

**AGENDA  
CITY OF ST. CHARLES  
PLANNING & DEVELOPMENT COMMITTEE  
ALD. DAN STELLATO – CHAIRMAN**

**MONDAY, MAY 13, 2013 - 7:00 PM  
CITY COUNCIL CHAMBERS  
2 E. MAIN STREET**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ECONOMIC DEVELOPMENT**
  - a. Recommend that the Planning & Development Committee consider a request for an Economic Development Incentive Agreement with Lone Star-Cardinal Motorcycle Ventures III, LLC dba Windy City Triumph (131 S. Randall Rd.).
- 4. COMMUNITY DEVELOPMENT**
  - a. Recommendation to approve a Plat of Easement for Stormwater Detention between the St. Charles Public Library and the City of St. Charles.
  - b. Recommendation to approve a Plat of easement granting Electric Utility Easements, Stormwater detention Easements and Public Access Easements to the City of St. Charles for Development located at 300 N. Randall Road.
  - c. Recommendation to approve a Façade Improvement Grant Agreement for 314 W. Main St. (J&C Business Services).
  - d. Recommendation to accept Planning Staff Assistance Services delivered by the Chicago Metropolitan Agency for Planning (CMAP).
  - e. Presentation of the 2013 Comprehensive Plan.
- 5. ADDITIONAL BUSINESS**
- 6. ADJOURNMENT**



## AGENDA ITEM EXECUTIVE SUMMARY

**Title:** Recommend that the Planning and Development Committee consider a request for an Economic Development Incentive Agreement with Lone Star-Cardinal Motorcycle Ventures III, LLC dba Windy City Triumph (131 S. Randall Rd.).

**Presenter:** Chris Aiston

*Please check appropriate box:*

	Government Operations		Government Services
X	Planning & Development (05/13/13)		City Council

Estimated Cost:	\$70,000	Budgeted:	YES		NO	X
-----------------	----------	-----------	-----	--	----	---

If NO, please explain how item will be funded:

Cost shall be funded through the first \$140,000 of Municipal Sales Tax Revenues generated from the proposed Triumph dealership (City to retain the remaining \$70,000 as new sales tax revenues).

**Executive Summary:**

Lone Star-Cardinal Motorcycle Ventures III, LLC dba Windy City Triumph (hereafter, “Triumph”) is considering leasing approximately 5,000 square feet of space in the southerly portion of the Fox River Harley-Davidson building at 131 S. Randall Road. The proposal would bring a new motorcycle brand to the retail mix in St. Charles and would result in improved utilization of an existing retail location.

Triumph has estimated total sales for the St. Charles store to be \$18.5 million over the first five years. This includes sales of new and used motorcycles, parts and accessories, general merchandise and motorcycle service.

The estimated the cost for Triumph to build-out and occupy the subject building space is slightly more than \$70,000. Triumph is requesting the City reimburse the dealership one-half of the municipal sales taxes generated from this store over a period up to five years, or until total reimbursement reaches \$70,000, whichever occurs first. The requested reimbursement shall be made from the City’s Municipal Sales Tax (MT) revenues and will not apply to the City’s Home Rule Sales Tax (HR) revenues generated from the store. Triumph has indicated “but for” the financial assistance, the dealership will not be located in St. Charles and staff has confirmed that the company is considering alternative locations.

For its part, Triumph will establish the proposed St. Charles dealership and agree to maintain such an enterprise in St. Charles for a period of not less than ten years. Failure to do so shall result in the company having to repay the City all disbursed reimbursement monies.

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

Proposed terms of economic incentive agreement

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

Recommend that the Planning and Development Committee consider a request for an Economic Development Incentive Agreement with Lone Star-Cardinal Motorcycle Ventures III, LLC dba Windy City Triumph (131 S. Randall Rd.).

<i>For office use only</i>	<i>Agenda Item Number: 3a</i>
----------------------------	-------------------------------

## DRAFT TERMS SHEET

Lone Star-Cardinal Motorcycle Ventures III, LLC dba Windy City Triumph (Company) and City of St. Charles

### Sales Tax Reimbursement Agreement

#### City of St. Charles ("City") Obligations

1. Reimburse Lone Star-Cardinal Motorcycle Ventures III, LLC dba Windy City Triumph ("Company") for certain costs associated with the company's establishing a Triumph dealership enterprise (sales, new and used) at 131 S. Randall Road, St. Charles, Illinois as generally set forth below (see "Company", below) and under the following reimbursement program/schedule:
  - a. All reimbursement disbursements shall be from the City's 1% Municipal Sales Tax Revenues
  - b. Total of reimbursement disbursements shall not exceed \$70,000 and shall cease once that figure has been reached or after a period of ten (5) years have passed since the commencement date, whichever comes first.
  - c. Percent of City's Municipal Sales Tax to be reimbursed to Company shall be set at 50% for the duration of the disbursement period, as set forth in 1.b., above.
2. City shall not unreasonably prohibit the transference of reimbursement agreement to a successor owner/operator conducting similar Triumph motor cycle dealership operations.
3. City shall not unreasonably deny or delay building permitting and occupancy permits, provided plans and applications for same are submitted by Company in timely fashion and according to applicable City code.

#### Company Obligations

1. Execute lease to occupy no less than 5,000 square feet and establish a Triumph motor cycle dealership at 131 S. Randall Road, St. Charles with opening date no later than August 1, 2013
2. Remain and continue Triumph motor cycle sales (including miscellaneous, motor cycle-related merchandise) at above-referenced location, or elsewhere within the City of St. Charles, for a period of no less than ten (10) years from August 1, 2013.
3. Make certain improvements to above-referenced property, including but not limited to the following activities and associated cost estimates:
  - a. Furniture & Fixtures - \$26,000
  - b. Signage - \$24,000
  - c. Lighting - \$15,000
4. Make certain additional investments per business plan, to wit: Employee Hiring and Training in the amount of \$5,000.



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve a Plat of Easement for Stormwater Detention between the St. Charles Public Library and the City of St. Charles.
--------	---

Presenter:	Christopher Tiedt
------------	-------------------

*Please check appropriate box:*

	Government Operations		Government Services
X	Planning & Development (5/13/13)		City Council

Estimated Cost:	N/A	Budgeted:	YES		NO	
-----------------	-----	-----------	-----	--	----	--

If NO, please explain how item will be funded:

**Executive Summary:**

The St. Charles Public Library recently completed the construction of a new parking lot and associated stormwater detention facility. The stormwater detention easement will grant to the City of St. Charles the rights, but not the obligation, to access or maintain the constructed stormwater facility should the St. Charles Public Library fail to do so at any point in the future.

Staff has reviewed the attached Plat of Easement and finds it acceptable.

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

Grantor approved and executed Plat of Easement for Stormwater Detention

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

Recommendation to approve a plat of easement for stormwater detention between the St. Charles Public Library and the City of St. Charles.

<i>For office use only:</i>	<i>Agenda Item Number: 4a</i>
-----------------------------	-------------------------------

# PLAT OF EASEMENT

FOR  
STORMWATER DETENTION  
LEGAL DESCRIPTION



THAT PART OF LOTS 9, 10, 11 AND 12 IN BLOCK 16 OF MINARD, FERSON AND HUNT'S ADDITION TO ST CHARLES DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF SAID BLOCK; THENCE SOUTH 64 DEGREES 09 MINUTES 44 SECONDS WEST ALONG THE SOUTH LINE OF SAID BLOCK 160.00 FEET; THENCE NORTH 26 DEGREES 31 MINUTES 56 SECONDS WEST 71.00 FEET; THENCE NORTH 64 DEGREES 09 MINUTES 44 SECONDS EAST 27.00 FEET; THENCE SOUTH 79 DEGREES 13 MINUTES 33 SECONDS EAST 25.14 FEET; THENCE NORTH 64 DEGREES 09 MINUTES 44 SECONDS EAST 113.00 FEET TO THE EASTERLY LINE OF BLOCK 16; THENCE SOUTH 26 DEGREES 31 MINUTES 56 SECONDS ALONG THE EASTERLY LINE OF SAID BLOCK 56.00 FEET TO THE POINT OF BEGINNING, IN THE CITY OF ST CHARLES, KANE COUNTY, ILLINOIS.

SCALE: 1" = 40'

## STORM WATER DETENTION EASEMENT PROVISIONS

A PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY GRANTED TO THE CITY OF ST. CHARLES AND TO THEIR SUCCESSORS AND ASSIGNS, IN, UPON, ACROSS, OVER, UNDER, AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "STORMWATER DETENTION EASEMENT" ON THE PLAT HEREON DRAWN FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, INSPECTING, OPERATING, REPLACING, RENOVATING, ALTERING, ENLARGING, REMOVING, REPAIRING, CLEANING, AND MAINTAINING STORM SEWERS, DRAINAGEWAYS, STORM WATER DETENTION AND RETENTION AND ANY AND ALL MANHOLES, PIPES, CONNECTIONS, CATCH BASINS, AND WITHOUT LIMITATION, SUCH OTHER INSTALLATIONS AS MAY BE REQUIRED TO FURNISH STORMWATER DETENTION. 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 (HEREIN COLLECTIVELY REFERRED TO A "GRANTEES") IS ALSO GRANTED. NO BUILDING SHALL BE PLACED ON SAID EASEMENT PREMISES WITHOUT PRIOR WRITTEN CONSENT FROM THE CITY OF ST. CHARLES. THE RESPONSIBILITY OF MAINTAINING THE DETENTION AREA EASEMENT SHALL BE BINDING ON THE HEIRS, EXECUTORS, ADMINISTRATORS, SUCCESSORS AND ASSIGNS OF THE LANDOWNERS. NO PERSON SHALL DESTROY OR MODIFY SLOPES OR OTHERWISE AFFECT THE DETENTION VOLUME WITHOUT FIRST RECEIVING WRITTEN APPROVAL FROM THE CITY OF ST. CHARLES. THE CITY SHALL HAVE THE RIGHT BUT NOT THE OBLIGATION TO RESTORE ANY DETENTION VOLUME LOST THROUGH UNAUTHORIZED ACTIVES.

## OWNER'S CERTIFICATE

THE ST. CHARLES PUBLIC LIBRARY DISTRICT, DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE LAND DESCRIBED HEREON FOR THE USES AND PURPOSES THEREIN SET FORTH AS ALLOWED AND PROVIDED BY STATUTE AND HEREBY ACKNOWLEDGES AND ADOPTS THE SAME UNDER THE STYLE AND TITLE AFORESAID.

BY: Kevin Brown DATE 2/19/13  
TITLE \_\_\_\_\_  
BY: Victoria A. Haines DATE 2/19/13  
TITLE President

## NOTARY'S CERTIFICATE

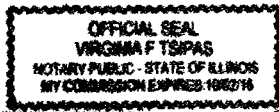
STATE OF ILLINOIS }  
COUNTY OF KANE } SS  
Virginia F. Tsipras A NOTARY PUBLIC IN  
AND FOR SAID COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT  
Diana Brown, Director (TITLE) AND  
Victoria A. Haines, Board President (TITLE) OF

SAID ST. CHARLES PUBLIC LIBRARY DISTRICT, A CORPORATION, PERSONALLY KNOWN TO BE THE SAME PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING OWNER'S CERTIFICATE AS SUCH, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THEY SIGNED AND DELIVERED THE SAID INSTRUMENT AS THEIR OWN FREE AND VOLUNTARY ACT FOR USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS 19th DAY OF

February A.D., 2013

Virginia F. Tsipras  
(SEAL)  
NOTARY PUBLIC



## COUNTY CLERK'S CERTIFICATE

STATE OF ILLINOIS }  
COUNTY OF KANE } SS

I, \_\_\_\_\_ COUNTY CLERK OF KANE COUNTY, ILLINOIS, DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT TAXES, NO UNPAID FORFEITED TAXES, NO UNPAID CURRENT GENERAL TAXES AND NO REDEEMABLE TAX SALES AGAINST ANY OF THE LAND INCLUDED IN THE ANNEX PLAT.

I, FURTHER, CERTIFY THAT I HAVE RECEIVED AS STATUTORY FEES IN CONNECTION WITH THE ANNEX PLAT.

GIVEN UNDER MY HAND AND SEAL OF THE COUNTY CLERK AT \_\_\_\_\_ ILLINOIS.

THIS DAY OF \_\_\_\_\_ A.D., 2013.

COUNTY CLERK

## CORPORATE AUTHORITY'S CERTIFICATE

STATE OF ILLINOIS }  
COUNTY OF KANE } SS

ACCEPTED AND APPROVED BY THE CITY OF ST. CHARLES, KANE COUNTY, ILLINOIS.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

BY: \_\_\_\_\_ MAYOR

ATTEST: \_\_\_\_\_ CITY CLERK

## RECORDERS CERTIFICATE

STATE OF ILLINOIS }  
COUNTY OF KANE } SS

THIS INSTRUMENT NO. \_\_\_\_\_ WAS FILED FOR RECORD IN THE RECORDER'S OFFICE OF KANE COUNTY, ILLINOIS ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. \_\_\_\_\_

AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M.

## FJM LAND SURVEYING

TELEPHONE: (630) 587-8060  
FACSIMILE (630) 587-8061  
EMAIL: FJMSURVEY@AOL.COM  
6 N 566 WILLOWBROOK DRIVE  
ST. CHARLES, ILLINOIS 60175

## SURVEYOR'S STATEMENT

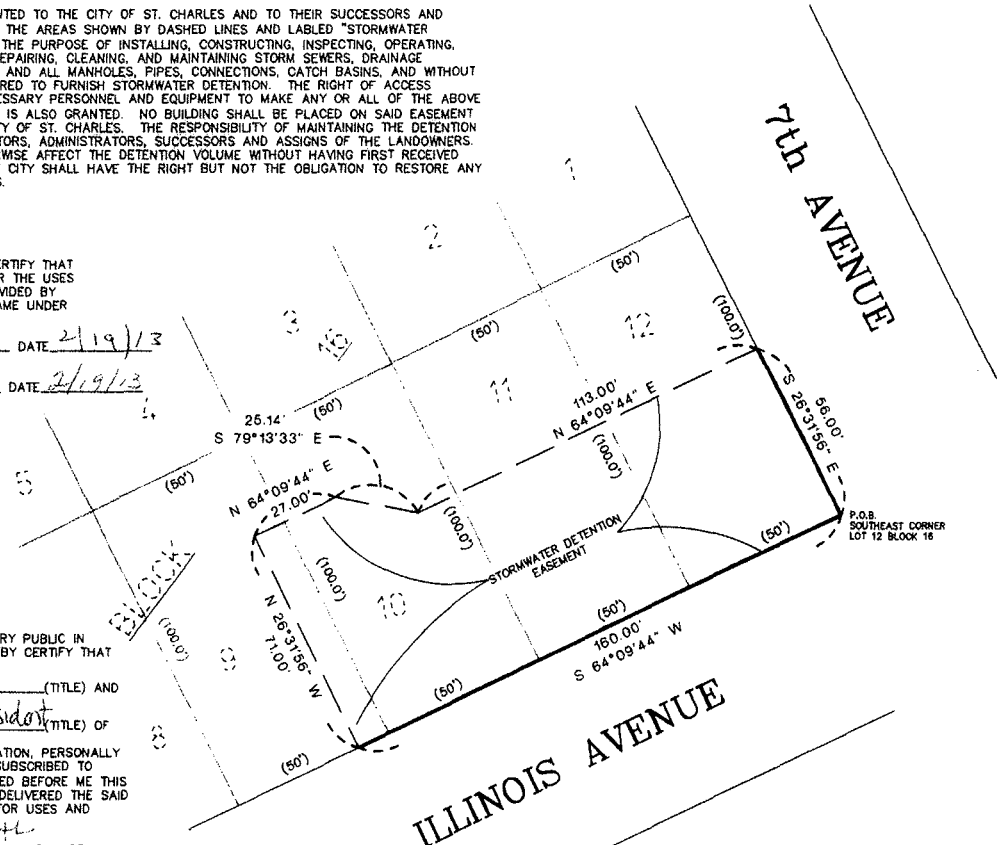
THE ABOVE PLAT WAS PREPARED UNDER MY DIRECT SUPERVISION FROM EXISTING RECORDS, MAPS AND PLATS.

