



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Motion to Approve a Resolution Accepting and Authorizing the Mayor to Execute a Small Cities Matching Grant Agreement with Kane County (Comprehensive Plan Project)

Presenter: Rita Tungare

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input checked="" type="checkbox"/>	City Council (11-5-12)
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	N/A	Budgeted:	<input type="checkbox"/>	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

In 2011, the City applied for a Kane County Small Cities Matching Grant to assist with funding the Comprehensive Plan Project. No grants were awarded in 2011 and the City's application was considered for the 2012 grant year.

The project has been awarded a matching grant for \$20,000 to partially fund the Comprehensive Plan outreach process and development of the plan document.

Attachments: *(please list)*

Resolution with Grant Agreement

Recommendation / Suggested Action *(briefly explain):*

Approve the attached resolution.

For office use only:

Agenda Item Number: IB

**City of St. Charles, Illinois
Resolution No. 2012-**

**A Resolution Accepting and Authorizing the Mayor to Execute a Small
Cities Matching Grant Agreement with Kane County
(Comprehensive Plan Project)**

**Presented & Passed by the
City Council on November 5, 2012**

NOW THEREFORE, be it resolved by the authorities of the City of St. Charles that the City Council hereby accepts a Kane County Small Cities Grant for the Comprehensive Plan Project for \$20,000 and the Mayor is hereby authorized to execute a Kane County Small Cities Grant Agreement between the City of St. Charles and Kane County dated November 5, 2012.

PRESENTED to the City Council of the City of St. Charles, Illinois this 5th day of November 2012.

PASSED by the City Council of the City of St. Charles, Illinois, this 5th day of November 2012.

APPROVED by the Mayor of the City of St. Charles, Illinois, this 5th day of November 2012.

Donald P. DeWitte, Mayor

ATEST:

Nancy Garrison, City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

**COUNTY OF KANE
AGREEMENT
KANE COUNTY SMALL CITIES
MATCHING GRANT PROGRAM**

THIS AGREEMENT, Entered into this __ day of _____, 2012 between the County of Kane, Illinois (hereinafter referred to as the "COUNTY") and the following designated LOCAL GOVERNMENT, to wit:

Name of Governmental Unit: **CITY OF ST. Charles**

Address: **2 East Main Street**

Village/City: **St. Charles**

State: **Illinois**

Zip Code: **60174**

and hereafter referred to as the "CITY").

WITNESSETH:

WHEREAS, the COUNTY has established a Small Cities Matching Grant Program (hereafter, "Grant Program") for the purpose of assisting urban and rural communities (50,000 or less in population, 2000 US Census) throughout Kane County in the area of economic and community development; and

WHEREAS, said Grant Program is a competitive program requiring applicants to demonstrate a committed interest in creating an economic climate compatible with the Implementation Strategies of the Kane County 2040 Plan, with specific adherence to Healthy Community Design principles within said Implementation Strategies; and

WHEREAS, said Grant Program is administered by the COUNTY with the advice of, and grants are approved upon the recommendation from the Kane County Economic Development Advisory Board and is funded by the Kane County Riverboat Foundation; and

WHEREAS, pursuant to said Grant Program and formal approval of a Grant Program grant award by the Kane County Board, the COUNTY has agreed to participate, subject to its sole discretion, in sharing the cost of community-based grant projects (hereafter, "projects"), as specified in the subject grant award application and further established in the terms and

provisions of this AGREEMENT, up to a maximum of one-half (1/2) of the cost of such project but in no event shall the total City participation exceed Twenty Thousand Dollars (\$20,000.00).

NOW, THEREFORE, in consideration of the mutual covenants and agreement obtained herein, the COUNTY and the CITY do hereby agree as follows:

SECTION 1: The COUNTY shall share in the project eligible costs up to fifty percent (50%) of total actual costs, up to a maximum amount not exceeding \$20,000. **The actual amount per this agreement shall not exceed Twenty Thousand Dollars \$20,000.00.** Eligible project costs include, but are not limited to: professional, administrative, technical or other contractual services, materials, equipment and other contract items necessary for the proper execution and completion of the project.

