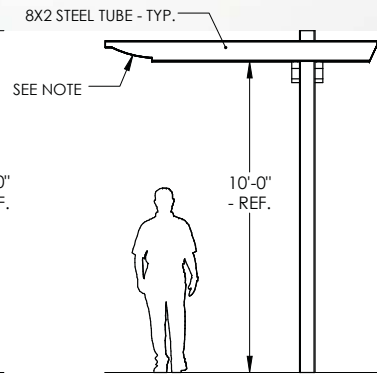


TOP VIEW

NOTE: SEE - SHELTER OPTIONS/DECORATIVE - FOR ADDITIONAL BEAM END CUT STYLES



FRONT VIEW



SIDE VIEW

SHELTER MODEL:

**DB147: 8' X 29'**  
**STEEL TRELLIS COLLECTION**

**poligon<sup>®</sup>**

www.poligon.com  
616-399-1963  
PORTERCORP, 4240 N. 136th AVE.  
HOLLAND, MI 49424

**PORTER** CORP.  
A PLAYCORE Company



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 4b

Title:	Recommendation to approve a Minor Change to PUD for First Street Redevelopment Building #2 Patio Area (Alter Brewing).
Presenter:	Russell Colby

Meeting: Planning & Development Committee

Date: July 8, 2019

Proposed Cost: N/A

Budgeted Amount:

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

A PUD Preliminary Plan for First Street Building #2 was approved in 2017. The building is currently under construction. The approved plans from 2017 did not show any improvements to the private outdoor patio area located immediately east of the building. This triangular area is adjacent to the East Plaza, upper Riverwalk and the pedestrian ramp down from the top level of the Klinkhamer parking deck.

Alter Brewing is a brewery/restaurant business that plans to occupy the north half of First Street Building #2. Their space will have access and exclusive use of the outdoor patio area.

Plans have been submitted for improvement of the patio area, which includes fencing, seating, lighting and a two-level “container bar” structure.

A Minor Change to PUD is required for approval of the permanent structures to the located in the patio area.

**Historic Preservation Commission review:**

The Historic Preservation Commission reviewed the plans and approved a Certificate of Appropriateness for the patio improvements on 5/15/19. Commissioners offered positive comments on the overall design.

**Plan Commission comments:**

The Zoning Ordinance does not require a Plan Commission recommendation for Minor Change applications, however, staff provided the plans to the Plan Commission on 6/18/19 for comments in conjunction with the review of the East Plaza/Riverwalk plans. Commissioners offered positive comments and were supportive of the design concept. There were some questions regarding building code compliance that will need to be addressed at the time of permit for the container structure.

The Minor Change recommendation will be subject to compliance with applicable Building and Fire/Life Safety Codes. Alter Brewing will separately need to apply for a liquor license for the business.

**Attachments** *(please list):*

Application, Plans

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve a Minor Change to PUD for First Street Redevelopment Building #2 Patio Area (Alter Brewing).



# CITY OF ST. CHARLES

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

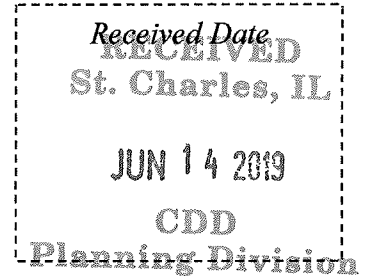


COMMUNITY & ECONOMIC DEV./PLANNING DIVISION

PHONE: (630) 377-4443 FAX: (630) 377-4062

## MINOR CHANGE TO PUD APPLICATION

<b>For City Use</b>	
Project Name:	<u>First St. Bldg #2</u>
Project Number:	<u>2019 -PR-012</u>
Application No.	<u>PLMG 201900130</u>



**Instructions:**

*A Minor Change to PUD is one that modifies an approved PUD Preliminary Plan in a manner that complies with all standards of the Special Use for PUD Ordinance applicable to the property and meets the definition of a Minor Change as contained either in Section 17.04.430 of the Zoning Ordinance or the Special Use for PUD Ordinance.*

*To request approval of a Minor Change, complete this application and submit it with all required attachments to the Planning Division. When the application is complete, City staff will schedule a review by the Planning and Development Committee of the City Council. The Committee's recommendation will be forwarded to the City Council for final action.*

*The information you provide must be complete and accurate. If you have a question please call the Planning Division and we will be happy to assist you.*

<b>1. Property Information:</b>	Location:	First Street Building #2	
	Parcel Number (s):	0934127080	
	PUD Name:	First Street Redevelopment	
<b>2. Applicant Information:</b>	Name	Tristan Dacre of Dacre Youngquist Architects	Phone 312.477.0772
	Address	118 N. Peoria, Ste 4S Chicago, IL 60607	Fax
			Email tacre@dandyarchitects.com
<b>3. Record Owner Information:</b>	Name	First Street Development II, LLC	Phone
	Address	409 Illinois Ave St. Charles, IL 60174	Fax
			Email bob@midwestcustomhomes.com

**Information for proposed Minor Change:**

Name of PUD: First Street Redevelopment (Phase 3, Building #2)

PUD Ordinance Number: 2006-Z-29, 2008-Z-22, 2016-Z-18

Ord. or Resolution(s) that approved the current plans: 2017-Z-20

**Identify Specific PUD Plans to be changed:**

- Site/Engineering Plan
- Landscape Plan
- Architectural Elevations
- Signs
- Other plans: Outdoor Patio Area Improvements

**Description of Proposed Changes:**

Interior Buildout of Restaurant with Brewery proposed to include awnings and signage on Northside (Riverwalk Plaza). Patio on East side (Riverwalk) also to include perimeter fence, lighting, a transformer enclosure, a "container" bar, and a seasonal enclosure (use for less than 180 days per year).

**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 B of the Zoning Ordinance. (\$200)

**REIMBURSEMENT OF FEES AGREEMENT:** N/A

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:** N/A

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

**PROOF OF OWNERSHIP and DISCLOSURE:** On File

- 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%).

**LEGAL DESCRIPTION:** For entire subject property, on 8 ½ x 11 inch paper On file

**PLAT OF SURVEY:** On file

A current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.

**COVER LETTER:** Letter describing the proposed minor change requested, why it is necessary, and how it is different from the currently approved plan.

**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:**


Please contact the Planning Division to determine if full size copies of plans are needed. For simple applications, provide one full scale plan set, three (3) 11" x 17" copies (in color if applicable), and a PDF file on CD-ROM or emailed to the Project Manager.

**Plans shall include the following, depending on the scope of the proposed Minor Change:**

- Site Plan indicating location of proposed change.
- For changes to site/engineering plans, show existing/approved and proposed site/engineering plan changes.
- For changes to architectural elevations, show existing/approved and proposed building design, color and materials.
- For changes to landscaping, show approved and proposed plans, indicate species and quantities of plant material to replace existing/approved materials.
- Additional information may be necessary depending on the specific change proposed.

**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 6/13/19  
Date

  
 \_\_\_\_\_  
 Applicant or Authorized Agent 06/13/19  
Date



St. Charles - Outdoor Patio & Signage  
June 14th, 2019

DACRE & YOUNGQUIST, LLC  
ARCHITECTURE | INTERIOR DESIGN

OUR BEER IS A CLARION CALL TO THE COMMUNITY TO ALTER THEIR PRECONCEPTIONS NOT ONLY OF WHAT BEER IS, BUT ALSO OF WHAT BEER CAN BE.



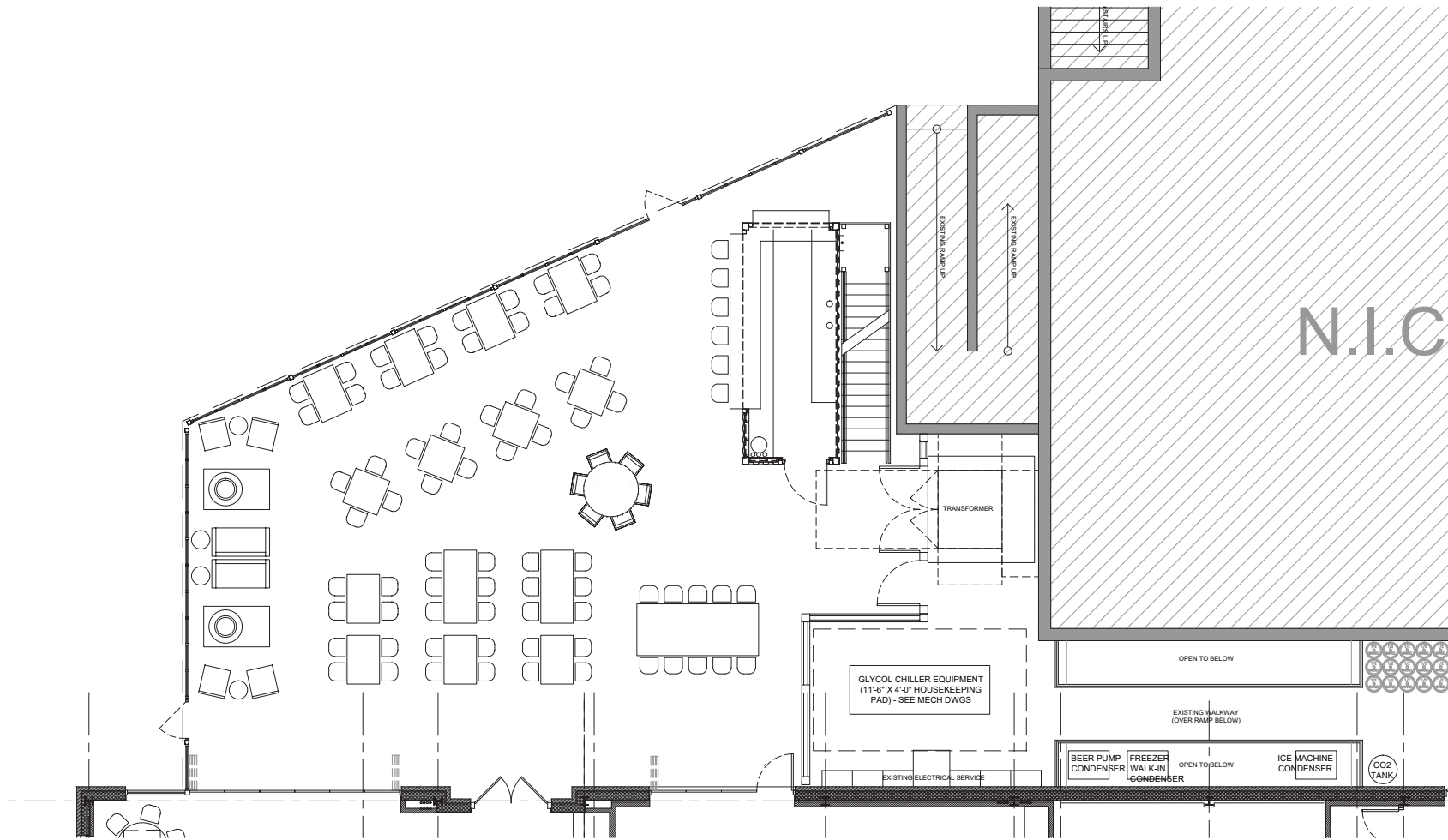
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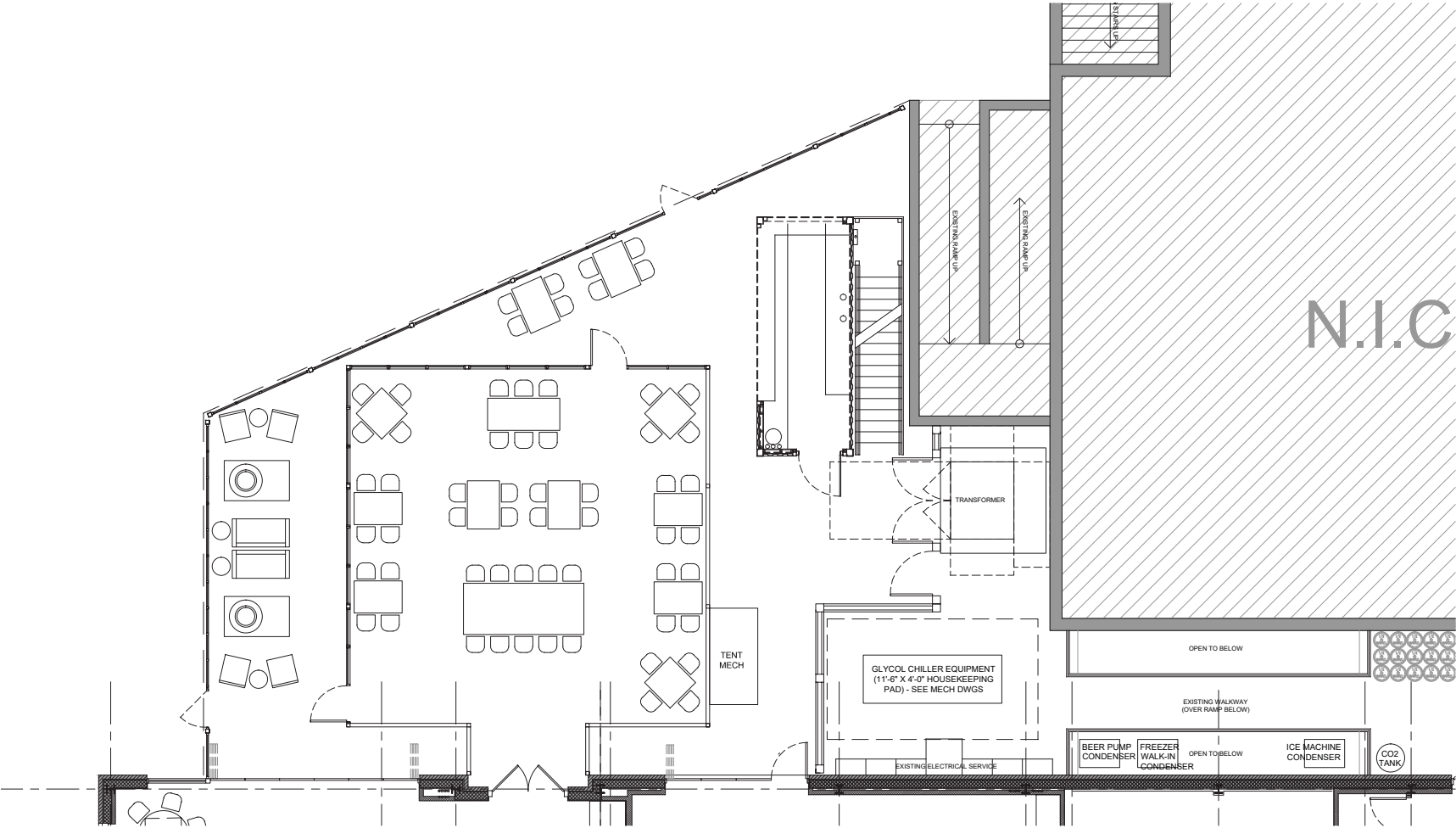


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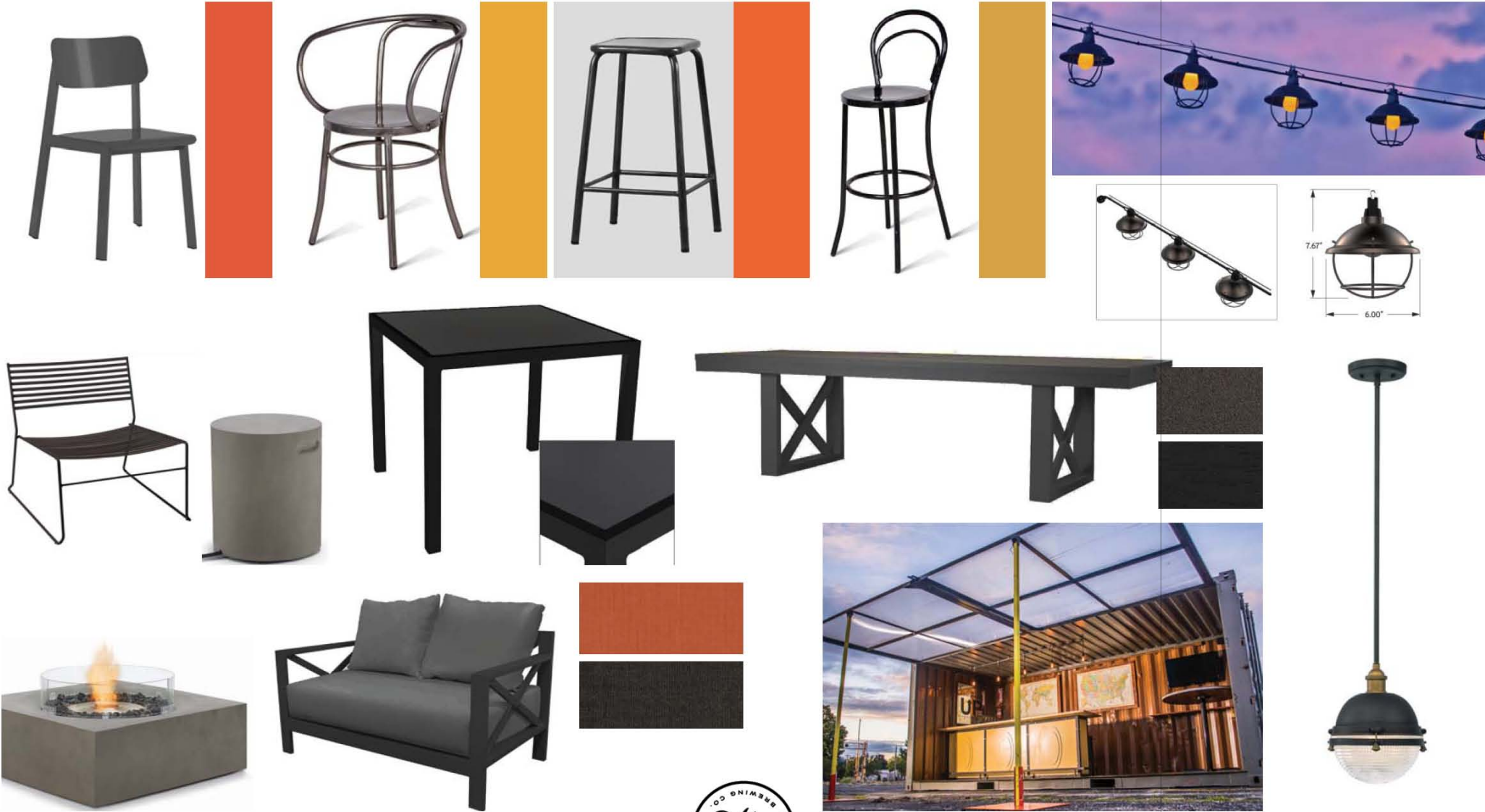
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**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 4c

**Title:** Recommendation to approve an amendment to Title 16 of the St. Charles Municipal Code (Subdivisions and Land Improvement) regarding subdivision benchmarks.

**Presenter:** Russell Colby

Meeting: Planning & Development Committee

Date: July 8, 2019

Proposed Cost: TBD

Budgeted Amount: Expected next FY

Not Budgeted:

**Executive Summary** (*if not budgeted please explain*):

State Statute requires monuments be installed in the ground at the corners of newly subdivided properties in order to mark the locations for land survey purposes. These are typically iron pipes, which may be encased in concrete. The City’s Subdivision Ordinance, Title 16 of the City Code, requires that one or two of these monuments be an upgraded form of monument known as a City “benchmark”. The City benchmarks are intended to eventually form a citywide network to improve the accuracy of land surveys conducted in St. Charles, for both horizontal location and vertical elevations. The network is growing but is not yet dense enough to benefit all areas of the community.

For a number of years, the City Code has required these benchmarks be installed by developers; however the track record at having these installed successfully has been mixed, due to difficulty finding qualified contractors or improper installation. Recently, a developer asked to provide a payment in lieu of installation so that the City could contract to have the benchmark installed properly.

Staff has reached the conclusion that it would be more equitable and efficient for developers of subdivisions to simply pay a fee, based on site acreage, for the City to install these benchmarks. For smaller subdivisions, a partial fee would be collected, and the fees could be pooled together to install the benchmarks, making the requirement less onerous for small subdivisions. Additionally, with the City installing the benchmarks, the location can be decided based on the optimum location within the benchmark network.

The fee for the benchmarks would be collected by Community & Economic Development at the time of subdivision final plat application and would be passed on to the Information Systems - GIS Division to administer the installation of the benchmarks. A proposed fee schedule is attached.

For reference, a 20+ acre site, the category requiring 2 benchmarks, would include developments of the size of Anthem Heights, Prairie Centre or Prairie Winds. A similar system is followed in the City of Batavia.

**Attachments** (*please list*):

Amendment draft

**Recommendation/Suggested Action** (*briefly explain*):

Recommendation to approve an amendment to Title 16 of the St. Charles Municipal Code (Subdivisions and Land Improvement) regarding subdivision benchmarks.

## **Appendix F**

### **Payment for installation of City benchmarks**

At the time of application for Minor Subdivision or Final Plat of Subdivision, applicants shall submit a payment for installation of City benchmarks, based on the table below:

<b>Subdivision Acreage</b>	<b>Number of Benchmarks</b>	<b>Fee at \$2500 per benchmark</b>
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

The cost per benchmark is based on the estimated cost for installation of the City standard benchmark described below:

*2nd order Class II, Berntsen, or equal, permanent benchmarks:*

- *6 inch x 3 foot Schedule 40 PVC*
- *Access cover – screw lock*
- *¾ inch aluminum rod – driven till refusal*
- *3 foot top security sleeve*
- *Rod magnet*
- *Spiral point*
- *City of St. Charles Benchmark Cap*

The City shall collect the fees and utilize the funds solely for installation of City benchmarks. The actual location shall be determined by the City based the existing City benchmark network.



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 4d

Title:	Plan Commission recommendation to approve a Special Use for a Place of Worship for St. Charles United Pentecostal Church, 525 S. Tyler Rd. Units M1 & M2.
Presenter:	Ellen Johnson

Meeting: Planning & Development Committee

Date: July 8, 2019

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

United Pentecostal Church of Schaumburg, Inc. has submitted an application requesting approval of a Special Use to establish a Place of Worship in Units M1 and M2 of the Tyler Ridge Business Park.