All dimensions shown in feet and decimal parts thereof

Given under my hand and seal in St. Charles, Illinois, this 16th day of January, A.D. 2013.

Frank J. McDaniel  
Frank J. McDaniel, P.L.S. #3256

License Renewal/Date of \_\_\_\_\_





ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

**Title:** Recommendation to Approve a Plat of Easement Granting Electric Utility Easements, Stormwater Detention Easements and Public Access Easements to the City of St. Charles for Development located at 300 N. Randall Road.

**Presenter:** Christopher Tiedt

*Please check appropriate box:*

	Government Operations		Government Services
X	Planning & Development (5/13/13)		City Council

Estimated Cost:	N/A	Budgeted:	YES		NO	
-----------------	-----	-----------	-----	--	----	--

If NO, please explain how item will be funded:

**Executive Summary:**

On-site and off-site easements are required for the proposed improvements at 300 N. Randall Road and include electric utility easements, stormwater detention easements and public access easements. These easements are being granted to the City of St. Charles by the developer, North Randall Road Partners, and surrounding property owners, John and Joseph Brodner Real Estate LLC and CF Realty-St. Charles, LLC.

The electric utility easements granted to the City allow access and maintenance of the electric system improvements that were constructed as part of this project.

The stormwater detention easement will grant to the City the rights, but not the obligation, to access or maintain the constructed stormwater facility, should North Randall Road Partners fail to do so at any point in the future.

The public access easement will grant public access over the “Future” access drive to Dean Street as required per Ordinance # 2011-Z-17.

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

Grantor approved and executed Plat of Easement

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

Recommendation to approve a plat of easement granting electric utility easements, stormwater detention easements and public access easements to the City of St. Charles for development located at 300 N. Randall Road.

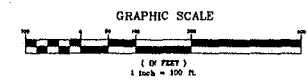
*For office use only:*

*Agenda Item Number: 4b*

# PLAT OF EASEMENT OVER

THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 40 NORTH, RANGE 8  
EAST OF THE THIRD PRINCIPAL MERIDIAN, IN KANE COUNTY, ILLINOIS.

PIN 09-28-351-016  
PIN 09-28-351-021  
PIN 09-28-351-024  
PIN 09-28-351-043



### STORMWATER DETENTION EASEMENT PROVISIONS.

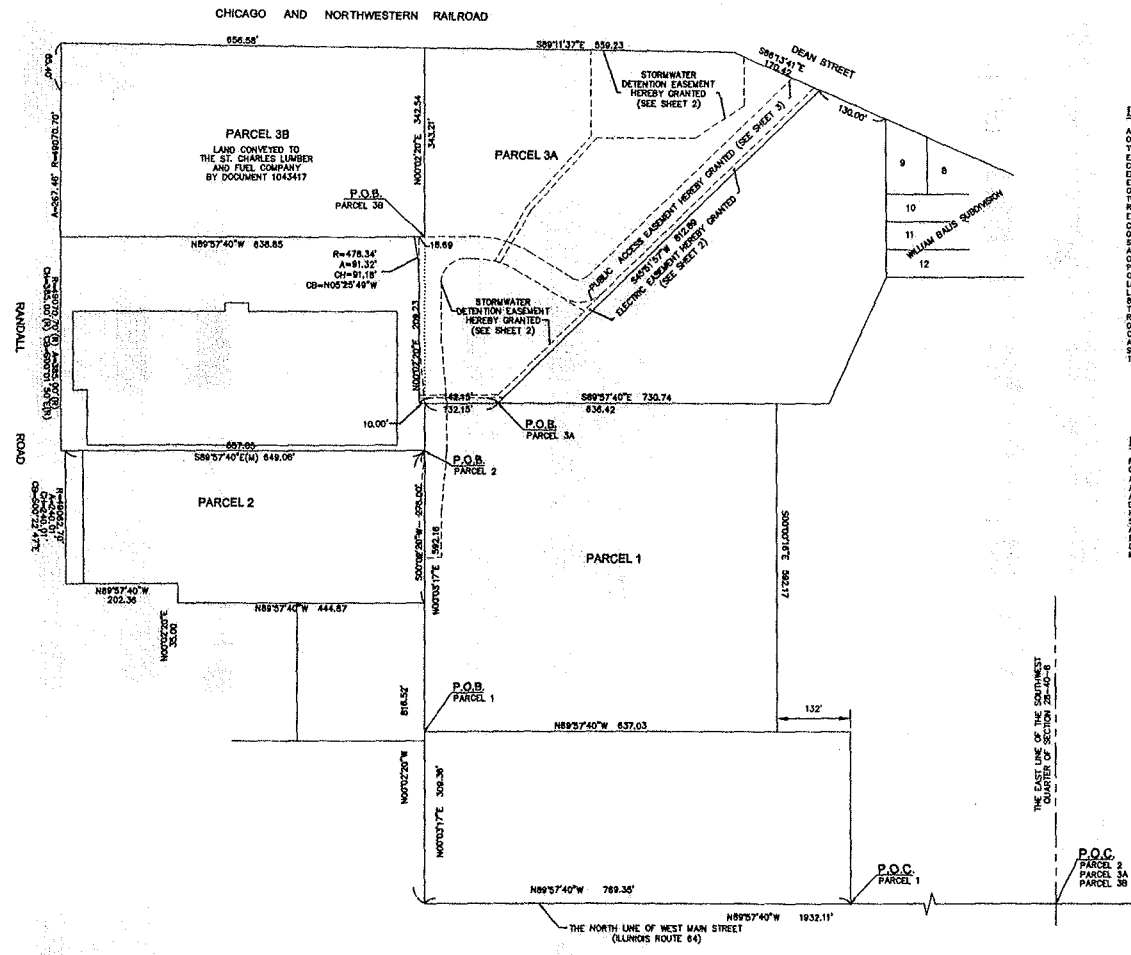
A PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY GRANTED TO THE CITY OF ST. CHARLES AND TO THEIR SUCCESSORS AND ASSIGNS, IN UPON, ACROSS, OVER, UNDER AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "STORMWATER DETENTION EASEMENT" ON THE PLAT OF SURVEY HEREON DRAWN FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, INSPECTING, OPERATING, REPLACING, RENOVATING, ALTERING, ENLARGING, REMOVING, REPAIRING, CLEANING, AND MAINTAINING STORM SEWERS, DRAINAGEWAYS, STORM WATER DETENTION AND RETENTION AND JURY AND ALL HANDLES, PIPES, CONNECTIONS, GULLY BASKETS, AND WITHOUT LIMITATION, SUCH OTHER INSTALLATIONS AS MAY BE REQUIRED TO FURNISH STORMWATER DETENTION. THE RIGHT OF ACCESS ACROSS THE REAL ESTATE PLATTED HEREON FOR THE NECESSARY PERSONNEL AND EQUIPMENT TO MAKE ANY OR ALL OF THE ABOVE WORK (HEREIN COLLECTIVELY REFERRED TO AS "GRANTEES") IS ALSO GRANTED. NO BUILDING SHALL BE PLACED ON SAID EASEMENT PRIOR TO WRITTEN CONSENT FROM THE CITY OF ST. CHARLES. THE RESPONSIBILITY OF MAINTAINING THE DETENTION AREA EASEMENT SHALL BE BORING ON THE HEIRS, EXECUTORS, ADMINISTRATORS, SUCCESSORS AND ASSIGNS OF THE LANDOWNER. NO PERSON SHALL DESTROY OR MOOY SLOPS OR OTHERWISE AFFECT THE DETENTION VOLUME WITHOUT HAVING FIRST RECEIVED WRITEN APPROVAL FROM THE CITY OF ST. CHARLES. THE CITY SHALL HAVE THE RIGHT BUT NOT THE OBLIGATION TO RESTORE ANY DETENTION VOLUME LOST THROUGH UNAUTHORIZED ACTIVITIES.

### ELECTRIC EASEMENT PROVISIONS

A PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY GRANTED TO THE CITY OF ST. CHARLES AND ITS ASSIGNS, IN UPON, ACROSS, OVER, UNDER AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "ELECTRIC EASEMENT" ON THE ATTACHED PLAT FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, INSPECTING, OPERATING, REPLACING, RENOVATING, ALTERING, ENLARGING, REMOVING, REPAIRING, CLEANING, AND MAINTAINING UNDERGROUND ELECTRICAL UTILITY LINES OR APPURTENANCES, WITHOUT LIMITATION, SUCH OTHER INSTALLATIONS AS MAY BE REQUIRED TO FURNISH ELECTRIC SERVICE TO ADJACENT AREAS TOGETHER WITH THE RIGHT OF ACCESS ACROSS THE REAL ESTATE PLATTED HEREON FOR THE NECESSARY PERSONNEL AND EQUIPMENT TO MAKE ANY OR ALL OF THE ABOVE WORK (HEREIN COLLECTIVELY REFERRED TO AS "GRANTEES"). THE RIGHT IS ALSO HEREBY GRANTED TO SAID GRANTEE TO CUT DOWN, TRIM OR REMOVE ANY TREES, SHRUBS OR OTHER PLANTS THAT INTERFERE WITH THE OPERATION OF OR ACCESS TO SAID ELECTRIC INSTALLATIONS IN, ON, UPON OR ACROSS, UNDER OR THROUGH SAID EASEMENTS. IF THE EVENT UTILITY MAINTENANCE IS PERFORMED WITHIN THE EASEMENT, THE CITY OF ST. CHARLES WILL 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 AND SAID ASSIGNS SHALL BE OBLIGATED FOLLOWING ANY SUCH WORK, REPAIR, REPLACE AND RESTORE THE AREA TO ITS ORIGINAL CONDITION, TO BRIDGELAND WORKING SO AS TO RETAIN SUITABLE DRAINAGE, REMOVE DEBRIS, AND LEAVE THE AREA IN GENERALLY CLEAN AND NURMALEABLE CONDITION. NO PERMANENT BUILDINGS OR TREES SHALL BE PLACED ON SAID EASEMENTS, BUT THE EASEMENT AREAS MAY BE USED FOR GARDENS, SHOWERS, LANDSCAPING, FENCES, SIDEWALKS, CURBS, AND OTHER PURPOSES THAT DO NOT INTERFERE WITH THE AFORESAID USES AND RIGHTS.

### PUBLIC ACCESS EASEMENT

PERMANENT NON-EXCLUSIVE EASEMENTS ARE HEREBY RESERVED FOR AND GRANTED TO THE CITY OF ST. CHARLES IN UPON, ACROSS, OVER, UNDER AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "PUBLIC ACCESS EASEMENT" ON THE PLAT HEREON DRAWN FOR THE PURPOSE OF ACCESS TO CITY OWNED UTILITIES AND OTHER GRANTED EASEMENTS, AS DEMAND NECESSARY BY THE CITY OF ST. CHARLES. THE RIGHT IS ALSO HEREBY GRANTED TO SAID CITY TO CUT DOWN, TRIM OR REMOVE ANY TREES, SHRUBS OR OTHER PLANTS THAT INTERFERE WITH THE OPERATION OF OR ACCESS TO SAID UTILITY OR EASEMENT. NO PERMANENT BUILDINGS SHALL BE PLACED IN SAID EASEMENT, BUT SAME MAY BE USED FOR SHOWERS, LANDSCAPING, AND OTHER PURPOSES THAT DO NOT TRIM OR LATER INTERFERE WITH THE AFORESAID USES AND RIGHTS.

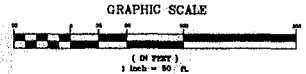


DATE	BY	APPROVED BY

PROJECT: Randall Road Properties  
 CLIENT: CITY OF ST. CHARLES  
 SURVEYOR: COMPASS SURVEYING LTD.  
 ADDRESS: 1730 S. STATE ST. #100  
 PHONE: (618) 938-7171 FAX: (618) 938-7001

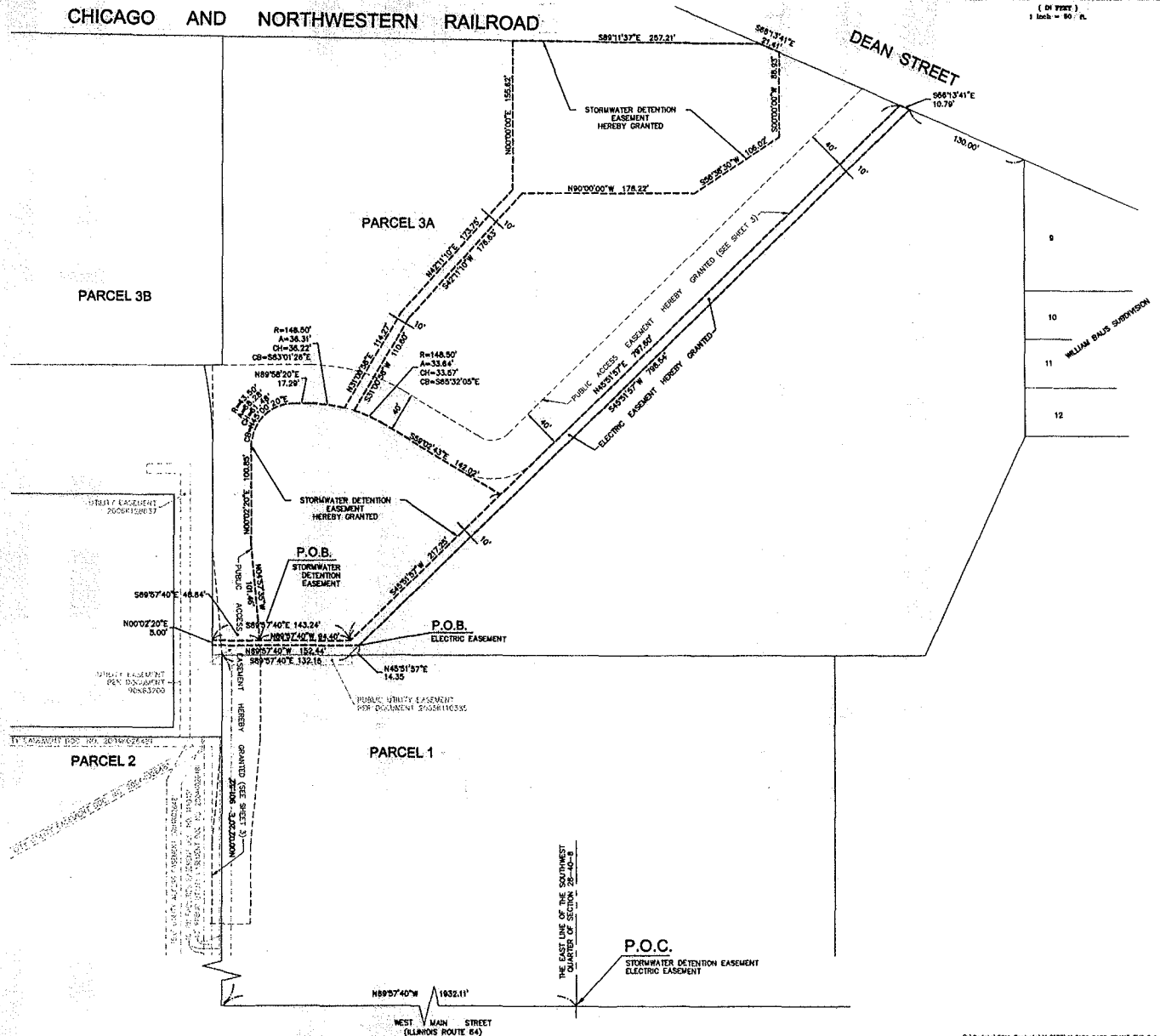
SCALE: 1" = 100'  
 1 OF 4  
 PROJ. NO. 11.0180

