



United City of Yorkville
800 Game Farm Road
Yorkville, Illinois 60560
Telephone: 630-553-4350
www.yorkville.il.us

AGENDA
SPECIAL ECONOMIC DEVELOPMENT COMMITTEE MEETING
Monday, May 2, 2016
6:00 p.m.
City Hall Conference Room
800 Game Farm Road, Yorkville, IL

This meeting has been cancelled.



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AGENDA
SPECIAL ECONOMIC DEVELOPMENT COMMITTEE MEETING
Monday, May 2, 2016
6:00 p.m.
City Hall Conference Room
800 Game Farm Road, Yorkville, IL

Citizen Comments:

Minutes for Correction/Approval: April 5, 2016

New Business:

1. EDC 2016-21 Building Permit Report for March 2016
2. EDC 2016-22 Building Inspection Report for March 2016
3. EDC 2016-23 Property Maintenance Report for March 2016
4. EDC 2016-24 Economic Development Update
5. PC 2016-09 210 Beaver Street – Proposed Special Use for a Commercial School
6. EDC 2016-25 Proposal to Combine Plan Commission and Zoning Board of Appeals
7. EDC 2016-26 Letter to Property Owners Regarding Tenant Occupancy

Old Business:

Additional Business:

2016/2017 City Council Goals – Economic Development Committee

Goal	Priority	Staff
“Downtown Planning”	1	Bart Olson & Krysti Barksdale-Noble
“Southside Development”	2	Bart Olson & Krysti Barksdale-Noble
“Capital Improvement Plan”	4	Bart Olson & Krysti Barksdale-Noble
“Manufacturing and Industrial Development”	5	Krysti Barksdale-Noble
“Revenue Growth”	8	Krysti Barksdale-Noble
“Filling Storefronts”	15	Krysti Barksdale-Noble
“BUILD Program to General Fund”	17	Bart Olson & Krysti Barksdale-Noble

UNITED CITY OF YORKVILLE
WORKSHEET
SPECIAL ECONOMIC DEVELOPMENT COMMITTEE
Monday, May 2, 2016
6:00 PM
CITY HALL CONFERENCE ROOM

CITIZEN COMMENTS:

MINUTES FOR CORRECTION/APPROVAL:

1. April 5, 2016
 - Approved _____
 - As presented
 - With corrections

NEW BUSINESS:

1. EDC 2016-21 Building Permit Report for March 2016
 - Moved forward to CC _____ consent agenda? Y N
 - Approved by Committee _____
 - Bring back to Committee _____
 - Informational Item
 - Notes _____

2. EDC 2016-22 Building Inspection Report for March 2016

Moved forward to CC _____ consent agenda? Y N

Approved by Committee _____

Bring back to Committee _____

Informational Item

Notes _____

3. EDC 2016-23 Property Maintenance Report for March 2016

Moved forward to CC _____ consent agenda? Y N

Approved by Committee _____

Bring back to Committee _____

Informational Item

Notes _____

4. EDC 2016-24 Economic Development Update

Moved forward to CC _____ consent agenda? Y N

Approved by Committee _____

Bring back to Committee _____

Informational Item

Notes _____

5. PC 2016-09 210 Beaver Street – Proposed Special Use for a Commercial School

Moved forward to CC _____ consent agenda? Y N

Approved by Committee _____

Bring back to Committee _____

Informational Item

Notes _____

6. EDC 2016-25 Proposal to Combine Plan Commission and Zoning Board of Appeals

Moved forward to CC _____ consent agenda? Y N

Approved by Committee _____

Bring back to Committee _____

Informational Item

Notes _____

7. EDC 2016-26 Letter to Property Owners Regarding Tenant Occupancy

Moved forward to CC _____ consent agenda? Y N

Approved by Committee _____

Bring back to Committee _____

Informational Item

Notes _____

OLD BUSINESS:

ADDITIONAL BUSINESS:



Reviewed By:	
Legal	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>
Community Development	<input type="checkbox"/>
Police	<input type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

Minutes

Tracking Number

Agenda Item Summary Memo

Title: Minutes of the Economic Development Committee – April 5, 2016

Meeting and Date: EDC – May 2, 2016

Synopsis: _____

Council Action Previously Taken:

Date of Action: _____ Action Taken: _____

Item Number: _____

Type of Vote Required: Majority

Council Action Requested: Committee Approval

Submitted by: Minute Taker
Name Department

Agenda Item Notes:

DRAFT

**UNITED CITY OF YORKVILLE
ECONOMIC DEVELOPMENT COMMITTEE
Tuesday, April 5, 2016 6:00pm
Yorkville City Hall, Conference Room
800 Game Farm Road**

In Attendance:

Committee Members:

Chairman Ken Koch
Alderman Diane Teeling
Alderman Chris Funkhouser

Absent: Alderman Carlo Colosimo

Other City Officials:

City Administrator Bart Olson
Code Official Pete Ratos

Other Guests:

Mr. Terry Richards	Lynn Dubajic, City Consultant
Adam Richards	JoAnne Bowers, Pulte
Kelly Helland, Attorney	Peter Tremulis, Pulte
Ms. Tairi Grace, Grace Holistic Center for Education	

The meeting was called to order by Chairman Ken Koch at 6:01pm.

Citizen Comments: None

Previous Meeting Minutes: March 1, 2016

The minutes were approved as read on a unanimous voice vote.

New Business:

1. EDC 2016-16 Building Permit Report for February 2016

Mr. Ratos reported 8 B.U.I.L.D. permits, 7 commercial and 17 miscellaneous. No further action.

2. EDC 2016-17 Building Inspection Report for February 2016

There were 103 inspections and the numbers are trending upwards. No further action.

3. EDC 2016-18 Property Maintenance Report for February 2016

There was one case in February for an illegal sign at the new liquor store on Rt. 47 and the entire sign was removed.

4. EDC 2016-19 Economic Development Report for March 2016

Ms. Dubajic presented the economic development highlights as follows:

1. Work is proceeding for the new restaurant replacing former Barley Fork, will open late April
2. Some interest in the downtown area for “other uses”
3. The Stagecoach Crossing structure will be completed and offices to move in.
4. West Suburban Bank building near Stagecoach Crossing has been purchased
5. Continuing to work on Kendall Marketplace
6. Preparing for ICSC conference in May--Lynn, Mr. Olson and Mayor Golinski will attend
7. Sherwin Williams will have groundbreaking at Rt. 34 & 47 soon
8. Continue to work on industrial development
9. Working with a grocer for south side
10. Working on Push for the Path and promoted on recent radio station. Currently there are commitments for \$11,250 in sponsorships.
11. Attended KEDAG (Kendall Economic Development Alliance Group) meeting. CMAP provided recommendations for KEDAG. Ms. Dubajic will provide most recent info for committee.
12. Job Fair at Waubensee College will be changing to mini job fairs and will emphasize manufacturing on June 10, healthcare on June 17 and IT on June 24, all from 9am to 1pm.
13. Brief discussion of possible project in Bristol Bay area
14. Ms. Dubajic's website links to City website

5. PC 2016-06 Commercial Trade School – Text Amendment

Mr. Olson said this is the first step to amend the zoning code for the Grace Holistic Center for Education special use request. They wish to establish a school in a building in the M1 district. It was determined the zoning code wasn't as modernized as much as needed. He briefly discussed the language in the amendment and the Special Use. Mr. Funkhouser questioned the intensity of the use of M2 and was not comfortable with a Special Use in M1. This item moves to Plan Commission on April 20 to consider the Special Use and zoning.

6. PC 2016-07 Lot 19 Commercial Drive – Proposed Special Use for a Self Storage Facility

This project was previously approved and the developer later decided to add another building and re-orient the development. The lot coverage has decreased by 1%. The revision has been reviewed by engineering and it was decided that an east/west orientation was best and will aid in drainage. A building on the west will block car lights. The Fire Department has also reviewed and the neighbor to the north is OK with the change. The committee was OK with this revision and it will move to Plan Commission and then to City Council.

7. PC 2016-08 319 E. Van Emmon Road – Proposed Special Use for a Commercial School

Parking spaces were discussed in relationship to the nearby truck docks and it was thought it would not be an issue. It was noted that part of the building is used as a storage facility and Mr. Funkhouser said it might be an incompatible use. He also suggested the use of the M1 designation might not be compatible with the Comp Plan. Alderman Koch also had concern for students crossing Van Emmon to use the park. Special signage might be needed for any special ed students being dropped off by parents.

8. EDC 2016-20 Autumn Creek – Proposed Amended Annexation Agreement for Fee/Ordinance Lock

Mr. Olson said this agreement reaffirms a previous agreement. Pulte would now like some of the fee locks, building codes and appearance codes to be extended 5 years as they build out the remaining lots in the development. This would also apply to 3 townhome buildings which would be built like the current ones. The fee locks were put in place in 2005-2006.