Services will be held on Sundays from 11 a.m. to 1 p.m. A shared parking analysis of the business park determined there will be adequate parking available for the church during this time.

No changes to the exterior of the building or site are proposed.

Special Use approval is required to establish a Place of Worship in the M-2 Limited Manufacturing zoning district.

**Plan Commission Review**

Plan Commission held a public hearing on 6/18/19 and voted 8-0 to recommend approval subject to the following conditions:

1. The maximum number of people at any given church service shall not exceed 49.
2. Church services shall not be held before 7:00 p.m. on weekdays or before 12:00 p.m. on Saturdays.

**Attachments** *(please list):*

Plan Commission Resolution, Staff Report, Application

**Recommendation/Suggested Action** *(briefly explain):*

Plan Commission recommendation to approve a Special Use for a Place of Worship for St. Charles United Pentecostal Church, 525 S. Tyler Rd. Units M1 & M2.

**City of St. Charles, Illinois**  
**Plan Commission Resolution No. 11-2019**

**A Resolution Recommending Approval of a Special Use for a Place of  
Worship for St. Charles United Pentecostal Church, 525 S. Tyler Rd. Units  
M1 & M2 (United Pentecostal Church of Schaumburg, Inc.)**

**Passed by Plan Commission on June 18, 2019**

WHEREAS, it is the responsibility of the St. Charles Plan Commission to hold public hearings and review requests for Special Use; and,

WHEREAS, the Plan Commission held a public hearing and reviewed the application for Special Use for a Place of Worship for St. Charles United Pentecostal Church, 525 S. Tyler Rd. Units M1 & M2 (United Pentecostal Church of Schaumburg, Inc.); and,

WHEREAS, the Plan Commission adopts the following Findings of Fact for Special Use in accordance Section 17.04.330.C of the Zoning Ordinance:

- A. Public Convenience: The Special Use will serve the public convenience at the proposed location.**  
This space is located in a business park off Tyler Rd., south of Main St. The business park has adequate parking available to accommodate the attendees of Sunday services. Petitioner only intends to use the space on Sundays between the hours of 12:30pm and 4:00pm.
- B. Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided.**  
Unit M1 and M2 are commercial condo units. M1 has been vacant for approximately 15 years, while M2 is currently occupied by a business. Each unit has been outfitted with all the necessary utilities, and roads and necessary facilities.
- C. Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.**  
The space will be used for a small church with approximately 20 regular attendees for Sunday service only. The church will not place a burden on the surrounding properties due to its small size and minimal affect on Sunday traffic in the vicinity of the business park.
- D. Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

The establishment of a special use for this property will not impede the normal and orderly development and improvement of the surrounding property because of the minimal day to day affect of the church on current businesses. The church plans on only occupying the space on Sundays, resulting in very minimal impact on the surrounding properties.

**E. Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.**

The space is intended to be used as a church that will provide any attendees a place of refuge and spiritual comfort. The public health, safety, comfort and general welfare will not be endangered.

**F. Conformance with Codes: That the proposed Special Use conforms to all existing Federal, State and local legislation and regulation and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.**

The church conforms to all existing federal, state and local legislation and regulation and meets or exceeds all applicable provisions.

NOW, THEREFORE, be it resolved by the St. Charles Plan Commission to recommend to City Council approval of a Special Use for a Place of Worship for St. Charles United Pentecostal Church, 525 S. Tyler Rd. Units M1 & M2 (United Pentecostal Church of Schaumburg, Inc.), subject to the following conditions:

1. The maximum number of people at any given church service shall not exceed 49.
2. Church services shall not be held before 7:00 p.m. on weekdays or before 12:00 p.m. on Saturdays.

Roll Call Vote:

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

Nays: 0

Absent: Funke

Recused: 0

Motion carried: 8-0

PASSED, this 18<sup>th</sup> day of June 2019.

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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 the Members of the Planning & Development Committee ‘

**FROM:** Ellen Johnson, Planner

**RE:** Special Use for a Place of Worship – 525 S. Tyler Rd. Units M1 & M2

**DATE:** July 1, 2019

**I. APPLICATION INFORMATION:**

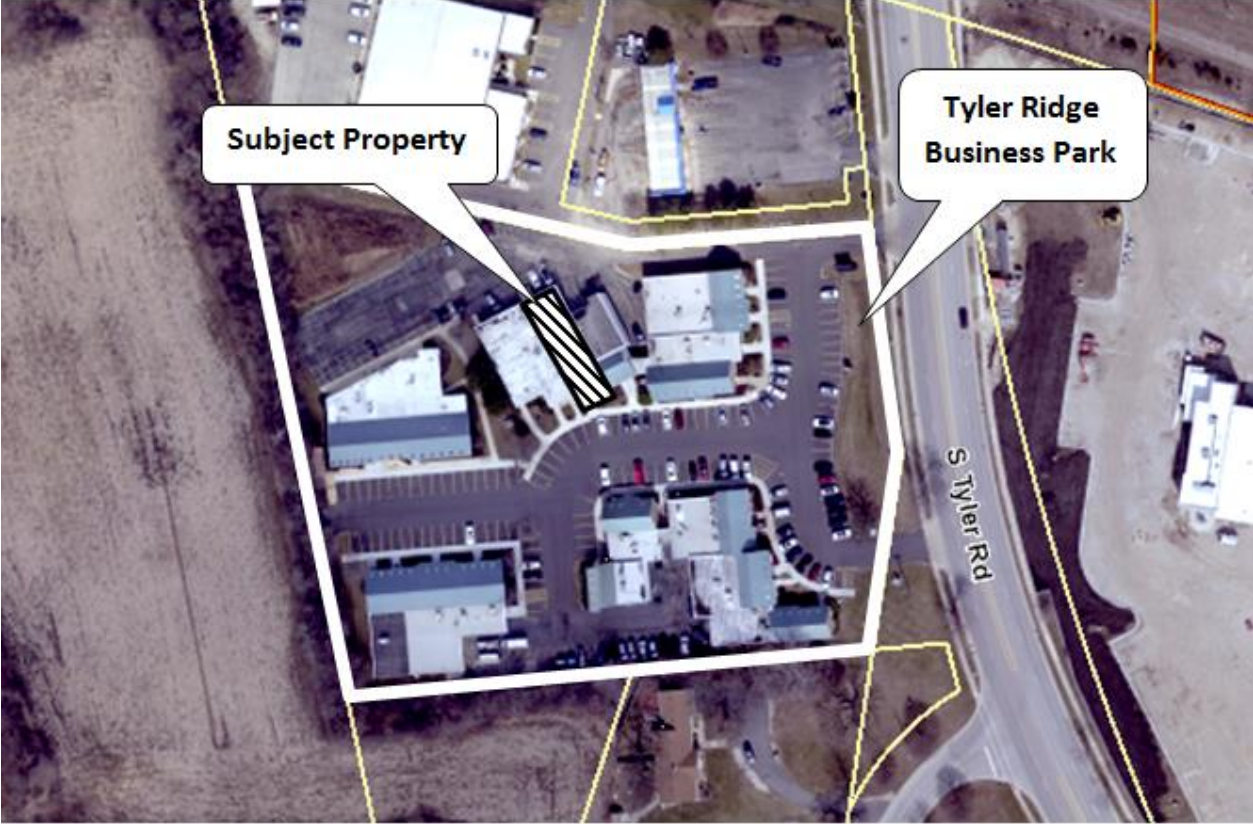
**Project Name:** St. Charles United Pentecostal Church

**Applicant:** United Pentecostal Church of Schaumburg, Inc.

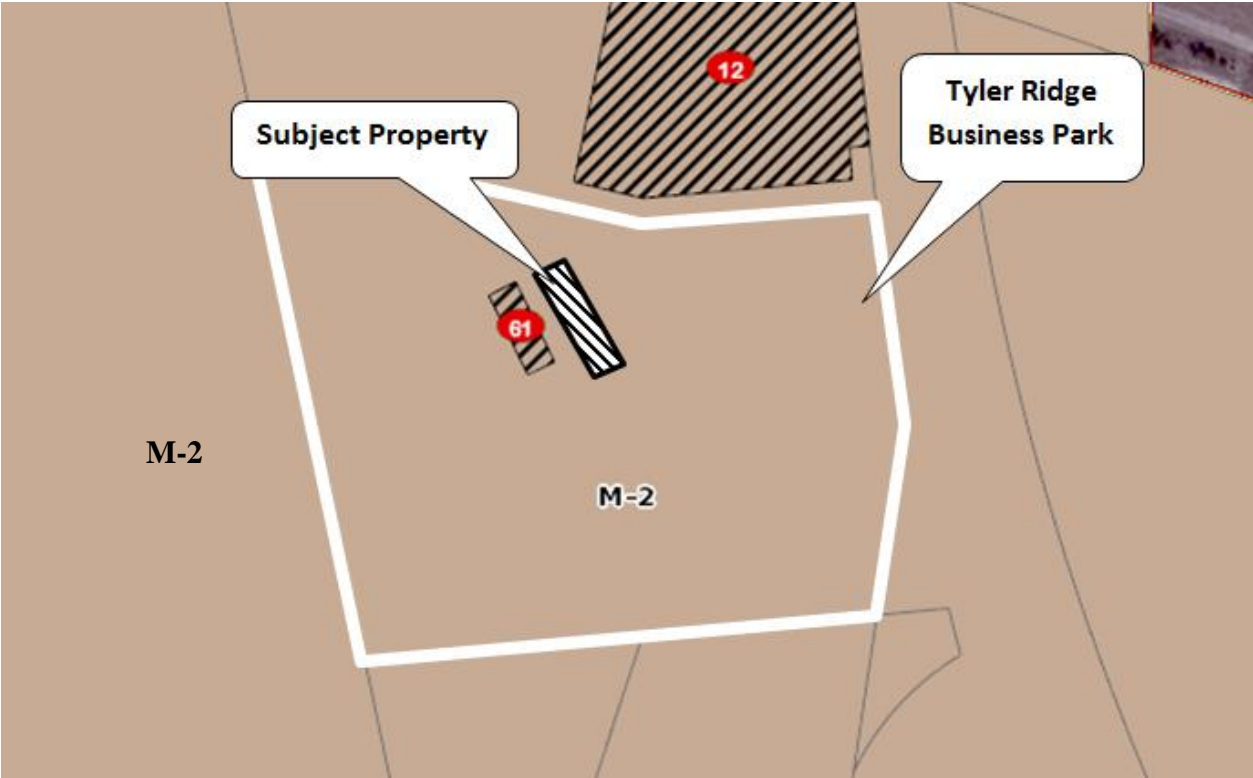
**Purpose:** Special Use for a Place of Worship

<b>General Information:</b>		
<b>Site Information</b>		
Location	525 S. Tyler Rd. Units M1 & M2 (Tyler Ridge Business Park)	
Acres	4.3 acres (entire business park)	
Applications	<b>Special Use for a Place of Worship</b>	
Applicable Ordinances and Zoning Code Sections	17.04.330 – Special Uses and Amendments to Special Uses 17.16 Office/Research, Manufacturing and Public Lands Districts 17.24 Off Street Parking, Loading & Access	
<b>Existing Conditions</b>		
Land Use	Multi-tenant office building	
Zoning	M-2 Limited Manufacturing	
<b>Zoning Summary</b>		
North	M-2 Limited Manufacturing & Special Use for Car Wash	Office, Tyler Car Wash
East	M-2 Limited Manufacturing	Ryder Truck Rental
South	M-2 Limited Manufacturing	Vacant, single-family home
West	M-2 Limited Manufacturing	Vacant
<b>Comprehensive Plan Designation</b>		
Industrial/Business Park		

**Aerial**



**Zoning**



## II. OVERVIEW

### A. PROPERTY HISTORY

Tyler Ridge Business Park consists of five buildings. The eastern three buildings were constructed in 1990 while the western two buildings were completed in 1996. The buildings are divided into several units which are separately owned as condominium units. Most of the units house general offices and medical clinics.

In 2016, the City approved a Special Use for Place of Worship for Units O and N-2 in the business park (Maranatha House of Prayer).

### B. PROPOSAL

United Pentecostal Church of Schaumburg, Inc. has requested approval of a Special Use to utilize Units M1 and M2 in the Tyler Ridge Business Park for a Place of Worship. The church has purchased the unit which is 2,984 sf in size.

The application materials state the church will hold one service per week on Sundays from 11:00 a.m. to 1:00 p.m. Approximately 20 individuals are expected to attend services.

No changes to the exterior of the building or the site are proposed.

## III. ANALYSIS

Staff has performed an analysis of the Special Use application for conformance with all relevant standards in the Zoning Ordinance. No physical changes are proposed to the exterior of the building or to the site. As such, the two review items to be considered are the Special Use itself and whether there is adequate parking provided on site to accommodate the proposed use.

### A. SPECIAL USE

The property is zoned M-2 Limited Manufacturing. A Place of Worship is a Special Use in the M-2 district, meaning that the use may be acceptable if established in an appropriate manner and location with the zoning district.

The Zoning Ordinance defines “Place of Worship” as follows:

*A church, temple, synagogue, mosque or other religious place of assembly, which may or may not include schools and/or meeting facilities and accessory uses such as a parish house, recreational facilities and other non-profit operations that serve members of the religious organization.*

The applicant has provided Findings of Fact to support the Special Use request.

### B. PARKING

Parking for the Tyler Ridge Business Park is shared among the various businesses. Based on the current tenant mix and square footage of the units, a total of 207 parking spaces are required to meet the Zoning Ordinance requirement. Only 180 spaces are provided on-site. It is not certain why the business park was initially approved with the amount of parking provided, however it is an existing non-conforming condition.



The parking requirement for a Place of Worship is based on the maximum capacity of the worship space. The table below compares the parking requirement with the proposed use:

	<b>Requirement</b>	<b>Proposed Use</b>
<b>Parking Requirement</b>	1 per 3 seats based on the maximum capacity in the main place of worship	Based on Fire Dept. Max. Occupancy of 49 people: 16 parking spaces required

The applicant has provided a floor plan indicating the layout of the space which includes a sanctuary. The applicant has stated they expect about 20 people to attend any one service, but that number could increase over time. Chairs will be set up to accommodate the number of attendees. The Fire Dept. estimated the maximum occupancy load for the assembly area is 49 people. The applicant has indicated there are currently about 30 members of the church, however the parking requirement will be based on the maximum occupancy load.

While there are not 16 parking spaces available to be dedicated solely to the church, the Zoning Ordinance allows shared parking to be approved under certain conditions, per Section 17.24.050 “Shared Parking”, as follows:

*“The same off-street parking spaces may be shared between two or more separate use on the same lot, but only to the extent that the demand for such spaces by the separate uses will not occur at the same hours during the same days of the week.”*

The applicant has indicated that church services will be held on Sundays between the hours of 11:00 a.m. and 1:00 p.m. The applicant provided information on the hours of operation of the existing businesses in the park to determine if adequate parking will be available on Sundays during this time. No businesses are open on Sundays other than Maranatha House of Prayer, which offers Sunday services from 9:30 a.m. to 12:30 p.m.

The parking requirement for Maranatha House of Prayer is 15 parking spaces, leaving the remainder of the spaces in the business park available.

The Tyler Ridge Condominium Association provided a letter stating the church plans to utilize the space on weekdays after 5:00 p.m. in addition to Sundays. The materials submitted by the applicant state the space will be utilized only on Sundays. Regardless, there will be adequate parking to accommodate the use should it operate during weekday evenings. The parking demand for the business park after 5:00 p.m. on weekdays is 134 spaces, leaving 46 spaces available.

Due to the existing nonconforming parking count for the business park, it would be appropriate to place a limitation on the times that church services may be held should the church choose to change their service days/times, in order to ensure availability of adequate parking for the church and other businesses in the park.

**IV. PLAN COMMISSION RECOMMENDATION**

Plan Commission held a public hearing on 6/18/19 and voted 8-0 to recommend approval, subject to the following conditions:

1. The maximum number of people at any given church service shall not exceed 49.
2. Church services shall not be held before 7:00 p.m. on weekdays or before 12:00 p.m. on Saturdays.

**V. ATTACHMENTS**

- Application for Special Use; received 5/29/19

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



COMMUNITY & ECONOMIC DEV./PLANNING DIVISION

PHONE: (630) 377-4443 FAX: (630) 377-4062

**SPECIAL USE APPLICATION**

(To request a Special Use or Amendment, or a Special Use for PUD or Amendment)

<b>For City Use</b>	
Project Name:	<u>Bartlett United Pentecostal Church</u>
Project Number:	<u>2019-PR-010</u>
Application Number:	<u>PLS4281900122</u>

*Received Date*

*To request a Special Use for a property, or to request to amend an existing Special Use Ordinance for a property, complete this application and submit it with all required attachments to the Planning Division.*

*City staff will review submittals for completeness and for compliance with applicable requirements prior to establishing a public hearing date for an application.*

*The information you provide must be complete and accurate. If you have a question please call the Planning Division and we will be happy to assist you.*

<b>1. Property Information:</b>	Location: <b>525 S. TYLER ROAD, UNIT M1 &amp; M2</b>	
	Parcel Number (s): <b>09-26-37-8014</b>	
	Proposed Name: <b>BARTLETT UNITED PENTECOSTAL CHURCH</b>	
<b>2. Applicant Information:</b>	Name UNITED PENTECOSTAL CHURCH OF SCHAUMBURG, INC.	Phone 630-837-9800
	Address 270 E. SCHICK ROAD BARTLETT, IL 60103	Fax
		Email STEPHEN@UPCBARTLETT.ORG
<b>3. Record Owner Information:</b>	Name Tyler Ridge, Ltd.	Phone 630-308-0097
	Address 1961 Wexford Circle, Wheaton, IL 60109	Fax
		Email whestrup@gmail.com

**Please check the type of application:**

- Special Use for Planned Unit Development - PUD Name:** \_\_\_\_\_
- New PUD
- Amendment to existing PUD- Ordinance #: \_\_\_\_\_
- PUD Preliminary Plan filed concurrently
- Other Special Use (from list in the Zoning Ordinance):** PLACE OF WORSHIP
- Newly established Special Use
- Amendment to an existing Special Use Ordinance #: \_\_\_\_\_

**Information Regarding Special Use:**

Comprehensive Plan designation of the property: INDUSTRIAL/BUSINESS PARK

Is the property a designated Landmark or in a Historic District? NO

What is the property's current zoning? M2

What is the property currently used for? OFFICE

If the proposed Special Use is approved, what improvements or construction are planned?

\_\_\_\_\_

\_\_\_\_\_

**For Special Use Amendments only:**

Why is the proposed change necessary?

\_\_\_\_\_

\_\_\_\_\_

What are the proposed amendments? (Attach proposed language if necessary)

\_\_\_\_\_

\_\_\_\_\_

**Note for existing buildings:**

If your project involves using an existing building, whether you plan to alter it or not, please contact the St. Charles Fire Department (630-377-4458) and the Building and Code Enforcement Division (630-377-4406) for information on building, life safety and other code requirements. Depending on the proposed use, size of structure and type of construction, these requirements can result in substantial costs.

**Attachment Checklist:**

*If multiple zoning or subdivision applications will be 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 B of the Zoning Ordinance. (Special Use for PUD \$1,000; all other Special Use requests \$750)

**❑ 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

**❑ PROOF OF OWNERSHIP and DISCLOSURE:**

- 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.*

**❑ LEGAL DESCRIPTION:** For entire subject property, on 8 1/2 x 11 inch paper

**❑ PLAT OF SURVEY:**

A current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.

**❑ FINDINGS OF FACT:**

Fill out the attached forms or submit responses on a separate sheet (*Submit "Criteria for PUD" for any PUD application; "Findings for Special Use" for all other Special Use applications.*)

**❑ LIST OF PROPERTY OWNERS WITHIN 250 FT.:**

Fill out the attached form or submit on a separate sheet. The form or the list must be signed and notarized.

□ **SOIL AND WATER CONSERVATION DISTRICT APPLICATION:**

Copy of completed Land Use Opinion application as required by state law, as submitted to The Kane-Dupage Soil and Water Conservation District. <http://www.kanedupageswcd.org/>

*Submit the application form and fee directly to the Kane-DuPage Soil and Water Conservation District. Provide a copy with this application.*

□ **ENDANGERED SPECIES REPORT:**

Copy of Endangered Species Consultation Agency Action to be filed with the Illinois Department of Natural Resources. <http://dnr.illinois.gov/EcoPublic/>

*Fill out the online form, print the report and submit with this application.*

□ **TRAFFIC STUDY:** If requested by the Director of Community Development.

*Staff will advise you whether a traffic study is recommended based on the project. Regardless, the Plan Commission or City Council may request a traffic study as a part of the review process.*

□ **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:**

Initial Submittal - 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.

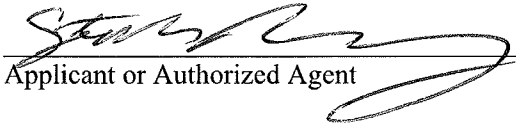
□ **SITE PLAN (Note: For a Special Use for PUD, submit PUD Preliminary Plan Application in lieu of Site Plan)**

A plan or plans showing the following information:

1. Accurate boundary lines with dimensions
2. Streets on and adjacent to the tract: Name and right-of-way width
3. Location, size, shape, height, and use of existing and proposed structures
4. Location and description of streets, sidewalks, and fences
5. Surrounding land uses
6. Date, north point, and scale
7. Ground elevation contour lines
8. Building/use setback lines
9. Location of any significant natural features
10. Location of any 100-year recurrence interval floodplain and floodway boundaries
11. Location and classification of wetland areas as delineated in the National Wetlands Inventory
12. Existing zoning classification of property
13. Existing and proposed land use
14. Area of property in square feet and acres
15. Proposed off-street parking and loading areas
16. Number of parking spaces provided, and number required by ordinance
17. Angle of parking spaces
18. Parking space dimensions and aisle widths
19. Driveway radii at the street curb line
20. Width of driveways at sidewalk and street curb line

- 21. Provision of handicapped parking spaces
- 22. Dimensions of handicapped parking spaces
- 23. Depressed ramps available to handicapped parking spaces
- 24. Location, dimensions and elevations of freestanding signs
- 25. Location and elevations of trash enclosures
- 26. Provision for required screening, if applicable
- 27. Exterior lighting plans showing:
  - a. Location, height, intensity and fixture type of all proposed exterior lighting
  - b. Photometric information pertaining to locations of proposed lighting fixtures

**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	Date
	3/22/19
Applicant or Authorized Agent	Date

**OWNERSHIP DISCLOSURE FORM  
CORPORATION**


STATE OF ILLINOIS    )  
                                  ) SS.  
KANE COUNTY         )

I, STEPHEN RODRIGUEZ, being first duly sworn on oath depose and say that I am the  
**TREASURER** of UNITED PENTECOSTAL CHURCH OF SCHAUMBURG, INC., an  
(Illinois) (NOT FOR PROFIT) Corporation and that the following persons are all of the shareholders  
of 7% or more of the common stock of said Corporation:

_____	_____
_____	_____
_____	_____
_____	_____

BY: STEPHEN RODRIGUEZ   
TITLE: TREASURER

Subscribed and Sworn before me this 22nd day of  
May, 2019.