# PLAT OF EASEMENT



**LEGAL DESCRIPTIONS**  
**STORMWATER DETENTION EASEMENT**  
 THAT PART OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS: COMMENCING AT THE INTERSECTION OF THE NORTHERLY LINE OF WEST MAIN STREET (ILLINOIS STATE ROUTE NO 64) BEING 40.0 FEET NORMALLY DISTANT NORTHERLY FROM THE PRESENT CENTER LINE OF SAID STREET, WITH THE EASTERLY LINE OF SAID SOUTHWEST QUARTER, THENCE NORTH 89 DEGREES 57 MINUTES 40 SECONDS WEST ALONG SAID NORTHERLY LINE OF SAID WEST MAIN STREET 1932.11 FEET TO THE SOUTHWEST CORNER OF A TRACT OF LAND CONVEYED TO EDWARD HINES LUMBER COMPANY BY DEED RECORDED AS DOCUMENT 8902278; THENCE NORTH 0 DEGREES 02 MINUTES 20 SECONDS EAST AT RIGHT ANGLES TO SAID NORTHERLY LINE ALONG THE EASTERLY LINE AND EASTERLY LINE EXTENDED OF SAID TRACT CONVEYED BY DOCUMENT 8902278, 501.02 FEET, THENCE SOUTH 89 DEGREES 57 MINUTES 40 SECONDS EAST AT RIGHT ANGLES TO THE LAST DESCRIBED COURSE 132.15 FEET; THENCE NORTH 45 DEGREES 51 MINUTES 57 SECONDS EAST, 14.38 FEET; THENCE NORTH 89 DEGREES 57 MINUTES 40 SECONDS WEST, 192.44 FEET TO THE CENTER LINE OF A RAILROAD SPUR TRACK; THENCE NORTH 00 DEGREES 02 MINUTES 20 SECONDS EAST ALONG SAID CONTINUING, 5.90 FEET; THENCE SOUTH 89 DEGREES 57 MINUTES 40 SECONDS EAST, 48.84 FEET TO THE POINT OF BEGINNING; THENCE NORTH 04 DEGREES 57 MINUTES 40 SECONDS EAST, 100.85 FEET TO A POINT OF CURVATURE; THENCE NORTHERLY, NORTHEASTERLY AND EASTERLY ALONG A CURVE CONCAVE SOUTHWESTERLY, TANGENT TO THE LAST DESCRIBED COURSE, HAVING A RADIUS OF 43.00 FEET, A CHORD BEARING OF NORTH 49 DEGREES 00 MINUTES 20 SECONDS EAST, A CHORD LENGTH OF 81.88 FEET, AN ARC LENGTH OF 68.28 FEET TO A POINT OF TANGENCY; THENCE NORTH 89 DEGREES 58 MINUTES 20 SECONDS EAST, 17.29 FEET TO A POINT OF CURVATURE; THENCE EASTERLY ALONG A CURVE CONCAVE SOUTHERLY, TANGENT TO THE LAST DESCRIBED COURSE, HAVING A RADIUS OF 148.50 FEET, A CHORD BEARING OF SOUTH 83 DEGREES 01 MINUTE 24 SECONDS EAST, A CHORD LENGTH OF 36.22 FEET, AN ARC LENGTH OF 36.31 FEET; THENCE NORTH 31 DEGREES 00 MINUTES 58 SECONDS EAST, NOT TANGENT TO THE LAST DESCRIBED COURSE, 114.27 FEET; THENCE NORTH 42 DEGREES 11 MINUTES 10 SECONDS EAST, 173.75 FEET; THENCE NORTH 00 DEGREES 00 MINUTES 50 SECONDS EAST, 158.62 FEET; TO THE SOUTHERLY LINE OF THE RIGHT OF WAY OF THE CHICAGO AND NORTHWESTERN TRANSPORTATION COMPANY LANDS, THENCE SOUTH 88 DEGREES 11 MINUTES 37 SECONDS EAST ALONG SAID SOUTHERLY POINT OF WAY LINE, 187.21 FEET TO THE SOUTHWESTERLY LINE OF DEAN STREET; THENCE SOUTH 88 DEGREES 11 MINUTES 41 SECONDS EAST ALONG SAID SOUTHWESTERLY LINE, 21.41 FEET; THENCE SOUTH 00 DEGREES 00 MINUTES 00 SECONDS WEST, 88.93 FEET; THENCE SOUTH 56 DEGREES 30 MINUTES 30 SECONDS WEST, 106.02 FEET; THENCE NORTH 00 DEGREES 00 MINUTES 00 SECONDS WEST, 106.22 FEET; THENCE SOUTH 88 DEGREES 11 MINUTES 10 SECONDS WEST, 170.83 FEET; THENCE SOUTH 31 DEGREES 00 MINUTES 58 SECONDS WEST, 110.80 FEET; THENCE SOUTHEASTERLY ALONG A CURVE CONCAVE SOUTHWESTERLY, NOT TANGENT TO THE LAST DESCRIBED COURSE, HAVING A RADIUS OF 148.50 FEET, A CHORD BEARING OF SOUTH 45 DEGREES 32 MINUTES 00 SECONDS EAST, A CHORD LENGTH OF 3.81 FEET, AN ARC LENGTH OF 33.84 FEET TO A POINT OF TANGENCY; THENCE SOUTH 39 DEGREES 02 MINUTES 45 SECONDS EAST, TANGENT TO THE LAST DESCRIBED COURSE, 142.02 FEET; THENCE SOUTH 48 DEGREES 51 MINUTES 57 SECONDS WEST, 217.29 FEET; THENCE NORTH 89 DEGREES 57 MINUTES 40 SECONDS WEST, 64.40 FEET TO THE POINT OF BEGINNING; IN THE CITY OF ST. CHARLES, HANE COUNTY, ILLINOIS.

**ELECTRIC EASEMENT**  
 THAT PART OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS: COMMENCING AT THE INTERSECTION OF THE NORTHERLY LINE OF WEST MAIN STREET (ILLINOIS STATE ROUTE NO 64) BEING 40.0 FEET NORMALLY DISTANT NORTHERLY FROM THE PRESENT CENTER LINE OF SAID STREET, WITH THE EASTERLY LINE OF SAID SOUTHWEST QUARTER, THENCE NORTH 89 DEGREES 57 MINUTES 40 SECONDS WEST ALONG SAID NORTHERLY LINE OF SAID WEST MAIN STREET 1932.11 FEET TO THE SOUTHWEST CORNER OF A TRACT OF LAND CONVEYED TO EDWARD HINES LUMBER COMPANY BY DEED RECORDED AS DOCUMENT 8902278; THENCE NORTH 0 DEGREES 02 MINUTES 20 SECONDS EAST AT RIGHT ANGLES TO SAID NORTHERLY LINE ALONG THE EASTERLY LINE AND EASTERLY LINE EXTENDED OF SAID TRACT CONVEYED BY DOCUMENT 8902278, 501.02 FEET, THENCE SOUTH 89 DEGREES 57 MINUTES 40 SECONDS EAST AT RIGHT ANGLES TO THE LAST DESCRIBED COURSE 132.15 FEET; THENCE NORTH 45 DEGREES 51 MINUTES 57 SECONDS EAST, 14.38 FEET TO THE POINT OF BEGINNING; THENCE NORTH 89 DEGREES 57 MINUTES 40 SECONDS WEST, 192.44 FEET TO THE CENTER LINE OF A RAILROAD SPUR TRACK; THENCE NORTH 00 DEGREES 02 MINUTES 20 SECONDS EAST ALONG SAID CONTINUING, 5.90 FEET; THENCE SOUTH 89 DEGREES 57 MINUTES 40 SECONDS EAST, 48.84 FEET TO THE POINT OF BEGINNING; THENCE NORTH 04 DEGREES 57 MINUTES 40 SECONDS EAST, 100.85 FEET TO A POINT OF CURVATURE; THENCE NORTHERLY, NORTHEASTERLY AND EASTERLY ALONG A CURVE CONCAVE SOUTHWESTERLY, TANGENT TO THE LAST DESCRIBED COURSE, HAVING A RADIUS OF 43.00 FEET, A CHORD BEARING OF NORTH 49 DEGREES 00 MINUTES 20 SECONDS EAST, A CHORD LENGTH OF 81.88 FEET, AN ARC LENGTH OF 68.28 FEET TO A POINT OF TANGENCY; THENCE NORTH 89 DEGREES 58 MINUTES 20 SECONDS EAST, 17.29 FEET TO A POINT OF CURVATURE; THENCE EASTERLY ALONG A CURVE CONCAVE SOUTHERLY, TANGENT TO THE LAST DESCRIBED COURSE, HAVING A RADIUS OF 148.50 FEET, A CHORD BEARING OF SOUTH 83 DEGREES 01 MINUTE 24 SECONDS EAST, A CHORD LENGTH OF 36.22 FEET, AN ARC LENGTH OF 36.31 FEET; THENCE NORTH 31 DEGREES 00 MINUTES 58 SECONDS EAST, NOT TANGENT TO THE LAST DESCRIBED COURSE, 114.27 FEET; THENCE NORTH 42 DEGREES 11 MINUTES 10 SECONDS EAST, 173.75 FEET; THENCE NORTH 00 DEGREES 00 MINUTES 50 SECONDS EAST, 158.62 FEET; TO THE SOUTHERLY LINE OF THE RIGHT OF WAY OF THE CHICAGO AND NORTHWESTERN TRANSPORTATION COMPANY LANDS, THENCE SOUTH 88 DEGREES 11 MINUTES 37 SECONDS EAST ALONG SAID SOUTHERLY POINT OF WAY LINE, 187.21 FEET TO THE SOUTHWESTERLY LINE OF DEAN STREET; THENCE SOUTH 88 DEGREES 11 MINUTES 41 SECONDS EAST ALONG SAID SOUTHWESTERLY LINE, 21.41 FEET; THENCE SOUTH 00 DEGREES 00 MINUTES 00 SECONDS WEST, 88.93 FEET; THENCE SOUTH 56 DEGREES 30 MINUTES 30 SECONDS WEST, 106.02 FEET; THENCE NORTH 00 DEGREES 00 MINUTES 00 SECONDS WEST, 106.22 FEET; THENCE SOUTH 88 DEGREES 11 MINUTES 10 SECONDS WEST, 170.83 FEET; THENCE SOUTH 31 DEGREES 00 MINUTES 58 SECONDS WEST, 110.80 FEET; THENCE SOUTHEASTERLY ALONG A CURVE CONCAVE SOUTHWESTERLY, NOT TANGENT TO THE LAST DESCRIBED COURSE, HAVING A RADIUS OF 148.50 FEET, A CHORD BEARING OF SOUTH 45 DEGREES 32 MINUTES 00 SECONDS EAST, A CHORD LENGTH OF 3.81 FEET, AN ARC LENGTH OF 33.84 FEET TO A POINT OF TANGENCY; THENCE SOUTH 39 DEGREES 02 MINUTES 45 SECONDS EAST, TANGENT TO THE LAST DESCRIBED COURSE, 142.02 FEET; THENCE SOUTH 48 DEGREES 51 MINUTES 57 SECONDS WEST, 217.29 FEET; THENCE NORTH 89 DEGREES 57 MINUTES 40 SECONDS WEST, 64.40 FEET TO THE POINT OF BEGINNING; IN THE CITY OF ST. CHARLES, HANE COUNTY, ILLINOIS.



AREA SUMMARY	
STORMWATER DETENTION EASEMENT	87,192 SQUARE FEET OR 2.002 ACRES
ELECTRIC EASEMENT	8,720 SQUARE FEET OR 0.200 ACRES

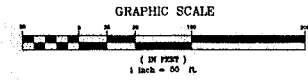
NO.	DATE	BY WHOM	FOR WHAT PURPOSE
1	11/10/2010	COMPASS SURVEYING LTD	PLAT OF EASEMENT
2	11/10/2010	COMPASS SURVEYING LTD	PLAT OF EASEMENT
3	11/10/2010	COMPASS SURVEYING LTD	PLAT OF EASEMENT

PROJECT: Parcel 1 Real Property  
 Client: CITY OF ST. CHARLES  
 City of St. Charles, Illinois

**COMPASS SURVEYING LTD**  
 ALTA SURVEYS • TOPOGRAPHY • CONSTRUCTION STAKING  
 301 CINCINNATI WOODS PARKWAY, STE. 100  
 PHONE: (618) 520-1100 FAX: (618) 520-1000



