



## AGENDA ITEM EXECUTIVE SUMMARY

**Title:** Recommendation to approve a Minor Change to PUD for Carriage Oaks PUD – Addition to building (enclosure of existing deck and patio area)

**Presenter:** Russell Colby

*Please check appropriate box:*

	Government Operations		Government Services
X	Planning & Development – (6/9/14)		City Council
	Public Hearing		

Estimated Cost:	N/A	Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

Carriage Oaks, an independent senior living community, is located 1500 S. 14<sup>th</sup> Street. Development of the property was approved under Ordinance No. 1997-Z-21 as the Carriage Oaks PUD.

The owner is proposing to enclose an existing deck and patio area on the east side of the building in order to expand the facility’s dining/community room. The building footprint will remain the same and no alterations will be made to the landscaping. The elevation of the addition will match the existing exterior. A Minor Change to PUD is required for approval of the addition.

Staff has reviewed the proposal and determined that it is not in conflict with the specifications of the ordinance establishing the PUD in 1997 and a subsequent amendment in 1999 (Ordinance No. 1999-Z-1).

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

Application for Minor Change to PUD; Aerial Photo, Plan documents

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

Recommendation to approve a Minor Change to PUD for Carriage Oaks PUD – Addition to building (enclosure of existing deck and patio area)

<i>For office use only:</i>	<i>Agenda Item Number: 3h</i>
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Russell

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



COMMUNITY DEVELOPMENT/PLANNING DIVISION

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

**MINOR CHANGE TO PUD APPLICATION**

Received Date  
**RECEIVED**  
St. Charles, IL  
MAY 29 2014  
CDD  
Planning Division

**CITYVIEW**  
Project Name: Carriage Oaks  
Project Number: 2014 -PR- 015  
Application No. 2014 -AP- 025

**Instructions:**

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

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

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

<b>1. Property Information:</b>	Parcel Number (s): <u>09-33-376-014</u>	
	Street Address (or common location if no address is assigned): <u>1500 So. 14<sup>th</sup> St. St. Charles IL</u>	
<b>2. Applicant Information:</b>	Name <u>Cheryl King, Ex. Director</u>	Phone <u>(630) 584-0029</u>
	Address	Fax
		Email <u>Same</u>
<b>3. Record Owner Information:</b>	Name	Phone
	Address	Fax
		Email <u>↓</u>
<b>4. Billing:</b> <i>To whom should costs for this application be billed?</i>	Name <u>Carriage Oaks</u>	Phone <u>(630) 584-0029</u>
	Address <u>1500 So. 14<sup>th</sup> St.</u>	Fax <u>(630) 584-5619</u>
	<u>St. Charles, IL 60174</u>	Email <u>CarriageOaks@SRGlobal.net</u>

**INFORMATION FOR PROPOSED MINOR CHANGE:**

NAME OF PUD: Carriage Oaks PUD

PUD ORDINANCE #: 1997-Z-21

Identify Specific PUD Plans to be changed:

- 1. First Level Floor Plan
- 2. East Elevation
- 3. \_\_\_\_\_

Description of Proposed Changes:

A proposed addition on the east side of the existing Dining/Community Room on the First Floor. The addition will enclose the existing patio and deck area currently located off of the Dining/Community Room. The addition will utilize the existing foundation system, the building footprint and site plan will remain the same.

***Attachment Checklist***

- APPLICATION:** Completed application form signed by the applicant
- APPLICATION FEE:** Application fee in accordance with Appendix B of the Zoning Ordinance.
- REIMBURSEMENT OF FEES AGREEMENT:** An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Appendix B of the Zoning Ordinance.
- PROOF OF OWNERSHIP and DISCLOSURE:**
  - a) a current title policy report; or
  - b) a deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required. If the owner or applicant is a Trust, a disclosure of all beneficiaries; if the owner or applicant is a Partnership, a disclosure of all partners; if the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%).

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

**PLAT OF SURVEY:**

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

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

**PLANS:**

All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all revisions.

**Copies of Plans:**

- Initial Submittal - Fifteen (15) full size copies, Three (3) 11" by 17", and a PDF electronic file on a CD-ROM.

**Plans Shall include the following:**

- Site Plan indicating location of proposed change.
- Existing streets on and adjacent to the tract.
- Architectural elevations showing existing/approved and proposed building design, color and materials (if applicable)
- If change is proposed to landscaping, show approved and proposed drawings, indicate species and quantities of plant material to replace existing/approved materials.

*Additional information may be necessary depending on the specific change proposed.*

**I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief.**

Record Owner

Date



5/29/14

Applicant or Authorized Agent

Date

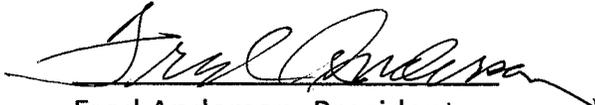
# Carriage Oaks

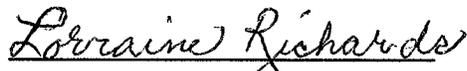
May 15, 2014

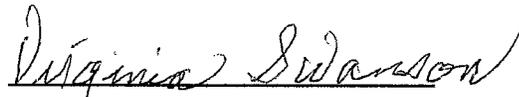
City of St. Charles  
Two East Main St.  
St. Charles IL 60174

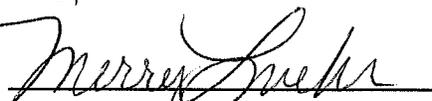
To Whom It May Concern,

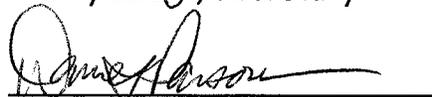
Carriage Oaks is a 501 (C ) (3) Not for Profit Retirement Community in St. Charles IL. We, the Board of Directors of the Not for Profit hereby give Cheryl L King, Executive Director, the authority to sign for the proposed changes to the PUD. Carriage Oaks is a senior residential community whose residents have membership to the non profit and it is governed by this Board of Directors. Please contact us at 630-584-0029 if you have any further questions.