  
\_\_\_\_\_  
Notary Public



# FINDINGS OF FACT – SPECIAL USE

*\*Use this form for all Special Uses, except for PUDs or PUD Amendments\**

*The St. Charles Zoning Ordinance requires the Plan Commission to consider the factors listed below in making a recommendation to the City Council.*



*As the applicant, the “burden of proof” is on you to show how your proposed Special Use will comply with each of the applicable standards. Therefore, you need to “make your case” by explaining specifically how your project meets each of the following standards.*

525 S. TYLER ROAD, UNIT M1 & M2

*Project Name or Address*

5/22/19

*Date*

### **From the Charles Zoning Ordinance, Section 17.04.430.C.2:**

No Special Use or amendment to Special Use shall be recommended by the Plan Commission unless it finds that the proposed Special Use or amendment to Special Use will conform with each of these standards. The Plan Commission shall submit its written findings together with its recommendations to the City Council after the conclusion of the Public Hearing, and also may recommend such conditions as it may deem necessary to ensure conformance with these standards.

On the basis of the evidence presented at the public hearing, the Plan Commission shall record its reasons for recommending approval or denial of the petition (findings of fact) in accordance with the following standards:

#### **A. Public Convenience: The Special Use will serve the public convenience at the proposed location.**

THIS SPACE IS LOCATED IN A BUSINESS PARK OFF TYLER ROAD, SOUTH OF MAIN STREET. THE BUSINESS PARK HAS ADEQUATE PARKING AVAILABLE TO ACCOMMODATE THE ATTENDEES OF SUNDAY SERVICES.  
PETITIONER ONLY INTENDS TO USE THE SPACE ON SUNDAYS BETWEEN THE HOURS OF 12:30pm AND 4:00pm.

#### **B. Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided.**

UNIT M1 AND M2 ARE COMMERCIAL CONDO UNITS. M1 HAS BEEN VACANT FOR APPROXIMATELY 15 YEARS, WHILE M2 IS CURRENTLY OCCUPIED BY A BUSINESS. EACH UNIT HAS BEEN OUTFITTED WITH ALL NECESSARY UTILITIES, ACCESS ROADS AND NECESSARY FACILITIES.

#### **C. Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.**



THE SPACE WILL BE USED FOR A SMALL CHURCH WITH APPROXIMATELY 20 REGULAR ATTENDEES FOR SUNDAY SERVICE ONLY. THE CHURCH WILL NOT PLACE A BURDEN ON THE SURROUNDING PROPERTIES DUE TO ITS SMALL SIZE AND MINIMAL AFFECT ON SUNDAY TRAFFIC IN THE VICINITY OF THE BUSINESS PARK.

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**D. Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

THE ESTABLISHMENT OF A SPECIAL USE FOR THIS PROPERTY WILL NOT IMPEDE THE NORMAL AND ORDERLY DEVELOPMENT AND IMPROVEMENT OF THE SURROUNDING PROPERTY BECAUSE OF THE MINIMAL DAY TO DAY AFFECT OF THE CHURCH ON CURRENT BUSINESSES. THE CHURCH PLANS ON ONLY OCCUPYING THE SPACE ON SUNDAYS, RESULTING IN VERY MINIMAL IMPACT ON THE SURROUNDING PROPERTIES.

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**E. Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.**

THE SPACE IS INTENDED TO BE USED AS A CHURCH THAT WILL PROVIDE ANY ATTENDEES A PLACE OF REFUGE AND SPIRITUAL COMFORT. THE PUBLIC HEALTH, SAFETY, COMFORT AND GENERAL WELFARE WILL NOT BE ENDANGERED.

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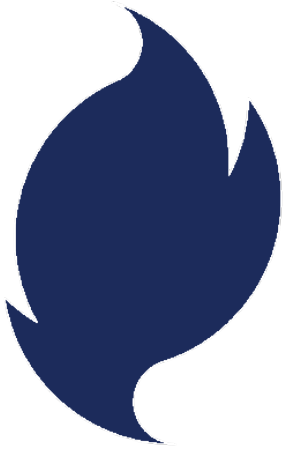
**F. Conformance with Codes: That the proposed Special Use conforms to all existing Federal, State and local legislation and regulation and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.**

THE CHURCH CONFORMS TO ALL EXISTING FEDERAL, STATE AND LOCAL LEGISLATION AND REGULATION AND MEETS OR EXCEEDS ALL APPLICABLE PROVISIONS.

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# ST. CHARLES

## UPC

CITY OF ST. CHARLES  
PLAN COMMISSION  
SPECIAL USE APPLICATION

I. INTRODUCTION

II. SPECIAL USE REQUEST

III. APPLICATION MATERIALS

-FIGURE 1 – SITE MAP

-FIGURE 2 – FLOOR PLAN

IV. PLANNED CONSTRUCTION

V. PARKING BREAKDOWN

VI. CONCLUSION

VII. EXHIBIT A: LEGAL DESCRIPTION

VIII. EXHIBIT B: TYLER RIDGE BUSINESS PARK BUSINESS LISTING

IX. EXHIBIT C: CONDO ASSOCIATION AUTHORIZATION LETTER

# **I. INTRODUCTION**

Pastor Robert Boettcher and the Bartlett United Pentecostal Church d/b/a St. Charles UPC is applying for a Special Use Permit to establish a Place of Worship at the Tyler Ridge Business Park. St. Charles UPC has operated in the City of St. Charles for the past five years and is committed to the spiritual journey of all interested St. Charles residents. St. Charles UPC plans on having one service per week, on Sundays, as to not interfere with any of the surrounding businesses. Pastor Boettcher believes that the City of St. Charles, and specifically the Tyler Ridge Business Park, is a perfect place to expand the church and offer all residents of St. Charles a place to feel comfortable and welcome.

# **II. SPECIAL USE REQUEST**

Bartlett United Pentecostal Church d/b/a St. Charles UPC is seeking a Special Use Permit in the M-2 Limited Manufacturing District for a Place of Worship. The establishment will consist of approximately 2990 square feet located on the street level of Unit M located at 525 S. Tyler Road, St. Charles, IL.

### III. APPLICATION MATERIALS

#### FIGURE 1 – SITE MAP

Figure 1 is a Site Map showing the location of the proposed Place of Worship, St. Charles UPC (highlighted in yellow), in relation to other neighboring businesses located in the Tyler Ridge Business Park. The Site Map also shows all available parking spaces in the Tyler Ridge Business Park

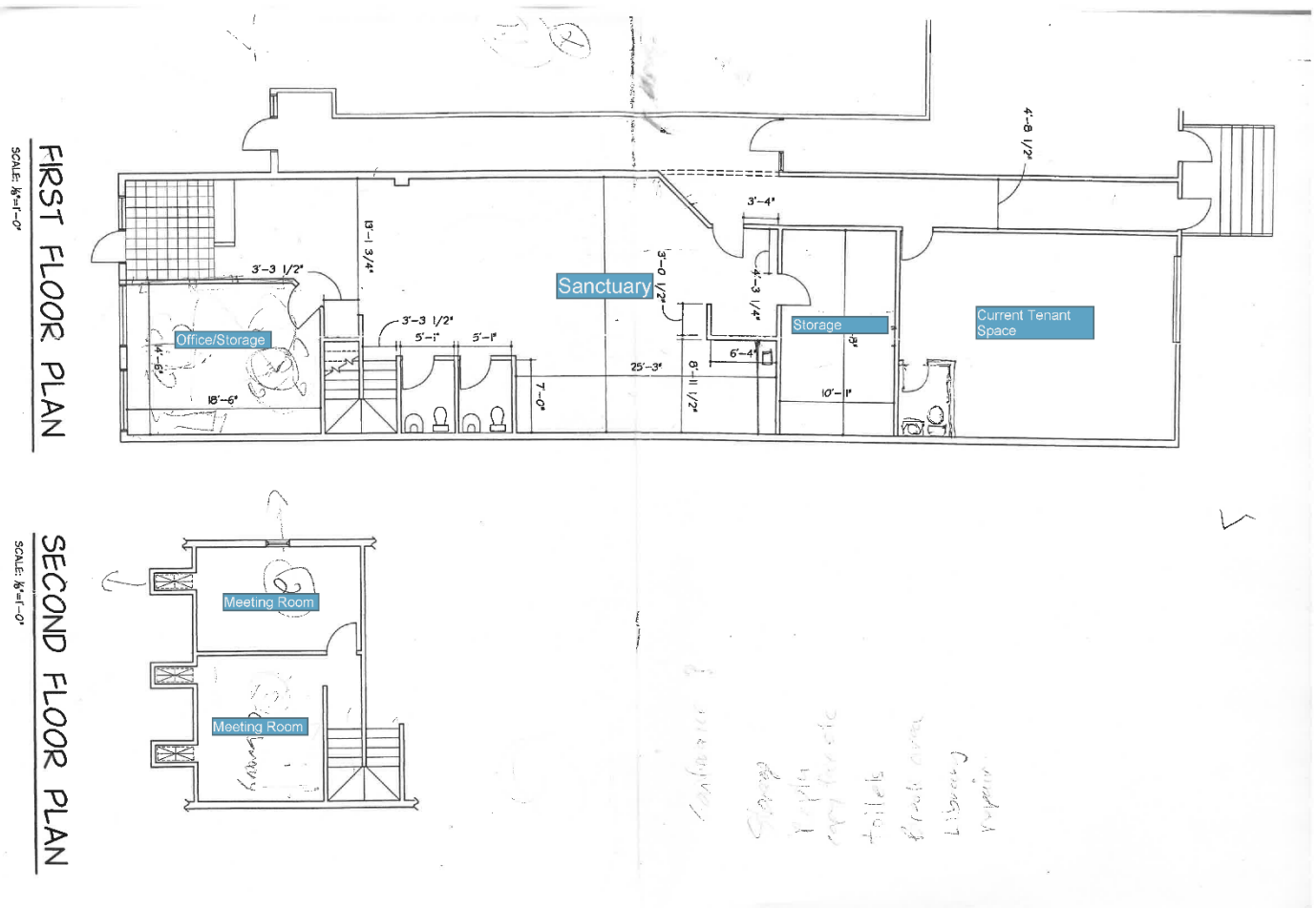


# FIGURE 2 – FLOOR PLAN

Figure 4 shows a floor plan for St. Charles UPC in the 2,238 square feet of space available at 525 S. Tyler Road, Unit M.

The floor plan includes:

- Office and Storage areas
- A Sanctuary
- Two meeting rooms, upstairs
- Space where current tenant will continue to occupy.



## **IV. THE PLACE OF WORSHIP**

St. Charles UPC will host services to all interested St. Charles residents on Sunday mornings from 11:00 a.m. to 1:00 p.m. The church will only use the space at this time. Pastor Boettcher expects about twenty (20) people to attend any one service and hopes to grow the church to include more attendees. There will be enough chairs placed in the Sanctuary to accommodate the number of service attendees.

At this time, Pastor Boettcher and the Bartlett UPC board do not plan on starting any construction or making any improvements to the space as is.

The board has only preliminarily discussed a slight modification to the interior of the space by eliminating the non-load bearing wall in the rear of the space.

## **V. PARKING BREAKDOWN**

Upon our initial observation, we believe that St. Charles UPC will be compatible with peak parking requirements and availability. Due to the modest size of the church and services being held only on Sundays, we do not expect our parking demand to exceed available spaces in the shared parking lot.

Please see the attached table (Exhibit B) listing the units currently occupied in the Tyler Ridge Business Park and their hours of operation, including St. Charles UPC.



## **VI. CONCLUSION**

St. Charles UPC will help to encourage, enhance, and facilitate the establishment and ongoing vitality of the permitted uses in the M-2 Light Industrial District in the Tyler Ridge Business Park. With only one service being held on Sundays, St. Charles UPC will not impede or inhibit any of the current permitted uses in the area by taking up parking spaces. There is no planned development for the near future and thus, leaves the business park as-is without the coming and going of construction workers that may take up space. The addition of St. Charles UPC will increase the diversity of tenants located in the M-2 Light Industrial District in the Tyler Ridge Business Park, and the residents of St. Charles will benefit from St. Charles UPC's openness to all.

We respectfully ask for a favorable recommendation from the Plan Commission and thank you for your time and consideration.

# **VII. EXHIBIT A: LEGAL DESCRIPTION**

## **EXHIBIT A**

UNIT M IN TYLER RIDGE CONDOMINIUM IN SECTION 26, TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE DECLARATION OF CONDOMINIUM OWNERSHIP AND PLAT OF SURVEY ATTACHED THERETO AS EXHIBIT "A", RECORDED FEBRUARY 20, 1990 AS DOCUMENT 90K08890, IN KANE COUNTY, ILLINOIS; TOGETHER WITH AN UNDIVIDED PERCENTAGE INTEREST IN THE COMMON ELEMENTS APPURTENANT TO SAID UNIT AS SET FORTH IN SAID DECLARATION, AS AMENDED FROM TIME TO TIME.

PIN: 09-26-378-014-0000

ADDRESS: 525 S. TYLER ROAD, UNIT M ST. CHARLES, IL 60174

# VIII. EXHIBIT B: TYLER RIDGE BUSINESS PARK BUSINESS LISTING

UNIT	SQUARE FOOTAGE	BUSINESS	HOURS OF OPERATION
Unit A	2,420	MacDonald & Associates, CPA	M 8-6, TU 9-7, W 1-6, TH 9-7, F 8-6
Unit B1	2,786	<i>MacDonald &amp; Associates, CPA</i>	M 8-6, TU 9-7, W 1-6, TH 9-7, F 8-6
Unit B2	2,786	<i>Laino State Farm (moving in)</i>	M & TH 9-5:30, TU & W 9-6:30, F 9-5
Unit C	2,045	Yanni Management	
Unit D	1688	Midwest Dental Implantology	MT 7-5, W 7-7, TH 7-6, F 7:30-4
Unit E	2,505	Midwest Dental Implantology	MT 7-5, W 7-7, TH 7-6, F 7:30-4
Unit F1	1,354	Animal Medical Clinic of STC	MWTH 8-7, TU & F 8-5, SA 8-12
Unit F2	1,354	Animal Medical Clinic of STC	MWTH 8-7, TU & F 8-5, SA 8-12
Unit G	2,320	Animal Medical Clinic of STC	MWTH 8-7, TU & F 8-5, SA 8-12
Unit H	4,753	Tyler Medical Services	M-F 7-6, SA 8-12
Unit I	2,479	Tyler Medical Services	M-F 7-6, SA 8-12
Unit J	1,860	Tyler Medical Services	M-F 7-6, SA 8-12
Unit K	2,874	Dr. Timothy Sheehan, dentist	M 10-7, TU 8-5, W 8-7, TH 8-5, F 8-4, SA 8-1
Unit L	2,775	Owned and rented out by Meiborg	
Unit M	2,984	St. Charles UPC (moving in)	SU 11-1
Unit N-1A	887	Katrina's Hair & Nails	TU-TH 8-8; F 8-4; SA 8-3
Unit N-1B	1,300	<i>Weiss &amp; Mueller</i>	
Unit N-2	1,000	Maranatha House of Prayer	TU 7-8:15, SU 9:30-12:30
Unit O	890	Maranatha House of Prayer	TU 7-8:15, SU 9:30-12:30
Unit P	3,234	Cedric Spring & Associates	M-F 8-5
Unit Q-1	4,180	<i>Community Therapy Services</i>	M-F 9-7, SA 9-4
Unit Q2	1,547	Law Office of Rachel Hess	M-TH 8:30-12:30
Unit R1	2,085	Light House Medical Group	M W 9-6:30, T TH closed, FR S 9-10:30
Unit S	5,000	<i>Rented to Net2 Community</i>	M-F 9-5
Unit T	2,932	Wall Street Financial Advisors	M-F 8:30-4:30
Unit U	3,053	Wall Street Financial Advisors	M-F 8:30-4:30

**IX. EXHIBIT C: CONDOMINIUM ASSOCIATION  
AUTHORIZATION LETTER**

**TYLER RIDGE CONDOMINIUM ASSOCIATION**  
**525 TYLER ROAD, SUITE Q2**  
**ST. CHARLES, IL 60174**

City of St. Charles  
Zoning Board  
2 E. Main Street  
St. Charles, IL 60174

RE: Special Use Permit for the United Pentecostal Church of Bartlett

To Whom It May Concern:

The United Pentecostal Church of Bartlett is the owner of a unit in our business condominium park, Tyler Ridge Condominium Association. The church is planning to hold their religious services only at night after 5:00 P.M. and on weekends at this location. The owner notified our Board of Directors of this and requested feedback on any concerns the board might have with regard to such an owner.

We asked and received assurances from the church on three issues of concern to us:

1. This is not a cult organization.
2. The group size is reasonable for the premises.
3. The activities will not affect parking for other businesses in the complex, as they will be limited to nights after 5:00 P.M. and weekends only.

After discussion following their answer confirming these issues, we see no problem having this organization as an owner. We have no objection to the issuance of a Special Use Permit for their church.

*Timothy W. Sheehan*

Timothy W. Sheehan, President  
Tyler Ridge Condominium Association



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 4e

Title: Plan Commission recommendation to approve an Amendment to Special Use for PUD for Meijer Signs Amendment – Vet IQ.

Presenter: Ellen Johnson

Meeting: Planning & Development Committee

Date: July 8, 2019

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

The subject property is the Meijer store located at 855 S. Randall Rd. Signage on the Meijer store is governed by the Meijer PUD Ordinance, as amended.

Last month, the City approved a Special Use for an Animal Hospital allowing VetIQ to locate within Meijer. It was noted during the review that no wall signage would be permitted for VetIQ due to the existing PUD restrictions.

Andrew Christensen on behalf of Community Veterinary Clinics LLC/PetIQ LLC is requesting a PUD Amendment to increase the allowable wall signage on the Meijer store in support of the VetIQ clinic.

Two additional wall signs are proposed:

- Sign 1 – East wall. 20 sf. Illuminated cabinet sign.
- Sign 2 – South wall. 4.625 sf. Non-illuminated aluminum sign.

The proposed amendment would increase the number of wall signs allowed on the Meijer building to eight (8) with a total sign area of 595.24 sf.

**Plan Commission Review**

Plan Commission held a public hearing on 7/2/19 and voted 6-0 to recommend approval.

**Attachments** *(please list):*

Plan Commission Resolution, Staff Report, Application, Sign Renderings, Excerpt from Ord. 2018-Z-8

**Recommendation/Suggested Action** *(briefly explain):*

Plan Commission recommendation to approve an Amendment to Special Use for PUD for Meijer Signs Amendment – Vet IQ.

**City of St. Charles, Illinois**  
**Plan Commission Resolution No. 13-2019**

**A Resolution Recommending Approval of a Special Use to amend Ordinance 2018-Z-8 (Meijer PUD) to increase the allowable wall signage on the Meijer store building (Community Veterinary Clinics LLC/PetIQ LLC)**

**Passed by Plan Commission on July 2, 2019**

WHEREAS, it is the responsibility of the St. Charles Plan Commission to hold public hearings and review requests for Special Use; and,

WHEREAS, the Plan Commission held a public hearing and reviewed the application for Special Use to amend PUD Ordinance 2018-Z-8 to increase the allowable wall signage on the Meijer store building (Community Veterinary Clinics LLC/PetIQ LLC); and,

WHEREAS, in accordance with Section 17.04.410.D.3, the Plan Commission finds the Special Use for PUD to be in the public interest based on the following criteria for Planned Unit Developments:

CRITERIA FOR PLANNED UNIT DEVELOPMENTS (PUDs)

- i. **The proposed PUD advances one or more of the purposes of the Planned Unit Development procedure stated in Section 17.04.400.A:**
1. **To promote a creative approach to site improvements and building design that results in a distinctive, attractive development that has a strong sense of place, yet becomes an integral part of the community.**
  2. **To create places oriented to the pedestrian that promote physical activity and social interaction, including but not limited to walkable neighborhoods, usable open space and recreational facilities for the enjoyment of all.**
  3. **To encourage a harmonious mix of land uses and a variety of housing types and prices.**
  4. **To preserve native vegetation, topographic and geological features, and environmentally sensitive areas.**
  5. **To promote the economical development and efficient use of land, utilities, street improvements, drainage facilities, structures and other facilities.**
  6. **To encourage redevelopment of sites containing obsolete or inappropriate buildings or uses.**
  7. **To encourage a collaborative process among developers, neighboring property owners and residents, governmental bodies and the community**

Yes, the proposed signage will be consistent with the existing signage on the Meijer store today. Property is in existing PUD (Meijer), 855 S. Randall Rd., St. Charles, IL 60174.

- ii. **The proposed PUD and PUD Preliminary Plans conform to the requirements of the underlying zoning district or districts in which the PUD is located and to the applicable Design Review Standards contained in Chapter 17.06, except where:**
  - A. **Conforming to the requirements would inhibit creative design that serves community goals, or**
  - B. **Conforming to the requirements would be impractical and the proposed PUD will provide benefits that outweigh those that would have been realized by conforming to the applicable requirements.**

Yes, the proposed signage will be consistent with the existing signage on the Meijer store today. Property is in existing PUD (Meijer).