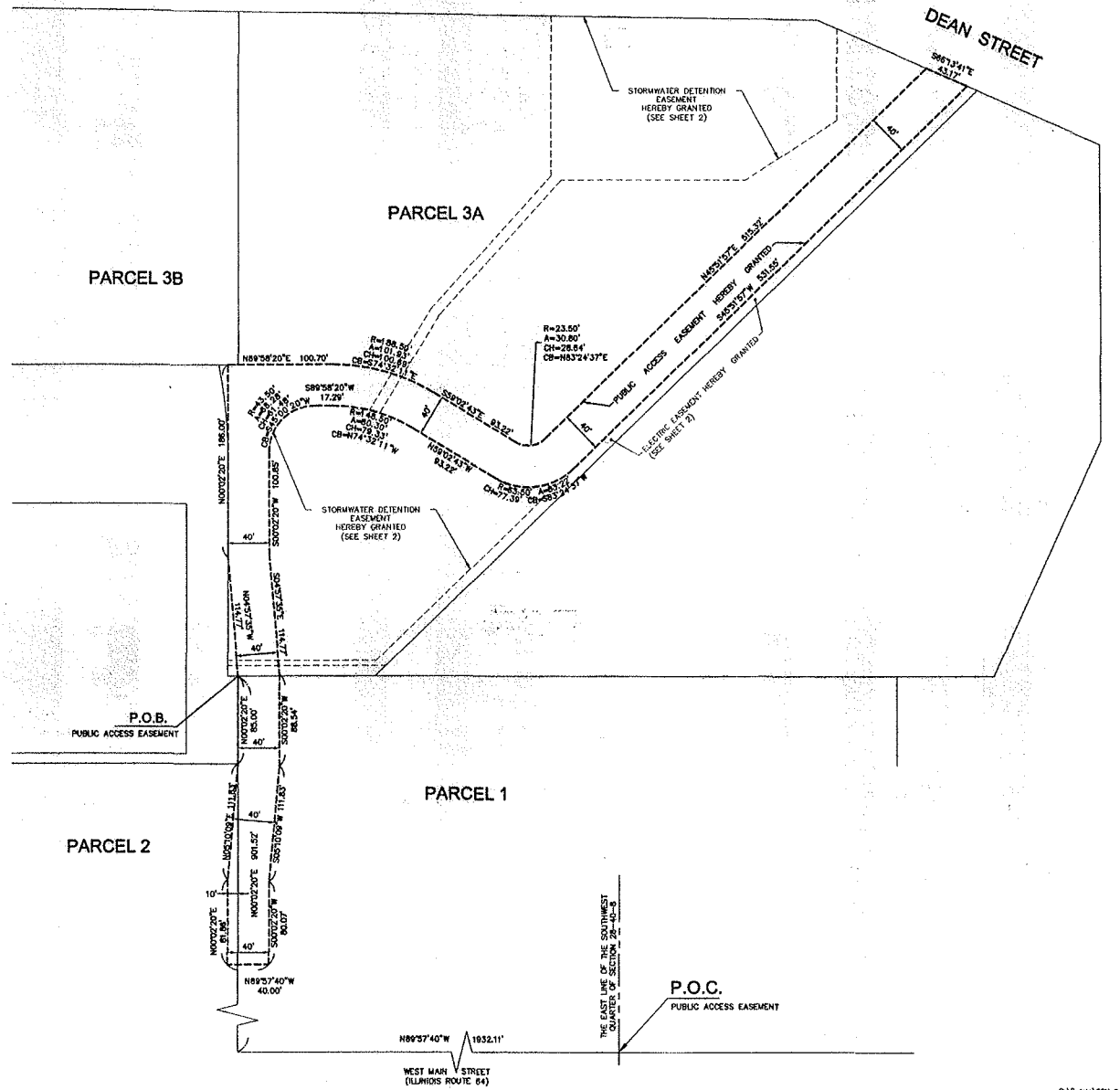
# PLAT OF EASEMENT



## LEGAL DESCRIPTION

### PUBLIC ACCESS EASEMENT

THAT PART OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS COMMENCING AT THE INTERSECTION OF THE NORTHERLY LINE OF WEST MAIN STREET (ILLINOIS STATE ROUTE NO 64) BEING 40.00 FEET NORMALLY DISTANT NORTHERLY FROM THE PRESENT CENTER LINE OF SAID STREET, WITH THE EASTERLY LINE OF SAID SOUTHWEST QUARTER, THENCE NORTH 89 DEGREES 57 MINUTES 40 SECONDS WEST ALONG SAID NORTHERLY LINE OF SAID WEST MAIN STREET 1032.11 FEET TO THE SOUTHWEST CORNER OF A TRACT OF LAND CONVEYED TO EDWARD HOUS LUMBER COMPANY BY DEED RECORDED AS DOCUMENT 880027A, THENCE NORTH 0 DEGREES 02 MINUTES 20 SECONDS EAST AT RIGHT ANGLES TO SAID NORTHERLY LINE ALONG THE EASTERLY LINE AND LASTLY LINE EXTENDED OF SAID TRACT CONVEYED BY DOCUMENT 880276, A DISTANCE OF 801.32 FEET TO THE POINT OF BEGINNING, THENCE NORTH 04 DEGREES 57 MINUTES 40 SECONDS WEST, 114.77 FEET TO THE CENTER LINE OF A RAILROAD SPIR TRACK, THENCE NORTH 00 DEGREES 02 MINUTES 20 SECONDS EAST ALONG SAID CENTERLINE 440 FEET TO THE NORTHERLY EXTENSION OF SAID CENTERLINE, 126.04 FEET, THENCE NORTH 89 DEGREES 58 MINUTES 20 SECONDS EAST, 106.60 FEET TO A POINT OF CURVATURE, THENCE EAST ALONG A CURVE CONCAVE SOUTHWESTERLY, TANGENT TO THE LAST DESCRIBED COURSE, HAVING A RADIUS OF 106.60 FEET, A CHORD BEARING OF SOUTH 74 DEGREES 32 MINUTES 11 SECONDS EAST, A CHORD LENGTH OF 106.59 FEET, AN ARC LENGTH OF 103.83 FEET TO A POINT OF TANGENCY, THENCE SOUTH 58 DEGREES 02 MINUTES 43 SECONDS EAST, TANGENT TO THE LAST DESCRIBED COURSE, 83.22 FEET TO A POINT OF CURVATURE, THENCE SOUTHWESTERLY, EASTERLY AND NORTHEASTERLY ALONG A CURVE CONCAVE NORTHERLY, TANGENT TO THE LAST DESCRIBED COURSE, HAVING A RADIUS OF 23.50 FEET, A CHORD BEARING OF NORTH 83 DEGREES 24 MINUTES 37 SECONDS EAST, A CHORD LENGTH OF 24.84 FEET, AN ARC LENGTH OF 30.90 FEET TO A POINT OF TANGENCY, THENCE NORTH 45 DEGREES 51 MINUTES 57 SECONDS EAST, TANGENT TO THE LAST DESCRIBED COURSE, 219.32 FEET TO THE SOUTHWESTERLY LINE OF DEAN STREET, THENCE SOUTH 66 DEGREES 13 MINUTES 41 SECONDS EAST, ALONG SAID SOUTHWESTERLY LINE 43.17 FEET, THENCE SOUTH 45 DEGREES 51 MINUTES 57 SECONDS WEST, 231.53 FEET TO A POINT OF CURVATURE, THENCE SOUTHWESTERLY, WESTERLY AND NORTHWESTERLY ALONG A CURVE CONCAVE NORTHERLY, TANGENT TO THE LAST DESCRIBED COURSE, HAVING A RADIUS OF 63.50 FEET, A CHORD BEARING OF SOUTH 83 DEGREES 24 MINUTES 37 SECONDS WEST, A CHORD LENGTH OF 67.29 FEET, AN ARC LENGTH OF 63.22 FEET TO A POINT OF TANGENCY, THENCE NORTH 59 DEGREES 02 MINUTES 43 SECONDS WEST, TANGENT TO THE LAST DESCRIBED COURSE, 83.22 FEET TO A POINT OF CURVATURE, THENCE NORTHWESTERLY ALONG A CURVE CONCAVE SOUTHWESTERLY, TANGENT TO THE LAST DESCRIBED COURSE, HAVING A RADIUS OF 148.50 FEET, A CHORD BEARING OF NORTH 74 DEGREES 32 MINUTES 11 SECONDS WEST, A CHORD LENGTH OF 74.33 FEET, AN ARC LENGTH OF 80.30 FEET TO A POINT OF TANGENCY, THENCE SOUTH 89 DEGREES 58 MINUTES 20 SECONDS WEST, TANGENT TO THE LAST DESCRIBED COURSE, 17.29 FEET TO A POINT OF CURVATURE, THENCE WESTERLY, SOUTHWESTERLY AND SOUTHERLY ALONG A CURVE CONCAVE SOUTHWESTERLY, TANGENT TO THE LAST DESCRIBED COURSE, HAVING A RADIUS OF 43.50 FEET, A CHORD BEARING OF SOUTH 45 DEGREES 00 MINUTES 20 SECONDS WEST, A CHORD LENGTH OF 81.48 FEET, AN ARC LENGTH OF 68.18 FEET TO A POINT OF TANGENCY, THENCE SOUTH 00 DEGREES 02 MINUTES 20 SECONDS WEST, 81.54 FEET, THENCE SOUTH 56 DEGREES 10 MINUTES 09 SECONDS WEST, 111.83 FEET, THENCE SOUTH 00 DEGREES 02 MINUTES 20 SECONDS WEST, 80.07 FEET, THENCE NORTH 89 DEGREES 57 MINUTES 40 SECONDS WEST, AT RIGHT ANGLES TO THE LAST DESCRIBED COURSE, 40.00 FEET, THENCE NORTH 00 DEGREES 02 MINUTES 20 SECONDS EAST, 81.86 FEET, THENCE NORTH 03 DEGREES 10 MINUTES 00 SECONDS EAST, 111.83 FEET, THENCE NORTH 00 DEGREES 02 MINUTES 20 SECONDS EAST, 81.86 FEET TO THE POINT OF BEGINNING, IN THE CITY OF ST. CHARLES, KANE COUNTY, ILLINOIS.




AREA SUMMARY	
PUBLIC ACCESS EASEMENT	
56,604 SQUARE FEET OR 1.300 ACRES	

NO.	DATE	BOOK	PAGE	BY
1	07/27/11			
2	07/27/11			
3	07/27/11			

PROJECT	Public Access Easement
OWNER	City of St. Charles
DATE	07/27/11
BY	J. A. Surber
FOR	Public Access Easement
CLIENT	CITY OF ST. CHARLES
	301 GEORGETOWN BLVD., STE. 100
	ST. CHARLES, IL 62256-1000
	PHONE: (618) 656-1100 FAX: (618) 656-7000

**COMPASS SURVEYING LTD**  
 J. A. SURBER & ASSOCIATES • CONSTRUCTION STAFFING  
 301 GEORGETOWN BLVD., STE. 100  
 ST. CHARLES, IL 62256-1000  
 PHONE: (618) 656-1100 FAX: (618) 656-7000



		<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
		Title:	Recommendation to approve a Façade Improvement Grant Agreement for 314 W. Main St. (J&C Business Services).					
		Presenter:	Russell Colby					
<i>Please check appropriate box:</i>								
	Government Operations		Government Services					
X	Planning & Development (5/13/13)		City Council					
Estimated Cost:	\$13,333	Budgeted:	YES	X	NO			
If NO, please explain how item will be funded:								
<b>Executive Summary:</b>								
<p>Al Justiniano on behalf of J&amp;C Business Services, owner of the building at 314 W. Main St., has applied for Façade Improvement Grant funding.</p> <p>The Façade Improvement Grant program provides assistance to property owners and commercial tenants to rehabilitate and restore the exterior of buildings in the downtown. Grant funding is available first for buildings located in Special Service Area 1B (Downtown Revitalization) and secondarily for other properties located outside SSA 1B but within the Central Historic District. Applications are first reviewed by the Historic Preservation Commission for appropriateness of design. The grants are provided as a reimbursement for up to 50% of the funds invested into an exterior rehabilitation project, up to \$10,000 for a 30 ft. length of building façade. There is a limit of \$20,000 of grant funds per property in any 5 year period. The program budget for FY 13-14 is \$40,000.</p> <p>The project scope includes reconfiguring the entryways to the first and second floor of the building, installing new canopies over the entryways, and replacing the second floor casement windows.</p> <p>The Historic Preservation Commission recommended approval of the grant on March 20, 2013.</p> <p>The proposed cost of work is approximately \$44,000. The Façade Grant would fund a maximum of \$13,333 based on the 40 ft. width of the façade.</p>								
<b>Attachments:</b> <i>(please list)</i>								
Façade Improvement Grant Application Photo of the building Elevation drawing showing proposed improvements Façade Improvement Grant Agreement								
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>								
Recommendation to approve a Façade Improvement Grant Agreement for 314 W. Main St. (J&C Business Services).								
<i>For office use only:</i>		<i>Agenda Item Number: 4c</i>						

Received 2/1/13

**CITY OF ST. CHARLES  
FACADE IMPROVEMENT PROGRAM  
APPLICATION FORM**

A non-refundable fee of \$50.00 must accompany this application. Checks should be made payable to the City of St. Charles.

1) Applicant: J&C Business Services (Al Justiniano)  
(Name)

Home Address: 39W851 Carl Sandburg Rd St Charles, IL 60175 630-443-7334  
(Street) (City/State/Zip) (Phone)

Business Address: 314 W Main St St Charles, IL 60174 630-443-7334  
(Street) (City/State/Zip) (Phone)

Federal Tax ID Number: 46-1371296

2) Building or establishment for which the reimbursement grant is sought

314 W Main St  
(Street Address)

09-27-361-007  
(Property Identification Number)

3) Is this property listed on the National Registry or designated as a Local Landmark:  Yes  No

4) Proposed Improvements(Check all that apply):

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Canopy/Awning                                     | <input checked="" type="checkbox"/> Signage                               |
| <input checked="" type="checkbox"/> Windows/Doors                                     | <input checked="" type="checkbox"/> Exterior Lighting                     |
| <input checked="" type="checkbox"/> Tuck pointing/Masonry Repair                      | <input checked="" type="checkbox"/> Restoration of Architectural Features |
| <input checked="" type="checkbox"/> Masonry Cleaning                                  | <input type="checkbox"/> Rear Entrance Improvements(Please specify below) |
| <input checked="" type="checkbox"/> Painting  |   |
| <input checked="" type="checkbox"/> Other(Please Specify) <u>Front stairs / porch</u> |   |

Describe the scope and purpose of the work to be done:

Redo the entire front façade of building focusing on door front entrances to apartments and store, repair and replace front windows as needed.

Preliminary Cost Estimate: \$44,223

City's Grant Amount: \$ \_\_\_\_\_

4) Statement of Understanding:

- A. I agree to comply with the guidelines and procedures of the St. Charles Façade Improvement Program.
- B. I understand that I must submit detailed cost documentation, copies of bids, contracts, invoices, receipts, and contractor's final waivers of lien upon completion of the approved improvements.
- C. I understand that work done before a Façade Improvement Agreement is approved by the City Council is not eligible for a grant.
- D. I understand the Façade Improvement reimbursement grants are subject to taxation and that the City is required to report the amount and recipient of said grants to the IRS

Signature \_\_\_\_\_  
Applicant

If the applicant is other than the owner, you must have the owner complete the following certificate:

I certify that I am the owner of the property at \_\_\_\_\_, and that I authorize the applicant to apply for a reimbursement grant under the St. Charles Facade Improvement Program and undertake the approved improvements.

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



CAMERON CONSTRUCTION

150 PICASSO  
ST. CHARLES, IL.  
60175

# Estimate

Date	Estimate #
1/31/2013	1367

Name / Address
314 West Main St. St. Charles, IL.

Project

Description	Qty	Rate	Total
Plans		0.00	0.00
permits		350.00	350.00
Demo		2,400.00	2,400.00
Excavation		3,560.00	3,560.00
Rework drainage		2,700.00	2,700.00
Concrete		7,700.00	7,700.00
Cut in new door, brick in existing window, apply stone work		6,550.00	6,550.00
doors installed		8,523.00	8,523.00
Electrical & Lighting		1,740.00	1,740.00
sign		1,500.00	1,500.00
Millwork & Trim, build second floor covered entry, finish interior from adding door and covering window		4,700.00	4,700.00
Iron hand rails and gates		2,300.00	2,300.00
Landscaping & Paving		1,400.00	1,400.00
remove waste		800.00	800.00
		<b>Total</b>	<b>\$44,223.00</b>





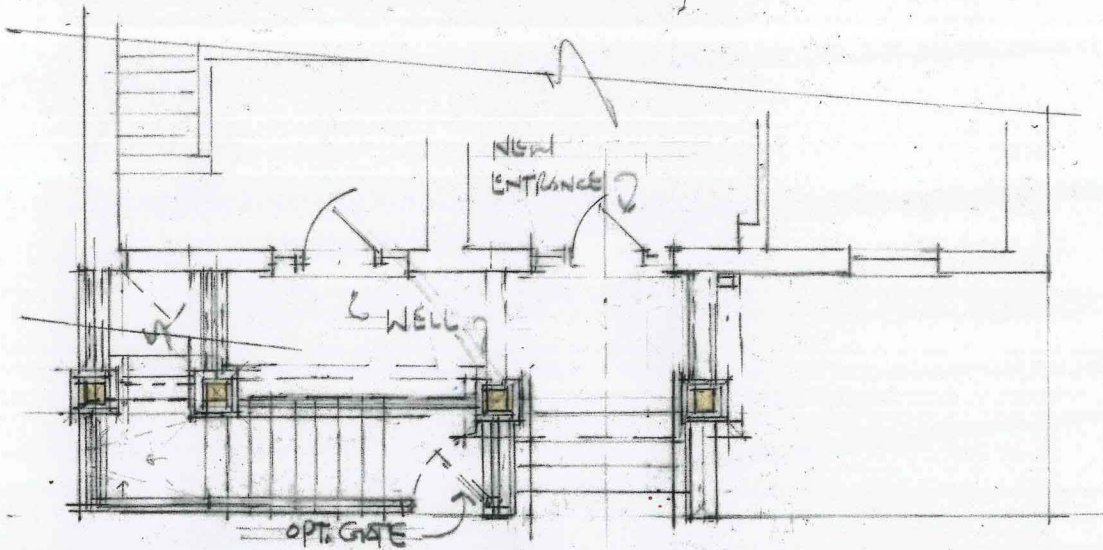
High  
Definition  
Systems, Inc.

