

**MINUTES
CITY OF ST. CHARLES, IL
PLANNING AND DEVELOPMENT COMMITTEE
MONDAY, JUNE 13, 2011 7:00 P.M.**

Members Present: Chairman Carrignan, Ald. Stellato, Monken, Rogina, Turner, Martin, Krieger, Bessner, Lewis

Members Absent: Payleitner

Others Present: Mayor Donald P. DeWitte; Rita Tungare, Director of Community Development; Matt O'Rourke, Planner; Russell Colby, Planner

1. Recommend Approval for Annexation of City-Owned Property (Located at Well No.9)

Mr. O'Rourke explained that the annexation process involved for annexing City owned property that is contiguous to Municipal limits allows for an abbreviated process. He said staff recommends approval and for an RE-1 zoning district designation.

A motion was made, seconded, and passed by unanimous vote to recommend approval for Annexation of City-Owned Property located at Well No. 9.

2. Foxfield Commons (Goodwill) - Minor Change to PUD Preliminary Plan Application for Minor Change

Mr. O'Rourke reviewed the staff report dated 6/3/11 and stated staff recommends approval.

Chairman Carrignan said he was pleased that work and clean-up are being initiated and may encourage similar efforts in this area.

A motion was made, seconded, and passed by unanimous vote to recommend approval of the Minor Change to PUD Preliminary Plans for Foxfield Commons (Goodwill).

3. Delnor Woods PUD - Minor Change to PUD Preliminary Plan (Phasing Plan)

Application for Minor Change

Mr. Colby reviewed the staff memo dated 6/2/11 and stated staff recommended approval.

A motion was made, seconded, and passed by unanimous vote to recommend approval of the Minor Change to PUD Preliminary Plans for Delnor Woods PUD.

4. Façade Improvement Agreement – 210 Cedar Avenue (Panache)

Mr. Colby reviewed the proposed work and cost of the project.

A motion was made, seconded, and passed by unanimous vote to recommend approval of the Façade Improvement Agreement for 210 Cedar Avenue (Panache).

5. Façade Improvement Agreement – 201 Cedar Avenue (Stonehouse)

Mr. Colby reviewed the proposed work and cost of the project.

A motion was made, seconded, and passed by unanimous vote to recommend approval of the Façade Improvement Agreement for 201 Cedar Avenue (Stonehouse).

6. General Amendment (City of St. Charles) – Half-Story Definition

Application for General Amendment to Chapter 17.30 “Definitions” pertaining to the definition of a “Half-Story” for a residential house

Chairman Carrigan noted this item had been tabled at the last Planning & Development Committee meeting and that staff resolved some issues with Mr. Marshall that were discussed that evening. Mr. Colby said subsequent to that meeting staff met with Mr. Marshall and collaborated on some revisions to the definitions. Mr. Colby reviewed the staff memo dated 6/2/11 and said staff recommended approval. Chairman Carrigan asked if this will regulate neighborhoods from having someone clear a lot and build a structure that may tower over the neighbor. Mr. Colby agreed saying this definition will effectively manage the overall mass of the 1 ½ story houses.

A motion was made, seconded, and passed by unanimous vote to recommend approval of the General Amendment to Chapter 17.30 “Definitions” pertaining to the definition of a “half-Story” for a residential house.

**7. Additional Business –
Comprehensive Plan Monthly Update**

Chairman Carrigan said he requested staff to regularly update the Planning & Development Committee of progress regarding the Comprehensive Plan project. Mr. Colby noted the Task Force will meet for the first time on June 29th to review the preliminary scope of work, schedule of phases and rolls and responsibility of the Task Force. He said staff is in process of gathering data for the Consultant and organizing publicity for the project, particularly focused on the first community-wide event tentatively scheduled for August 31st. The Consultant will provide an overview of what the Comprehensive Plan is, the process and schedule over an 18 month period, along with introducing the project to the Community. Mr. Besser asked what time the Task Force meeting will be held on June 29th. Mr. Colby advised it will be 7:00pm in Dens A & B. Chairman Carrigan stressed that it will be important to give attention to the initial parallel tasks that will be done at different levels (out-reach, web-based community outreach) as this will become busy. Ald. Turner asked for a time frame of community outreach for the east and west side. Mr. Colby said the first community-wide event at the end of August will be the kickoff. Follow-up to the kickoff will be the City sub-area workshops for downtown, west and east sides, and he expect those meetings to be held in late September. Ald. Rogina asked whose function it is identify the key people to be

interviewed for the focus groups. Mr. Colby said for the meeting on June 29th a list will be compiled for potential people/groups to be interviewed as a focus group. The Task Force will give suggestions at the meeting and decide on the final list. Ms. Tungare encouraged the Alderman to attend as many community workshops as possible so they can observe the feedback and concerns received from the residents. Ald. Martin asked for the Alderman to receive an agenda of the meetings and Mr. Colby assured that information and agendas will be distributed to the Council along with being posted on the City website. Ald. Stellato asked where the meetings will be held. Mr. Colby said Dens A & B, and if the group is too large it will be moved to the Council Chambers.

The meeting adjourned at 7:15 p.m.