- iii. **The proposed PUD conforms with the standards applicable to Special Uses (section 17.04.330.C.2):**
  - A. **Public Convenience: The Special Use will serve the public convenience at the proposed location.**

Yes.
  - B. **Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided.**

Yes.
  - C. **Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.**

Yes.
  - D. **Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

Yes.
  - E. **Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.**

Yes.
  - F. **Conformance with Codes: That the proposed Special Use conforms to all existing federal, state and local legislation and regulation and meets or**



**exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.**

Yes.

**iv. The proposed PUD will be beneficial to the physical development, diversity, tax base and economic well-being of the City.**

Yes.

**v. The proposed PUD conforms to the purposes and intent of the Comprehensive plan.**

Yes.

NOW, THEREFORE, be it resolved by the St. Charles Plan Commission to recommend to the City Council approval of a Special Use to Amend PUD Ordinance 2018-Z-8 to increase the allowable wall signage on the Meijer store building (Community Veterinary Clinics LLC/PetIQ LLC).

Roll Call Vote:

Ayes: Purdy, Kessler, Becker, Holderfield, Melton, Funke

Nays:

Absent: Pretz, Vargulich, Wallace

Recused: 0

Motion carried: 6-0

PASSED, this 2nd day of July 2019.

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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:** Amendment to Special Use for Planned Unit Development – Meijer PUD (855 S. Randall Rd.)

**DATE:** July 3, 2019

**I. APPLICATION INFORMATION**

**Project Name:** Meijer Sign Amendment – VetIQ

**Applicant:** Community Veterinary Clinics, LLC/PetIQ

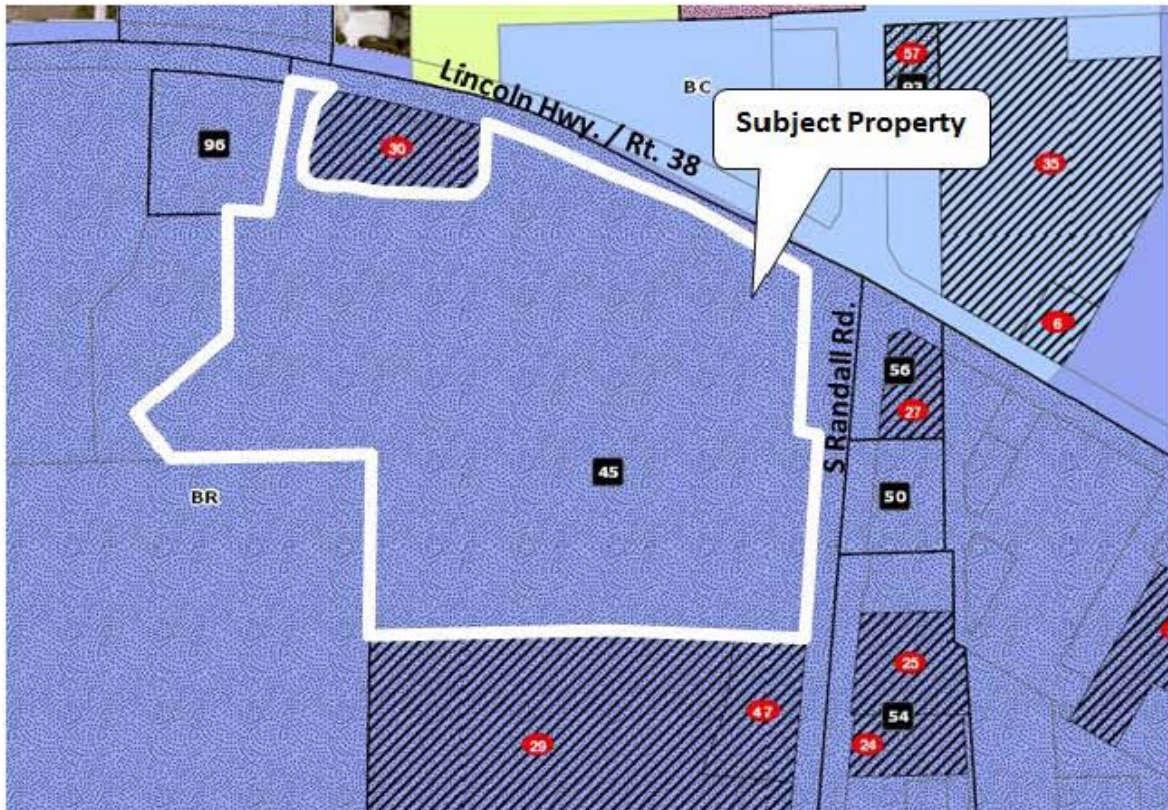
**Purpose:** To increase the permitted wall signage on the Meijer store

<b>General Information:</b>		
<b>Site Information</b>		
Location	855 S. Randall Rd.	
Acres	27.8 acres	
Applications	<b>1) Special Use (PUD Amendment)</b>	
Applicable Ordinances and Zoning Code Sections	17.04 Administration Ordinance No. 2018-Z-8 “An Ordinance Amending Ordinances 1999-M-24 and 2017-Z-11 (Meijer PUD) regarding the Pharmacy Drive-Through, Signage, and Required Parking and Granting Approval of a PUD Preliminary Plan for Meijer, 855 S. Randall Road)”	
<b>Existing Conditions</b>		
Land Use	Commercial- Meijer store	
Zoning	BR Regional Business & PUD (Meijer PUD)	
<b>Zoning Summary</b>		
North	BC Community Business PL Public Lands	Retail strip center, Moose Lodge, Fair Grounds
East	BR Regional Business & PUD (Randall Road Commercial PUDs)	Commercial uses
South	BR Regional Business & PUD (Meijer PUD)	Lowe’s
West	BR Regional Business & PUD (Bricher Commons PUD & Metro Storage PUD)	Metro Storage facility, vacant land
<b>Comprehensive Plan Designation</b>		
Corridor/Regional Commercial		

**Aerial**



**Zoning**



## II. BACKGROUND & PROPOSAL

The subject property is the site of the Meijer store located at the southwest corner of Randall Rd. and Lincoln Hwy. Development of the property was approved under Ordinance 1999-M-24 “An Ordinance Granting a Special Use as a Planned Unit Development (Meijer PUD)”.

The Meijer PUD was amended in 2017 and 2018 with regards to wall signage on the Meijer store building. Per Ordinance 2018-Z-3, a total of six wall signs are permitted with a total square footage of 570.61 sf. The permitted signage currently exists on the building.

Last month, the City approved a Special Use for an Animal Hospital allowing VetIQ to locate within the southeast corner of the Meijer store (Ordinance 2019-Z-9). It was noted during the review process that no exterior wall signage would be permitted for VetIQ due to the existing PUD restrictions.

Andrew Christensen on behalf of Community Veterinary Clinics LLC/PetIQ LLC has submitted an application for Special Use to amend PUD Ordinance 2018-Z-8 to increase the allowable wall signage on the Meijer store in support of the VetIQ clinic. Two additional wall signs are proposed:

- Sign 1 – East wall. 20 sf. Illuminated cabinet sign.
- Sign 2 – South wall. 4.625 sf. Non-illuminated aluminum sign.

## III. ANALYSIS

The table below lists the Meijer wall signage currently permitted per the PUD Ordinance, followed by the additional wall signage proposed by the applicant.

<b>PUD Ordinance</b>	
<b>Wall Signs</b>	<b>Sign Area (square feet)</b>
Meijer	395.67 sf
Fresh	51.7 sf
Home	49.5 sf
Pharmacy Drive-Up	30.74 sf
Starbucks	16 sf
US Bank	27 sf
<b>TOTAL PERMITTED</b>	<b>6 signs; 570.61 sf</b>
<b>Proposed Additional Signs</b>	
VetIQ #1	20 sf
VetIQ #2	4.625 sf
<b>TOTAL PROPOSED</b>	<b>8 signs; 595.24 sf</b>

The proposed amendment would increase the number of wall signs allowed on the Meijer building to eight (8) with a total sign area of 595.24 sf. All other PUD signage regulations, including provisions for monument and freestanding signs, will remain unchanged.

## IV. PLAN COMMISSION RECOMMENDATION

Plan Commission held a public hearing on 7/2/19 and voted 6-0 to recommend approval.

**V. ATTACHMENTS**

- Application for Special Use (PUD Amendment); received 6/3/19
- Sign Renderings
- Excerpt from Ordinance 2018-Z-8 (Exhibit C)

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



COMMUNITY & ECONOMIC DEV./PLANNING DIVISION

PHONE: (630) 377-4443 FAX: (630) 377-4062

**SPECIAL USE APPLICATION**

(To request a Special Use or Amendment, or a Special Use for PUD or Amendment)

<b>For City Use</b>	
Project Name:	Meijer Sign Amendment-Vet IQ
Project Number:	2019 -PR- 006
Application Number:	PLSU201900124



To request a Special Use for a property, or to request to amend an existing Special Use Ordinance for a property, complete this application and submit it with all required attachments to the Planning Division.

City staff will review submittals for completeness and for compliance with applicable requirements prior to establishing a public hearing date for an application.

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

<b>1. Property Information:</b>	Location:	meijer store 855 S. Randall Rd. St. Charles, IL 60174	
	Parcel Number (s):		
	Proposed Name:	Vet IQ	
<b>2. Applicant Information:</b>	Name	Community Veterinary Clinics, LLC pet IQ	Phone 208-939-8900 x350
	Address	923 S Bridgeway pl. Eagle, ID 83616	Fax
			Email andrew.christensen@petiq.com
<b>3. Record Owner Information:</b>	Name	Meijer Stores	Phone
	Address	2350 3 mile Rd. nw Grand Rapids, MI 49544	Fax
			Email kurt.adams@meijer.com

**Please check the type of application:**

- Special Use for Planned Unit Development - PUD Name:**
- New PUD
- Amendment to existing PUD- Ordinance #:
- PUD Preliminary Plan filed concurrently

*Community Veterinary Clinics, LLC  
Animal Hospital - Pet IQ*

*Ament. - allow any additional signage*

- Other Special Use (from list in the Zoning Ordinance):**
- Newly established Special Use
- Amendment to an existing Special Use Ordinance #:

**Information Regarding Special Use:**

Comprehensive Plan designation of the property: *Corridor / Regional Commercial*

Is the property a designated Landmark or in a Historic District? *No*

What is the property's current zoning? *BR-PUD*

What is the property currently used for? *Commercial (Meijer store)*

If the proposed Special Use is approved, what improvements or construction are planned?

*Tenant Build-out to accommodate a Veterinarian  
Wellness Center*

**For Special Use Amendments only:**

Why is the proposed change necessary?

*To allow any additional signage*

What are the proposed amendments? (Attach proposed language if necessary)

*Amendment to PUD ordinance #2018-Z-8: To allow  
any additional signage, including an awning sign*

**Note for existing buildings:**

If your project involves using an existing building, whether you plan to alter it or not, please contact the St. Charles Fire Department (630-377-4458) and the Building and Code Enforcement Division (630-377-4406) for information on building, life safety and other code requirements. Depending on the proposed use, size of structure and type of construction, these requirements can result in substantial costs.

**Attachment Checklist:**

*If multiple zoning or subdivision applications will be 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 B of the Zoning Ordinance. (Special Use for PUD \$1,000; all other Special Use requests \$750)

*City of St. Charles*

**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

**PROOF OF OWNERSHIP and DISCLOSURE:**

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

*NA*

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.*

*NA*  **LEGAL DESCRIPTION:** For entire subject property, on 8 1/2 x 11 inch paper

*NA*  **PLAT OF SURVEY:**

A current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.

**FINDINGS OF FACT:**

Fill out the attached forms or submit responses on a separate sheet (*Submit "Criteria for PUD" for any PUD application; "Findings for Special Use" for all other Special Use applications.*)

**LIST OF PROPERTY OWNERS WITHIN 250 FT.:**

Fill out the attached form or submit on a separate sheet. The form or the list must be signed and notarized.



**SOIL AND WATER CONSERVATION DISTRICT APPLICATION:**

Copy of completed Land Use Opinion application as required by state law, as submitted to The Kane-Dupage Soil and Water Conservation District. <http://www.kanedupageswcd.org/>

NA

*Submit the application form and fee directly to the Kane-DuPage Soil and Water Conservation District. Provide a copy with this application.*

**ENDANGERED SPECIES REPORT:**

Copy of Endangered Species Consultation Agency Action to be filed with the Illinois Department of Natural Resources. <http://dnr.illinois.gov/EcoPublic/>

NA

*Fill out the online form, print the report and submit with this application.*

**TRAFFIC STUDY:** If requested by the Director of Community Development.

*Staff will advise you whether a traffic study is recommended based on the project. Regardless, the Plan Commission or City Council may request a traffic study as a part of the review process.*

NA

**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:**

Initial Submittal - 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.

**SITE PLAN (Note: For a Special Use for PUD, submit PUD Preliminary Plan Application in lieu of Site Plan)**

A plan or plans showing the following information:

1. Accurate boundary lines with dimensions
2. Streets on and adjacent to the tract: Name and right-of-way width
3. Location, size, shape, height, and use of existing and proposed structures
4. Location and description of streets, sidewalks, and fences
5. Surrounding land uses
6. Date, north point, and scale
7. Ground elevation contour lines
8. Building/use setback lines
9. Location of any significant natural features
10. Location of any 100-year recurrence interval floodplain and floodway boundaries
11. Location and classification of wetland areas as delineated in the National Wetlands Inventory
12. Existing zoning classification of property
13. Existing and proposed land use
14. Area of property in square feet and acres
15. Proposed off-street parking and loading areas
16. Number of parking spaces provided, and number required by ordinance
17. Angle of parking spaces
18. Parking space dimensions and aisle widths
19. Driveway radii at the street curb line
20. Width of driveways at sidewalk and street curb line

NA





Kurt Adams  
Director of Property Management  
Phone: 616.791.3621  
E-Mail: [kurt.adams@meijer.com](mailto:kurt.adams@meijer.com)

June 12, 2019

City of St. Charles, IL  
Planning/Zoning Department  
2 E. Main Street  
St. Charles, IL 60174-1984

RE: Letter of Authorization authorizing PetIQ to apply for PUD Amendment to increase the allowable signage @ Meijer Store: 855 S. Randall Road, St. Charles, IL 60174

To Whom It May Concern:

I hereby authorize Community Veterinary Clinics, LLC/PetIQ to apply for PUD Amendment to increase the allowable signage on the Meijer Store building located at 855 S. Randall Road, St. Charles, IL 60174.

PetIQ will be installing 2 exterior signs one being 20 square feet in size, and the other being 4.625 square feet in size.

I can be reached at 616-791-3621 or feel free to email me at [kurt.adams@meijer.com](mailto:kurt.adams@meijer.com) if you have any additional questions in the matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kurt Adams', is written over a horizontal line.

Kurt Adams  
Director of Property Management/Meijer Stores

## CRITERIA FOR PLANNED UNIT DEVELOPMENTS (PUDS)



*\*For Special Use for PUD or PUD Amendment applications.\**

*The St. Charles Zoning Ordinance requires the Plan Commission to consider the criteria listed below in making a recommendation to the City Council on whether a proposed Planned Unit Development is in the public interest.*

*As the applicant, the "burden of proof" is on you to provide information that addresses the criteria below in order to demonstrate that the project is in the public interest.*

*(You may utilize this form or provide the responses on another sheet.)*

Meijer PUD  
PUD Name

6/6/19  
Date

### **From the St. Charles Zoning Ordinance, Section 17.04.410.3:**

The Plan Commission shall not favorably recommend, and the City Council shall not approve, a Special Use for a PUD or an amendment to a Special Use for a PUD unless they each make findings of fact based on the application and the evidence presented at the public hearing that the PUD is in the public interest, based on the following criteria:

- i. The proposed PUD advances one or more of the purposes of the Planned Unit Development procedure stated in Section 17.04.400.A:**
1. To promote a creative approach to site improvements and building design that results in a distinctive, attractive development that has a strong sense of place, yet becomes an integral part of the community.
  2. To create places oriented to the pedestrian that promote physical activity and social interaction, including but not limited to walkable neighborhoods, usable open space and recreational facilities for the enjoyment of all.
  3. To encourage a harmonious mix of land uses and a variety of housing types and prices.
  4. To preserve native vegetation, topographic and geological features, and environmentally sensitive areas.
  5. To promote the economical development and efficient use of land, utilities, street improvements, drainage facilities, structures and other facilities.
  6. To encourage redevelopment of sites containing obsolete or inappropriate buildings or uses.
  7. To encourage a collaborative process among developers, neighboring property owners and residents, governmental bodies and the community

Yes. The proposed signage will be consistent  
with the existing signage on Meijer  
store today. (See Renderings)  
Property is in existing PUD (Meijer)  
855 S. Randall Rd., St. Charles, IL 60174

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ii. The proposed PUD and PUD Preliminary Plans conform to the requirements of the underlying zoning district or districts in which the PUD is located and to the applicable Design Review Standards contained in Chapter 17.06, except where:

- A. Conforming to the requirements would inhibit creative design that serves community goals, or
- B. Conforming to the requirements would be impractical and the proposed PUD will provide benefits that outweigh those that would have been realized by conforming to the applicable requirements.

Factors listed in Section 17.04.400.B shall be used to justify the relief from requirements:

1. The PUD will provide community amenities beyond those required by ordinance, such as recreational facilities, public plazas, gardens, public art, pedestrian and transit facilities.
2. The PUD will preserve open space, natural beauty and critical environmental areas in excess of what is required by ordinance or other regulation.
3. The PUD will provide superior landscaping, buffering or screening.
4. The buildings within the PUD offer high quality architectural design.
5. The PUD provides for energy efficient building and site design.
6. The PUD provides for the use of innovative stormwater management techniques.
7. The PUD provides accessible dwelling units in numbers or with features beyond what is required by the Americans with Disabilities Act (ADA) or other applicable codes.
8. The PUD provides affordable dwelling units in conformance with, or in excess of, City policies and ordinances.
9. The PUD preserves historic buildings, sites or neighborhoods.

yes, the proposed signage will be consistent with the existing signage on Meijer store today. (see renderings)

property is in existing PUD (Meijer)

855 S. Randall Rd., St. Charles, IL 60174

iii. The proposed PUD conforms with the standards applicable to Special Uses (section 17.04.330.C.2):

A. Public Convenience: The Special Use will serve the public convenience at the proposed location.

Yes

B. Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided.

Yes

C. Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.

Yes

D. Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

Yes

E. Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

Yes

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F. Conformance with Codes: That the proposed Special Use conforms to all existing Federal, State and local legislation and regulation and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.

Yes

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iv. The proposed PUD will be beneficial to the physical development, diversity, tax base and economic well-being of the City.

Yes

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v. The proposed PUD conforms to the purposes and intent of the Comprehensive Plan.

Yes

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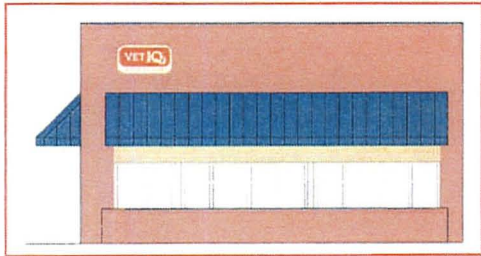
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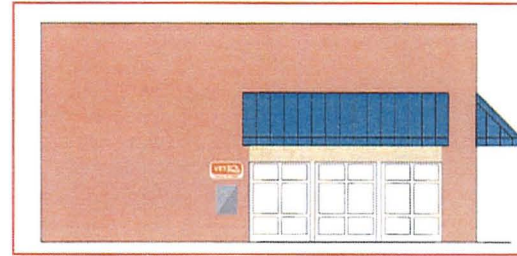
### Proposed VetIQ Sign on Front of Building

74.875" W x 38.5" H – 20 SQ FT - LIGHTED SIGN



### Proposed VetIQ Sign on Side Entrance

36" W x 18.5" H Sign – 4.625 SQ FT  
30"x40" Poster – 8.33 SQ FT



MEIJER SIGN



STARBUCKS & FRESH SIGNS

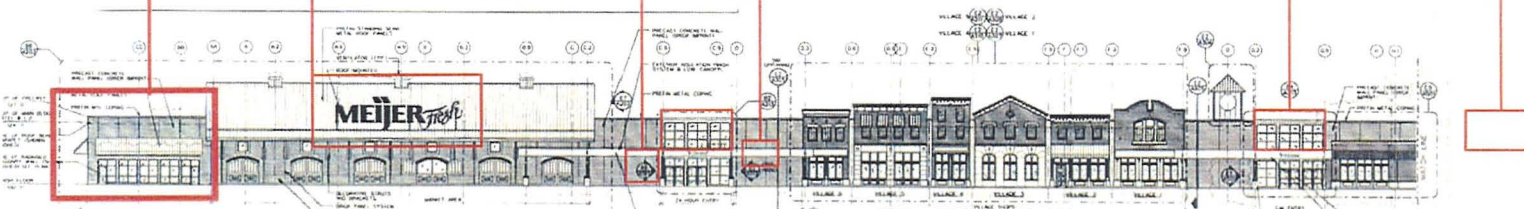
US BANK SIGN



HOME SIGN

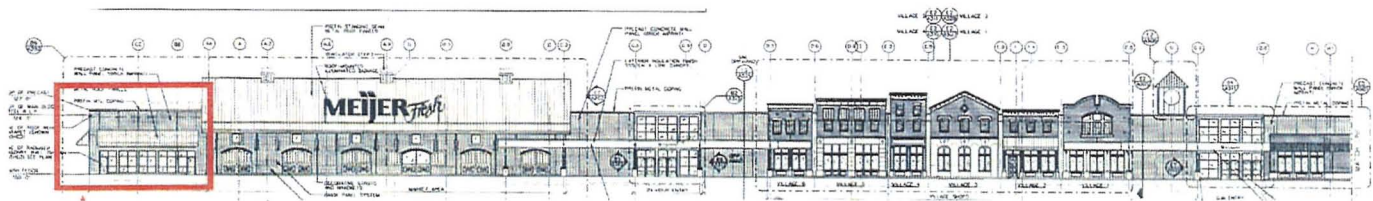
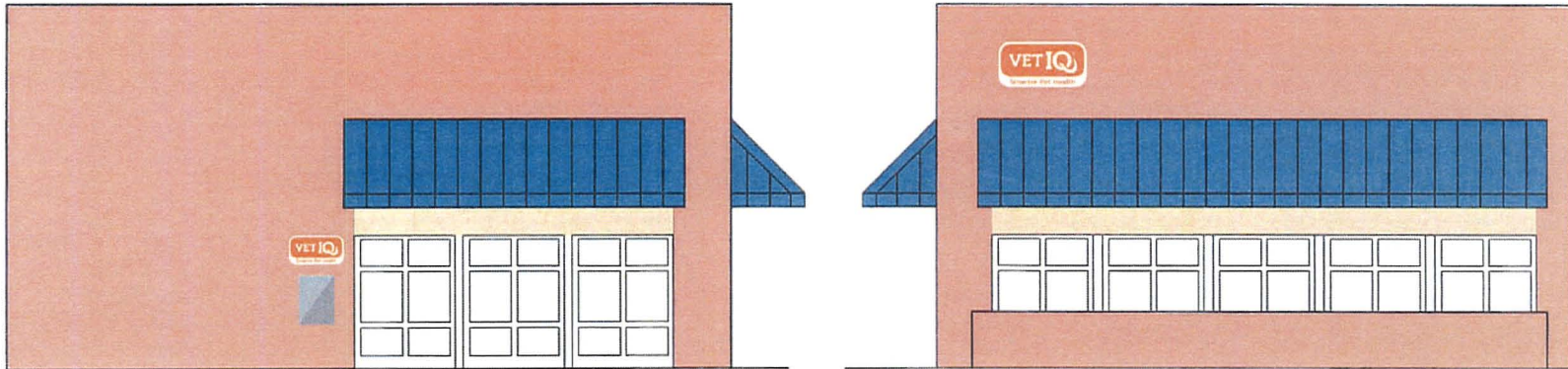