Mr. Tremulis also commented on the request. Five years ago he said townhomes sold for \$130,000 to \$150,000 with resales now from \$94,000 to \$150,000. Due to lack of townhome appreciation, they will not be building townhomes soon. He said prices on single family homes have not improved much either and he said they are only seeing a 3.9% profit. Alderman Funkhouser suggested a shorter term of 3-4 years and a slight increase in fees while Ms. Bowers noted there was a recent increase in the fees. Pre-payment of fees was also suggested. Committee members Koch and Teeling said they were OK with keeping the 5-year agreement. Ms. Teeling added that Pulte has remained in the City throughout the recession and she wants them to stay. Ms. Bowers said they would like a 5-year term so the builder can sell some townhomes FHA.

Old Business: None

Additional Business: None

There was no further business and the meeting was adjourned at 6:49pm.

Minutes respectfully submitted by
Marlys Young



Reviewed By:	
Legal	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>
Community Development	<input checked="" type="checkbox"/>
Police	<input type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

NB #1

Tracking Number

EDC 2016-21

Agenda Item Summary Memo

Title: Building Permit Report for March 2016

Meeting and Date: EDC – May 2, 2016

Synopsis: All permits issued in March 2016

Council Action Previously Taken:

Date of Action: N/A Action Taken: N/A

Item Number: N/A

Type of Vote Required: Informational

Council Action Requested: None

Submitted by: D. Weinert Community Development
Name Department

Agenda Item Notes:



UNITED CITY OF YORKVILLE
BUILDING PERMIT REPORT
 March 2016

	Number of Permits Issued	SFD <i>Single Family Dwelling</i>	B.U.I.L.D. <i>Single Family Dwelling</i>	SFA <i>Single Family Attached</i>	Multi-Family <i>Apartments Condominiums</i>	Commercial <i>Includes all Permits Issued for Commercial Use</i>	Industrial	Misc.	Construction Cost	Permit Fees
March 2016	73	5	11	0	0	12	0	45	3,667,897.00	180,093.14
Calendar Year 2016	124	5	19	0	0	29	0	71	5,469,709.00	296,500.52
Fiscal Period 2016	583	12	73	0	0	124	0	374	19,724,814.00	1,115,381.60
March 2015	41	0	10	0	0	8	0	23	2,294,256.00	183,805.07
Calendar Year 2015	72	0	15	0	0	22	0	35	33,307,553.00	280,917.49
Fiscal Period 2015	504	3	61	0	0	97	0	343	52,628,870.00	1,056,601.70
March 2014	35	3	9	0	0	3	0	20	2,080,318.00	155,265.57
Calendar Year 2014	65	4	10	0	0	18	0	33	2,641,627.00	189,319.95
Fiscal Period 2014	501	24	40	0	0	106	0	331	17,229,271.00	834,092.53
March 2013	34	1	4	0	0	11	0	18	895,139.00	71,407.86
Calendar Year 2013	85	8	14	0	0	33	0	30	4,006,050.00	278,062.48
Fiscal Period 2013	514	29	40	0	0	121	0	324	17,082,542.00	918,552.91



Reviewed By:	
Legal	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>
Community Development	<input checked="" type="checkbox"/>
Police	<input type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

NB #2

Tracking Number

EDC 2016-22

Agenda Item Summary Memo

Title: Building Inspection Report for March 2016

Meeting and Date: EDC – May 2, 2016

Synopsis: All inspections scheduled in March 2016

Council Action Previously Taken:

Date of Action: N/A Action Taken: N/A

Item Number: N/A

Type of Vote Required: Informational

Council Action Requested: None

Submitted by: D. Weinert Community Development
Name Department

Agenda Item Notes:

DATE: 03/31/2016
TIME: 16:06:08
ID: PT4A0000.WOW

UNITED CITY OF YORKVILLE
CALLS FOR INSPECTION REPORT

PAGE: 1

INSPECTIONS SCHEDULED FROM 03/01/2016 TO 03/31/2016

INSPECTOR	TIME	TYPE OF INSPECTION	PERMIT	ADDRESS	LOT	SCHED. DATE	COMP. DATE
PR	_____	017-FIN FINAL INSPECTION	20150022	712 GREENFIELD TURN	100		03/30/2016
PR	_____	018-PLF PLUMBING - FINAL OSR READ					03/30/2016
TK	_____	019-EFL ENGINEERING - FINAL INSPE Comments1: NO PARKWAY TREE OK TO TEMP					03/30/2016
DBH	_____	013-REI REINSPECTION Comments1: PARKWAY TREE	20150030	1444 VIOLET CT	369		03/24/2016
BC	_____	001-FTG FOOTING	20150058	701 KENTSHIRE DR	133		03/21/2016
BC	_____	002-BKF BACKFILL					03/28/2016
BC	_____	017-EPW ENGINEERING- PUBLIC WALK	20150065	1971 MEADOWLARK LN	122		03/16/2016
PR	_____	001-FIN FINAL INSPECTION Comments1: ROOF	20150203	410 ELM ST			03/02/2016
PR	_____	002-FIN FINAL INSPECTION	20150269	468 E BARBERRY CIR			03/02/2016
PR	_____ AM	006-INS INSULATION	20150290	101 W WASHINGTON ST			03/09/2016
PR	_____	002-FIN FINAL INSPECTION	20150375	312 E ORANGE ST			03/02/2016
PR	_____	013-FIN FINAL INSPECTION	20150429	633 BIRCHWOOD DR	141	03/01/2016	
PR	_____	014-PLR PLUMBING - ROUGH				03/01/2016	
TK	_____	015-EFL ENGINEERING - FINAL INSPE Comments1: BBOX KEYABLE OK TO TEMP					03/01/2016
PR	_____	006-RFR ROUGH FRAMING	20150458	2211 KINGSMILL ST	168		03/14/2016
PR	_____	007-REL ROUGH ELECTRICAL					03/14/2016
PR	_____	008-RMC ROUGH MECHANICAL					03/14/2016
PR	_____	009-PLR PLUMBING - ROUGH Comments1: FAILED					03/14/2016
PR	_____	010-PLR PLUMBING - ROUGH					03/18/2016
PR	_____	011-INS INSULATION					03/18/2016
PR	_____	013-FIN FINAL INSPECTION	20150486	1453 RUBY DR	353	03/07/2016	
PR	_____	014-PLF PLUMBING - FINAL OSR READ				03/07/2016	

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UNITED CITY OF YORKVILLE
 CALLS FOR INSPECTION REPORT

INSPECTIONS SCHEDULED FROM 03/01/2016 TO 03/31/2016

INSPECTOR	TIME	TYPE OF INSPECTION	PERMIT	ADDRESS	LOT	SCHED. DATE	COMP. DATE
TK	_____	015-EFL ENGINEERING - FINAL INSPE				03/07/2016	
PR	_____	010-BSM BASEMENT FLOOR	20150500	842 OMAHA DR	33		03/01/2016
PR	_____	011-STP STOOP					03/01/2016
PR	_____	001-FIN FINAL INSPECTION	20150512	207 W MAIN ST			03/02/2016
PR	_____	004-PLU PLUMBING - UNDERSLAB	20150528	868 GREENFIELD TURN	128		03/10/2016
PR	_____	005-BSM BASEMENT FLOOR					03/14/2016
PR	_____	006-REL ROUGH ELECTRICAL					03/14/2016
PR	_____	007-RFR ROUGH FRAMING					03/14/2016
PR	_____	008-PLR PLUMBING - ROUGH					03/14/2016
PR	_____	009-RMC ROUGH MECHANICAL					03/14/2016
BC	_____	010-INS INSULATION					03/16/2016
BH	_____ PM	001-FTG FOOTING	20150549	2761 LILAC CT	328		03/02/2016
PR	_____	002-FOU FOUNDATION					03/07/2016
PR	_____	003-BKF BACKFILL					03/10/2016
PR	_____ PM	004-ESW ENGINEERING - SEWER / WAT					03/11/2016
PR	_____	005-PLU PLUMBING - UNDERSLAB					03/18/2016
PR	_____	014-FIN FINAL INSPECTION	20150552	2752 LILAC CT	330		03/18/2016
TK	_____	015-EFL ENGINEERING - FINAL INSPE Comments1: BBOX OK TO TEMP					03/18/2016
PR	_____	006-FIN FINAL INSPECTION	20150563	934 N BRIDGE ST			03/18/2016
PR	_____	007-PLF PLUMBING - FINAL OSR READ					03/18/2016
PR	_____	008-REI REINSPECTION Comments1: RE FINAL INSPECTIONS					03/22/2016
PR	_____	009-REI REINSPECTION Comments1: FINAL INSPECTION					03/28/2016
AS	_____	010-FIN FINAL INSPECTION					03/29/2016