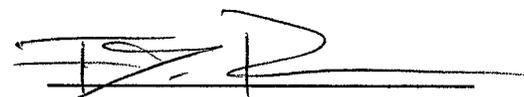
  
Fred Anderson, President

  
Lorraine Richards, V.P.

  
Virginia Swanson, Treasurer

  
Merry Luehr, Secretary

  
Daniel Parsons, Director

  
Frankie J. Pane, Director

1500 South 14th Street • St. Charles, Illinois 60174

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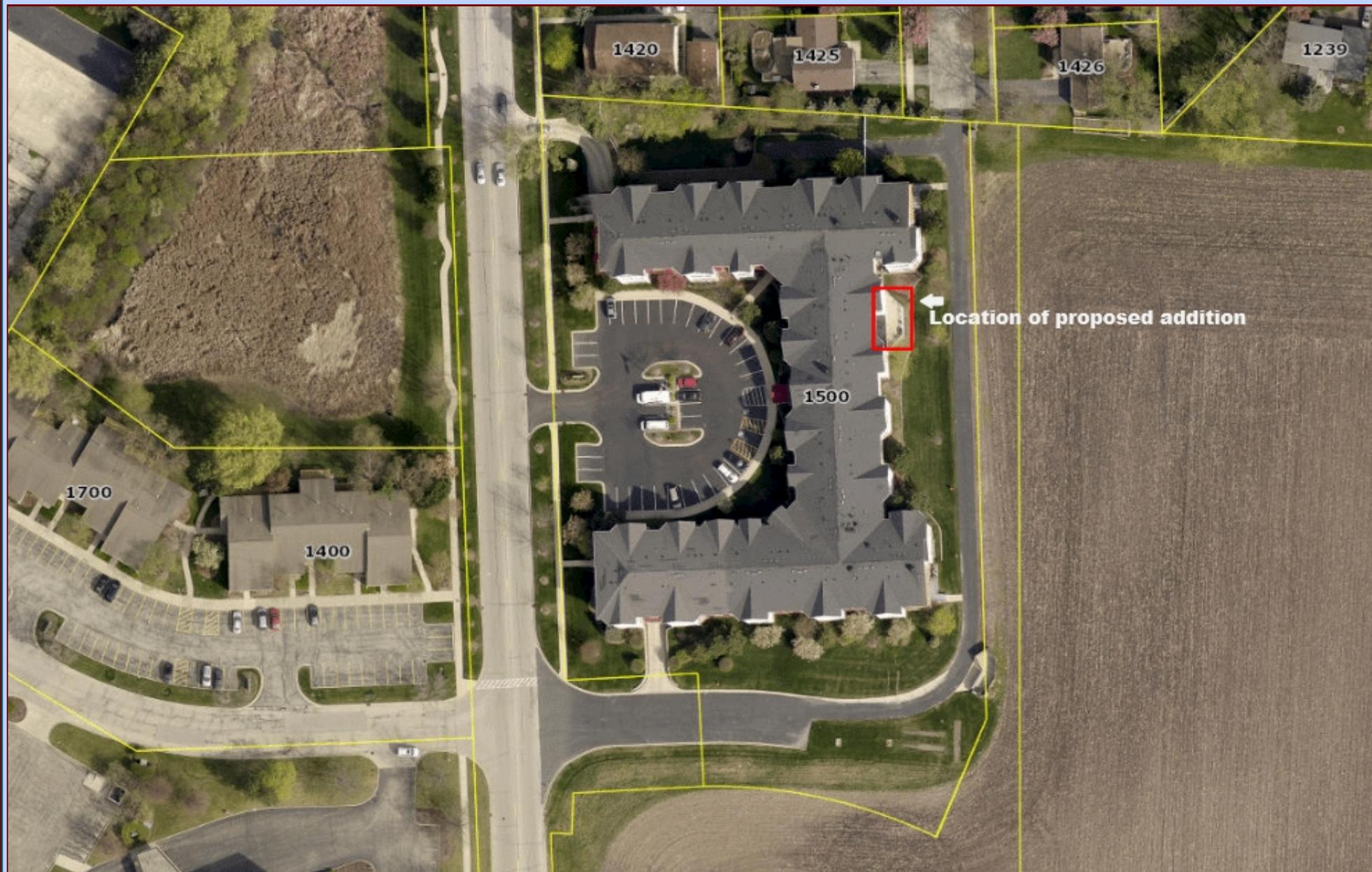
City of St. Charles, Illinois

Two East Main Street St. Charles, IL 60174-1984  
Phone: 630-377-4400 Fax: 630-377-4440 - www.stcharlesil.gov

# Carriage Oaks addition location

RAYMOND ROGINA Mayor

MARK KOENEN City Administrator



Data Source:  
City of St. Charles, Illinois  
Kane County, Illinois  
DuPage County, Illinois  
Projection: Transverse Mercator  
Coordinate System: Illinois State Plane East  
North American Datum 1983  
Printed on: May 30, 2014 01:55 PM



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