PHARMACY SIGN



182\_ST\_CHARLES, IL – FRONT ELEVATION





ST CHARLES EXTERIOR

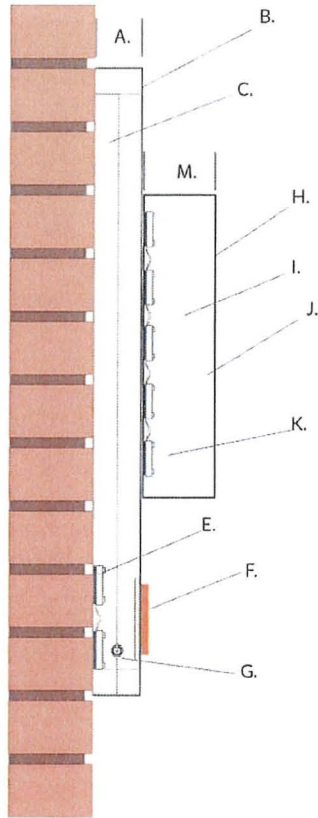
# Meijer Exterior Building Sign Request

<u>Licensee Information</u>		<u>Sign Company Information</u>	
Name:	VetIQ Petcare	Name:	Silicon Signs
Meijer Store #:	310	Street Address:	2591 W 700 S #7
Space ID:	Space "C"	City:	Springville
Contact name:	Chad Longson	State:	UT
e-mail:	chad.longson@petiq.com	Zip Code:	84663
Phone:	208-939-8900 ext 313	Contact name:	Chase Dalton
		e-mail:	<a href="mailto:chase@siliconsigns.com">chase@siliconsigns.com</a>
		Phone:	503.480.6477

## Sign Specifications

Sign Material:	2" DEEP ALUMINUM CABINET -3" DEEP FABRICATED CHANNEL LETTERS "VET IQ" -WHITE CHANNELS, TRIM CAP -2447 WHITE FACES WITH 6500K WHITE LED LIGHTING -PANTONE 166C PAINTED DETAIL ON FACE WITH SATIN WHITE PAINTED BACKGROUND -1/2" THICK STENCIL CUT PUSH THRU "SMARTER PET HEALTH" COPY BACKED UP WITH GERBER 230-44 ORANGE  TRANSLUCENT VINYL	Thickness of Sign:	5" Deep
Installation:	Mounted flush to wall with masonry anchors and 1/4" lag screws	Paint manufacturer and color name/number:	Akzo Nobel PMS 166c
Height & Length:	74.875" W x 38.5" H		
Total square feet:	20 SF	Other Comments:	

## Installation detail (insert below)



### (1) ROUTED ALUMINUM FACE WITH ACRYLIC PUSH THROUGH LETTERING

- A. 2" DEEP SINGLE SIDED CABINET
- B. 1/8" ALUMINUM FACE AND RETURNS
- C. INTERNAL ALUMINUM FRAME
- D. AKAZO NOBEL ENAMEL PAINT - PMS 166c
- E. WHITE 8500K LEDs
- F. 1/2" WHITE ACRYLIC LETTERS BACKED WITH TRANSLUCENT VINYL TO MATCH PMS 166c
- G. EXTERNAL POWER SWITCH

### (2) FACE-LIT CHANNEL LETTERS

- H. 3/16" WHITE ACRYLIC FACES
- I. .063 WHITE ALUMINIM RETURNS
- J. WHITE 1" TRIMCAP
- K. 8500K LEDs
- L. MOUNTED FLUSH TO CABINET
- M. 3" DEEP CHANNEL LETTERS

## Sign Image (insert below)

A - (OVER EXTERIOR DOOR)



NON ILLUMINATED WALL SIGN:  
 -1" DEEP .090 ALUMINUM PANEL  
 PAINTED SATIN WHITE WITH  
 PANTONE 166c ORANGE DETAIL  
 -1/2" THICK FLAT CUT LETTERS  
 "VET IQ" PAINTED SATIN WHITE  
 DRILLED AND TAPPED  
 -3/8" THICK "Smarter Pet Health"  
 PAINTED PANTONE 166c ORANGE  
 -STUD MOUNTED

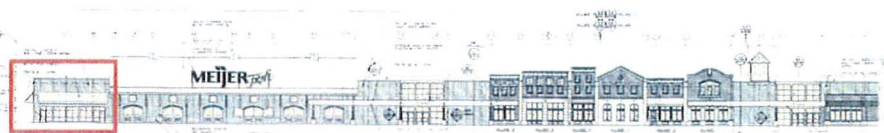
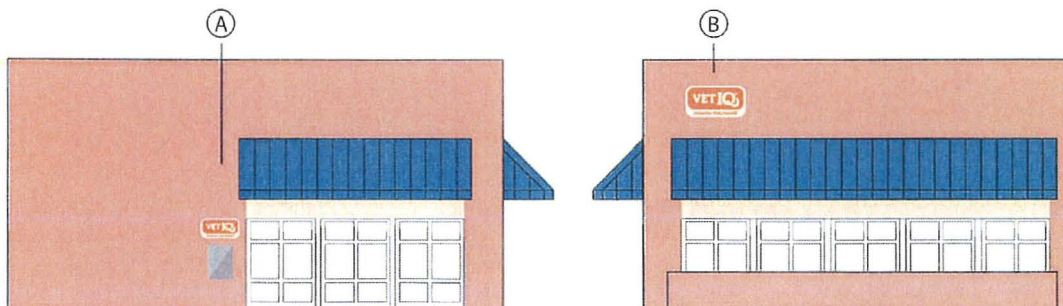
B - (STOREFRONT SIGN)



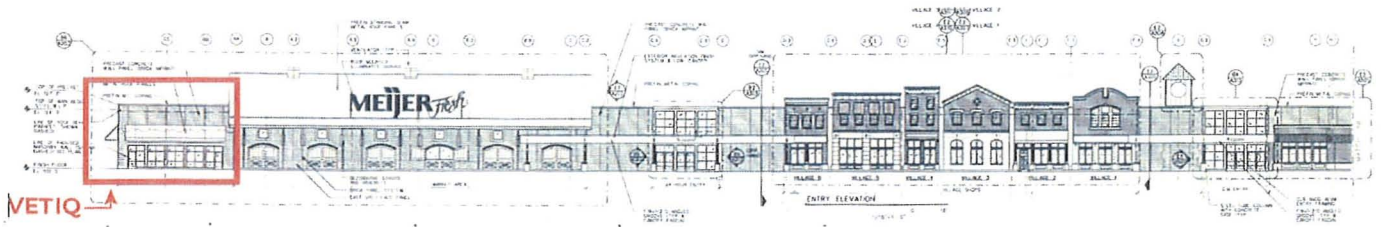
STOREFRONT SIGN:

- .090 ALUMINUM FACE WITH 1" INSET WELDED PERIMETER FLANGE
- 4" DEEP FABRICATED CHANNEL LETTERS "VET IQ"
- WHITE CHANNELS, TRIM CAP
- 2447 WHITE FACES WITH 6500K WHITE LED LIGHTING
- PANTONE 1655C PAINTED DETAIL ON FACE WITH SA TIN WHITE PAINTED BACKGROUND
- 3/4" THICK STENCIL CUT PUSH THRU "SMARTER PET HEALTH" COPY BACKED UP WITH GERBER 230-44 ORANGE TRANSLUCENT VINYL

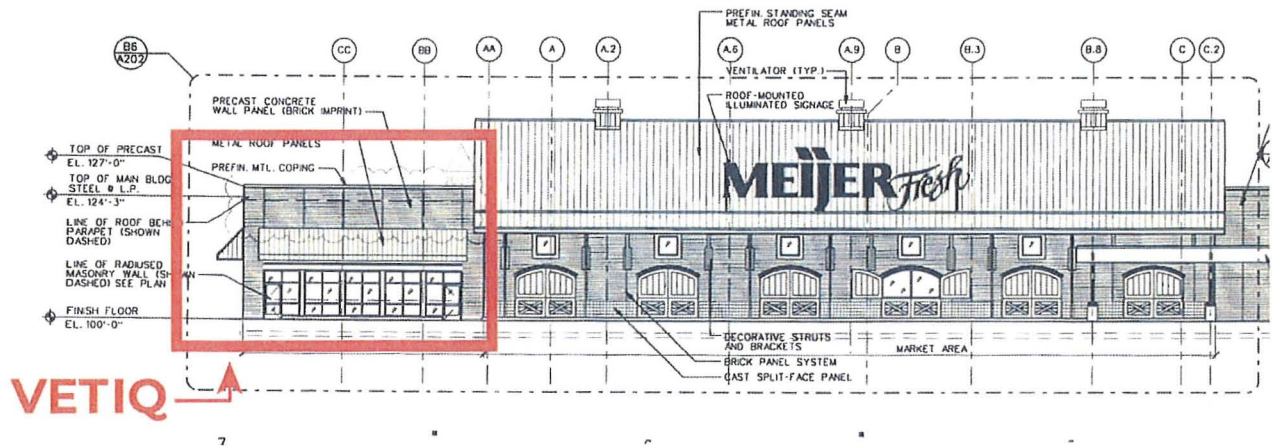
Picture of sign area, with sign imposed & to-scale (insert below)



Picture of the entire Meijer store facade (insert below)



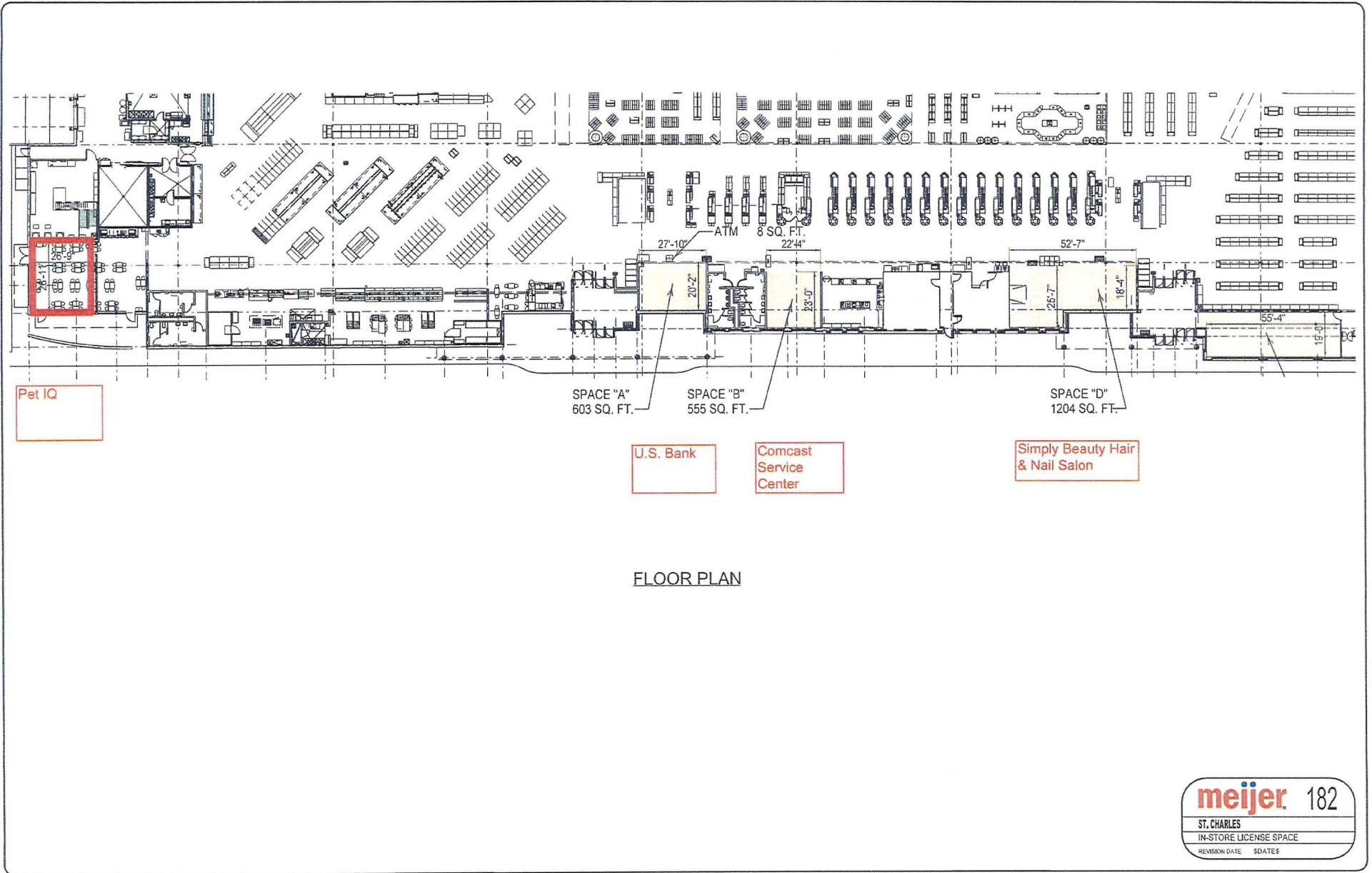
Picture of the left half of the Meijer store facade (insert below)



Picture of the right half of the Meijer store facade (insert below)



meijer



**EXHIBIT "C"**  
**SIGNAGE SUMMARY**

<b>TYPE</b>	<b>LOGO</b>	<b>NUMBER</b>	<b>SQ. FT. of EACH</b>	<b>TOTAL SQ. FT.</b>
Wall Sign	Meijer	1	395.67	395.67
Wall Sign	Fresh	1	51.70	51.70
Wall Sign	Home	1	49.50	49.50
Wall Sign	Pharmacy Drive-Up	1	30.74	30.74
Wall Sign	Starbucks	1	16.00	16.00
Wall Sign	US Bank	1	27.00	27.00
<b>Total Mounted on Main Store</b>				<b>570.61</b>
Monument Sign	Meijer, 24 Hours	2	57.56	57.56
<b>Total Monument</b>				<b>115.12</b>
Gas Station Multiple Canopy Logos	Meijer	3	14.60	43.80
<b>Total Mounted on Gas Station Canopy</b>				<b>43.80</b>
Gas Station Monument Price Cabinet w/o Logo	Type of Gas/Price	1	70.63	70.63
<b>Total Free Standing Gas Station</b>				<b>70.63</b>
Off-Site Sign for Outlot Development on Meijer property (to be located along Randall Rd.)	4-Panel Sign	1	100	100
<b>Total Monument Sign for Outlot</b>				<b>100</b>
<b>Total Area of All Signage</b>				<b>900.16</b>

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 4f

Title:

Plan Commission recommendation to approve a Minor Subdivision Final Plat for Baker Field Subdivision.

Presenter:

Ellen Johnson

Meeting: Planning &amp; Development Committee

Date: July 8, 2019

Proposed Cost: N/A

Budgeted Amount: N/A

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

The subject property is a 0.937 acre, unsubdivided parcel addressed as 900 S. 5<sup>th</sup> St., located at the southeast corner of Cutler and S. 5<sup>th</sup> Streets across from Baker Field Park. The property contains a 3,800 sf single-family home.

Ryan Corcoran has purchased the property and is seeking approval of a Final Plat of Subdivision to divide the parcel into three lots. Lot 1 includes the existing house. Lots 2 and 3 fronting S. 5<sup>th</sup> St. will be established as buildable single-family home lots.

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. Conditions related to utility improvements will be attached to approval of the Final Plat.

**Plan Commission Review**

Plan Commission reviewed the Final Plat on 7/2/19 and voted 6-0 to recommend approval.

At staff’s request, the Commission discussed whether a sidewalk should be required for this subdivision. Commissioners commented that they would not support requiring a sidewalk. They stated the sidewalk would have limited utility due to the lack of sidewalk on adjacent properties and would also be detrimental to the aesthetics of the block.

**Attachments** *(please list):*

Plan Commission Resolution, Staff Report, Application

**Recommendation/Suggested Action** *(briefly explain):*

Plan Commission recommendation to approve a Minor Subdivision Final Plat for Baker Field Subdivision.



**City of St. Charles, Illinois**  
**Plan Commission Resolution No. 14-2019**

**A Resolution Recommending Approval of a Final Plat of Subdivision (Minor Subdivision) for Baker Field Subdivision (Ryan Corcoran)**

**Passed by Plan Commission on July 2, 2019**

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 Baker Field Subdivision (Ryan Corcoran); 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 Baker Field Subdivision (Ryan Corcoran); contingent upon the resolution of all staff comments prior to City Council action.

Roll Call Vote:

Ayes: Kessler, Becker, Funke, Holderfield, Purdy, Melton

Nays: None

Absent: Pretz, Vargulich, Wallace

Motion carried: 6-0

PASSED, this 2nd day of July 2019.

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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:** Baker Field Subdivision (Fifth Street Subdivision) – Final Plat of Subdivision

**DATE:** July 3, 2019

**I. APPLICATION INFORMATION:**

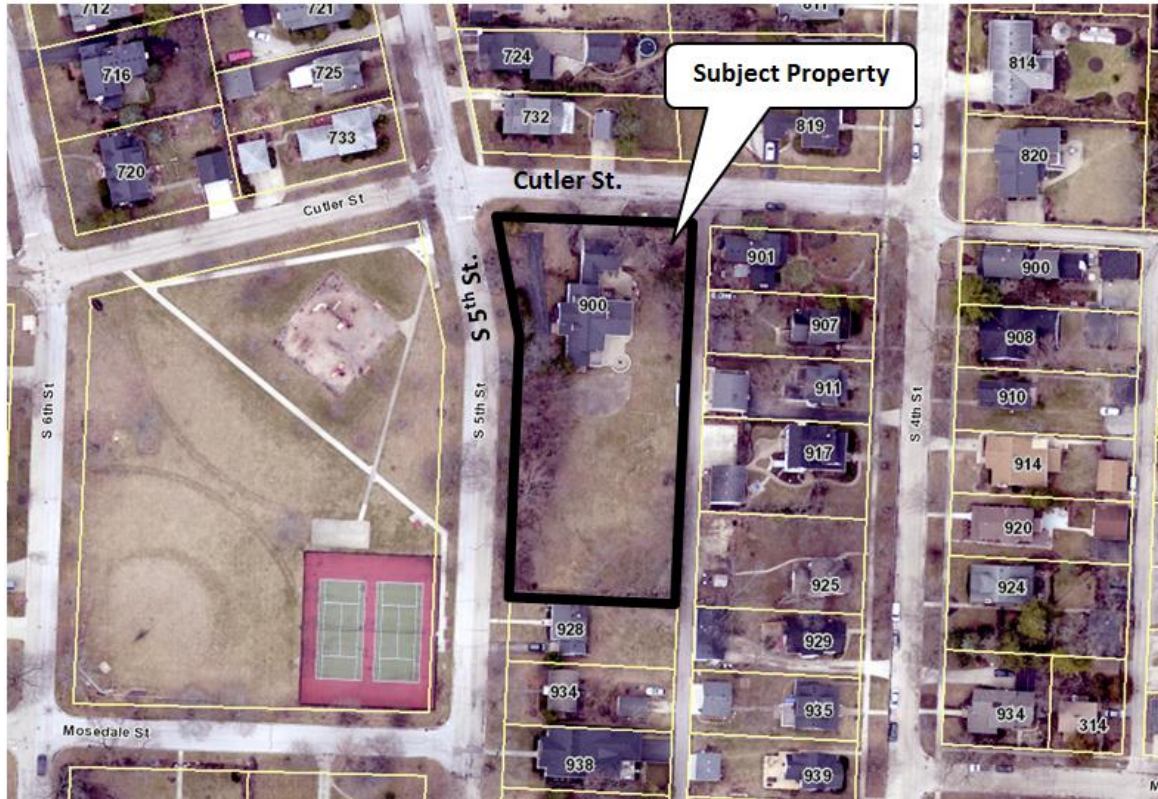
**Project Name:** Baker Field Subdivision

**Applicant:** Ryan Corcoran

**Purpose:** Subdivide existing parcel into 3 lots

<b>General Information:</b>		
<b>Site Information</b>		
Location	900 S 5 <sup>th</sup> St.	
Acres	40,846 sf / 0.937 acre	
Applications:	Final Plat of Subdivision (Minor Subdivision)	
Applicable City Code Sections	Title 16, Subdivisions and Land Improvement Ch. 17.12 Residential Districts	
<b>Existing Conditions</b>		
Land Use	Single-Family Residential	
Zoning	RT-2 Single-Family Residential	
<b>Zoning Summary</b>		
North	RT-2 Single-Family Residential	Single-Family homes
East	RT-2 Single-Family Residential	Single-Family homes
South	RT-2 Single-Family Residential	Single-Family homes
West	RT-2 Single-Family Residential	Baker Field Park
<b>Comprehensive Plan Designation</b>		
Single Family Detached Residential		

**Aerial**



**Zoning**



## II. OVERVIEW

### A. BACKGROUND

The subject property is a 0.937 acre, unsubdivided parcel addressed as 900 S. 5<sup>th</sup> St., located at the southeast corner of Cutler and S. 5<sup>th</sup> Streets. The property contains a 3,800 sf single-family home constructed in 1930. The property is surrounded by single-family homes on three sides with Baker Field Park across the street to the west.

