

**MINUTES
CITY OF ST. CHARLES, IL
PLANNING AND DEVELOPMENT COMMITTEE
MONDAY, AUGUST 11, 2014 7:00 P.M.**

Members Present: Silkaitis, Payleitner, Lemke, Turner, Stellato, Bancroft, Martin, Krieger, Bessner, Lewis

Others Present: Mayor Raymond Rogina; Mark Koenen, City Administrator; Rita Tungare, Director of Community & Economic Development; Russell Colby, Planning Division Manager; Chris Tiedt, Development Engineering Division Manager; Bob Vann, Building & Code Enforcement Division Manager; Ellen Johnson, Planner; Fire Chief Schelstreet; Julie Herr, Assistant Finance Director

1. CALL TO ORDER

The meeting was convened by Chairman Stellato at 7:00 P.M.

2. ROLL CALLED

Roll was called:

Present: Silkaitis, Payleitner, Lemke, Turner, Stellato, Bancroft, Martin, Krieger, Bessner, Lewis

Absent: None.

3. FINANCE DEPARTMENT

a. Lockbox Service – Information Only.

Ms. Herr said she was there to inform the Committee of the Finance department's plans to go forward with a lockbox system for the processing of the city's utility bill payments. She said any payments that are sent through mail will be delivered to a P.O. Box at the Carol Stream Post Office rather than city hall and the payments would then be picked up every morning and sent to the processing center. She said after they are processed the funds will be deposited in the city's bank account that same day and the city would then receive an electronic file that would interface with the utility billing system. She said the lockbox system has an approximate cost of \$2,100 per month which would provide a number of benefits to both the city and the utility billing office. She said due to the amount of customer phone calls and current staffing situations there are a number of things that have been pushed to the side due to a lack of time. She said in going to a lockbox system staff will be able to devote time to other tasks other than just processing payments, including: cross-training, preparing warning letters and reviewing accounts for deposit requests. She emphasized that the lockbox system switch would have no impact on the residents and the utility billing office would still handle all phone calls, customer service requests and payments can still be made at the counter and at the drop box. She said the only change would be the return mailing address on the bills which will now be the PO Box 6021-Carol Stream. She said the conversion would not happen overnight due to planning, decisions, programming, testing etc. and as of now they are looking for a start date of approximately December 1, 2014.

Aldr. Payleitner asked what percentage of utility billing is paid by check as opposed to online. Ms. Herr said she does not have exact numbers but probably about 60%; but that they do try to encourage the direct payment which is most efficient.

Aldr. Lewis said this service would cost over \$24,000 per year and she wanted to know some of the tasks the department would then be free to handle. Ms. Herr said the most important thing is taking care of customers, getting the bills processed and the payment deposited; but there are things such as follow-up,

sending out letters and checking for deposit requests that are all being pushed back right now. Aldr. Lewis said by freeing up time would the collections received help offset this cost. Ms. Herr said they would not be collecting more money but there will be quicker deposits and a quicker response times for nonsufficient funds because it will be instant. She said as far as the cost; there are time costs that need to be considered because to take resources from processing payments to doing other things that are more beneficial to the department/division. She said when there are staffing shortages whether it's sick or on vacation it puts the department in a bind and with the service it would allow them to handle those shortages. She noted that they would still be processing payments at city hall and the drop boxes and that there are also exceptions that come through the lockbox system, so there would still be time needed to resolve those; but it would be a lot less time then what is currently being spent. Aldr. Lewis said things seem to go up every year and she wanted to know if the price were guaranteed for a certain amount of years, or would it increase every year. Ms. Herr said the city is currently with Harris Bank and until they go out for RFP which may happen in the next year, hopefully they can get some competitive pricing so they won't go up, but there is no guarantee.

Chariman Stellato asked if this were a budgeted item. Ms. Herr said yes.

4. CITY ADMINISTRATORS OFFICE

a. Presentation of Request for Funding- Camp Kane Re-Dedication/Jones Law Office.