Audio Video Home Theater

For Sale  
7,176 SF Building  
630 573 7088  
Call Bob

SPEED  
LIMIT  
25





PROPOSED ALTERATIONS - 314 W. MAIN - ST. CHARLES, IL. - PRELIM. DESIGN 2-10-13  
 FOR: MR. AL JUSTINIANO BY: MARSHALL ARCHITECTS

CURBS ↘





**City of St. Charles  
Facade Improvement Agreement**

**THIS AGREEMENT**, entered into this 20<sup>th</sup> day of May, 2013, between the City of St. Charles, Illinois (hereinafter referred to as "CITY") and the following designated OWNER/LESSEE, to wit:

Owner/Lessee's Name: Al Justiniano  
Name of Business: J&C Business Services  
Tax ID#/Social Security #  
Address of Property to be Improved: 314 W. Main St., St. Charles, IL 60174  
PIN Number: 09-27-361-007

**WITNESSETH:**

**WHEREAS**, the CITY has established a Facade Improvement Program for application within the St. Charles Facade Improvement Business District ("District"); and

**WHEREAS**, said Facade Improvement Program is administered by the CITY with the advice of the Historic Preservation Commission and is funded from the general fund for the purposes of controlling and preventing blight and deterioration within the District; and

**WHEREAS**, pursuant to the Facade Improvement Program CITY has agreed to participate, subject to its sole discretion, 1) in reimbursing Owners/Lessees for the cost of eligible exterior improvements to commercial establishments within the District up to a maximum of one-half(1/2) of the approved contract cost of such improvements and 2) in reimbursing Owners/Lessees for 100% of the cost of the services of an architect for such facade improvements up to a maximum of \$4,000 per building, as

set forth herein, but in no event shall the total CITY participation exceed ten thousand dollars (\$10,000) per facade, as defined herein, for eligible improvements to the front and/or side of a building, and ten thousand dollars (\$10,000) per building for eligible rear entrance improvements, with a maximum reimbursement amount of twenty thousand dollars(\$20,000) per building; and

**WHEREAS**, the OWNER/LESSEE's property is located within the Facade Improvement Business District, and the OWNER/LESSEE desires to participate in the Facade Improvement Program pursuant to the terms and provisions of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements obtained herein, the CITY and the OWNER/LESSEE do hereby agree as follows:

SECTION 1:

A. With respect to facade improvements to the front and side of a building and related eligible improvements, the CITY shall reimburse OWNER/LESSEE for the cost of improvements to the OWNER/LESSEE's property at the rate of fifty percent (50%) of such cost, and shall reimburse OWNER/LESSEE for 100% of the cost of fees for architectural services pertaining to such improvements, up to a maximum amount of \$4,000 per building as defined herein, provided that the total reimbursement for improvements to the front and side of a building and related eligible improvements and architectural services shall not exceed ten thousand dollars (\$10,000) per facade as defined herein.

B. With respect to improvements to rear entrance(s) of a building and related eligible improvements, the CITY shall reimburse OWNER/LESSEE for the cost of improvements to the OWNER/LESSEE's property at the rate of fifty percent(50%) of such cost, and shall reimburse OWNER/LESSEE for 100 % of the cost of fees for architectural services pertaining to such improvements, up to a maximum amount of \$4,000 per building, provided that reimbursement for landscaping materials and installation shall not exceed \$1,000 per building, and provided that the total

reimbursement for rear entrance and related eligible improvements and architectural services shall not exceed ten thousand dollars(\$10,000) per building.

The actual total reimbursement amounts per this Agreement shall not exceed **\$13,333** for facade improvements to the front and side of a building and related eligible improvements and \$0 for improvements to rear entrance(s) of a building and related eligible improvements. The improvement costs which are eligible for City reimbursement include all labor, materials, equipment and other contract items necessary for the proper execution and completion of the work as shown on the plans, design drawings, specifications and estimates approved by the City. Such plans, design drawings, specifications and estimates are attached hereto as Exhibit I.

SECTION 2: No improvement work shall be undertaken until its design has been submitted to and approved by the City Council. Following approval, the OWNER/LESSEE shall contract for the work and shall commence and complete all such work within six months from the date of such approval.

SECTION 3: The Director of Community Development shall periodically review the progress of the contractor's work on the facade improvement pursuant to this Agreement. Such inspections shall not replace any required permit inspection by the Building Commissioner and Building Inspectors. All work which is not in conformance with the approved plans, design drawings and specifications shall be immediately remedied by the OWNER/LESSEE and deficient or improper work shall be replaced and made to comply with the approved plans, design drawings and specifications and the terms of this Agreement.

SECTION 4: Upon completion of the improvements and upon their final inspection and approval by the Director of Community Development, the OWNER/LESSEE shall submit to the CITY a properly executed and notarized contractor statement showing the full cost of the work as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor,

materials or equipment in the work. In addition, the OWNER/LESSEE shall submit to the CITY proof of payment of the contract cost pursuant to the contractor's statement and final lien waivers from all contractors and subcontractors. The OWNER/LESSEE shall also submit to the CITY a copy of the architect's statement of fees for professional services for preparation of plans and specifications. The CITY shall, within fifteen (15) days of receipt of the contractor's statement, proof of payment and lien waivers, and the architect's statement, issue a check to the OWNER/LESSEE as reimbursement for one-half of the approved construction cost estimate or one-half of the actual construction cost, whichever is less, and for 100% of architectural services fee, subject to the limitations set forth in Section 1 hereof.

In the alternative, at its sole discretion, CITY may reimburse OWNER/LESSEE in two payments. The first reimbursement may be made only 1) upon completion of work representing 50% or more of the maximum reimbursement specified in Section 1 hereof and 2) upon receipt by CITY of the architect's invoices, contractor's statements, invoices, proof of payment and notarized final lien waivers for the completed work and 3) upon a determination by the Director of Community Development that the remainder of the work is expected to be delayed for thirty days or more following completion of the initial work due to weather, availability of materials, or other circumstances beyond the control of the OWNER/LESSEE. The second, final reimbursement payment shall be made by CITY only upon submittal of all necessary documents as described herein.

SECTION 5: If the OWNER/LESSEE or his contractor fails to complete the improvement work provided for herein in conformity with the approved plans, design drawings and specifications and the terms of this Agreement, then upon written notice being given by the Director of Community Development to the OWNER/LESSEE, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the CITY shall cease and become null and void.

SECTION 6: Upon completion of the improvement work pursuant to this Agreement and for a period of five (5) years thereafter, the OWNER/LESSEE shall be responsible for properly maintaining such improvements in finished form and without change or alteration thereto, as provided in this Agreement, and for the said period of five (5) years following completion of the construction thereof, the OWNER/LESSEE shall not enter into any Agreement or contract or take any other steps to alter, change or remove such improvements, or the approved design thereof, nor shall OWNER/LESSEE undertake any other changes, by contract or otherwise, to the improvements provided for in this Agreement unless such changes are first submitted to the Director of Community Development, and any additional review body designated by the Director, for approval. Such approval shall not be unreasonably withheld if the proposed changes do not substantially alter the original design concept of the improvements as specified in the plans, design drawings and specifications approved pursuant to this Agreement. OWNER/LESSEE shall execute and record a restrictive covenant, in a form substantially the same as Exhibit "II" hereto, at City's request.

SECTION 7: The OWNER/LESSEE releases the CITY from, and covenants and agrees that the CITY shall not be liable for, and covenants and agrees to indemnify and hold harmless the CITY and its officials, officers, employees and agents from and against, any and all losses, claims, damages, liabilities or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected with directly or indirectly with the facade improvement(s), including but not limited to actions arising from the Prevailing Wage Act (820 ILCS 30/0.01 et seq.) The OWNER/LESSEE further covenants and agrees to pay for or reimburse the CITY and its officials, officers, employees and agents for any and all costs, reasonable attorneys' fees, liabilities or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or causes of action. The CITY shall have the right to select legal counsel and to approve any

settlement in connection with such losses, claims, damages, liabilities, or causes of action. The provisions of this section shall survive the completion of said facade improvement(s).

SECTION 8: Nothing herein is intended to limit, restrict or prohibit the OWNER/LESSEE from undertaking any other work in or about the subject premises which is unrelated to the facade improvement provided for in this Agreement.

SECTION 9: This Agreement shall be binding upon the CITY and upon the OWNER/LESSEE and its successors, to said property for a period of five (5) years from and after the date of completion and approval of the facade improvement provided for herein. It shall be the responsibility of the OWNER/LESSEE to inform subsequent OWNER(s)/LESSEE(s) of the provisions of this Agreement.

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

**OWNER/LESSEE**

**CITY OF ST. CHARLES**

\_\_\_\_\_

\_\_\_\_\_

**Mayor**

**ATTEST:** \_\_\_\_\_  
**City Clerk**

**EXHIBIT "I"**

Proposal from Cameron Construction: \$44,223

Total Estimated Cost: \$44,223  
Maximum Grant: \$13,333



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Accept Planning Staff Assistance Services Delivered by the Chicago Metropolitan Agency for Planning (CMAP).
Presenter(s):	Rita Tungare Matthew O'Rourke

*Please check appropriate box:*

	Government Operations		Government Services
X	Planning & Development (5/13/13)		City Council
	Public Hearing		

Estimated Cost:		Budgeted:	YES		NO	
-----------------	--	-----------	-----	--	----	--

If NO, please explain how item will be funded:

N/A

**Executive Summary:**

In summer of 2012, the City of Geneva contacted representatives from St. Charles, Batavia and North Aurora regarding participation in an application for a Local Technical Assistance grant (LTA) being offered by the Chicago Metropolitan Agency for Planning (CMAP). The LTA grant was approved in December 2012 for a multi-jurisdictional housing market study as part of CMAP's ongoing Homes for a Changing Region program. The Homes for a Changing Region program studies local housing markets at no cost to the individual municipalities, and will include sub-regional analysis and policy recommendations.

The Housing Commission has indicated support for participating in this initiative.

Work is expected to commence in July of 2013. The program description and project timeline is attached. There will be a steering committee formed for this study made up of three members from each community. Each community will have a staff member, an elected official, and a member of the Plan Commission/Housing Commission that is familiar with housing issues.

CMAP has asked that all municipalities involved in the study approve a resolution that accepts the assistance services provided.

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

- Scope of Work from CMAP
- Draft Resolution
- Exhibit A (Draft Memorandum of Understanding)
- Preliminary Project Completion Timeline

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

Recommendation to accept planning staff assistance services delivered by the Chicago Metropolitan Agency for Planning (CMAP).

<i>For office use only:</i>	<i>Agenda Item Number: 4d</i>
-----------------------------	-------------------------------



## Scope of Work

# Batavia, Geneva, North Aurora, St. Charles Homes for a Changing Region Study

The following is a proposed outline of the steps to complete the *Homes for a Changing Region* phase of a commitment to the communities of Batavia, Geneva, North Aurora, and Saint Charles as part of the Chicago Metropolitan Planning Agency's (CMAP) Local Technical Assistance program and the Kane County Planning Cooperative. Kane County staff will work closely with the four communities to undertake the assignment with advice and oversight from CMAP staff in partnership with the Metropolitan Mayors Caucus (MMC) and the Metropolitan Planning Council (MPC). Kane County will deliver a housing policy plan and all relevant information associated therewith to the four communities.

### Project Team

**Kane County** will play the lead role on this project, providing all relevant data and technical analysis, policy development, project management, logistical, and outreach support wherever necessary. The County's participation on this project is made possible through the Kane County Planning Cooperative, which was created as an implementation activity of the Kane County 2040 Plan to encourage education and information sharing related to planning and to assist with local planning activities.

**CMAP's** primary role on the project will consist of project oversight, including project initiation, review of interim and final deliverables (including data analysis), and advice and policy recommendation. CMAP is training the County to perform the technical, analysis and outreach tasks associated with Homes for a Changing Region.

**MMC's** role will be that of policy recommendation and mayoral outreach.

**MPC** will play an overall advisory role and provide communications messaging and policy development support.

### Advisory Committee

The CMAP Housing committee will play the role of the advisory committee. This will consist of receiving briefs and providing periodic input to the project.

### Municipal Roles

As an interjurisdictional project, actions are required by Batavia, Geneva, North Aurora, and Saint Charles both individually and together. The following subsections outline the work needed to undertake a project with this dual nature.

#### **Project Steering Committee**

To formalize the interjurisdictional aspects of this project, each municipality must assign one staff member; one member of the municipal housing commission, housing task force, or similar body; and one elected official to sit on a project steering committee. Municipalities without a formalized housing commission or

similar body may appoint a third steering committee member at their own discretion. The assigned staff member must be the municipality's key staff contact for the project, whereas the assigned elected official should be either the mayor (preferably), village president or an engaged trustee. The role of the Project Steering Committee will be to vet subregional data analysis and inform any changes to the housing cost model. The Project Steering Committee will also inform, vet and approve the subregional analysis and policy recommendations (the plan).

Because approval of the subregional analysis and policy development recommendations requires agreement by the leadership of each community, key staff contacts must have the ability to seek and receive feedback from municipal leadership, including elected officials, on all topics as the project progresses. Staff representatives will be expected to meet together no more frequently than on a monthly basis. Elected representatives will be expected to meet together no more frequently than on a quarterly basis (every three months) for the purpose of final review and formal approval of subregional analysis and recommendations.

### **Project Coordinator**

A representative of the City of Geneva shall operate as the project coordinator; ideally this person will also be that municipality's key staff contact. This position requires the ability to understand the issues of all four towns. The coordinator will be responsible for facilitating the receipt of feedback on project deliverables from the municipalities. They will also facilitate and provide logistical support for meetings of the Project Steering Committee or any subregional workshops. Finally, the coordinator will play a coordinating, consensus building and advisory role on the development of subregional recommendations.

### **Key Municipal Staff Contact**

The *Homes for a Changing Region* methodology places the highest value on the expertise and experience of municipal officials and staff. Therefore, we expect that the representatives of Batavia, Geneva, North Aurora, and Saint Charles will participate as partners in the project. The Project Team will work with municipalities to encourage mayors, elected boards or councils and key staff to participate in meetings designed to solicit input and feedback at several project benchmarks. Each municipality must assign one key staff contact to be the primary contact for the project. As noted before, this person should be the municipal representative on the Project Steering Committee. This key staff contact will be responsible for the following:

- Providing Kane County and CMAP with the following data in an electronic format: zoning code and map (shapefile); comprehensive plan and associated maps (shapefiles); any relevant subarea plans and associated maps (shapefiles); environmental features maps (shapefiles); and sidewalk or bike lane maps (shapefiles).
- Leading the Project Team on outreach for the workshop, including conducting outreach to realtors, developers, chambers of commerce, clubs (Lions, Rotary, etc.), religious groups or other key community organizations (schools, veterans, COG, etc.);
- Serving as liaison between the Project Team and municipal elected officials. As part of this role, contacts are expected to update elected officials as necessary, help the Project Team understand local housing issues, and coordinate timely document review by appropriate elected officials.
- Working with municipal staff to ensure that at least one elected official (ideally the mayor or president, but could also be a trustee or council member) and one high level administrative staff member (manager, administrator, chief of staff or other executive level staff member) is present at

meetings with the Project Team that require feedback on data analysis, draft policy recommendations or plans; and

- Collecting, assembling and delivering feedback to the Project Team on all draft and interim deliverables within two weeks of receipt.

### Timeline

The following scope of work is designed to be completed in 12 months. Inherent in this timeline are the following assumptions: 1) the project will make use of readily available data, 2) the Project Team will prioritize items as scoped herein before conducting additional work, and 3) the Project Team and the communities will schedule all meetings necessary to collect all input within the allotted timeline.

## Preliminary Scope of Work

### SCOPE OF WORK

**Task 1: Current and Future Housing Analysis for the City of Batavia, City of Geneva, Village of North Aurora, and City of Saint Charles (the four municipalities) individually and in the aggregate.**

Kane County will conduct a full spectrum analysis of the current and future housing needs for the four municipalities along with an analysis at the subregional level with support from CMAP.

#### Task 1.1: Gather data

As a data driven project, kick-off will focus on data gathering by Kane County and each municipality.

Kane County will get data from multiple sources, including the Census and American Community Survey, ESRI and other proprietary data, Cook and Kane county data, and regional data from Kane County. This data will include:

- Population (existing and trends)
- Racial and ethnic make-up
- Household income
- Housing value
- Tenure (rental vs. owner)
- Household size
- Units in structure
- Year built
- Affordability for rental and owner-occupied housing

We will use these data sources to describe the significant characteristics of the local housing markets, including supply, demand, condition and the cost of housing.

Each community must supply Kane County and CMAP with the following local data sources (if applicable):

- Zoning ordinance (link to location on a website or other electronic format);
- Zoning map, ideally as a shapefile (.shp, a common format used in GIS mapping software), though we can use CAD files (.dgn, for example), preferably converted to a geo-referenced shapefile before submission;
- Current Comprehensive Plan (link to location on a website or other electronic format);
- Current Comprehensive Plan maps (as a shapefile or geo-referenced CAD file);
- Any recent sub-area plans (link to location on a website or other electronic format);
- Environmental features maps (as a shapefile or geo-referenced CAD file); and
- Sidewalk or bike lane maps (as a shapefile or geo-referenced CAD file).