### B. PROPOSAL

Ryan Corcoran recently purchased the property and is seeking approval of a Final Plat of Subdivision to divide the parcel into three lots. Lot 1 includes the existing house. Lots 2 and 3, fronting on S. 5<sup>th</sup> St., will be established as buildable single-family home lots.

## III. ANALYSIS

### A. ZONING REVIEW

The subject property is zoned RT-2 Traditional Single-Family Residential. The table below compares the bulk requirements of the RT-2 district with the proposed lots. All lots meet minimum area and width standards. The existing house on Lot 1 meets all bulk requirements with the exception of the exterior side yard, which is an existing nonconforming condition not created as a result of this subdivision. Lots 2 and 3 will be available for development; no building plans have been provided at this time. The buildings will be subject to the noted bulk standards.

	<b>RT-2 District Standard</b>	<b>Lot 1 (existing house)</b>	<b>Lot 2 (buildable lot)</b>	<b>Lot 3 (buildable lot)</b>
<b>Min. Lot Area</b>	6,600 sf	17,785.32 sf	15,209.04 sf	7,851.56 sf
<b>Min. Lot Width</b>	50 ft.	129 ft.	110.6 ft.	58.99 ft.
<b>Max. Building Coverage</b>	30% for structures 1.5 stories or less; 25% for structures over 1.5 stories	18%	<i>TBD – To follow RT-2 standard</i>	<i>TBD – To follow RT-2 standard</i>
<b>Max. Building Height</b>	Lesser of 34 ft. or 2 stories	Meets		
<b>Min. Front Yard</b>	25 ft.	30.13 ft. (S 5 <sup>th</sup> St)		
<b>Min. Side Yard</b>	6 ft./10% of lot width for structures 1.5 stories or less; 8 ft./10% of lot width for structures over 1.5 stories	14 ft. (south)		
<b>Min. Exterior Side Yard</b>	20 ft.	<b>16.24 ft.</b> (Cutler St.)		
<b>Min. Rear Yard</b>	30 ft.	51.01 ft. (east)		

**B. PLAT REVIEW**

Staff has noted a number of relatively minor comments that will need to be addressed on the Final Plat prior to City Council action:

1. The title noted on the Final Plat is “Fifth Street Subdivision”, but the proposed subdivision name noted on the application is Baker Field Subdivision. Revise as necessary.
2. Add the name and address of the property owner.
3. Add the date of preparation/revision.
4. Add location to the signature line of the Surveyor’s Certificate.
5. Add location to the signature line of Notary Public’s Certificate.

The Final Plat is under review by other City departments and there may be additional comments.

**Sidewalk**

The Subdivision Code requires installation of public sidewalk in association with a new subdivision. No sidewalk is proposed for this subdivision. There is no sidewalk along S. 5<sup>th</sup> St. to the south of the property, however sidewalk does exist along S. 5<sup>th</sup> St. to the north, across Cutler St. There is also no sidewalk along Cutler St. on the subject block. The Committee may require a sidewalk be provided based on the code requirement.

**C. ENGINEERING REVIEW**

No engineering plan is required for a Minor Subdivision. Water services for the new lots can connect to existing mains in the area. The sanitary sewer in S. 5<sup>th</sup> St. will need to be extended north to serve the new lots. Conditions related to utility improvement requirements will be attached to approval of the Final Plat.

**D. INCLUSIONARY HOUSING**

This subdivision is subject to the Inclusionary Housing Ordinance, Title 19 of the City Code. The existing house on Lot 1 will remain. Lots 2 and 3 are subject to the 2019 fee in-lieu amount of \$39,665.75 per required affordable unit. The fee worksheet is attached. A total fee in-lieu amount of \$3,966.57 (\$1,983.29 per lot) will be due at the time of building permit.

**E. SCHOOL AND PARK FEE-IN-LIEU CONTRIBUTIONS**

The applicant is 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”. The attached worksheets calculate the cash contribution based on one 3-bedroom home and one 4-bedroom home. The resulting fees are required to be paid before the building permit is issued for the first house. These amounts are subject to change depending on changes to the bedroom counts at the time of permit.

**IV. PLAN COMMISSION RECOMMENDATION**

Plan Commission reviewed the Final Plat on 7/2/19 and voted 6-0 to recommend approval.

Commissioners commented that they would not support requiring a sidewalk for this subdivision. They stated the sidewalk would have limited utility due to the lack of sidewalk on adjacent properties and would also be detrimental to the aesthetics of the block.

**V. ATTACHMENTS**

- Application for Minor Subdivision – Final Plat; received 6/14/19

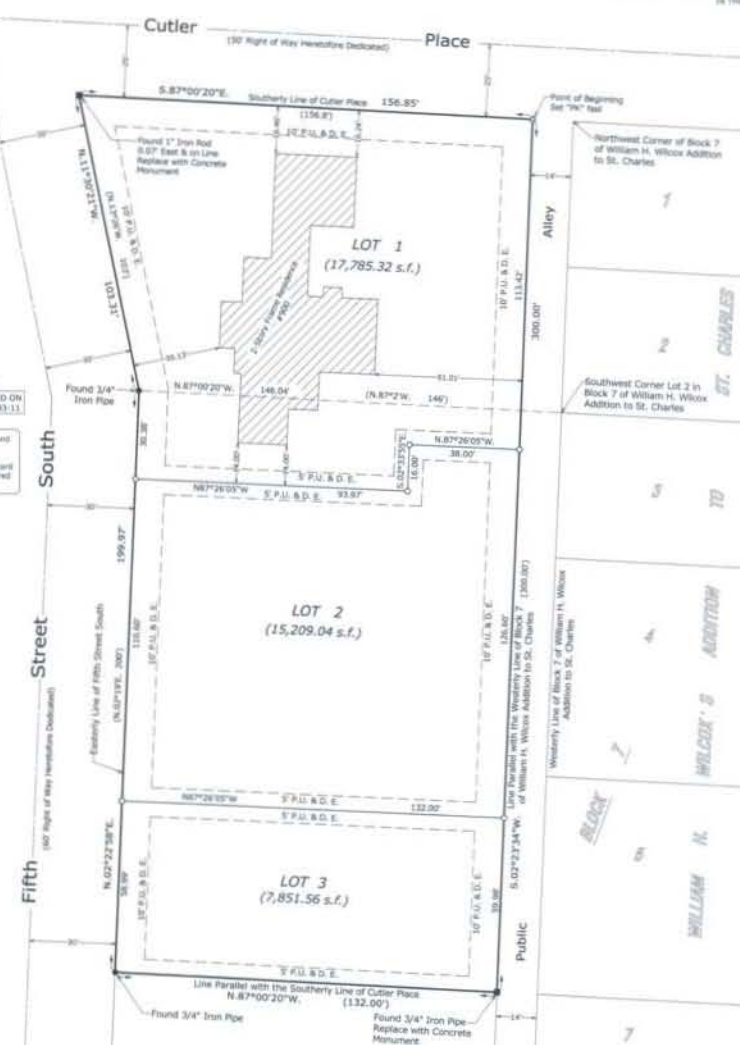
# FIFTH STREET SUBDIVISION CITY OF ST. CHARLES, KANE COUNTY, ILLINOIS

PART OF THE WEST HALF OF SECTION 34, TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN,  
IN THE CITY OF ST. CHARLES, KANE COUNTY, ILLINOIS.

PARCEL INDEX NUMBER:  
09-34-307-001

THIS PLAN WAS SUBMITTED TO  
THE COUNTY RECORDER FOR  
THE PURPOSES OF RECORDING BY:

(PRINT NAME)  
(ADDRESS)  
(CITY/TOWN) (STATE) (ZIP CODE)



### UTILITY AND DRAINAGE EASEMENT PROVISIONS:

A PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY GRANTED TO THE CITY OF ST. CHARLES AND TO ALL PUBLIC UTILITY COMPANIES OF ANY KIND OPERATING UNDER FRANCHISES GRANTING THEM EASEMENT RIGHTS FROM SAID CITY OF ST. CHARLES, INCLUDING BUT NOT LIMITED TO, AERIALCROSS AND NICKER AND TO THEIR SUCCESSORS AND ASSIGNS (HEREIN COLLECTIVELY REFERRED TO AS "UTILITIES"), IN, UNDER, ACROSS, OVER, UNDER, AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "PUBLIC UTILITY AND DRAINAGE EASEMENT" ON THE PLAT OF SUBDIVISION HEREIN DRAWN FOR THE PURPOSES OF INSTALLING, CONSTRUCTING, INSPECTING, OPERATING, REPLACING, REPAIRING, ALTERING, ENLARGING, REMOVING, REPAIRING, CLEARING, AND MAINTAINING ABOVE GROUND AND UNDERGROUND ELECTRICAL SYSTEMS, CABLE TELEVISION, COMMUNICATION, GAS, TELEPHONE OR OTHER UTILITY LINES OR APPURTENANCES, SANITARY AND STORM SEWERS, DRAINAGE BAYS, STORM WATER DIRECTION AND RETENTION, WATER MAINS AND ANY AND ALL MAINS, HYDRANTS, PIPES, CONNECTIONS, CATCH BASINS, BURIED BOXES AND INTAKE LITERATURE. SUCH OTHER INSTALLATIONS AS MAY BE REQUIRED TO FURNISH PUBLIC UTILITY SERVICES TO ADJACENT AREAS TOGETHER WITH THE RIGHT OF ACCESS ACROSS THE REAL ESTATE PLATTED HEREIN FOR THE NECESSARY PERSONNEL AND EQUIPMENT TO MAKE ANY OR ALL OF THE ABOVE WORK. THE PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF ST. CHARLES AND THE RESPECTIVE SUCCESSORS AND ASSIGNS FOR MAINTAINING THE UNDERGROUND AND UNDEVELOPED CONVEYANCE, FLOW AND RUNOFF OF SURFACE STORM WATER ACROSS AND UPON THE AREAS DESIGNATED ON THIS PLAT AS DRAINAGE EASEMENT. THE RIGHT IS HEREBY GRANTED TO SAID GRANTEE TO CUT DOWN, TRIM, OR REMOVE ANY TREES, SHRUBS, OR OTHER PLANTS THAT INTERFERE WITH THE DRAINAGE BAYS AND OPERATION OF OR ACCESS TO SAID UTILITY INSTALLATIONS, WITHOUT LIMITATION, IN, ON, UPON OR ACROSS, UNDER, OR THROUGH SAID EASEMENTS.

NO PERMANENT BUILDINGS, TREES, GARDENS, SHRUBS, OR BERRING SHALL BE PLACED ON OR IN SAID EASEMENTS, BUT THE EASEMENT AREAS MAY BE USED FOR PAVING, FENCES, SIDEWALKS, AND OTHER PURPOSES THAT DO NOT INTERFERE WITH THE FOREGOING USES AND RIGHTS. WHERE AN EASEMENT IS USED FOR STORM OR SANITARY SEWERS, OTHER UTILITY INSTALLATIONS SHALL BE SUBJECT TO THE APPROVAL OF SAID CITY OF ST. CHARLES SO AS NOT TO INTERFERE WITH THE GRAVITY FLOW IN SAID SEWER OR SEWERS UTILITY INSTALLATIONS. OTHER THAN THOSE MANAGED BY THE CITY OF ST. CHARLES, SHALL BE SUBJECT TO THE APPROVAL OF THE CITY OF ST. CHARLES, AS TO DESIGN AND LOCATION, AND ALL OTHER INSTALLATIONS ARE SUBJECT TO THE ORDINANCES OF THE CITY OF ST. CHARLES.

FOLLOWING ANY WORK TO BE PERFORMED BY THE GRANTEE IN THE EXERCISE OF ITS EASEMENT RIGHTS GRANTED HEREIN, THE GRANTEE SHALL HAVE NO OBLIGATION WITH RESPECT TO SURFACE RESTORATION INCLUDING, BUT NOT LIMITED TO, THE RESTORATION, REPAIR, OR REPLACEMENT OF ANY LANDSCAPING PROVIDED. HOWEVER, THE GRANTEE SHALL BE OBLIGATED FOLLOWING ANY SUCH WORK, TO BACKFILL AND MOULD SO AS TO OBTAIN SUITABLE DRAINAGE, REMOVE DEBRIS, AND LEAVE THE AREA IN GENERALLY CLEAN AND NEAT APPEARANCE CONDITION.

### OWNER'S CERTIFICATE

STATE OF ILLINOIS ) 188  
COUNTY OF KANE )  
THIS IS TO CERTIFY THAT THE UNDERSIGNED IS / ARE THE OWNER(S) OF THE LAND DESCRIBED IN THE ANNEXED PLAT, AND THAT HAS / HAVE CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AS INDICATED THEREON, FOR THE USES AND PURPOSES THEREIN SET FORTH, AND DOES HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THIS TITLE AND TITLE THEREON INDICATED.  
ALSO, THIS IS TO CERTIFY THAT PROPERTY BEING, SUBDIVIDED AFORESAID, AND TO THE BEST OF THE OWNER'S KNOWLEDGE AND BELIEF, SAID SUBDIVISION LIES ENTIRELY WITHIN THE LIMITS OF:  
St. Charles Community Unit School District 263.  
BY: \_\_\_\_\_ (PRINT NAME) \_\_\_\_\_ (TITLE)  
(SIGNATURE)  
DATED AT ILLINOIS, THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D.

### NOTARY PUBLIC'S CERTIFICATE

STATE OF ILLINOIS ) 188  
COUNTY OF KANE )  
I, \_\_\_\_\_, A NOTARY PUBLIC, IN AND FOR SAID COUNTY AND IN THE STATE AFORESAID, DO HEREBY CERTIFY THAT PERSONALLY KNOW TO ME TO BE THE SAME PERSON(S) WHOSE NAMES IS/ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT AS SUCH (NAME(S), APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT HE/HE/SHE/IT/ THEY SIGNED AND DELIVERED THE ANNEXED PLAT AS THEIR/HER/HIS/THEY OWN FREE AND VOLUNTARY ACT(S) FOR THE USES AND PURPOSES THEREIN SET FORTH.  
GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_.

### PLAT COMMISSION CERTIFICATE

STATE OF ILLINOIS ) 188  
COUNTY OF KANE )  
APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_.  
CITY OF ST. CHARLES PLAT COMMISSION  
PLAT COMMISSION CHAIRMAN  
CITY COUNCIL CERTIFICATE  
STATE OF ILLINOIS ) 188  
COUNTY OF KANE )  
APPROVED AND ACCEPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_.  
CITY COUNCIL OF CITY OF ST. CHARLES, ILLINOIS.

### CITY COUNCIL CERTIFICATE

STATE OF ILLINOIS ) 188  
COUNTY OF KANE )  
APPROVED AND ACCEPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_.  
CITY COUNCIL OF CITY OF ST. CHARLES, ILLINOIS.

### MAYOR

APPROVED AND ACCEPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_.  
CITY CLERK

### DIRECTOR OF COMMUNITY DEVELOPMENT CERTIFICATE

STATE OF ILLINOIS ) 188  
COUNTY OF KANE )  
I, \_\_\_\_\_ DO HEREBY CERTIFY THAT THE FOREGOING DESCRIBED TRACT IS LOCATED WITHIN THE COMMUNITY LIMITS OF THE CITY OF ST. CHARLES, KANE COUNTY, ILLINOIS WHICH HAS ADOPTED AN OFFICIAL COMPREHENSIVE PLAN AND IS FURNISHING THE SPECIAL POWERS AUTHORIZED BY DIVISION 12 OF ARTICLE 11 OF THE ILLINOIS MUNICIPAL CODE AS ANNEXED.  
GIVEN UNDER MY HAND AND SEAL, THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_.

### DIRECTOR OF COMMUNITY DEVELOPMENT

DATED AT ST. CHARLES, ILLINOIS, THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_.

**AREA TABLE**  
(SHOW OR LEGS)

Lot 1 = 17,785.32 Square Feet
Lot 2 = 15,209.04 Square Feet
Lot 3 = 7,851.56 Square Feet
TOTAL AREA = 40,845.92 Square Feet

**TOTAL AREA OF SUBDIVISION**  
40,845.92 SQ. FT. OR 0.937 ACRES

**EXISTING ZONING CLASSIFICATION**  
ZONE: R7-2  
Traditional Single Family (1 = 6,800 s.f.)

**LEGEND**

- Subdivision Boundary Line
- Lot Line / Property Line
- Center Line
- Existing Lot Line
- Easement Line
- Set Concrete Monument
- Set 3/4" Iron Pipe
- Existing Iron Pipe as Indicated
- P. U. & D. E. Public Utility & Drainage Easement (158.4') Accurately / Shown
- 158.87' Measured

### LOCATION MAP



PREPARED BY: **ASV/CD**  
ASV CONSULTANTS, INC.  
14 E Wilson St, Bellevue, IL 60019  
Tel: (815) 878-0200 Fax: (815) 454-1774  
adv@asvcd.com  
Professional Design Firm # 06-00014 expires 6/30/2022

PREPARED FOR: **County Engineers Inc.**  
18498 Doty Drive  
Geneva, IL 60134

NO.	DATE	REVISION



**PRELIMINARY**



ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 625-06242  
LICENSE EXPIRES NOVEMBER 30, 2020  
SESSION FIRM LICENSE NO. 184-006014  
LICENSE EXPIRES APRIL 30, 2021

SUBMITTED BY AND RETURN TO:  
City of St. Charles  
3 E. Main Street  
St. Charles, IL 60178  
ASV JOB NO. 6749915UR  
SHEET 1 OF 1

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



COMMUNITY & ECONOMIC DEV./PLANNING DIVISION

PHONE: (630) 377-4443 FAX: (630) 377-4062

**MINOR SUBDIVISION – FINAL PLAT APPLICATION**

<b>For City Use</b>	
Project Name:	<u>5th Street Subdv.</u>
Project Number:	<u>2019 -PR- 013</u>
Application Number:	<u>PLMS201900131</u>



*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.*

<b>1. Property Information:</b>	Location:	<u>900 S. 5th Street St. Charles IL</u>	
	Parcel Number (s):	<u>0934-307-001</u>	
	Proposed Subdivision Name:	<u>Baker Field Subdivision</u>	
<b>2. Applicant Information:</b>	Name	<u>Ryan Corcoran</u>	Phone <u>630-301-2999</u>
	Address	<u>420 S 2nd. Street</u> <u>St. Charles, IL 60174</u>	Fax
			Email <u>ryan@completemgmt.c</u>
<b>3. Record Owner Information:</b>	Name	<u>Ryan Corcoran</u>	Phone
	Address	<u>900 S 5th Street</u> <u>St. Charles, IL</u>	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

**□ 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.

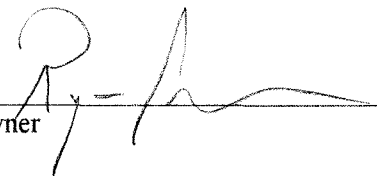
**□ INCLUSIONARY HOUSING SUMMARY:**

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 \_\_\_\_\_ Date 6/14/19

Applicant or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

**PREPARED BY:**

John T. Clery, PC  
1515 E. Woodfield Rd, Suite 830  
Schaumburg, IL 60173

**MAIL TAX BILL TO:**

Ryan P. Corcoran and Sara J. Corcoran  
900 S. 5th St.  
St. Charles, IL 60174

**MAIL RECORDED DEED TO:**

Mike Chvatal

10760 W. Cermak Rd.  
Westchester, IL 60154

**TENANCY BY THE ENTIRETY WARRANTY DEED**  
Statutory (Illinois)

THE GRANTOR(S), Steven J. Baginski, a Widower of the City of St. Charles, State of Illinois, for and in consideration of Ten Dollars (\$10.00) and other good and valuable considerations, in hand paid, CONVEY(S) AND WARRANT(S) to Ryan P. Corcoran and Sara J. Corcoran, Husband and Wife of 40 W 555 Brown Rd, St. Charles, Illinois, not as Tenants in Common nor as Joint Tenants but as Tenants by the Entirety, all right, title, and interest in the following described real estate situated in the County of KANE, State of Illinois, to wit:

That part of the West half of Section 34, Township 40 North, Range 8 East of the Third Principal Meridian, described as follows: Beginning on the Southerly line of Cutler Place, as shown upon the Plat of Norway Maple Addition to St. Charles, Illinois, 14 feet Westerly for the Northwest corner of Block 7 of William H. Wilcox's Addition to St. Charles; thence Southerly parallel with the Westerly line of said Block 7 aforesaid 300 feet; thence Westerly parallel with the Southerly line of said Cutler Place 132 feet to the Easterly line of Fifth Street South; thence North 2 degrees 19 minutes East along the Easterly line of said Fifth Street South 200 feet to a point North 87 degrees 2 minutes West 164 feet from the Southwest corner of Lot 2 in Block 7 of said William H. Wilcox Addition; thence North 13 degrees 26 minutes West along the Easterly line of said Fifth Street South 103 feet to the Southerly line of said Cutler Place; thence Easterly along said Southerly line of Cutler Place 156.8 feet to the point of beginning, in the City of St. Charles, Kane County, Illinois.

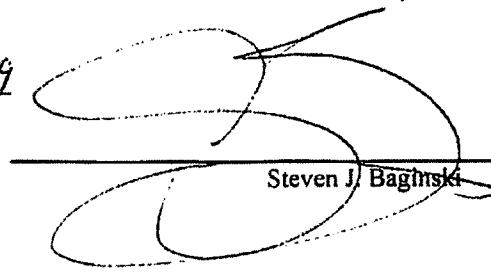
Permanent Index Number(s): 09-34-307-001  
Property Address: 900 S. 5th St, St. Charles, IL 60174

Subject, however, to the general taxes for the year of 2018 2nd Installment and thereafter, and all covenants, restrictions, and conditions of record, applicable zoning laws, ordinances, and other governmental regulations.