Mr. Koenen said the Jones Law Office was approved in spring to be relocated to Langum Park and Peter Suhr with Public Works is in the process of getting the building ready for an August relocation, anticipating a dedication for the facility in September. He said in the conversation of doing that, there is also the Camp Kane location at the same site which was planned to be rededicated some time ago, but never took place. He said Kim Malay had approached him on behalf of the new Camp Kane Foundation about doing a joint dedication with Jones Law office at the same time. He said Ms. Malay has been working with the new founded committee and they are in the process of applying for their not for profit status; but they have put together a program as to how that day would celebrate the rededication of the city's infrastructure of Jones Law office as well as the city facility of Camp Kane.

Aldr. Turner said he didn't know the city purchased Jones Law office to make it a city facility. Mr. Koenen said the law office was part of the infrastructure that the Heritage Center accepted and stored at the Dunham Hunt House and when the Heritage Center decided not to use Dunham Hunt House any longer that piece of infrastructure was still on the site; so the city inherited that and are now spending \$70,000 to relocate it to a city property. He said Camp Kane is part of a larger Langum Park complex and Langum Park is part of the city's infrastructure that we own and maintain.

Aldr. Lewis said she is concerned that the tax-exempt/non-exempt is pending because some organizations require that it be in hand before money is designated and therefore she is not comfortable releasing funds to an organization that does not have the funding yet. Mr. Koenen suggested Ms. Malay to address the question but that he knows it is pending and that the city would not be cutting them a check, it would more than likely be a reimbursement program.

Kim Malay-President of the Camp Kane Heritage foundation-526 S. 16th St.-said that if the city did want to cut a check it would be taken through the Daughters of the American Revolution, which is a 501(c) (3) and they have agreed to take that and create an agreement. Aldr. Lewis asked if an application needs to be filled out in order to request funds. Mr. Koenen said there is an application for grant funding but that this is an unusual one because it's a sponsorship of an event; so there is not an application but one could be created, but he feels that the proposed budget included in the packet really takes on the salient pieces of information about what the amount is and what the funds are being proposed to be used for. Aldr. Lewis asked if Mr. Koenen is suggesting that the money be reimbursed. Mr. Koenen said he suggests that the application be updated with the new requester and to also reiterate what it is they are asking for, which could be done based on Committees feedback tonight, to be reflective of what the city is considering

offering to them. He said it would be a reimbursement formula where paperwork would be submitted after the fact that documents the expense and what it was used for and a check would then be cut accordingly.

Aldr. Lewis said she sees \$200 and \$300 so she is not sure how the requested amount is \$1,000. Ms. Malay said there is a \$300 refreshment cost that may go away due to donations. Aldr. Lewis asked if they heard back from any businesses on the list that would be donating. Ms. Malay said applications have been put in but they have not heard back yet. She said they do have Lincoln tied into the cost and they are working with local organizations to get some printing done as well; so they mapped out what they thought may not be donated to give them the leeway in case there are additional expenses. She said \$200 is for the banners, \$300 for the Lincoln/Farnsworth actors, potential \$300 for refreshments and \$200 for miscellaneous to equal \$1,000; but for the donation and all the services they are hoping to get it comes to \$5,100.

Aldr. Payleitner asked what the hurry is and what is significant about the date. Ms. Malay said Camp Kane's 153rd anniversary is September 18th and the law office will be in place at that point. She said what they are hoping for is to start calling attention to both the law office and the site to help promote heritage tourism, so they felt that date was appropriate.

Chairman Stellato clarified that the motion would be "up to a \$1,000" and to allocate the money and how it's distributed to the organization would be handled by Mark Koenen's office.

Aldr. Payleitner asked if the request were up to \$1,000 and reimbursed. Chairman Stellato said yes the city would earmark up to \$1,000 and entrust the City Administrators office to get it to the group. Ms. Malay added that they are entering into an agreement with the Daughters of the American Revolution to ensure that they will not have to cover any overages. Aldr. Payleitner said she is iffy on the cushion and wanted to know if the city is bound by the \$1,000. Ms. Malay said they are maxed out \$1,000 and if all of that is not used they would not be looking for that.