SECTION 2: The project subject to this Agreement shall be named **The City of St. Charles Comprehensive Plan Outreach** and shall consist of the following cost-eligible activities:

- a. **Visioning and Goals/Objectives**
- b. **Key Focus Area Plans**
- c. **Community Plans and Policies**
- d. **Comprehensive Plan Document**
- e. **Outreach, meetings and materials directly related to the above**

SECTION 3: Items detailing the project, to include but not limited to: scopes of services and deliverables for professional studies; building designs and plans for building construction projects; and site planning, engineering, landscaping and other site development plans for public and private property improvements shall be kept and made available for public inspection at the CITY municipal offices, and subject to compliance with any and all local, county, state and federal permitting procedures.

SECTION 4: No portion of the project shall be undertaken until final project scope and/or planning and design documents have been reviewed and approved by the County Economic Development Advisory Board or its designated County staff personnel. Following approval, the CITY shall commence the project within ninety (90) days from the date of such approval and, unless otherwise granted an extension by the COUNTY, the project shall be completed within one (1) year from the date of this AGREEMENT (the “grant period”).

SECTION 5: The Kane County Director of Economic Development shall periodically review and inspect, as applicable, the progress of the project pursuant to this Agreement. Such review and inspection shall not replace any required permit inspection by the local, county, state or federal authorities. All work which is not in conformance with the approved documentation described above in Section 3, shall be immediately remedied by the CITY and, unless by mutual agreement of the parties herein amending the approved project, any and all deficient or improper work shall be replaced and made to comply with the approved documentation and the terms and provisions of this agreement.

SECTION 6: Upon completion of the project, the CITY shall submit to the COUNTY a Final Report to be reimbursed for eligible expenses incurred and paid for by the CITY throughout the duration of the grant period. The Final Report must be accompanied by a letter of acceptance and approval by the CITY and be clearly titled "Final Report". The COUNTY shall, upon receipt of the Final Report and proof of payment(s), inspect all documentation, ensuring completed work adheres to the approved activities set forth in Section 3, above and, if such a determination is made, cause to be issued a check to the CITY in the payment of one-half of the approved cost or **Twenty Thousand Dollars (\$20,000.00)** whichever is less.

SECTION 7: The CITY shall be required to present the completed project to the Kane County Economic Development Advisory Board after the completion of the grant period and, upon thirty (30) days notice to the CITY, at a time and place to be determined by the COUNTY.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first appearing above.

COUNTY OF KANE

FOR THE CITY OF ST. CHARLES

COUNTY BOARD CHAIRMAN

Name Title

Date: _____

Date: _____

State of Illinois)
County of Kane)

EXHIBIT A

COPY OF APPLICATION



#1 City for Families
by FamilyCircle® magazine

December 16, 2011

Mark VanKerkhoff, AIA, Director
Kane County Development and Community Services Dept.
719 S. Batavia Avenue
Geneva, IL 60134

Re: Small Cities Grant Program Application from City of St. Charles

Dear Mark:

The City of St. Charles has prepared a revised application to the Small Cities Grant Program for the St. Charles Comprehensive Plan project.

This application reflects progress that has been made on the project during the past year. Please use this application in lieu of the application submitted for the 2011 program.

If you have any questions, please contact me at (630) 377-4443.

Sincerely,

A handwritten signature in black ink that reads "Rita Tungare". The signature is fluid and cursive.