Hereby releasing and waiving all rights under and by virtue of the Homestead Exemptions Laws of the State of Illinois.

TO HAVE AND TO HOLD said premises not as JOINT TENANTS or TENANTS IN COMMON, but as TENANTS BY THE ENTIRETY forever. *th*

Dated this 11 day of June, 2019

  
\_\_\_\_\_  
Steven J. Baginski

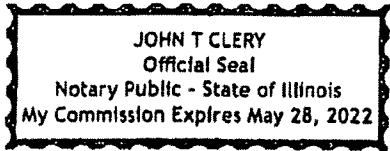
STATE OF IL )  
COUNTY OF COOK ) SS.

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, do hereby certify that Steven J. Baginski a widower personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he/she/they signed, sealed and delivered the said instrument, as his/her/their free and voluntary act, for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and notarial seal, this 11<sup>th</sup> day of June, 2019

[Signature]  
Notary Public  
My commission expires: 5/28/22

Exempt under the provisions of paragraph \_\_\_\_\_



# INCLUSIONARY HOUSING WORKSHEET



Name of Development: Baker Field  
 Date Submitted: 4/21/19  
 Prepared by: Sarah Coriovan

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
  - o # of affordable units to be provided: \_\_\_\_\_
  - o 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
2	.1	X	\$39,665.75	=	3,966.00% 2 =

1983.00  
per lot

# PARK LAND/CASH WORKSHEET

City of St. Charles, Illinois

Name of Development Breker Field Subdivision  
 Date Submitted: \_\_\_\_\_  
 Prepared by: \_\_\_\_\_



Total Dwelling Units: 3

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: 2

*\*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
<b>Detached Single Family</b>			
➤ 3 Bedroom	1	DU x 2.899	= 2.899
➤ 4 Bedroom	1	DU x 3.764	= 3.764
➤ 5 Bedroom		DU x 3.770	=
<b>Attached Single Family</b>			
➤ 1 Bedroom		DU x 1.193	=
➤ 2 Bedroom		DU x 1.990	=
➤ 3 Bedroom		DU x 2.392	=
➤ 4 Bedroom		DU x 3.145	=
<b>Apartments</b>			
➤ Efficiency		DU x 1.294	=
➤ 1 Bedroom		DU x 1.758	=
➤ 2 Bedroom		DU x 1.914	=
➤ 3 Bedroom		DU x 3.053	=
<b>Totals</b>	<u>2</u>		<u>6.663</u>
	Total Dwelling Units (with deduction, if applicable)		Estimated Total Population

### Park Site Requirements:

Estimated Total Population 6.663 x .010 Acres per capita = .06663 Acres

### Cash in lieu of requirements:

Total Site Acres .06663 x \$240,500 (Fair Market Value per Improved Land) = \$ 16,024.52

# SCHOOL LAND/CASH WORKSHEET

City of St. Charles, Illinois

Name of Development: Baker Field Subdivision  
 Date Submitted: \_\_\_\_\_  
 Prepared by: \_\_\_\_\_



Total Dwelling Units: 3

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: 2

*\*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)
<b>Detached Single Family</b>				
➤ 3 Bedroom	1	DU x .369 = .369	DU x .173 = .173	DU x .184 = .184
➤ 4 Bedroom	1	DU x .530 = .530	DU x .298 = .298	DU x .360 = .360
➤ 5 Bedroom		DU x .345 =	DU x .248 =	DU x .300 =
<b>Attached Single Family</b>				
➤ 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 =
<b>Apartments</b>				
➤ 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: 2 TDU (with deduction, if applicable)      .899 TE      .471 TM      .544 TH

### School Site Requirements:

Type	# of students	Acres per student	Site Acres
Elementary (TE)	.899	x .025	= .022475
Middle (TM)	.471	x .0389	= .0183219
High (TH)	.544	x .072	= .039168
<b>Total Site Acres</b>			<u>.0799649</u>

### Cash in lieu of requirements:

.0799649 (Total Site Acres) x \$240,500 (Fair Market Value per Improved Land) = \$ 19,231.56



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 4g

Title:	Plan Commission recommendation to approve a General Amendment to Title 17 of the St. Charles Municipal Code (Zoning Ordinance) pertaining to short-term rental properties.
Presenter:	Ellen Johnson

Meeting: Planning & Development Committee

Date: July 8, 2019

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted:

**Executive Summary** (if not budgeted please explain):

Staff is proposing amendments to the Zoning Ordinance regarding regulation of short-term rental properties (STRs). Airbnb and similar websites offer platforms for property owners to rent their homes to travelers. Property owners can make available entire homes or apartments, private rooms within their home, or shared rooms. These types of accommodations are known as “short-term rentals”. Short-term rentals have become a popular option for travelers looking for inexpensive and unique accommodations. A total of 13 properties in St. Charles are currently listed on Airbnb.

Staff has received occasional inquiries regarding short-term rentals and whether they are permitted in St. Charles. Currently, the Zoning Ordinance does not have any regulations specific to short-term rentals. Staff is proposing to define “Short-Term Rental” in the Zoning Ordinance and identify the districts in which they are permitted. Staff offers three regulation options for the Committee’s consideration:

**Option #1** – Permit STRs in downtown and business districts where residential uses are permitted (entire unit or private room). This solves the problem of the ordinance not addressing STRs and allows STRs in commercial districts where they would not impact residential neighborhoods.

*Comment: This change is necessary at a minimum to define an STR and allow the use in commercial districts that already permit comparable uses.*

**Option #2** – Option #1, plus also permit STRs in residential districts in a limited manner:

- Multi-family residential districts (entire unit, or private room in unit with host present)
- In RT Districts (in-town single family neighborhoods): In owner-occupied dwelling; either 1 private room, or 1 otherwise permitted accessory dwelling unit. Owner must be present during stays. Entire main dwelling cannot be rented as STR.
- In RS Districts: In owner-occupied dwelling, in 1 private room only. Owner must be present during stays. Entire dwelling cannot be rented as STR.

*Comment: Option #2 represents a balance of allowing STRs with limitations that are practical to enforce.*

**Option #3** – Options #1 & #2, plus permit entire dwellings to be rented as STR in all single-family districts. Dwelling must be the primary residence of the property owner, but the owner need not be present during STR stays.

*Comment: This option is more complex from an administrative and enforcement standpoint.*

Also proposed as an option is requiring annual registration of STRs operating in St. Charles. Registration would allow the City to enforce zoning standards and promote communication between STR operators and the City.

**Plan Commission Review**

Plan Commission held a public hearing on 1/8/19 and 4/2/19. They voted 8-0 to recommend approval of Option #3 and adoption of a registration program.

**Attachments** (please list):

Plan Commission Resolution, Staff Report, Example Registration Form, General Amendment Application

**Recommendation/Suggested Action** (briefly explain):

Plan Commission recommendation to approve a General Amendment to Title 17 of the St. Charles Municipal Code (Zoning Ordinance) pertaining to short-term rental properties.



**City of St. Charles, Illinois**  
**Plan Commission Resolution No. 5-2019**

**A Resolution Recommending Approval of a General Amendment to Ch. 17.12 “Residential Districts”, Ch. 17.14 “Business and Mixed Use Districts”, Ch. 17.20 “Use Standards”, Ch. 17.24 “Off-Street Parking, Loading and Access” and Ch. 17.30 “Definitions” regarding short-term rental units**

**Passed by Plan Commission on April 2, 2019**

WHEREAS, it is the responsibility of the St. Charles Plan Commission to hold public hearings and review requests for amendments to Title 17, “Zoning”; and

WHEREAS, the Plan Commission held a public hearing and has reviewed the petition for a General Amendment to Ch. 17.12 “Residential Districts”, Ch. 17.14 “Business and Mixed Use Districts”, Ch. 17.20 “Use Standards”, Ch. 17.24 “Off-Street Parking, Loading and Access” and Ch. 17.30 “Definitions” regarding regulation of short-term rental units; and

WHEREAS, in accordance with Section 17.04.320.C, the Plan Commission has considered the following criteria for General Amendment:

**1. The Consistency of the proposed amendment with the City’s Comprehensive Plan.**

Commercial & Office Areas Goal 3 is to, “Revitalize Downtown St. Charles as the symbolic “heart” of the community and enhance its role as the City’s primary mixed use pedestrian environment.” The proposed amendment clarifies that short-term rentals are permitted in the downtown area, promoting tourism activity downtown and contributing to its vitality.

Residential Areas Goal 1 is to, “Maintain the City’s image and desirability as a great place to live by preserving and enhancing the diversity, quality, character, safety, affordability, and appeal of residential neighborhoods” (p. 22). The proposed amendment allows a single short-term rental per lot in residential neighborhoods, either as a portion of an owner-occupied home, an entire home that is the owner’s primary residence, or Auxiliary Dwelling Units in the RT districts. Off-street parking must be provided for the short-term rental. The proposed registration program will allow the City to confirm zoning compliance and collect contact information for the unit operator. These provisions will help preserve the character of residential neighborhoods while still allowing homeowners the opportunity to earn supplemental income through the short-term rental market.

**2. The Consistency of the proposed amendment with the intent and general regulations of this Title.**

The proposed amendment supports the following purpose statements listed in Ch. 17.02 of the Zoning Ordinance:

- Protecting the character of established residential neighborhoods.

- Preserving and enhancing the quality of life for residents and visitors.
- Maintaining business and industrial areas that are attractive and economically viable.

**3. Whether the proposed amendment corrects an error or omission, adds clarification to existing requirements, is more workable than the existing text, or reflects a change in policy.**

Currently the ordinance does not have any regulations specific to short-term rentals. Staff has had to interpret whether this type of use is permitted based on existing provisions for related uses including Bed & Breakfast and Hotel/Motel. The proposed amendment clarifies what is and is not permitted regarding short-term rentals.

**4. The extent to which the proposed amendment would be in the public interest and would not serve solely the interest of the applicant.**

The proposed amendment clarifies the extent to which short-term rentals are permitted which will benefit those with inquiries about this use. The proposed provisions will allow residents the opportunity to earn income through the short-term rental market while protecting existing neighborhoods by placing limitations on establishment of short-term rentals and requiring annual unit registration.

**5. The extent to which the proposed amendment creates nonconformities.**

A small number of existing units offered on short-term rental websites such as Airbnb are not in compliance with the proposed amendment. However, these units will not be governed under Ch. 17.08 “Nonconformities” because the use does not currently exist under the ordinance.

**6. The implications of the proposed amendment on all similarly zoned property in the City.**

The proposed amendment applies to all zoning districts in the City, with short-term rentals being allowed as a permitted use with some limitations in the CBD-1, CBD-2, BL, and all residential districts.

NOW, THEREFORE, be it resolved by the St. Charles Plan Commission to recommend to City Council approval of a General Amendment to Ch. 17.12 “Residential Districts”, Ch. 17.14 “Business and Mixed Use Districts”, Ch. 17.20 “Use Standards”, Ch. 17.24 “Off-Street Parking, Loading and Access” and Ch. 17.30 “Definitions” regarding short-term rental units, specifically Option #3 as detailed in the staff report, subject to the following:

1. The provision requiring a minimum annual owner-occupancy period of six months in residential district shall be removed; however registration shall require a primary residence affidavit for short-term rentals in residential districts as part of the registration process.

Resolution 5-2019  
Page 3

Roll Call Vote:

Ayes: Pretz, Kessler, Funke, Holderfield, Melton, Vargulich, Macklin-Purdy, Becker

Nays: None

Absent: Wallace

Motion carried: 8-0

PASSED, this 2nd day of April 2019.

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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 the Members of the Planning & Development Committee

**FROM:** Ellen Johnson, Planner

**RE:** Application for a General Amendment to Title 17 of the City Code (Zoning Ordinance) regarding short-term rental properties

**DATE:** July 1, 2019

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**I. GENERAL INFORMATION**

Project Name: General Amendment – Short-Term Rentals  
Applicant: City of St. Charles  
Purpose: Establish provisions to regulate short-term vacation rentals

**II. BACKGROUND**

Airbnb and similar websites such as VRBO and HomeAway offer platforms for property owners to rent their homes to travelers looking for accommodations. Through these websites, property owners can make available entire homes or apartments, private rooms within their home, or shared rooms, to travelers who can book accommodations and communicate with the host through the website.

Accommodations booked through these types of services are known as short-term rentals (STRs). Short-term rentals have become a popular option for travelers looking for inexpensive and unique accommodations.

In St. Charles, there are a relatively small number of short-term rentals currently listed on these websites. As of June 2019, there were a total of 13 properties listed in St. Charles' corporate limits. About half of the listings are for entire homes or apartments and half are for private rooms within the host's home. While specific addresses for the units are not provided unless you book the unit, staff has been able to determine the location of most of the units currently listed. A majority are located within walking distance to downtown.

As Airbnb and similar services have become more popular, staff has received occasional inquiries regarding short-term rentals and whether they are permitted in St. Charles. Currently, the Zoning Ordinance does not have any regulations specific to short-term rentals. The closest use included in the ordinance is Bed and Breakfast, defined in Ch. 17.30 as follows:

***Bed and Breakfast.*** *Single-family residences, occupied by owners or resident managers, which offer lodging on a temporary basis to paying guests in a room(s) without cooking facilities, and may offer breakfast or other meals to these guests. Bed and Breakfast Establishment is differentiated from a Hotel/Motel in that they typically were designed originally as a single-family residence and have a smaller number of rooms.*

Another similar use is Hotel/Motel, defined as:

***Hotel/Motel.*** *A building where guest rooms or suites are offered for a fee to temporary or transient guests to provide temporary sleeping and/or living accommodations. This use is distinct from Bed and Breakfast Establishment and Homeless Shelter as defined herein.*

These uses are permitted only in certain downtown and commercial zoning districts. Based on the existing ordinance provisions and lack of provisions specific to short-term rentals, staff has advised residents with inquiries about short-term rentals based on the following code interpretation:

- The City Code does not identify renting out a single room in a residential dwelling unit as a use category, therefore it is neither permitted or prohibited.
- If more than one room is being rented within a home, it would be considered a Bed and Breakfast and would therefore be permitted only in districts where Bed and Breakfast is a permitted use (CBD-1, CBD-2, BT Overlay).
- Rental of an entire dwelling unit on a short-term basis would be considered a Hotel/Motel because the residents would be transient, and would therefore be permitted only in certain commercial districts (BC, BR, CBD-1).

Staff recognizes that short-term rentals are different than the existing temporary lodging uses in the ordinance. The following features of short-term rentals distinguish them from bed and breakfasts and hotels:

- Short-term rentals are often located in residential neighborhoods rather than commercial districts.
- There are a variety of types of units that may be offered as short-term rentals: entire homes, entire apartments or condos, private rooms within a shared home, or shared rooms within a home.
- While there are companies that own and manage short-term rentals as a business operation, most property owners renting units or rooms as short-term rentals are typically looking to supplement their income by putting their extra space to use.
- Short-term rentals are not registered as businesses or subject to health department regulations.

### III. PROPOSAL & ANALYSIS

Staff is proposing to add provisions to the Zoning Ordinance, Title 17 of the City Code, to regulate short-term rentals in order to clarify what is and is not permitted. The following amendments are proposed:

- Define “Short-Term Rental”.
- Amend the definitions of Bed and Breakfast and Hotel/Motel to differentiate them from Short-Term Rental.
- Identify the zoning districts in which short-term rentals are allowed.
- Establish use standards that short-term rentals must meet in order to be allowed.

- Identify the parking requirement for short-term rentals.
- Require annual registration of short-term rental units (optional).

## 1. Definitions

Define Short-Term Rental as follows:

**Short-Term Rental.** A dwelling unit, or portion of a dwelling unit, that is available for rent as a residential accommodation for a duration of less than 30 consecutive days at a time.

Amend the definition of Bed and Breakfast and Hotel/Motel as follows (changes are marked):

**Bed and Breakfast.** Single-family ~~residences~~ dwellings, occupied by owners or resident managers, which offer lodging on a temporary basis to paying guests in a room(s) without cooking facilities, and may offer breakfast or other meals to these guests. Bed and Breakfast Establishment is differentiated from a Hotel/Motel in that they typically were designed originally as a single-family residence and have a smaller number of rooms, and from a Short-Term Rental in that more than one guest room is available for occupancy by a paying guest.

**Hotel/Motel.**

A building where guest rooms or suites are offered for a fee to temporary or transient guests to provide temporary sleeping and/or living accommodations. This use is distinct from Bed and Breakfast Establishment, ~~and Homeless Shelter~~ and Short-Term Rental as defined herein.

Under these definitions, to be considered a short-term rental the unit may not be rented for more than 30 consecutive days at a time. A unit rented for 30 days or more is considered non-transient, and the renter would be considered a resident of the unit. An owner-occupied dwelling offering more than one room for rent is considered a bed and breakfast. A building with multiple guest rooms is distinct from a short-term rental.

## 2. Use Standards

Staff is presenting three options for the Committee's consideration for regulating short-term rentals.

### OPTION #1

Define Short-Term Rental and permit the use only in commercial districts where residential uses are allowed (downtown CBD-1 & CBD-2 and BL Local Business). Staff believes the City should take this course of action at a minimum. This solves the problem of the ordinance not addressing STRs and allows STRs in areas in commercial districts where they would not impact residential neighborhoods.

### OPTION #2

- In Single-Family Districts (RE, RS, RT):
  - One STR permitted per lot.
  - The principal dwelling must be owner-occupied during STR stays; the entire principal dwelling cannot be used as a STR.

- Types of STRs allowed:
  - 1 room within a dwelling unit (host present).
  - 1 Auxiliary Dwelling Unit (in RT districts only where Auxiliary Dwelling Units are permitted). Owner must occupy the principal dwelling on the lot.
- In Multi-Family Districts (RM-1, RM-2, RM-3) & Commercial Districts (BL, CBD-1, CBD-2, BT Overlay):
  - One STR permitted per dwelling unit.
  - Types of STRs allowed:
    - Entire dwelling unit (including entire home or apartment).
    - 1 room within a dwelling unit (host present).

Under this option, in single-family residential districts, only one short-term rental would be permitted on a lot and the property must be owner-occupied with the owner present during the duration of the STR stay. An entire principal dwelling cannot be rented out. This limitation would help to ensure compatibility with and avoid potential disturbances to residential neighborhoods. Staff would anticipate that a room being rented on a short-term basis within a home shared by the owner would not have any greater impact on the neighborhood than a visiting friend or relative.

In the RT Traditional Residential districts where Auxiliary Dwelling Units are permitted, an ADU may be used as a short-term rental if it meets the use standards for ADUs contained in Section 17.20.030. ADUs can be attached to the principal structure or a detached unit. ADUs may not exceed 700 sf and the property must be owner-occupied, among other requirements related to setbacks, etc.

In multi-family districts, a single room or an entire unit could be used as a short-term rental; the owner need not be present. Staff's rationale for allowing this is that the impact of a unit or units within an apartment complex being used as a short-term rental would be very similar, if not the same, as if the unit were occupied by the owner or renter of the property.

The same provisions would also apply to the commercial districts which already permit residential uses, specifically BL Local Business, CBD-1 and CBD-2 downtown districts, and the BT Overlay (overlay district that applies to certain small-scale commercial properties zoned RT and adjacent to commercial zoning). Staff believes the location of short-term rentals in commercial zoning districts, particularly in the downtown districts, is appropriate in that other types of temporary accommodations are permitted in these areas. It may also promote tourism activity downtown.

### **OPTION #3**

This option was added at the request of the Plan Commission. This option would allow use of an entire home as a short-term rental in single-family districts IF the home is the primary residence of the property owner. STRs would be allowed as follows:

- In Single-family Districts (RE, RS, RT):
  - One STR permitted per lot.
  - Principal dwelling must be the primary residence of the property owner (but owner need not be present during STR stay).
  - Types of STRs allowed:

- Entire dwelling unit.
- 1 room within a dwelling unit (host present).
- 1 Auxiliary Dwelling Unit (RT districts only).

*Another option would be to permit entire homes as STRs only in the RT- Traditional Residential districts which are the older neighborhoods surrounding downtown, and require owner-occupancy in the other single-family districts.*

- In Multi-Family Districts (RM-1, RM-2, RM-3) and Commercial Districts (BL, CBD-1, CBD-2, BT Overlay): **Same as Option #2**
  - One STR permitted per dwelling unit.
  - Types of STRs allowed:
    - Entire dwelling unit.
    - 1 room within a dwelling unit (host present).

### 3. **Parking**

Proposed is to require one parking space per short-term rental unit in all zoning districts where STRs are allowed, whether the STR is an entire unit or a room within a unit. The parking space for the short-term rental would need to be in addition to the number of spaces required for the dwelling unit. For example, two off-street parking spaces are required for single-family dwellings. If a single-family dwelling contains a short-term rental, three off-street parking spaces would be required. This requirement may help to prevent short-term renters from parking on the street.

### 4. **Registration**

The City may choose to require short-term rental operators to register their unit(s) with the City. A registration process would allow the City to confirm zoning compliance and occupancy standards, track STR activity, and have contact information on file for the property owner/STR operator, allowing for communication in the event of complaints or other issues.

If registration is desired, staff recommends a registration program with the following features:

- Annual registration & fee (\$50 or \$100).
- Registration form which includes the following:
  - Information about the property: address, zoning, type of building, parking availability.
  - Information about the STR: type of STR, square footage, maximum occupancy.
  - Applicant contact.
  - Owner contact.
  - 24/7 contact person.
  - Acknowledgement that property complies with the International Property Maintenance Code, which includes standards for maximum occupancy, means of ingress/egress, fire safety, etc.
  - Signature of STR operator and property owner.
  - Primary residence affidavit (for residential districts if Option #3 is chosen) – proof of homestead exemption.
- Collection of Hotel/Motel Tax.
- No unit inspections.



Staff believes a registration program similar to the outline above would be feasible from an administrative standpoint and would allow for some enforcement of the City’s regulations, without being overly burdensome on STR operators.