Aldr. Martin made a motion to grant the request for Funding- Camp Kane Re-Dedication/Jones Law Office. Seconded by Aldr. Krieger.

Roll Call:

Ayes: Turner, Bancroft, Martin, Krieger, Bessner, Lewis, Silkaitis, Lemke, Payleitner

Nays:

Absent:

Abstain:

Motion Carried. 9-0.

Ms. Malay noted that she hoped everyone would attend and the date is September 20th starting at noon.

5. MAYORS OFFICE

- a. Recommendation to Approve a Class B Liquor License for Top Table LLC to be located at 1 West Illinois Street, St. Charles.

Mayor Rogina said the request is for a standard class B liquor license for a new restaurant called Top Table-1 W. Illinois St.-formerly Bistro One West and Erik and Me. He said the closing hours would be midnight with no request being made for a late night permit of 1 or 2 am. He said the paperwork has been submitted to the Police Dept. and all certifications as well as fingerprints taken. He said from his perspective in developing the downtown area, this is a crucial spot that has been vacant for a while and this family has taken on the risk of an entrepreneur in the community and he is very happy to see this unfold. He noted that Aldr. Lewis and Aldr. Payleitner are members of the Liquor Commission and they have taken of tour of the location and may be able to offer some comments.

Nathan Drafall-1 W. Illinois St.-Suite 170-introduced his chef, Joseph, who worked 22 years at Pheasant Run as the Executive Chef. He said he is trying to live the dream along with his parents and wife and he feels this restaurant is going to bring the community together. He said he hoped the committee liked the menu that was provided and the that the liquor license is just to enhance what is in existence and now what they are looking to be based upon, which is food.

Aldr. Payleitner said “it is what it is” and she applauds that and she is very excited about the future of this place. She said they were told the back story and why it’s so last minute and it all makes sense and she recommends moving forward.

Aldr. Lewis said the midnight closing definitely shows that Mr. Drafall is looking to be a restaurant. She said there was talk of weekend brunch to start with and she along with Aldr. Payleitner felt very good about their visit.

Aldr. Lemke said he does like the menu but said that in the past he always enjoyed that there was a salad bar at the location. Mr. Drafall said he did plan to put one in but the Health Dept. frowned upon that but that he did put a private dining room in (like Port Edward in Algonquin) along with some exterior lighting and upgrading the deck.

Chairman Stellato asked for the proposed opening date. Mr. Drafall said they are looking to do some soft openings, but maybe September 1st.

Aldr. Turner made a motion to approve a Class B Liquor License for Top Table LLC to be located at 1 West Illinois Street, St. Charles. Seconded by Aldr. Silkaitis.

Roll Call:

Ayes: Turner, Bancroft, Bessner, Lewis, Silkaitis, Lemke, Payleitner

Nays: Martin, Krieger

Absent:

Abstain:

Motion Carried. 7-0.

6. COMMUNITY & ECONOMIC DEVELOPMENT

- a. Recommendation to approve a Facade Improvement Grant Agreement for 113 N. 2nd Ave. (Tranquility Spa).

Mr. Colby said the grant is to assist Tranquility Spa with replacement of deteriorated posts at their front entrance and the grant amount is \$2,000 and both the Historic Commission and Staff recommend approval.

Aldr. Silkaitis made a motion to approve a Facade Improvement Grant Agreement for 113 N. 2nd Ave. (Tranquility Spa). Seconded by Aldr. Bessner. No additional discussion. Approved unanimously by voice vote. Motion carried.

- b. Recommendation to approve a Historic Sign designation for St. Charles Bowl, 2520 W. Main St.

Mr. Colby said the Zoning Ordinance requires existing signs be brought into compliance with current ordinance requirements this October. He said the ordinance also provides that signs may be designated by the City Council as Historic Signs if they meet certain criteria, subject to a recommendation by Historic Preservation; and once designated a Historic sign the sign can remain up past the October 16th deadline. He said Historic Commission reviewed the request and found it met the criteria for designation including the sign being constructed prior to 1966 and is still operated for the same use, the sign’s unique

shape and the business being noteworthy in the history of the community. Historic Commission recommends approval.