Rita Tungare, AICP
Director of Community Development

DONALD P. DEWITTE *Mayor*

BRIAN TOWNSEND *City Administrator*

TWO EAST MAIN STREET

ST. CHARLES, IL 60174

PHONE: 630-377-4400

FAX: 630-377-4440

www.stcharlesil.gov

**KANE COUNTY
FISCAL YEAR 2012 SMALL CITIES GRANT PROGRAM
APPLICATION FORM**

Purpose of Program:

The Kane County Small Cities Grant Program is designed to provide assistance to urban and rural communities (50,000 or less population) throughout Kane County in the area of economic and community development. This is a competitive grant program, which requires the applicant to demonstrate a committed interest to creating and enhancing economic growth within their communities. The applicant may apply for a grant of no more than \$20,000. The applicant is responsible for a minimum of 50% of the total project cost, of which all or part may be in-kind services. The Kane County Economic Development Advisory Board (EDAB) is responsible for the administration of the Grant Program. Grants are awarded by the Kane County Board. For additional information, please refer to the Program Guidelines for the Small Cities Grant Program.

*Please Type information: **The application must be submitted on this form only:***

1. Applicant Information (The Governmental Unit is the applicant):

A. Governmental Unit Name: City of St. Charles

B. Mailing Address:

2 E. Main Street

St. Charles, IL 60174

C. FEIN: 36-6006090

D. Name of Chief Elected Official: Donald P. DeWitte, Mayor

Phone Number: 630-377-4400

Fax: 630-377-4440

Email: mayor@stcharlesil.gov

E. Name of Contact Person: Rita Tungare, Director of Community Development

Phone Number: 630-377-4443

Fax: 630-377-4062

Email: rtungare@stcharlesil.gov

F. Mailing Address of Contact Person (if different from address listed above):

If this application includes multiple projects, list each project and the answer separately below. (RE: Project 1 and answer, Project 2 and answer, etc.)

- 2. Describe the scope and purpose of the project.** Attach maps, site plans, and/or photos that help illustrate the need and/or projected outcomes. (If there are multiple projects please answer as described above):

The City of St. Charles will adopt a new Comprehensive Plan land use policy document in Fall 2012. The City initiated the planning process for the project in June 2011. Houseal Lavigne, a third-party planning consultant, is facilitating the process in collaboration with City staff.

The goal of the project is to engage the community and other governmental organizations in a participatory process to build consensus around a vision for the development and redevelopment of the City within a twenty-year timeframe. In addition to St. Charles residents, businesses, and property owners, the City has also reached out to Kane County and the St. Charles school, park and library districts to be engaged in the planning process.

The final plan will address existing conditions, visioning for the future, potential growth/annexation, and redevelopment opportunities. Sub area land use and conceptual site plans will be formulated for key locations. The plan will be adopted by the City Council in order to provide direction to City officials, staff, residents and the development community to implement the community's vision.

Project Scope completed as of December 2011:

- Formation of a Comprehensive Plan Task Force comprised of community members to guide the project and advise staff and the planning consultant.
- Creation of an interactive website with surveys, mapping tools, meeting summaries, and other project documents.
- Community-Wide Workshop on August 31, 2011.
- Neighborhood Workshops held for the East Side on September 22, 2011, West Side on September 28, 2011, and Downtown on October 12, 2011.
- Business Workshop held on October 4, 2011.
- Key Person and Focus Group Interviews with 17 groups of community representatives, local governmental organizations, and other stakeholders on October 11-12, 2011.
- Completion of an Existing Conditions Report, which will form the basis for future planning and be used as a part of the final plan document. Sections include Introduction & Background, Summaries of the Community Outreach Program, Community Profile, and a Demographics and Market Overview.
- Community-Wide Visioning Workshop held on November 30, 2011.
- Analyze the results of the Community Outreach and Visioning events to form a vision statement and goals and objectives (ongoing, completed by Feb. 2012)

Scope of work for 2012:

- Formulate and recommend land use goals, objectives and strategies for key locations/focus areas, including development concept sketches, land use maps, and graphics. Key focus areas identified are: Downtown St. Charles, the Charlestowne Mall/East Gateway area, the Randall Road/West Gateway/former St. Charles Mall area, and the Main Street Corridor through St. Charles.