Attached is an example of what the STR registration form may look like.

Staff has discussed the topic of STR regulation and registration with the City Attorney. In his opinion, requiring registration of STRs could be challenged since the City does not register other types of rental units. He suggested limiting STR regulations to zoning provisions and holding off on registration at this time.

#### IV. EXISTING SHORT-TERM RENTALS IN ST. CHARLES

The table below provides basic information staff has gathered about the short-term rentals currently listed in St. Charles. The table identifies whether the listing would be permitted under the three proposed options based on the type of STR and the zoning district. Most listings would not be permitted under Option #1 while most would be permitted under Option #3.

Type of Short-Term Rental	Zoning District	Permitted under Option #1	Permitted under Option #2	Permitted under Option #3
Private Room (2 bedrooms in a house)	CBD-2	No, but permitted as a B&B	No, but permitted as a B&B	No, but permitted as a B&B
Entire Apartment (in a 2-flat)	RT-3	No	No (unless unit qualifies as an ADU)	Yes
Entire Apartment (in a 2-flat)	CBD-2	Yes	Yes	Yes
Private Room (in a townhouse)	RM-2	No	Yes	Yes
Private Room (3 bedrooms in a house)	RS-3	No	Yes, but only 1 bedroom can be rented at a time	Yes, but only 1 bedroom can be rented at a time
Private Room (2 bedrooms in a house)	RS-3	No	Yes, but only 1 bedroom can be rented at a time	Yes, but only 1 bedroom can be rented at a time
Entire Apartment (in a 2-flat)	RT-3	No	No (unless unit qualifies as an ADU)	Yes
Entire Apartment (in a 2-flat)	?	? location unknown	? location unknown	Yes
Private Room (1 bedroom in a house)	RT-3	No	Yes	Yes
Entire Apartment (secondary apartment in a house)	RT-3	No	No (unless unit qualifies as an ADU)	Yes
Private Room (3 bedrooms in a house)	RS-3	No	Yes, but only 1 bedroom can be rented at a time	Yes, but only 1 bedroom can be rented at a time
Entire House	RS-4	No	No	Yes
Shared Room (3 beds in one bedroom)	?	No	Yes, but room cannot be rented at the same time to individuals not traveling together	Yes, but room cannot be rented at the same time to individuals not traveling together

## V. HOTEL TAX

The City imposes a Hotel Operators Occupation Tax on hotel operators (City Code Ch.3.32). “Hotel” includes: inns, motels, tourist homes or courts, lodging houses, rooming houses and apartment houses. The tax rate is 6% of 94% of the gross rental receipts. Rental of units for over 30 days is exempt. Proceeds of the tax are distributed by the City to the Convention & Visitors Bureau, Cultural Commission, and History Museum, with any remaining funds deposited in the general fund.

Collection of the hotel tax from operators of short-term rental would not amount to a great deal of revenue based on the existing number of STRs in operation. However not imposing the tax may be unfair to existing hotel operators. The language of the code is adequate to impose the tax on STR operators. The majority of communities that have adopted STR regulations have also imposed their local hotel tax.

Hotel operators are required to file a return with the City on a monthly basis. Staff has initiated discussions with Airbnb to assist in collection of the hotel tax for stays booked through Airbnb. Airbnb has entered into agreements with other Illinois municipalities to collect the local hotel tax on their behalf. Staff is hopeful these discussions will result in a similar agreement between Airbnb and St. Charles.

## VI. SURROUNDING COMMUNITIES

Municipalities across the country are addressing short-term rentals in a wide variety of ways, from choosing not to regulate at all to adopting robust zoning standards and licensing programs. The extent to which municipalities regulate largely depends on the prevalence of and demand for short-term rentals in the community.

Some of St. Charles’ neighbors have amended their codes to address short-term rentals however most have yet to address them.

### ***Geneva:***

STRs are not addressed in the code. Staff has interpreted STRs are permitted but are not regulated by the City. Complaints have been treated through the nuisance ordinance.

### ***Batavia:***

STRs (both single rooms and entire units) are considered a Bed & Breakfast and require conditional use approval by the City (similar to Special Use process).

### ***South Elgin:***

STRs are not addressed in the code. The City has not taken a position on them.

### ***Elgin:***

STRs are not addressed in the code. Staff has interpreted they are not permitted.

### ***Aurora:***

STRs are not addressed in the code. The City has not taken a position on them.

### ***West Dundee:***

STRs are permitted in downtown only. A business license and rental registration with annual inspection is required.

***Schaumburg:***  
STR license is required.

***Naperville***  
STRs are not addressed in the code. City has allowed STRs to continue to operate.

## **VII. PLAN COMMISSION RECOMMENDATION**

Plan Commission held a public hearing on the General Amendment on 1/8/19 and continued the hearing to 4/2/19.

Plan Commission recommended approval of Option #3 and recommended adopting the registration program.

As noted in the Plan Commission Resolution, the version of Option #3 reviewed by Plan Commission included requiring entire units rented as STRs in single-family districts to be occupied by the owner at least half of the year. Plan Commission recommended instead requiring the unit to be the primary residence of the owner. Primary residency can be confirmed with the homestead tax exemption. This change has been incorporated into Option #3 as outlined in this memo.

## **V. ATTACHMENTS**

- Example Registration Form w/ Primary Residence Affidavit
- Application for General Amendment, filed by staff on 12/19/18

# Short-Term Rental Registration Form

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT / CITY OF ST. CHARLES

(630)377-4443



## APPLICATION

Section 1: PROPERTY INFORMATION	
Property Address	
Zoning Designation	
Type of Building	Single-Family Home ___      Townhome ___ Two-Unit Building ___      Multi-Unit Building ___ Single-Family Home w/Auxiliary Dwelling Unit ___ Mixed-Use Building ___
Off-Street Parking Stalls (not including space inside garage)	

Section 2: SHORT-TERM RENTAL INFORMATION	
Type of Short-Term Rental	Entire Unit ___      # of Bedrooms ___ Partial Unit ___      # of Bedrooms to be rented ___ Auxiliary Dwelling Unit (RT only) ___      # of Bedrooms ___
Square Footage of Short-Term Rental Unit	
Square Footage of Bedroom(s)	
Maximum Occupancy per Bedroom	
General Description of Short-Term Rental	

Section 3: APPLICANT INFORMATION	
Name	
Mailing Address	
Phone Number	
Email Address	
Will the applicant reside in the Short-Term Rental while it is being rented?	

Section 4: PROPERTY OWNER INFORMATION (if different than applicant)	
Name	
Mailing Address	
Phone Number	
Email Address	
Will the owner reside in the Short-Term Rental while it is being rented?	
Is the Short-Term Rental the owner's permanent residence?	Yes ___ <i>*Submit Permanent Residence Affidavit if located in a RE, RS or RT zoning district</i> No ___

Section 5: 24/7 CONTACT PERSON	
Name	
Mailing Address	
Phone Number	
Email Address	

Section 6: ACKNOWLEDGEMENTS
<p>I certify that the above information is true and correct to the best of my knowledge. I understand that the City of St. Charles is authorized to reject or revoke registration in the event the City determines the property to be used as a Short-Term Rental (the "Unit") does not meet the applicable standards of Title 17 entitled "Zoning" of the St. Charles Municipal Code or the International Property Maintenance Code. I understand the Unit is subject to compliance with the International Property Maintenance Code and I understand that I have been advised to review said Code and verify compliance. I understand and agree to comply with the occupancy standard contained in the International Property Maintenance Code. I understand the City of St. Charles will not inspect the Unit and therefore does not certify that the Unit complies with the International Property Maintenance Code. I understand that approval of this registration constitutes approval to utilize the Unit as a Short-Term Rental for a period of one year from the date of acceptance by the City and that use of the Unit as a Short-Term Rental subsequent to that period will require registration with the City of St. Charles.</p> <p>Applicant Signature _____ Date _____</p> <p>Property Owner Signature _____ Date _____</p>



**CITY APPROVAL:**

The City of St. Charles hereby **ACCEPTS** \_\_\_/**REJECTS** \_\_\_ registration of \_\_\_\_\_ as a Short-Term Rental for a period of one year from today's date of \_\_\_\_\_.

\_\_\_\_\_  
 Director of Community & Economic Development

*Reason for rejection (if applicable):*

## Primary Residence Affidavit

I, \_\_\_\_\_, being first duly sworn on oath depose and say that the following statements are true and correct to my personal knowledge:

1. I reside at \_\_\_\_\_ St. Charles, Illinois (the "Residence").
2. The Residence is currently my legal, primary residence for governmental purposes, including property taxes and exemptions, voting, vehicle registration, driver's license, etc.
3. The Residence will remain my primary residence for the next 12 months.
4. I have provided one of the following supporting documents:
  - a. Proof of Homestead Exemption \_\_\_\_
  - b. Copy of PTAX-203 Illinois Real Estate Transfer Declaration indicating the property is the current owner's principal residence \_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and Sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

# CITY OF ST. CHARLES

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



COMMUNITY & ECONOMIC DEV./PLANNING DIVISION

PHONE: (630) 377-4443 FAX: (630) 377-4062

## GENERAL AMENDMENT APPLICATION

<b>CITYVIEW</b>	
Project Name:	GA- Short-Term Rentals
Project Number:	2018 -PR- 016
Application Number:	2018 -AP- 038



### Instructions:

To request an amendment to the text of the St. Charles Zoning Ordinance (City Code Title 17), complete this application and submit it with all required attachments to the Planning Division.

City staff will review submittals for completeness and for compliance with applicable requirements prior to establishing a meeting or public hearing date for an application.

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

<b>Applicant:</b>	Name	City of St. Charles	Phone	(630)377-4443
	Address	2 E. Main St. St. Charles, IL 60174	Fax	
			Email	ejohnson@stcharlesil.gov

### 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 B of the Zoning Ordinance (\$500)
- 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. (For a General Amendment application only: \$1,000 deposit.)
- FINDINGS:** Fill out the attached form or submit responses on a separate sheet.





**17.30.020 Definitions**

Add:

**Short-Term Rental.** A dwelling unit, or portion of a dwelling unit, that is available for rent as a residential accommodation for a duration of less than 30 consecutive days at a time.

Amend:

**Bed and Breakfast.** Single-family ~~residences~~dwellings, occupied by owners or resident managers, which offer lodging on a temporary basis to paying guests in a room(s) without cooking facilities, and may offer breakfast or other meals to these guests. Bed and Breakfast Establishment is differentiated from a Hotel/Motel in that they typically were designed originally as a single-family residence and have a smaller number of rooms- and from a Short-Term Rental in that more than one guest room is available for occupancy by a paying guest.

**Hotel/Motel.**

A building where guest rooms or suites are offered for a fee to temporary or transient guests to provide temporary sleeping and/or living accommodations. This use is distinct from Bed and Breakfast Establishment ~~and~~, Homeless Shelter and Short-Term Rental as defined herein.

**17.24.140 Off-Street Parking, Table 17.24-3**

USE	PARKING REQUIREMENT
Short-Term Rental	1 per unit/bedroom

**17.20.030 Use Standards - Short-Term Rental – *Optional*:**

- Short-term rental units shall be registered with the City on an annual basis. No short-term rental shall operate in the City without an approved registration.

**OPTION #1**

**17.14.020 Permitted Uses – Business & Mixed Use Districts, Table 17.14-1**

	BL	BC	BR	CBD-1	CBD-2
Short-Term Rental	P			P	P

**OPTION #2**

**17.12.020 Permitted Uses – Residential Districts, Table 17.12-1**

	RE-1	RE-2	RS-1	RS-2	RS-3	RS-4	RT-1	RT-2	RT-3	RT-4	RM-1	RM-2	RM-3	BT
<b>Short-Term Rental</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

**17.14.020 Permitted Uses – Business & Mixed Use Districts, Table 17.14-1**

	BL	BC	BR	CBD-1	CBD-2
<b>Short-Term Rental</b>	<b>P</b>			<b>P</b>	<b>P</b>

**17.20.030 Use Standards - Short-Term Rental**

In the RE, RS, and RT zoning districts, short-term rentals are permitted as an accessory use to a dwelling unit subject to the following standards:

1. Only one short-term rental shall be permitted on a lot.
2. The principal building must be owner-occupied. Use of an entire principal building for a short-term rental is prohibited.
3. In districts where Auxiliary Dwelling Units are permitted, the Auxiliary Dwelling Unit may be used as a Short-Term Rental, but must comply with all use standards applicable to Auxiliary Dwelling Units (Section 17.20.030).

In the RM-1, RM-2, RM-3, BL, CBD-1, CBD-2, and BT Overlay districts, use of a dwelling unit as a short-term rental is permitted subject to the following standard:

1. Only one short-term rental shall be permitted per dwelling unit.

**OPTION #3**

**17.12.020 Permitted Uses – Residential Districts, Table 17.12-1**

	RE-1	RE-2	RS-1	RS-2	RS-3	RS-4	RT-1	RT-2	RT-3	RT-4	RM-1	RM-2	RM-3	BT
<b>Short-Term Rental</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

**17.14.020 Permitted Uses – Business & Mixed Use Districts, Table 17.14-1**

	BL	BC	BR	CBD-1	CBD-2
<b>Short-Term Rental</b>	<b>P</b>			<b>P</b>	<b>P</b>

### **17.20.030 Use Standards - Short-Term Rental**

In the RE, RS, and RT zoning districts, use of a dwelling unit as a short-term rental is permitted subject to the following standards:

1. Only one short-term rental shall be permitted per dwelling unit.
2. The principal dwelling unit on the lot shall be the primary residence of the property owner.

In the RM-1, RM-2, RM-3, BL, CBD-1, CBD-2, and BT Overlay districts, use of a dwelling unit as a short-term rental is permitted subject to the following standard:

1. Only one short-term rental shall be permitted per dwelling unit.

## Findings of Fact

### **1. The Consistency of the proposed amendment with the City's Comprehensive Plan.**

Commercial & Office Areas Goal 3 is to, "Revitalize Downtown St. Charles as the symbolic "heart" of the community and enhance its role as the City's primary mixed use pedestrian environment." The proposed amendment clarifies that short-term rentals are permitted in the downtown area, promoting tourism activity downtown and contributing to its vitality.

Residential Areas Goal 1 is to, "Maintain the City's image and desirability as a great place to live by preserving and enhancing the diversity, quality, character, safety, affordability, and appeal of residential neighborhoods" (p. 22). The proposed amendment allows a single short-term rental per lot in residential neighborhoods, but only within owner-occupied homes or Auxiliary Dwelling Units in the RT districts, which are already permitted. Off-street parking must be provided for the short-term rental. These provisions will help preserve the character of residential neighborhoods while still allowing homeowners the opportunity to earn supplemental income through the short-term rental market.

### **2. The Consistency of the proposed amendment with the intent and general regulations of this Title.**

The proposed amendment supports the following purpose statements listed in Ch. 17.02 of the Zoning Ordinance:

- Protecting the character of established residential neighborhoods.
- Preserving and enhancing the quality of life for residents and visitors.
- Maintaining business and industrial areas that are attractive and economically viable.

### **3. Whether the proposed amendment corrects an error or omission, adds clarification to existing requirements, is more workable than the existing text, or reflects a change in policy.**

Currently the ordinance does not have any regulations specific to short-term rentals. Staff has had to interpret whether this type of use is permitted based on existing provisions for related uses including Bed & Breakfast and Hotel/Motel. The proposed amendment clarifies what is and is not permitted regarding short-term rentals.

### **4. The extent to which the proposed amendment would be in the public interest and would not serve solely the interest of the applicant.**

The proposed amendment clarifies the extent to which short-term rentals are permitted which will benefit those with questions or concerns on this topic. The proposed provisions will allow residents the opportunity to earn income through the short-term rental market while protecting existing neighborhoods by placing limitations on establishment of short-term rentals.

### **5. The extent to which the proposed amendment creates nonconformities.**

A small number of existing units offered on short-term rental websites such as Airbnb are not in compliance with the proposed amendment. However, these units will not be governed under Ch. 17.08 "Nonconformities" because the use does not currently exist under the ordinance.

### **6. The implications of the proposed amendment on all similarly zoned property in the City.**

The proposed amendment applies to all applicable zoning districts in the City.



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 4h

Title:

Discussion regarding Historic Preservation walking tour and Pottawatomie area architectural survey

Presenter:

Russell Colby

Meeting: Planning & Development Committee

Date: July 8, 2019

Proposed Cost: TBD

Budgeted Amount: Expected next FY

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

On June 10, the Historic Preservation Commission conducted a walking tour of the Pottawatomie neighborhood for the City Council. A printed tour program was also distributed. The tour highlighted and contrasted the type of building improvements and new construction activity that have been occurring in the Century Corners portion of the existing Historic District, vs. activity in the Pottawatomie neighborhood, which is mainly outside of the Historic District (Park Avenue is the north boundary of the Historic District).

The Historic Preservation Commission is interested in soliciting the Committee’s feedback regarding conducting an Architectural Survey of the Pottawatomie neighborhood. The City’s Historic Preservation Ordinance states that surveys “shall identify buildings, structures and sites having architectural or historic significance, as well as buildings, structures and sites which contribute to the historic or architectural significance of the area as a whole.” A survey would not dictate whether the area is to be designated as a Historic District. Rather, the survey would serve as an independent, third party documentation regarding individual buildings within the neighborhood.

Any process to consider designation of properties would be separate from the Architectural Survey. A designation could take the form of landmarking individual properties or designating one or more districts. Any historic designation would need to be based on ordinance findings, and the survey would provide factual information that could be used for these findings.

The City followed a similar process on the west side of Downtown. A survey was conducted over a large area south and west of Downtown in the mid-2000s. This survey led to two portions of the survey area being designated as Historic Districts in subsequent years (most recently the Millington District in 2017).

If the Committee endorses the concept, Staff and the Historic Commission will begin researching costs in order to budget for the survey in the next fiscal year. As a Certified Local Government for Historic Preservation, the City can also apply for grant assistance through the State Historic Preservation Agency/National Park Service. (In the past, use of the grant for survey work increased the scope of survey, so the potential for cost savings to the City would need to be considered).

A map of the potential survey area is attached.

**Attachments** *(please list):*

Proposed Survey Area map

**Recommendation/Suggested Action** *(briefly explain):*

Discussion regarding Historic Preservation walking tour and Pottawatomie area architectural survey.

Provide direction to staff regarding whether to initiate work to conduct an Architectural Survey of the Pottawatomie neighborhood, subject to budget approval in FY 20/21.

Possible Bus Tour Sites in Northeast Quadrant  
 Part of Central Historic District &  
 Potential Pottawatomie Survey Area

- ◊ Potential Pottawatomie Survey Area
- ◊ Central Historic District
- Historic Landmark
- Major COA Project
- Teardown
- Kit Home





**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 4i

Title:

Update regarding Comprehensive Plan amendment (information only).

Presenter:

Russell Colby

Meeting: Planning & Development Committee

Date: July 8, 2019

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted:

**Executive Summary** (if not budgeted please explain):

An Open House was held on April 24 to gather community input for the Downtown Comprehensive Plan Amendment, which is focused on the blocks north of Main Street and south of the old railroad bridge, including the Police Facility site. Attendees had the opportunity to participate in interactive activities that will help the Plan Commission gauge preferences for the future of this portion of downtown.

The event was attended by approximately 200 people.

The full report of the results and findings from the Open House been posted on the project website and can be viewed under the Project Documents list:

<https://www.stcharlesil.gov/projects/downtown-comprehensive-plan-update>

Staff will walk through some of the primary findings of the report, which are summarized in the attached slides.

The Plan Commission will be formulating future land use recommendations for the Comprehensive Plan study area over the next few meetings, with a goal of concluding the Plan Commission process by September. This will be advanced to Planning & Development Committee and City Council for consideration.

**Attachments** (please list):

Slides summarizing feedback.

**Recommendation**

No action required- for information only.



# Comprehensive Plan Update

**Downtown - North of Main St.**

Summary of Feedback/Comments from  
Open House held on April 24, 2019





# Development Visioning



# Development Visioning

- Preserve City Hall
- Redevelop Police Station site
  - Take advantage of riverfront for recreation or business uses
  - Ideas offered: Restaurant, hotel, mixed use (w/residential)
- Salerno's – Opportunity for redevelopment
  - Potential for boat docks/recreation connection
- Provide greenspace along the river
- Parking on west riverfront is important
  - Based on current access and uses nearby
- Trail/sidewalk/riverwalk connections missing on west side
  - Remove railroad trestle?
- Parking/parking decks on interior blocks away from river
- Preserve historic residential buildings on fringes of study area
- Don't "overdevelop", preserve character of downtown

# Visual Preference Survey



# Visual Preference Survey

- Residential
  - Adds valuable foot traffic to downtown
  - Mid-scale buildings preferred most (3 story)
  - Keep multi-level buildings set back from riverfront
- Commercial/Mixed Use
  - Accessible riverfront, active storefronts, pedestrian friendly
  - Mixed use brings economic activity
  - Mid-scale buildings preferred most (3 story)
  - Concern with buildings too close to riverfront

# Visual Preference Survey

- Open Space
  - Open/accessible waterfront
  - Greenscape rather than hardscape, walking paths
- Streetscape
  - Visually active, plants/colors, textures, seating
- Parking
  - Decks are needed to limit parking footprint, but design/appearance is important
  - Locate parking and decks away from riverfront

# Land Use Mapping



# Land Use Mapping

- Some maps only partially completed
- Similar themes to other activities
- Most typical land use pattern:
  - Open space along the riverfront
  - Transition to mixed use/commercial adjacent to open space
  - Parking garages located on interior lots/blocks
  - Transition to residential neighborhoods
- Extend street grid on west side north of State St.



# Overall Themes

- Study area transitions from core of downtown to park/recreational areas to the north
  - Riverfront should be open, green, accessible
  - Mixed use/commercial fronting on riverfront open space, with connections to recreation activities/ trails/boating
  - Building height in the 3 story range preferred, set back from riverfront
  - Residential transition to neighborhoods
  - Parking/parking decks on interior blocks
- Important considerations
  - Contrast with First Street area (may be less “urban” environment)
  - Active River project may change scope of riverfront improvements
  - Existing parking supply/usage needs