We will use these data sources to conduct the capacity analysis, better understand each community and ensure that our recommendations build on previous efforts where applicable.

### Task 1.2: Analyze current housing

Kane County will use the data gathered in Task 1.1 to establish the existing conditions for housing in each of the four municipalities. Staff will identify matches and mismatches between each community's existing housing stock and current needs:

**Housing affordability** – analysis of current owner and rental households based on the definition of affordable housing costing less than 30% of gross household income. Severely cost burdened can be defined as housing cost in excess of 50% of gross household income.

**Housing + transportation (H+T) affordability** – analysis of combined housing and transportation costs using Center for Neighborhood Technology (CNT) methodology.

**Housing condition** – housing defined as lack of adequate kitchen, toilet, heat, or plumbing facilities. Previous county and non-profit efforts to describe the general condition of its structures would be used to supplement Census data.

**Overcrowding** – housing which is overcrowded or severely overcrowded, based on Census data.

CMAP staff will review all analyses before they are shared with participating municipalities.

**MEETING 1: 90 minute Project Team overview presentations and discussion of preliminary data analysis with municipal representatives; 90 minute tour of each municipality accompanied by municipal staff (the same day as meeting 1)**

### Task 1.3: Analyze capacity for new housing

Kane County will use the municipal data gathered in Task 1.1, using Geographic Information Systems (GIS), to identify the amount of housing potential by assessing the capacity of zoning in each of the four communities. This analysis is conducted through a multi-step process. Land identified as residential, commercial or office is assumed to have some redevelopment potential. Then, estimates for future housing are created by assuming densities by zone. These calculations result in a capacity estimate for each zone on vacant and developed land.

### Task 1.4: Conduct workforce analysis

Kane County will use U.S. Economic Census and other data sources to create a profile of the workforce in the subregion and identify key employment centers, industry sectors and commuting patterns. We will use this analysis to tie in the housing recommendations with the workforce needs of the subregional economy.

### Task 1.5: Conduct future balanced housing analysis

Based on population, demographic and employment forecasts, Kane County will create an age/income profile for each of the communities along with potential new populations. We will use the Envision Tomorrow Balanced Housing Model to estimate the housing need of this future population by price-point and tenure (rent or own).

Kane County will also use psychographic profiles to estimate the housing preferences of the people who live in the draw area and comment on the potential market demand for certain housing types. This analysis will be used to identify the housing types for which specific areas within the Fox Valley have an advantage over competing locations, and which groups are inclined to these housing types. Examples of psychographic segments include Generation Y, immigrants and their children, and Baby Boomers. Examples of the specific housing preferences within each of these demographics may include:

- Rental housing near universities and colleges, and near specialized employment areas, such as medical districts;
- Traditional Neighborhood Development, the housing products that are similar to suburban housing but in a walkable mixed use environment;
- A variety of ownership infill housing styles that are typically found in revitalizing neighborhoods
- Housing for seniors that offer a more community-based housing style in neighborhoods.

The analysis will include the potential market for these segments, and the potential of the Fox Valley to capture those segments, with an emphasis on the characteristics of the housing product that will most attract each segment. CMAP staff will review all analyses from tasks 1.3 – 1.5 before they are shared with participating municipalities.

**MEETING 2: Present full data analysis to municipal boards/councils for discussion and feedback**

#### Deliverables:

- Data library
- PowerPoint presentation of current housing conditions, capacity analysis, workforce housing analysis, and future balanced housing analysis for four municipalities and the subregion.

#### Task 2: Conduct Public Workshops in the four municipalities

The Project Team's experience has taught us that great ideas and solid credentials are not enough to secure a community's support. The public must have a chance to assess and understand their options and then communicate their preferences – and then see those preferences reflected in housing plans.

There are various methods for capturing the general public's best ideas through simulated decision making activities in a workshop format such as using instant polling and exercises that ask participants to make important trade-off decisions. The Project Team will provide a public workshop that utilizes the results of our housing research to bring each community's citizens in to give critical feedback in an engaging, and dynamic setting.

Each key staff contact will provide Kane County with email, mailing and telephone contact information for important organizations and stakeholders within his or her municipality for outreach purposes. Kane County will supplement municipally generated contacts with established CMAP contacts in the municipality. At a minimum, Kane County asks that municipal contacts provide contacts for the following local entities, as appropriate.

- Realtors
- Developers
- Landlord Commissions (or similar entities)
- Property Management Groups

- Chambers of Commerce
- Clubs (ie: Lions, Rotary etc.)
- Churches/Religious Institutions
- Other key local community organizations
- Local schools
- Veterans groups
- Council of Governments

CMAF outreach staff will develop print and digital communications materials (posters and flyers) for use in publicizing each workshop. While Kane County staff will conduct some email and telephone outreach, each key staff contact will be responsible for conducting the majority of the outreach to local organizations, including distributing flyers to prominent locations.

Kane County, CMAF, MPC and/or MMC will staff the workshops with support from each key staff contact. Each key staff contact will attend and help facilitate (if necessary) the public workshop held in his or her municipality. Each key staff contact will also send one additional municipal staff member or volunteer to serve to assist at the workshop. Each key staff contact will be responsible for ordering any refreshments to be provided at his or her municipality's public workshop. MMC will reimburse the municipality if funding is available. CMAF will create all meeting materials. Kane County and key staff contacts will be responsible for reviewing and approving these materials.

### MEETING 3: Public workshops for each municipality

#### Deliverable:

- Materials and staffing for one workshop in each of the four project communities

### Task 3: Develop Policy Recommendations

In this task, the Project Team will create municipal and subregional policy recommendations.

#### Task 3.1: Subregional Analysis and Recommendations

CMAF, MMC and MPC will review all data analysis from previous tasks and meet with Kane County staff to brainstorm and advise on subregional policy recommendations. Kane County staff will look at the housing trends and projections for the subregion along with the local needs discussed in previous meetings to identify common housing issues and policy recommendations on which the four communities can work together. This work will be drafted into a draft subregional report for inclusion in the final document. CMAF will review the subregional report before it is submitted to the steering committee.

**MEETING 4: Present draft subregional analysis and recommendations to the Project Steering Committee for review and comment.**

**MEETING 5: Present draft subregional analysis and recommendations to the Project Steering Committee, inclusive of one elected official (ideally the mayor or president, but could also be a trustee or council member) and one high level administrative staff member (manager, administrator, chief of staff or other executive level staff member), for review and comment.**

### Task 3.2: Municipal Recommendations

CMAP, MMC and MPC will review all data analysis from previous tasks and meet with Kane County staff to brainstorm and advise on municipal policy recommendations. Kane County staff will look at the housing trends and capacity for each municipality to determine its primary needs. We will also use the results of the public workshops to guide policy recommendations that will help each municipality meet their goals and achieve a strong housing future. We will also identify targeted goals that can be used to determine a community's future progress in implementing the plan. This analysis will be synthesized into a draft recommendations memo which will be circulated 1) to each key staff contact and 2) to senior staff and elected officials for review, comment and revision. CMAP will review all recommendations memos before they are submitted to municipalities.

**OPTIONAL MEETING 6: Each municipality may choose to have one presentation of the draft municipal recommendations to the board/council.**

#### Deliverable:

- Finalized draft subregional report for inclusion in the final document
- A memo for each municipality outlining proposed recommendations

### Task 4: Create 2D Visualizations (optional)

While the plan itself focuses on housing policy recommendations that meet the market demand for housing across the income spectrum, visualizations illustrate some of those recommendations as they might be applied to a development. Visualizations are not site plans and the project team will carefully make this differentiation throughout the process. Municipal representatives are asked to do the same, especially when performing outreach tasks to increase attendance at public workshops.

This task is optional and will only be completed at the request of the municipality. If funding is available, MMC will contract with a vendor to use 2D photorealistic visualization techniques to illustrate the potential look and feel of each community's policies for a smaller focus area within each community. If funding remains unavailable, CMAP will explore other avenues to create such visualizations.

#### Deliverables:

- 2D visualizations illustrating the potential implementation of the strategies



### Task 5: Create Final Policy Plan and Presentation

Once Kane County has received final municipal approval on all analysis and text, CMAP will be responsible for designing and duplicating the final report.

**MEETING 7: Present final analysis and final recommendations to mayors(as a group) and boards/councils individually**

#### **Deliverables:**

- PowerPoint presentation summarizing policy plans, recommendations and visualizations
- Draft policy plan document
- Final policy plan document

**TIMELINE**

	7/13	8/13	9/13	10/13	11/13	12/13	1/13	2/14	3/14	5/14	5/14	6/14
Task 1: Current and Future Housing Analysis for four communities and Fox Valley												
Task 2: Conduct Public Workshops												
Task 3: Develop Policy Recommendations												
Task 4: Optional Visualizations												
Task 5: Create Final Policy Plan and Presentation												

**City of St. Charles, Illinois**  
**Resolution No. 2013 - \_\_\_\_\_**

**A Resolution Accepting Planning Staff Assistance Services Delivered by  
the Chicago Metropolitan Agency for Planning**

**Presented & Passed by the  
City Council on \_\_\_\_\_**

**WHEREAS**, the City of St. Charles (“the City”) has applied for staff assistance services through the Chicago Metropolitan Agency for Planning (“CMAP”) for the Batavia, Geneva, North Aurora, and St. Charles Homes for a Changing Region Study; and,

**WHEREAS**, the City’s request for such assistance has been recommended by CMAP as a priority project; and,

**WHEREAS**, CMAP has adopted the GO TO 2040 Plan as the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties, and is providing staff assistance as a means of advancing the plan’s implementation; and,

**WHEREAS**, the City and CMAP have agreed on the general contents of a Memorandum of Understanding (“MOU”) attached herein as Exhibit A and a Scope of Services that will guide staff assistance services to be provided by CMAP.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois as follows:

1. The City supports the Batavia, Geneva, North Aurora, and St. Charles Homes for a Changing Region Study.
2. The City accepts the offer of staff assistance services by CMAP and recognizes that these services are provided for the purpose of advancing the implementation of GO TO 2040.
3. The City authorizes staff as designated by the City Administrator to finalize and execute a Memorandum of Understanding with an attached Scope of Services.
4. The City recognizes that provisions that govern the administration of staff assistance services, and, if necessary, the discontinuance of such services, are included in the Memorandum of Understanding.
5. This resolution shall be effective as of the date of its adoption.

Resolution No. \_\_\_\_\_

Page 2

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this \_\_\_ day of \_\_\_\_\_, 2013.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this \_\_\_ day of \_\_\_\_\_, 2013.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this \_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Raymond Rogina, Mayor

Attest:

\_\_\_\_\_  
City Clerk/Recording Secretary

Voice Vote:

Ayes:

Nays:

Absent:

Exhibit A

Memorandum of Understanding



# Chicago Metropolitan Agency for Planning

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606  
312 454 0400  
[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

## CMAP MOU – Local Technical Assistance Program Between CMAP and PROJECT SPONSOR DATE

Please note: “LTA staff” means CMAP staff assigned to work with local governments and community groups as part of the Local Technical Assistance program.

### 1. CMAP / applicant relationship

- Scope of work for staff will be jointly determined by CMAP and applicant
- All work performed by LTA staff must be related to work plan – the majority should be directly referenced within work plan, but some indirectly related activities are also permitted
- Within overall scope of work, day-to-day reporting on activities will be to applicant (who should designate a lead person for this purpose) but LTA staff are CMAP employees and CMAP is responsible for evaluating their performance
- Periodic check-ins (frequency to be determined based on need) may occur between applicant and CMAP management
- CMAP will determine which of the relevant LTA staff will be assigned to work on the project (based on availability, skills, familiarity with the applicant community, and applicant preferences)

### 2. Access to resources

- LTA staff will have full access to CMAP data and other resources, including specialized staff based at CMAP (for advanced mapping, data, outreach, communications, or topic-specific expertise)
- The applicant will provide access to relevant staff who will need to be involved in the project, and will ensure that they allocate appropriate time
- The applicant will provide access to all relevant internal data, reports, and other information
- The applicant’s leadership (key staff, planning commissioners, board members, other elected officials, other decision-makers) will commit to participate in the project and allocate sufficient time at meetings (Plan Commission meetings, council meetings, etc) to ensure a successful project

### 3. Demonstration of local support

- Applicants will be required to pass a resolution supporting the project at their governing board (if appropriate) before work will begin
- The community will be responsible for working with CMAP to identify a project steering committee or similar oversight group

- If public outreach is a component of the project, the applicant agrees to participate in public outreach and engagement efforts; including assisting in dissemination of project and meeting information, attending and assisting at public meetings, and providing key stakeholder contact information

4. Project management

- Project scope of work (including LTA staff work plans, timelines, public engagement schedules, commitment of other non-staff resources by either CMAP or the applicant, and other elements) will be jointly determined by CMAP and applicant prior to beginning work
- A full project scope of work must be attached to the MOU at the time it is signed
- Changes to project scope or timelines must be jointly agreed to by CMAP and applicant; major expansions of scope may result in discontinuation of project
- Allocation of LTA staff to each project will vary over time based on project timeline and work needs

The undersigned parties agree to the terms listed above.

CMAP Representative:

---

Robert Dean, Deputy Executive Director

Date

**COMMUNITY:**

---

**NAME AND TITLE**

Date

**Geneva/Kane County Homes Project (Batavia, Geneva, St. Charles, North Aurora)**

Primary Contact: Dick Untch (Geneva Dir CD - 630.232.0871)  
 Lead/Oversight: Drew Williams-Clark  
 Project Manager: Drew Williams-Clark  
 Outreach: ? (depends on Kane County capacity)  
 Data: Jonathan Burch  
 GIS: ? (depends on Kane County capacity)  
 Intern: ?

Month	Task	PIC
<b>November</b>		
pre T-Day	Reach out to Scott to discuss Carpentersville timeline	
<b>December</b>		
<b>January 2013</b>		
<b>February</b>		
<b>March</b>	early Meet with Kane County staff (Scott) to divide roles and approve scope	
<b>April</b>	before 30th Meet with Kane County analysis staff for knowledge transfer	
	1st Lead municipality receives CMAP-proposed scope, resolution and MOU for distribution to primary municipal staff contacts	
	before 30th Meet with Kane County and all primary municipal staff contacts at CMAP as group to review scope, discuss expectations	
<b>May</b>	before 31st Meet with Kane County GIS staff for knowledge transfer	
	6th All primary municipal staff contacts submit suggested scope revisions to CMAP	
<b>June</b>	before 30th Meet with Kane County for workshop knowledge transfer	
	3rd All resolutions approved by municipal boards	
	17th CMAP/Kane County receive all necessary data from each member municipality	
<b>July</b>	early Project kickoff and data presentation with CMAP, MPC, MMC, primary primary municipal staff contacts	
<b>August</b>	1st - 30th Meeting 1: Introductory meetings with data presentations and tours with village mayors and staff	
<b>September</b>	1st primary municipal staff contacts submit list of participant contacts for electronic invitations to public workshops to CMAP	
	1st Finalize dates, locations and targeted participants of public workshops	
	1st-30th Conduct housing projections analysis for presentations (Kane or CMAP?)	
<b>October</b>	4th Electronic communications distributed to contacts, fliers mailed to primary municipal staff contacts	
	1st - 31st Meeting 2: Present introduction and full analysis to boards for feedback and select focus area	
	1st - 31st Conduct GIS analysis for capacity analysis outputs (Kane or CMAP?)	
<b>November</b>	4th All workshop materials printed, completed for public workshops	
	pre-Tday Meeting 3: Conduct up to 6 public workshops (1/municipality - may need to use late October or early December)	
<b>December</b>	16th Draft subregional analysis and recommendations submitted to primary municipal contacts for feedback	
<b>January 2014</b>	10th All staff feedback on subregional analysis and recommendations submitted to CMAP by primary municipal staff contacts	
	10th Draft municipal recommendation memos submitted to primary municipal staff contacts for feedback	
	10th-31st Meeting 4: present subregional analysis and recommendations to a group of elected officials from all municipalities for feedback	
<b>February</b>	3rd All staff feedback on draft municipal recommendation memos submitted to CMAP by primary municipal staff contacts	
<b>March</b>	3rd - 31st Meeting 5: Present draft municipal recommendation memos to municipal officials (may opt for board meeting)	
	31st All photos to be included in the final document submitted to CMAP by primary municipal staff contacts	
<b>April</b>	31st-11th CMAP communications review of document	
	14th-25th CMAP design/layout of document	
<b>May</b>	12th Deliver final draft plans to primary municipal staff contacts for final line edits	
<b>June</b>	2nd Final plans printed/distributed to primary municipal staff contacts	
	2nd-30th ideally: Meeting 6 - Deliver final plans/give final presentations	
<b>July</b>		





## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Presentation of the 2013 Comprehensive Plan.
Presenter(s):	Rita Tungare Russell Colby

*Please check appropriate box:*

	Government Operations		Government Services
X	Planning & Development (5/13/13)		City Council

Estimated Cost:	N/A	Budgeted:	YES		NO	
-----------------	-----	-----------	-----	--	----	--

If NO, please explain how item will be funded:

**Executive Summary:**

In May 2011, the City Council elected to proceed with hiring a planning consultant, Houseal Lavigne Associates, to draft a new Comprehensive Plan and appointed a seven-member citizen Task Force to guide the process and oversee the production of a draft plan. An extensive public outreach process was conducted over 18 months, including five workshops, two visioning exercises, and three open house events. This process concluded on Dec. 12, 2012 when the Task Force recommended approval of the document for presentation to the Plan Commission.