Aldr. Turner made a motion to approve the Historic Sign designation for St. Charles Bowl, 2520 W. Main St. Seconded by Aldr. Silkaitis. No additional discussion. Approved unanimously by voice vote. Motion carried.

- c. Recommendation to direct staff to proceed with a General Amendment to Title 17 (Section 17.08.060) to extend the sign amortization deadline.

Ms. Tungare said back in May the committee was informed of the upcoming deadline of October 16, 2014 to bring all non-conforming signs into compliance. She said since that time staff has been working with business and property owners to bring them to compliance, to also process their variations and some of them are candidates for a variation through the Zoning Board of Appeals process. She said she is back before Committee again to request another 8-month extension to shift the deadline to June 16, 2015, which would allow for additional time for the staff to work with remaining properties to come into compliance. She said if Committee deems appropriate staff could be directed to file a General Amendment application to postpone the deadline to June 16, 2015. She said that would require a public hearing before Plan Commission, then back for Committee and then final approval at City Council.

Aldr. Payleitner asked if this extension was due to procrastination. Ms. Tungare said she didn't necessarily categorize it as procrastination; but more of a process of working through complicated situations as well as hand holding to get them through the process.

Chairman Stellato noted that there was discussion regarding the criteria of Historic signs and he thinks there may be others close to around the mid 1960's by the same owner and he would like to see some research to find if there are anymore that could fit within that criteria.

Aldr. Martin made a motion to direct staff to proceed with a General Amendment to Title 17 (Section 17.08.060) to extend the sign amortization deadline. Seconded by Aldr. Krieger.

Roll Call:

Ayes: Turner, Bancroft, Martin, Krieger, Bessner, Lewis, Silkaitis, Lemke, Payleitner

Nays:

Absent:

Abstain:

Motion Carried. 9-0.

- d. Recommendation to approve a Minor Change to PUD Preliminary Plan for Legacy Business Park, Lot 17, 841 Equity Drive.

Mr. Colby said the minor change is for a new industrial building for Timberbuilt Inc. He said when the Legacy PUD was approved in 2006 there were site and landscape plans approved for each lot in the development. He said the proposed plan is a slightly modified building footprint and layout but overall is similar to approved plan and staff has determined the plans are in conformance with the PUD requirements subject to a few minor comments and staff recommends approval.

Aldr. Turner made a motion to approve a Minor Change to PUD Preliminary Plan for Legacy Business Park, Lot 17, 841 Equity Drive. Seconded by Aldr. Bessner. No additional discussion. Approved unanimously by voice vote. Motion carried.

- e. Recommendation to approve an Easement for Public Utility, Stormwater Drainage and Detention between Omron Manufacturing of America, Inc. and the City of St. Charles.

Mr. Tiedt said this is a clean-up item and several years ago Omron Manufacturing was required to construct a stormwater detention management system and relocate some city electric to construct a new parking lot and expand an existing one. He said those improvements are required to have easements over them and before Committee is the document that grants the appropriate easements to the city and staff recommends approval.

Aldr. Turner asked if there were still an SSA in effect for that area. Mr. Tiedt said there is a regional SSA for stormwater in the area but he doesn't believe this particular address is in that regional SSA. Aldr. Turner asked if they are obligated to take care of the stormwater. Mr. Tiedt said correct; the stormwater management easement is strictly if they do not maintain the ponds themselves; it does not obligate the city it just gives them the right to do maintenance if need be.

Motion made by Aldr. Turner to approve an Easement for Public Utility, Stormwater Drainage and Detention between Omron Manufacturing of America, Inc. and the City of St. Charles. Seconded by Aldr. Lemke. No additional discussion. Approved unanimously by voice vote. Motion carried.

7. **ADDITIONAL BUSINESS**-None.

8. **ADJOURNMENT** - Aldr. Bessner made a motion to adjourn at 7:33 PM. Motion was seconded by Aldr. Silkaitis. No additional discussion. Approved unanimously by voice vote. Motion carried.