- Develop community-wide plans for: land use/development , community character/historic preservation, transportation/mobility, open space/environmental features, facilities/infrastructure.
- Task Force meetings and public Open House events to review progress on the plan development and to receive comments/feedback on the plan drafts.
- Formal review and recommendation by the Plan Commission and a public hearing before the City Council.

The final Comprehensive Plan document is scheduled for adoption in Fall 2012. Deliverables during 2012 will include a Vision Statement, Goals and Objectives, Key Focus Area plans, Land Use Plans and Development Visualization.

3. Describe the degree to which the subject project conforms to the following:

- A. Meets Objectives of Kane County's 2030 Land Resource Management Plan
- B. Adheres to the 10 Principles of Smart Growth
- C. Links Transportation, Land Use and Economic Development Strategies
- D. Leverages Other County Community Investment Initiative Funds
 - i. If project is dependent upon receiving other County Community Investment Initiative Funds ("Other Funds"), please indicate at Section 7, below, which activity(ies) is/are so dependent. It is critical that the remaining activities (those that are to be funded from local and/or Small Cities Grant funds only) can exist as stand-alone, apart from an activity or activities dependent upon other County funds, and considered on their own merit within the context of the competitive review process.
 - ii. Local Match (cash, in-kind or combination thereof) shall be equal to or greater than the Small Cities Grant Program funding request and any other County funds considered as leverage shall be stand-alone and considered separate from the local match requirement.

A new land use policy with detailed planning objectives is necessary to guide development of St. Charles for the next twenty years. St. Charles is a significant community in the Urban Corridor as defined in the Kane County 2030 Land Resource Management Plan. Re-analyzing future land use planning in St. Charles will be an important component in achieving the "renaissance" envisioned by the plan.

The current Comprehensive Plan has reached the end of its useful life and is outdated in both format and content. The original plan was drafted in 1990 with an outlook to 2010. The plan lacks adequate direction for reviewing development and redevelopment projects. Land use recommendations are one-dimensional, with a focus on density and building size, and with limited direction for character or quality. The plan does not contemplate neo-traditional neighborhood design or vertically mixed land use.

Proper development of the few remaining significant "greenfield" parcels in St. Charles and redevelopment of key commercial properties is strategically important to the Community, County and Region. These sites present unique challenges and opportunities. Key properties include the Charlestowne Mall area in the East Gateway commercial district; the former St. Charles Mall area at Randall Road and IL Route 38; vacant or underutilized properties in the City's West Gateway that border the Kane County Fairgrounds; and some obsolete former industrial properties.

These strategically important sites may offer opportunities for new mixed use centers, with walkable land use patterns, compact/multi-story building design, and the potential to provide distinctive amenities that foster a strong sense of place. Other locations, such as the former industrial sites, may offer opportunities for residential redevelopment to occur within the Urban Corridor to create a greater range of housing choices and opportunities.

The City's current Comprehensive Plan also lacks corridor planning for Main Street (Illinois Route 64), which traverses the community from east to west, and Randall Road, a highly visible north-south commercial corridor in Kane County. The current plan provides limited direction for desired future land use patterns, urban design considerations, or landscaping and streetscaping recommendations for individual segments of the corridor. The Comprehensive Plan process will provide the community an opportunity to re-assess the land use patterns along Main Street and Randall Road to consider future land use patterns that could be more supportive of transit and other transportation modes. Additionally, the process will be an opportunity to consider how land uses could evolve in relation to Kane County's concept for Bus Rapid Transit on Randall Road.

The Comprehensive Plan project will enable the community and stakeholders to collaborate by setting out a consensus vision for the future. The community and stakeholders will participate in the development process through workshops, visioning charettes, development visualization, and drafting of key focus area plans.

No other Community Investment Initiative Funds have been sought for this project. The City of St. Charles has budgeted funds to match the requested grant.