State statute requires that Comprehensive Plans be submitted to the Plan Commission for review prior to consideration by the City Council. On Dec. 17, 2012, City Council approved a motion to direct the Plan Commission to consider and make a recommendation regarding the Comprehensive Plan draft. The Plan Commission reviewed the plan over four meetings and recommended approval on March 19, 2013, subject to a list of comments. The Plan Commission comments are listed in the attached table, which summarizes all discussion points from the Plan Commission review.

The plan document being presented to the Committee is the same version recommended by the Task Force and reviewed by the Plan Commission.

Based on a recommendation from the Committee, staff will revise the document to incorporate comments from the Plan Commission and the Committee. The updated final document will then be forwarded to the City Council, which will hold a public hearing prior to adoption of the plan.

Background information used in the development of the plan draft remains posted on the project website, including reports, workshop/open house summaries and earlier drafts of various documents. Minutes of the Task Force meetings and Plan Commission meetings are also available on the City's website, under Meeting Archives. Chairman Mark Armstrong and members of the Task Force will be present to respond to questions.

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

Plan Commission Recommendation  
 2013 Comprehensive Plan Draft: [www.hlplanning.com/stcharles](http://www.hlplanning.com/stcharles), under the "Documents" tab.

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

Presentation of the 2013 Comprehensive Plan.

<i>For office use only:</i>	<i>Agenda Item Number: 4e</i>
-----------------------------	-------------------------------

**City of St. Charles, Illinois**  
**Plan Commission Resolution No. 8-2013**

**A Resolution Recommending Approval of the 2013 Comprehensive Plan Draft**

**Passed by Plan Commission March 19, 2013**

WHEREAS, it is the responsibility of the St. Charles Plan Commission to review and provide a recommendation to the City Council regarding amendments to the City of St. Charles Comprehensive Plan; and

WHEREAS, on 6/6/11, the City Council commissioned a Task Force to produce a new Comprehensive Plan draft plan for review by the Plan Commission, and the Task Force forwarded a draft plan to the Plan Commission on 12/12/12; and

WHEREAS, the Plan Commission reviewed the Task Force draft of the 2013 Comprehensive Plan, draft dated December 2012, at public meetings on 1/8/13, 1/29/13, 2/5/13, and 3/19/13, and members of the public were provided an opportunity to address the Plan Commission and provide comments at each meeting; and

WHEREAS, the Plan Commission concluded its review of the Comprehensive Plan draft on 3/19/13 and prepared a list of recommended revisions for the consideration by the Planning and Development Committee and City Council; and

WHEREAS, the Plan Commission finds adoption of the 2013 Comprehensive Plan draft, subject to certain revisions, to be in the best interest of the City of St. Charles.

**NOW, THEREFORE**, be it resolved by the St. Charles Plan Commission to recommend to City Council approval of the 2013 Comprehensive Plan draft, subject to the recommendations of the Plan Commission contained in the table attached as Exhibit "A" to this resolution.

Voice Vote:

Ayes: Wallace, Doyle, Kessler, Schuetz, Pretz, Henningson

Nays: None

Abstain: None

Absent: Amatangelo

Motion Carried.

**PASSED**, this 19th day of March 2013.



\_\_\_\_\_  
Chairman  
St. Charles Plan Commission

**Plan Commission Resolution 8-2013, Exhibit "A"**

**2013 Comprehensive Plan Draft Review Discussion Points and Recommendations**

<b>1/8/13</b>				<b>Plan Commission Recommendation</b>
	<b>Chapter/Page/ Topic</b>	<b>Comment/Question</b>	<b>Response/Follow Up/Discussion</b>	
1.	Chapter 2, Vision, Page 16 Commission Comment  Cultural Center in Downtown	"Cultural center" or "cultured place" was used regarding downtown, references to cultural institutions, like the Arcada and nonprofits. Comment that if downtown is saturated with retail/commercial, then it is a good place to look at housing or cultural institutions that do not have that big of a tax benefit to the city.		Comment. No changes proposed by PC.
2.	Chapter 3, Goals and Objectives Public Comment  Monitoring goals and objectives	Question about how goals/objectives are monitored, over what timeframe, based on what data, concern about objectives not being tangible and using terms like "appropriate" or cooperatively."	Source of data depends on the objective; some are tangible and can be easily documented on an annual basis. Others are subjective and not grounded in data. Comprehensive Plan is a general guide, not actionable like a Strategic Plan. Goals and Objectives will be revisited annually. Specifics will be determined when a recommendation is put into the Zoning Ordinance, for example.	Question and discussion. No changes proposed by PC.
3.	Chapter 3, Goals and Objectives Residential Goal 3 Commission Comment  Residential Design and Pattern Book	Question- Will this book be a guideline? Comment- Concern that it will be difficult to agree on guidelines. Very important objective.	No book currently exists. Historic Preservation Commission has developed some base materials that may be applicable elsewhere. Book was envisioned with 2006 Zoning Ordinance but was not pursued as teardown/infill activity slowed. Would likely be a priority after plan is adopted.	Question and discussion. No changes proposed by PC.

4.	<p>Chapter 3, Goals and Objectives, Page 18 Public Comment</p> <p>Senior and special need housing</p>	<p>Comment that senior and special needs housing is an important issue to be added deeper in the goals. Annually or bi-annually verify housing needs to determine demand for senior housing vs. other multi-family. Senior housing projects have been successful and are good neighbors.</p>	<p>Goal 4 addresses this topic. Goals/Objectives are not specific about location or periodic assessment of housing needs.</p>	<p>Comment. No changes proposed by PC.</p>
5.	<p>Chapter 3, Goals and Objectives, Page 20 Commission comment</p> <p>Ordering/phrasing of objectives</p>	<p>Comment- "Prevent the encouragement of businesses or land use that could impact long term viability of industrial areas", is important, maybe it should be moved up in order.</p> <p>Related comment- do not start an objective on a negative and don't use the word "prevent" but to use "preserving the integrity of the industrial areas through the prevention of..."</p>	<p>Objectives are not in order of priority but can be moved up to call attention. Difficult to prioritize a long list. Hard to predict what will come first, some easier to accomplish sooner, ability to fund certain items may impact timing.</p> <p>Objective can be reordered and rephrased.</p>	<p><b>Goals &amp; Objectives will be changed from negative to positive phrasing wherever possible.</b></p> <p><b>Industrial Areas Objective 7 will be moved to the top of the list of Industrial Area objectives.</b></p>
6.	<p>Chapter 4, Land Use, Page 30 Commission comment</p> <p>Land Use Map for Neighborhood Commercial Use following parcel lines- residential character</p>	<p>West Main St. from 6th St. to 14th St. land use follows property lines. Several parcels have changed use and a guiding principal was that through the Zoning Ordinance those parcels be developed to retain residential character but have commercial use. Should land use plan reflect this?</p>	<p>Following parcel lines makes sense as it is not desirable to include adjacent lots with frontage only on interior streets.</p> <p>Plan can be changed or text statement added to recommend residential character in this area.</p>	<p><b>Plan notation or text statement will be added indicating that commercial use should have residential character along W. Main St. from 5<sup>th</sup> St. to 14<sup>th</sup> St.</b></p>
7.	<p>Chapter 4, Land Use Commission comment</p> <p>Definition/classification of Mixed Use</p>	<p>Mixed Use is shown under the category of Commercial, should it also be shown under Residential.</p>	<p>Decision was made to not have different definitions for terms used in the plan.</p> <p>Mixed Use will be pulled out as its own land use category separate from residential and commercial and made clearer on the land use map.</p>	<p><b>Mixed Use will be pulled out as its own land use category separate from commercial and residential.</b></p>

8.	Chapter 4, Land Use Commission comment  Multi-Family Residential Development	Is the text regarding multi-family specific enough to direct a developer if a project is desirable and whether the text accurately reflects what was stated by the community in the outreach process.	Task Force heard concern about concentration of multi-family in a specific area; request to intersperse throughout the city.  In project outreach, consistently heard “no apartments” which is a form of ownership, not a land use, the type of land use is multi-family residential. Text is clarifying the point that the community’s desire for no rentals is understood, but there are other types of multi-family land uses such as condominiums. Regarding location, it refers you to the land use plan.	Question and discussion. No changes proposed by PC.
9.	Chapter 4, Land Use Commission comment  Mixed Use outside of Downtown	Plan identifies downtown as the primary place for mixed use development but there are two other potential sites identified (old St. Charles Mall and Charlestowne Mall).  Is there an objection by the community to any mixed use with residential outside of downtown?	Comment from audience- The community isn’t opposed to mixed use, but rather there needs there needs to be a balance of uses within mixed use areas that are sensitive to the location; the appropriate mix of uses varies in each location.  Request to see the statement added: “balance of uses” unique to each site.	<b>Statement will be added to Mixed Use section that mixed use entails a “balance of uses” unique to each site based on its location.</b>
10.	Chapter 4, Land Use Commission Comment  Old St. Charles Mall Site	Question about what the community said relative to the old St. Charles Mall site.	Comment from audience-North half behind Jewel should be commercial/office/education, not just residential. Compromise idea of residential south of Rt. 38 along Bricher Rd. Other undeveloped parcels permit mixed use (Bricher Commons behind Meijer). Concern about the future of land use direction along Randall Rd; how this site is developed is important for the success of the corridor. Higher density commercial is needed here for success.	Question and discussion. No changes proposed by PC.

11.	Chapter 4, Land Use Public Comment  Neighborhood Meetings	Plan should include a policy on neighborhood meetings before a Concept Plans application is filed to initiate discussion between residents and developer. If it can't be a requirement, it could be stated as a policy in the Comprehensive Plan.	In the past this was investigated and it was determined the City could not legally require this in the Zoning Ordinance. Mr. Lavigne stated he has not seen this requirement in a code before.	No changes proposed by PC.
12.	Chapter 4, Land Use Commission comment	"Sensitivity and balance"- include those words in the plan because they speak volumes.	Need to determine how/where language would be integrated.	No changes proposed by PC.

<b>1/29/13</b>				<b>Plan Commission Recommendation</b>
	<b>Chapter/Page/ Topic</b>	<b>Comment/Question</b>	<b>Response/Follow Up/Discussion</b>	
13.	Chapter 4 Land Use Commission Comment Overlay of Future Land Use Map	Request was made to show an overlay of proposed future land use map over existing future land use map.	Maps were prepared showing outline of each category of land use on top of the existing land use map. It was noted that for the most part, the land use pattern is not changing significantly.	Question and discussion. No changes proposed by PC.
14.	Chapter 8, Downtown Subarea Page 57 Gateway locations	Question on how gateway locations were determined.	Signs would be "welcome to downtown St. Charles" to more brand and identify downtown, different than the gateway signs that exist around the community. Locations with right of way or public property were chosen. It was noted that Prairie and Rt. 31 is tricky because there is a lot going and that area may be best served by additional study.	Question and discussion. No changes proposed by PC.

15.	Chapter 8, Downtown Subarea Page 67 Improvement Plan Commission Comment Prairie St. bike route	Figure does not show Prairie Street bike route recommended by the Task Force. Prairie St. from 7 <sup>th</sup> to Rt. 31 is a steep incline and the intersection of Rt. 31 & Prairie is challenging. Comment that Prairie Street in general (a collector) will need to be modified to safely accommodate bike traffic, it was noted that this is not directly addressed in the document. When to address this?	Missing bike path segment was acknowledged in memo to PC and will be corrected.	<b>Missing bike path segment on Prairie St. from 7<sup>th</sup> to 3<sup>rd</sup> St. will be added.</b>
16.	Chapter 8, Downtown Subarea Page 67 Public Question Downtown Overlay	Downtown Overlay recommendations do not address if changes to regulation would be temporary, what time frame, what happens to businesses if the regulations are put back into place, etc.	Plan only suggests that the issue be addressed, but how it will be addressed will be discussed when the change is being proposed and considered.	Question and discussion. No changes proposed by PC.
17.	Chapter 8, Downtown Subarea Page 70 Public Comment Closing Riverside Ave.	Although conceptual, the plan for Site Q shows potential for Riverside Ave. to be closed south of Illinois Ave, which may be an issue for fire trucks travelling south from the downtown station.		Comment. No changes proposed by PC.
18	Chapter 8, West Gateway Page 76 Commission comment Viability of three concepts for former St. Charles Mall site	Are all the plans viable, or is it possible to rate them on their viability on a scale of 1-10. If they are not viable, they should not be in the plan, but it's important to make certain that everything meets the test of viability.	Plans show land use bubbles. Depending on the intensity of each pocket, they all have some viability. Regardless of the plan, the property owner needs to work with the residents because the land use plans don't provide enough direction. One of the plans may not be chosen; options could be combined.	Question. No changes proposed by PC.

