

**MINUTES  
CITY OF ST. CHARLES, IL  
PLANNING AND DEVELOPMENT COMMITTEE  
MONDAY, JUNE 10, 2024 7:00 P.M.**

**Members Present:** Silkaitis, Foulkes, Bongard, Muenz, Lencioni, Gehm, Pietryla, Wirball, Bessner, Weber

**Members Absent:** None

**Others Present:** Mayor Lora Vitek; Heather McGuire, City Administrator; Russell Colby, Director of Community Development; Derek Conley, Director of Economic Development; Bruce Sylvester, Assistant Director of Community Development-P&E; Ellen Johnson, City Planner; Rachel Hitzemann, City Planner; Peter Suhr, Director of Public Works, Scott Swanson, Fire Chief

**1. CALL TO ORDER**

The meeting was convened by Chair Lencioni at 7:00 p.m.

**2. ROLL CALLED**

Roll was called:

Present: Silkaitis, Foulkes, Bongard, Muenz, Lencioni, Gehm, Pietryla, Wirball, Bessner, Weber

Absent: None

**3. OMNIBUS VOTE**

\*4d. Historic Commission Recommendation to approve a Façade Improvement Grant Agreement for 405 W. Main St.

\*4e. Recommendation to approve a Plat of Vacation for 407 S. 5<sup>th</sup> St.

\*4g. Recommendation to Approve and Execute an Acceptance Resolution for Public Utility for Prairie Centre – 2060 Lincoln Hwy

\*4h. Recommendation to Approve and Execute an Acceptance Resolution for Public Utility for 7 S. 2<sup>nd</sup> Ave.

**Motion by Ald. Muenz, second by Ald. Pietryla to remove omnibus item \*4f and approve omnibus items \*4d, \*4e, \*4g and \*4h on the agenda.**

**Roll was called:**

**Ayes: Muenz, Gehm, Pietryla, Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard**

**Nays: None**

**Motion carried: 9-0**

**4. COMMUNITY & ECONOMIC DEVELOPMENT**

- a. Plan Commission Recommendation to approve an Amendment to Special Use for Planned Unit Development and PUD Preliminary Plan for Fox Haven Square (Stuart's Crossing PUD)

Ellen Johnson, City Planner, presented the Executive Summary and materials posted in the meeting packet.

Ald. Muenz asked why more parking was added when there is already so much parking available in the existing lot by the other stores. Ms. Johnson explained they are still under-parked per the code so the applicant is seeking a parking deviation. There are existing easements that allow for the use of the Jewel parking lot, but staff feels these uses will have a significant parking demand so the intent was to provide as much parking as possible; acknowledging that there will be overflow parking on the Jewel property. Ald. Muenz asked that this be reviewed carefully due to the high pedestrian use of that shopping mall. She felt it might be possible to be more creative with the space.

Ald. Silkaitis asked for more information regarding the incentive request.

Derek Conley, Director of Economic Development, stated the applicant has not made that request for tonight's meeting, but they have supplied the City with an outline of what that request would be. They need to firm up their design before they can determine what the incentive need is.

Heather McGuire, City Administrator, stated the incentive request will come forward as a separate item at a future meeting.

Ald. Wirball expressed support of the plan, but suggested incorporating a few more architectural elements into it. He asked if they could consider a crosswalk by Kirk Road and Rt. 64 as part of the sales tax incentive. Ms. Johnson noted they originally requested an extension of the sidewalk to the South, but IDOT reviewed the property and said that if the sidewalk were brought up to the right-of-way, then crosswalks would be required across both legs of the intersection; both to the South and to the West. At Plan Commission it was discussed that the northern pedestrian connection along Jewel to Foxfield would be more beneficial for pedestrians due to the residential nature of that area. Ald. Wirball felt both would be beneficial due to the future connection into the Charlestowne Mall area.