- 4. Describe the economic impact your project is expected to have in the neighborhood, community, and/or county. Include an estimate of the number of jobs (i.e. construction trades, consultants, etc.) that will be created as a direct result of the project. (If there are multiple projects please answer as described above):**

As a Planning project, the Comprehensive Plan is not expected to have a direct economic impact, but rather the participatory process and resulting plan recommendations will provide momentum and direction for future land use and development patterns that are expected to be economically beneficial to the City, County and Region.

- 5. Is there potential for future job growth that may result indirectly from the project? If so, provide an estimate of and rationale for the number of jobs likely to be created.**

As a Planning project, the Comprehensive Plan is not expected to indirectly generate jobs.

- 6. If applicant is a "border city" as described in the Program Guidelines, describe the specific economic benefits of this project to the citizens of Kane County:**

St. Charles is a border city due to a small eastern part of the City that extends into DuPage County. Over 90% of the City's land area falls within Kane County, and the economic benefits derived from the Comprehensive Plan project will primarily benefit Kane County.

6. Project Schedule:

Fill in the schedule below based on the following instructions:

- A. Indicate specific phases of your project.
- B. Assign a completion date for each phase. The completion date of the final phase will be the ending date of the project. Progress reports will be required upon completion of each phase, as well as upon project completion.
- C. At the end of the project, a performance evaluation will be conducted by the county.

(Note: This application allows up to four phases, but four phases are not required.)

Phase	Brief Description	Completion Date
1	Visioning and Goals/Objectives	February 2012
2	Key Focus Area Plans	May 2012
3	Community Plans and Policies	September 2012
4	Comprehensive Plan Document	December 2012

7. Project Funding:

- A. Total cost of project (Kane County contribution plus applicant's contribution plus any other contribution from other sources): \$140,000 total (\$80,000 spent thus far by the City, \$60,000 to complete the project)
- B. Total amount requested from Kane County: \$20,000
- C. Applicant's total financial contribution: \$120,000
- i. Total cash applicant will provide: \$120,000
(Documentation that this amount has been approved and is in place must be submitted before funds are disbursed.)
- ii. Value of in kind services applicant will provide: \$0
(Documentation that in-kind services have been approved and are in place must be submitted before funds are disbursed.)
- iii. Total amount applicant will contribute (Add lines i. and ii.): \$120,000
- D. Percentage of total cost applicant will contribute (Line C.iii. divided by line A.): 85.7%
- E. Percentage of total cost requested from Kane County (Line B divided by Line A):
14.3%%

8. Project Budget: Itemize below, by phase and activity, the project budget. Include in-kind services and their cost. When preparing the budget remember that staff time will not be paid by the grant but can be used for in-kind services. See Section 3(d) above with respect to “Other Funds”, as indicated in table below (if applicable).

Phase 1 Activities	Grant	Dollar Match	In-Kind Match	Other Funds	Total Cost
Visioning Workshop (Completed)					
Goals and Objectives (Ongoing during 2011 completed in early 2012)					
Total					
Phase 2 Activities	Grant	Dollar Match	In-Kind Match	Other Funds	Total Cost
Draft Key Focus Area Plans (4)					
Development Visualizations					
Design and Development Guidelines					
Staff Review					
Task Force Meeting(s)					
Community Workshop- Key Focus Area Plans					
Total	12000	24000	0	0	36,000
Phase 3 Activities	Grant	Dollar Match	In-Kind Match	Other Funds	Total Cost
Land Use and Development Plans					
Community Character and Historic Preservation Plan					
Transportation and Mobility Plan					
Open Space and Environmental Features					
Community Facilities and Infrastructure Plans					
Implementation, Staff Review, Task Force Meeting(s), Open House(s)					
Total	6000	12000	0	0	18,000
Phase 4 Activities	Grant	Dollar Match	In-Kind Match	Other Funds	Total Cost
Draft Plan Document					
Staff Review					
Task Force Meeting(s)					
Plan Commission Review and Recommendation					
Final Plan Report to City Council Planning and Development Committee					
Total	2000	4000	0	0	6,000
Grand Total (All Phases)	\$20,000	\$40,000 (\$120,000 total)	0	0	\$60,000 (\$140,000 total)