19.	Chapter 8, West Gateway Page 73 Commission comment Curb cuts	It was noted there is a significant difference with surrounding communities with curb cuts on Randall Road. Is eliminating curb cuts always a goal?	The City looks for opportunities to improve access and consolidating in areas like this, but there is not a program to facilitate that or force a property has to close a curb cut or provide cross access. Randall Rd. is a county road, and the County now has more stringent access policies. St. Charles has dealt with more piece meal development historically, but cross access is important in the plan. The McDonalds proposal was mentioned as an example.	Question. No changes proposed by PC.
20.	Chapter 8, West Gateway, Page 75 Commission Comment St. Charles Mall site alternatives	Concern that options for Towne Centre site do not provide enough detail; plans need to be more special or inspirational. "Regional Repositioning" may not meet the objectives identified for the subarea as it maintains the current function and character of the rest of the Randall Rd. corridor.	Plans were presented at public workshops and were drafted based on the outreach feedback. Comment was made that the options are "thought provoking"- not actual development plans.	Comment. No changes proposed by PC.
21.	Chapter 8, West Gateway Commission comment Big Box Ordinances	An ordinance should be in place requiring big boxes be removed once empty for a period of time.	Ordinances can require a bond be put in place for future tear downs. (This concept is discussed in Commercial Area policies on Page 37)	Comment. No changes proposed by PC.
22.	Chapter 8, West Gateway Commission comment General discussion on gateways and their relation to Downtown	Can the former St. Charles Mall site be a gateway to downtown? Site functions more as a gateway to Downtown Geneva. It was noted that the site should not compete with Downtown St. Charles, as there is a TIF in both areas that could be in competition.	Suggestion to add an item to the West Gateway subarea Goals or Objectives to "achieve balance" with Downtown or "complementary development" that won't compete with Downtown, and promote connections between site and downtown.	<b>Objective to be added to West Gateway subarea to "achieve balance" or provide complementary development with Downtown, and promote connections between Downtown and the West Gateway.</b>



23.	Chapter 8, West Gateway Public Comment Aspiration Statements in Goals, Objectives	In the goals and objectives and elsewhere are aspirational statements about creating within the mixed use catalyst sites a synergy so that they do not cannibalize each other but one draws people across to the other. This is a way to clarify the plan and make it more inspirational. The weight of these aspirational goals and objectives will be determined by how much a prospective developer considers these statements and Plan Commission's review of a development proposal vs. the plan.		Comment. No changes proposed by PC.
24.	Chapter 8, East Gateway Commission Comment "Main Street Shopping" alternatives and naming sites	Regarding the Charlestowne repositioning alternatives, could the name be changed to "Main St. Shopping-East", to not take away from the downtown district which is just Main St., and then something also called "Main St. shopping-West", where signs would say to not forget to visit the other districts, but the themes would be the same as the signage, colors and landscaping.		<b>Change the name of Charlestowne Mall Repositioning Alternative #1 to "Main Street East Shopping District."</b>
25.	Chapter 8, East Gateway, P. 84 Commission comment Charlestowne Mall Repositioning Alternatives	Is the "Entertainment and Events Center" needed?	Idea was presented by more than one group at the Charlestowne Mall visioning workshop.	Question. No changes proposed by PC.
26.	Chapter 8, Main Street plan, P. 91 Commission comment 12 <sup>th</sup> St. crossing	The 12 <sup>th</sup> Street crossing on Main Street shown on the plan was closed and is now located at the north leg of 12 <sup>th</sup> St.		<b>Move Main Street crossing to north leg of 12<sup>th</sup> St.</b>

27.	Chapter 8, Main Street plan Commission comment Legend	Suggestion to change the wording or change the Legend to “Recommendations”, so it is clear these are recommended improvements.		Revise legend title to “Existing and Recommended Improvements.”
28.	Chapter 8, Main Street plan, P. 91 Commission comment Valley Shopping Center streets	Streets are shown through the Valley Shopping Center site on page 74 but are not reflected in the Main Street plan on page 91.		Correct page 91 to match page 74 showing the street connections through Valley Shopping Center.
29.	Chapter 8, Sub Area plans Public Comment Future changes to subareas	How can catalyst sites be added in the future? Will Task Force need to be reconvened to make more recommendations? Reference was made to Randall Road between Main & Dean.	Plan will be reviewed periodically, perhaps annually, and changes can be proposed for review by the Plan Commission and P&D Committee, without reconvening the Task Force.	Question. No changes proposed by PC.
30.	Chapter 8, West Gateway Commission comment  Site on Randall Rd. between Main and Dean	Regarding Randall Road between Main and Dean, plans shown future Woodward extension and land use of Corridor-Regional Commercial. Should other narrative text be added about this site? It was noted that this general area is unattractive and has a problematic development pattern and will need substantial access improvements for the area to be redeveloped. Developing the full commercial potential of Randall Rd. is important to the community and this is an area where it will not happen without some coordination. This is a significant entrance into the city and it should be addressed in the Comprehensive Plan.	Street improvements are shown on page 74. Land uses are shown on the land use map on page 30 – Corridor/Regional Commercial. Suggestion was made that incremental site improvements would not accomplish the access improvements, and assistance from the City may be necessary. This information could be explained in the text for a catalyst site. There was a discussion about whether this site met the criteria of a catalyst site, and if it did, what would be the boundaries. Suggestion to include all the way from Randall & Main (NW and NE corners) and extend up to Dean Street.	<b>New catalyst site will be added encompassing NE and NW corners of Randall/Main and include all properties along the east side of Randall Road up to the railroad tracks.</b>  <b>Text for catalyst site will explain that obsolete industrial properties are being repurposed for commercial use, resulting in an unattractive development pattern with underutilized sites. To fully realize the commercial potential of the Randall Rd. corridor from Main to Dean Street, redevelopment with coordinated access improvements is necessary, including a traffic signal at Woodward Dr. and a system of internal access roads.</b>

2/5/13				Plan Commission Recommendation
	Chapter/Page/ Topic	Comment/Question	Response/Follow Up/Discussion	
31.	Chapter 8, Downtown, Page 64 Commission comment  Last Sub Area Objective-Should we list locations/destinations for enhanced mobility from Downtown	Related to the discussion of enhanced connections between downtown and the Old St. Charles Mall site along Prairie Street. What are other specific “assets” where enhanced multi-modal mobility is especially important? If so, what are they and what routes should be prioritized for enhancement?	The intention was not to identify all assets or the routes but to be an objective moving forward. Can be made more specific if Commission recommends. “Multi-modal mobility” may be too much jargon. Commission suggested listing examples, not a specific list. Destinations suggested- old mall site, proposed bicycle trail along the rail-line, downtown Geneva and connections to Randall Rd.	<b>Change the term “multi-model mobility” to less technical terminology.</b>  <b>Add a list of potential assets for enhanced connectivity, such as other commercial centers, major bikeways and trails, etc.</b>
32.	Chapter 8, Downtown, Page 65 Commission comment  Gateway frontage on Rt. 25/5 <sup>th</sup> Ave.	Why isn’t 5th Avenue designated as Gateway Corridor frontage? Rt. 25 provides primary entry into the east side of downtown.	Frontage designations define building massing, façade orientation and access patterns. Future land use map shows mixed-use up to State Ave. Commission discussed that existing development on 5 <sup>th</sup> Ave conforms with Gateway Frontage from Illinois Ave. north to Cedar Ave., therefore designate these blocks only.	<b>Designate “Gateway Frontage” on 5<sup>th</sup> Ave./Rt. 25 from Illinois Ave. north to Cedar Ave.</b>
33.	Chapter 8, Downtown, Page 65 Public comment  Gateway frontage on Main St. east to 7 <sup>th</sup> Ave. and along 7 <sup>th</sup> Ave.	7th Ave. is transition point to downtown in terms of development and street width, starting the gateway here picks up the library and Lincoln School.  South 7th Ave. is a corridor from Geneva. Historically, this has been considered an entrance into Downtown.	There is a special category for Main St. frontage that could be extended east to 7 <sup>th</sup> Ave.  This frontage designation refers to land use plans and building massing rather than transportation routes. Although it is an entrance point, the gateway frontage development may not be appropriate along south 7 <sup>th</sup> Ave.	<b>Extend Main St. Frontage east to 7<sup>th</sup> Ave.</b>

34.	<p>Chapter 8, Downtown, Page 65 Commission comment</p> <p>Multi-family in Fox River frontage category/locations in Downtown</p>	<p>Land Use section language is ambiguous; does it mean multi-family residential or some other kind of multi-family activities? Is river frontage an appropriate place to locate multi-family residential? Identifiable principles needed for developers to get a sense of when it is a desired land use, and when is it not. Over the last 3-5 years, controversial proposals spent years in front of Commissions and process was grueling. Purpose of document is to provide clarity to the community and help adjudicate applications.</p> <p>Discussion that it can't be too ambiguous or it will not help potential developers.</p>	<p>Language is ambiguous and could be corrected. Land use plan dictates where multi-family can be located. All of downtown is designated as mixed use, but multi-family is only a component of mixed-use. It is a general guide, not supposed to be rigidly applied to every parcel, it is a policy or a vision. The word "may" is used to indicate this. Development proposals need to be evaluated on their merits vs. the intent of the Plan and vision, cannot anticipate every development scenario. It was noted that Site J is the only catalyst site on the river specifically with residential, Carroll Towers and Brownstone exist.</p> <p>Discussion that controversy about Downtown multi-family is more about building height, also not being code-friendly with existing buildings.</p>	<p><b>Language regarding "multi-family use" in the Fox River frontage will be clarified by referencing all types of residential use, including multi-family residential.</b></p>
35.	<p>Chapter 8, Downtown, Page 67 Commission comment</p> <p>Gateways- priority for improvement</p>	<p>North and south gateways to downtown may be a higher priority for improvement than east-west gateways. On Main St., the elevated view of the river/bridge/valley provides sense of arrival. Gateway at Rt. 31/Prairie warrants more intensive study, Rt. 25 doesn't have sense of arrival when approaching from south.</p>	<p>Discussion that there is no priority stated now, but this could be added.</p>	<p><b>Gateways text will be revised to state that north-south gateways are less defined today and would benefit most from enhancement.</b></p>

36.	Chapter 8, Downtown, Page 68 Commission comment  Site C access difficulty at Rt.31 & Main St. & State St.	Are we confident that access obstacles can be mitigated for redevelopment of Site C? What would it take to get a warrant for a traffic signal at State St. and Rt 31? Can the traffic impacts of such a development on that site be mitigated effectively, because if they cannot be mitigated, then the development should not be contemplated.	Question would come up if there was a development proposed; cannot mitigate without knowing how it will be developed. Signal would benefit Sites A, B,C and pedestrians crossing Rt. 31. Note can be added in largest site, Site A. Traffic analysis would be needed by IDOT. Comment that 31/Main & 31/Illinois are top two crash sites, should be considered. Info. was provided to transportation consultant. Task Force discussed access issues along Rt. 31 and site lines, decided to extend Site A west to 4 <sup>th</sup> assuming there would need to be significant changes to access.	<b>Catalyst Site A will be revised to state that there is a need to consolidate access to Rt. 31 and potentially provide a traffic signal and pedestrian crossing at State &amp; Rt. 31.</b>
37.	Chapter 8, Downtown, Page 69 Commission comment Site I- Multi-family	Would straight multi-family residential be appropriate here? This is not a fringe area of downtown per page. 66.	Possible that site depth may be too limited for adequate retail space. Suggestion to strike “multi-family” and say “or to include multi-family”.	<b>Catalyst Site I will be revised to say “mixed use <i>including</i> multi-family.”</b>
38.	Chapter 8, West Gateway, Page 72 Commission comment  Objectives and Randall Rd. BRT	Add an objective regarding Bus Rapid Transit on Randall Road— i.e, continue to work with other local/regional agencies and maintain plans to support development of a BRT line.	This is noted in the transportation plan on page 59, but can be reinforced in the subarea plan.	<b>Objective will be added to the subarea plan to reference working with other agencies to support future BRT on Randall Rd.</b>
39.	Chapter 8, West Gateway, page 75 Commission comment  Site F	Designated as multifamily for interior and southern portions of parcel. Parcel is west of Randall Road, not in-town in-fill development. “Smart” development must entail a definable edge of town to avoid sprawl. Why is this site catalytic— especially the interior and rear portions?	Size and single ownership are why it was listed as a catalyst. Townhomes (single family attached) would be most appropriate; this can be clarified, but needs to follow consistent terminology. Discussion that past proposal included special needs housing, could still be considered. Suggestion to use the term “adaptive housing” instead.	<b>Catalyst Site F (Bricher Commons) will be revised to indicate “single family attached residential” and the possibility of an adaptive housing component.</b>

40.	<p>Chapter 8, West Gateway, Page 76 Commission comment</p> <p>Old St. Charles Mall site alternatives and Randall Rd. access</p>	<p>Local Town Center and Comprehensive Mixed Use Center options include new street from Randall Road into the Tri-City Center property. If drivers can easily access the site from Randall via a highly visible route, large-scale developments north of Rt. 38 will stand the best chance of success. Could access road be signalized, double-lane point of ingress and egress and match boulevard that leads to the “Central Park” in Option 3? What if there was a twin park on the Tri-City Center parcel?</p>	<p>Access layout was designed to discourage cut through traffic and slow traffic for pedestrians. Discussion that access is challenging along Randall between Bricher and Rt. 38. County unlikely to allow a full access, left turn lanes for Bricher/Rt. 38 conflict with this location. Idea of a more prominent boulevard/gateway can be incorporated into the other options to entice motorists.</p>	<p><b>A more prominent boulevard/gateway from Randall Road will be incorporated into the redevelopment alternatives on Page 76.</b></p>
41.	<p>Chapter 8, East Gateway, Page 83 Commission comment</p> <p>Neighborhood Open Space in Framework Plan for Mall</p>	<p>Neighborhood Open Space is listed in the legend but doesn't appear on the map.</p>	<p>Map was previously more detailed and was switched to a different style, the legend would be updated.</p>	<p><b>The legend will be updated.</b></p>
42.	<p>Chapter 8, East Gateway, Page 84 Commission comment</p> <p>Entertainment and Events center – should berms stay?</p>	<p>For the Entertainment and Events Center alternatives, may want to consider the possibility that the high berms off of Main Street might continue to serve a useful function. Would the atmosphere of an outdoor entertainment complex be comprised by landscaping reductions and increased traffic noise?</p>	<p>Comment that landscaping and berms have been detrimental to the success of the mall.</p>	<p>Question. No changes proposed by PC.</p>
43.	<p>Chapter 8, East Gateway, Page 91 Commission comment</p> <p>Push button phasing</p>	<p>What is the rationale behind “push-button phasing” for pedestrian crossings?</p>	<p>A safety feature to give you an idea with the countdown how long you have to cross.</p>	<p>Question. No changes proposed by PC.</p>

3/19/13			Plan Commission Recommendation
44.	Chapter 5, p. 43 Community Facilities Commission comment  Section on Library	The Commission previously discussed extending the Main St. frontage designation east to 7 <sup>th</sup> Ave, which includes the library site. There was a proposal for a library building expansion that would help define the character of this stretch of Main St.	<b>Text will be added in Chapter 5 stating that future expansion of the library is an opportunity to strengthen the eastern gateway into downtown.</b>
45.	Chapter 6 Parks and Open Space Commission Comment  Park donation size	The Task Force had discussed that the Park District has a policy of not accepting small land donations, but with infill development, larger sites will not be possible. Did the Task Force decide not to include this in Chapter 6?	A section on pg. 32 addresses this point. The Task Force did not choose to directly contradict the Park District's policy on accepting small land donations, but rather suggest the City work with the Park District when infill developments are proposed.  No changes proposed by PC.
46.	Chapter 9, p. 99 Community Character Public Comment Historic Preservation reference to Kane County landmarks	It was suggested in the land use plan to reference Kane County historic landmark properties outside of the City on Red Gate Rd., specifically Red Gate Farm and Seven Oaks Farm	The Residential Areas framework plan on pg. 34 references this on Site F as this was noted as a potential development site. A general reference would be better located in Chapter 9, p. 99 under Historic Preservation.  <b>Text to be added under Historic Preservation noting the Kane County landmark sites located near the City also define the character of the community. Reference will be made to the farmsteads on Red Gate Rd (Seven Oaks and Red Gate Farm).</b>
47.	Chapter 9, p. 99 Community Character Commission Comment  Branding	Question if column 4 should state that the city needs to "sustain a clear brand" vs. "define a clear brand."	The Task Force felt the City did not have a clear brand. It was noted in the outreach that the city is defined by the river, but many nearby communities are as well.  No changes proposed by PC.
48.	Chapter 10 Design Guidelines Commission Comment	Some information about "how to use this plan" would be helpful, including a discussion of ideal goals vs. practical application.	Page 6 has section discussing the purpose and use of the plan.  No changes proposed by PC.
49.	Chapter 11 Implementation Commission comment Plan adoption action	Suggestion that some text could be added into the implementation section outlining the formal steps to officially adopt the plan.	<b>Text to be added describing the formal actions to be taken to officially adopt the plan and make reference to City Code sections that refer to the plan.</b>

50.	Chapter 11 Implementation SSAs for stormwater	This section doesn't reference back-up SSAs for stormwater, which are common and often misunderstood.	Backup stormwater SSAs are an ordinance enforcement tool, and although are not accomplishing a planning objective, they are the most common application of an SSA.	<b>Text will be added to the SSA section describing the City's typical use of SSAs, including the practice of using SSAs for backup maintenance of stormwater detention areas.</b>
-----	---	---	--	--