**Motion by Ald. Bongard, second by Ald. Gehm to approve an Amendment to Special Use for Planned Unit Development and PUD Preliminary Plan for Fox Haven Square (Stuart's Crossing PUD).**

**Roll was called:**

**Ayes: Muenz, Gehm, Pietryla, Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard**

**Nays: None**

**Motion carried: 9-0**

- b. Historic Commission Recommendation to approve a Façade Improvement Grant Agreement for 619 W. Main St.

Rachel Hitzemann, City Planner, presented the Executive Summary and materials posted in the meeting packet.

Ald. Gehm wanted to know what determines a building repair versus an improvement. Ms. Hitzemann explained it depends on what part of the structure is considered historical and noted it is up to the discretion of the Historic Preservation Commission.

**Motion by Ald. Wirball, second by Ald. Pietryla to approve a Façade Improvement Grant Agreement for 619 W. Main St.**

**Roll was called:**

**Ayes: Muenz, Gehm, Pietryla, Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard**

**Nays: None**

**Motion carried: 9-0**

- c. Historic Commission Recommendation to approve a Façade Improvement Grant Agreement for 201 E. Main St.

Rachel Hitzemann, City Planner, presented the Executive Summary and materials posted in the meeting packet.

**Motion by Ald. Wirball, second by Ald. Pietryla to approve a Façade Improvement Grant Agreement for 201 E. Main St.**

**Roll was called:**

**Ayes: Muenz, Gehm, Pietryla, Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard**

**Nays: None**

**Motion carried: 9-0**

- f. Recommendation to Authorize Execution of a Real Estate Contract between the City of St. Charles and Habitat for Humanity of Northern Fox Valley for Conveyance of 1417 N. Dean St.

**Motion by Ald. Muenz, second by Ald. Wirball to Execute a Real Estate Contract between the City of St. Charles and Habitat for Humanity of Northern Fox Valley for Conveyance of 1417 N. Dean St.**

**Roll was called:**

**Ayes: Muenz, Gehm, Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard**

**Nays: None**

**Recused: Pietryla**

**Motion carried: 8-0**

- i. Recommendation to approve a Memorandum of Understanding with the Kane DuPage Soil & Water Conservation District regarding Erosion Control Services

Russell Colby, Director of Community Development, presented the Executive Summary and materials posted in the meeting packet. He noted that staff would propose that the City contract with the Soil & Water Conservation District and pay with the developer fees currently collected, as an initial test arrangement, and the Memorandum will be updated to reflect this.

**Motion by Ald. Wirball, second by Ald. Muenz to approve a Memorandum of Understanding with the Kane DuPage Soil & Water Conservation District regarding Erosion Control Services.**

**Roll was called:**

**Ayes: Muenz, Gehm, Pietryla, Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard**

**Nays: None**

**Motion carried: 9-0**

- j. Recommendation to approve to Waive the Formal Bid Procedure and Approve a Resolution to Authorize a Professional Services Agreement with TPI Building and Code Consultants Inc. for Inspection and Plan Review Services

Russell Colby, Director of Community Development, presented the Executive Summary and materials posted in the meeting packet.

**Motion by Ald. Bessner, second by Ald. Wirball to Waive the Formal Bid Procedure and Approve a Resolution to Authorize a Professional Services Agreement with TPI Building and Code Consultants Inc. for Inspection and Plan Review Services.**

**Roll was called:**

**Ayes: Muenz, Gehm, Pietryla, Wirball, Bessner, Weber, Silkaitis, Foulkes, Bongard**

**Nays: None**

**Motion passed: 9-0**

**5. PUBLIC COMMENT - None**

**6. ADDITIONAL ITEMS FROM MAYOR, COUNCIL OR STAFF**

Chair Lencioni recognized some students in attendance for their interest in the government process.

**7. EXECUTIVE SESSION - None**

**8. ADJOURNMENT**

**Motion by Ald. Gehm, second by Ald. Wirball to adjourn at 7:19 p.m.  
Unanimously approved by voice vote.**