9. Statement of Understanding and Agreement:

- A. The applicant agrees to comply with the guidelines, procedures and instructions of the 2012 Kane County Small Cities Grant Program.
- B. The applicant understands that he/she must submit detailed cost documentation, invoices and receipts and payment will be authorized. All expenditures will be in accordance with 55 ILCS 5/5-1022 (Competitive Bidding Statute).
- C. The applicant understands that if he/she fails to comply with the guidelines, procedures and/or instructions of the 2012 Small Cities Grant Program, the EDAB has the authority to terminate the grant, and the financial obligation on the part of Kane County shall cease and become null and void.
- D. The applicant agrees to indemnify and hold harmless Kane County from any and all losses, claims, damages, liabilities or expenses, of any conceivable kind, resulting from or connected with directly or indirectly with the approved grant or the subject project or work.
- E. The applicant agrees that this application generally, and the local match commitment contained herein, are predicated upon the formal adoption of its official budget, allocating or otherwise identifying sufficient resources necessary to meet said commitment. If in the event that such allocation or identification does not occur through the formal adoption of applicant's official budget covering the grant and project period in question, the undersigned representative must, within seven days from the date the subject budget is adopted, notify the County of same, in writing and addressed to Director, Kane County Economic Development Program, 719 Batavia Ave., Geneva, IL 60134. The notification shall include a request that the instant application be withdrawn or otherwise revised and reconsidered. Any request for an application revision and reconsideration shall be reviewed and considered by the Kane County Economic Development Advisory Board (EDAB). The EDAB, at its sole discretion, may approve or deny the same under this provision.
- F. The applicant's representative represents that he/she has been authorized to enter into this agreement.
- G. The applicant's representative is the mayor or president of the governmental unit.

10. Signature of Chief Elected Official:

Signature: 

Name: Donald P. DeWitte

Title: Mayor

Date: 12/16/11

DATE FOR
12/16/10
PAGE

City of St. Charles, Illinois
Resolution No. 2010-48

**A Resolution Authorizing Application for a Kane County Small Cities
Grant and Execution of All Necessary Documents**

**Presented & Passed by the
City Council on 06 December 2010**

WHEREAS, the City of St. Charles has determined that it is in its best interests to submit an application for a Kane County Small Cities Grant for the Comprehensive Plan Amendment, and;

WHEREAS, said project will substantially update the official St. Charles Comprehensive Plan, and;

WHEREAS, the Kane County Board must approve said application and will require the City of St. Charles to execute a Funding Agreement and other necessary documents upon approval.

NOW THEREFORE, be it resolved by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, as follows:

SECTION ONE: That Donald DeWitte, Mayor, is hereby authorized to execute an application for a Kane County Small Cities Grant, a Funding Agreement and other necessary documents upon approval of the application by the Kane County Board, and any requests for payment and documentation required to be submitted by the City of St. Charles to Kane County requesting the dispersal of funds.

SECTION TWO: That any changes to the above-stated project description must be approved by the City of St. Charles.

SECTION THREE: This Resolution shall be in full force and effect upon its passage and approval.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 6th
day of December 2010.

PASSED by the City Council of the City of St. Charles, Illinois, this 6th day of
December 2010.

APPROVED by the Mayor of the City of St. Charles, Illinois, this 6th day of
December 2010.

Resolution No. 2010-48

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ATTEST:


Nancy Gamson
City Clerk

COUNCIL VOTE:

Ayes: 10

Nays: 0

Absent:

Abstain:


Donald P. DeWitte, Mayor