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UNITED CITY OF YORKVILLE
CALLS FOR INSPECTION REPORT

PAGE: 3

INSPECTIONS SCHEDULED FROM 03/01/2016 TO 03/31/2016

INSPECTOR	TIME	TYPE OF INSPECTION	PERMIT	ADDRESS	LOT	SCHED. DATE	COMP. DATE
BKF	_____	011-FIN FINAL INSPECTION					03/29/2016
PR	_____	013-EPW ENGINEERING- PUBLIC WALK	20150564	1975 MEADOWLARK LN	120		03/18/2016
PR	_____	014-STP STOOP					03/18/2016
PR	_____	AM 001-REL ROUGH ELECTRICAL	20150607	1991 MEADOWLARK CT	113		03/16/2016
PR	_____	AM 002-RFR ROUGH FRAMING					03/16/2016
PR	_____	003-RMC ROUGH MECHANICAL					03/16/2016
PR	_____	004-PLR PLUMBING - ROUGH					03/16/2016
BC	_____	AM 005-INS INSULATION					03/18/2016
PR	_____	011-FIN FINAL INSPECTION	20150621	1985 MARKETVIEW DR			03/16/2016
PR	_____	012-GAR GARAGE FLOOR	20150622	802 CAULFIELD PT	112		03/07/2016
PR	_____	013-STP STOOP					03/07/2016
BC	_____	013-EPW ENGINEERING- PUBLIC WALK	20150625	891 PURCELL ST	68		03/15/2016
PR	_____	014-FIN FINAL INSPECTION					03/29/2016
PR	_____	015-PLF PLUMBING - FINAL OSR READ					03/29/2016
TK	_____	016-EFL ENGINEERING - FINAL INSPE Comments1: BBOX KEYABLE OK TO TEMP					03/30/2016
PR	_____	AM 001-FTG FOOTING	20150634	2601 LILAC WAY	309		03/14/2016
PR	_____	002-FOU FOUNDATION					03/16/2016
PR	_____	003-BKF BACKFILL					03/21/2016
PR	_____	004-ESW ENGINEERING - SEWER / WAT					03/22/2016
PR	_____	005-PLU PLUMBING - UNDERSLAB					03/29/2016
PR	_____	001-FTG FOOTING	20150635	1462 RUBY DR	355		03/01/2016
PR	_____	002-FOU FOUNDATION					03/04/2016
PR	_____	PM 003-ESW ENGINEERING - SEWER / WAT					03/09/2016
PR	_____	004-BKF BACKFILL					03/10/2016

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UNITED CITY OF YORKVILLE
CALLS FOR INSPECTION REPORT

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INSPECTIONS SCHEDULED FROM 03/01/2016 TO 03/31/2016

INSPECTOR	TIME	TYPE OF INSPECTION	PERMIT	ADDRESS	LOT	SCHED. DATE	COMP. DATE
PR	_____	005-PLU PLUMBING - UNDERSLAB					03/15/2016
PR	_____	006-BSM BASEMENT FLOOR					03/16/2016
PR	_____	007-GAR GARAGE FLOOR					03/16/2016
PR	_____	008-STP STOOP					03/16/2016
PR	_____	PM 001-FTG FOOTING	20150651	2751 LILAC CT	327		03/03/2016
PR	_____	002-FOU FOUNDATION					03/08/2016
PR	_____	003-BKF BACKFILL					03/14/2016
PR	_____	PM 004-ESW ENGINEERING - SEWER / WAT					03/11/2016
PR	_____	005-PLU PLUMBING - UNDERSLAB					03/18/2016
PR	_____	AM 006-GAR GARAGE FLOOR					03/28/2016
PR	_____	007-BSM BASEMENT FLOOR					03/28/2016
PR	_____	008-STP STOOP					03/28/2016
PR	_____	PM 001-FTG FOOTING	20150652	2602 LILAC WAY	374		03/04/2016
PR	_____	PM 002-FOU FOUNDATION					03/09/2016
PR	_____	003-BKF BACKFILL					03/14/2016
PR	_____	004-ESW ENGINEERING - SEWER / WAT					03/16/2016
PR	_____	005-ESW ENGINEERING - SEWER / WAT					03/16/2016
PR	_____	006-PLU PLUMBING - UNDERSLAB					03/21/2016
PR	_____	AM 007-BSM BASEMENT FLOOR				03/29/2016	
PR	_____	008-GAR GARAGE FLOOR				03/29/2016	
PR	_____	009-STP STOOP				03/29/2016	
PR	_____	004-ESW ENGINEERING - SEWER / WAT	20150654	937 N CARLY CIR	127		03/01/2016
BC	_____	005-GAR GARAGE FLOOR					03/15/2016
PR	_____	006-BSM BASEMENT FLOOR					03/18/2016

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UNITED CITY OF YORKVILLE
CALLS FOR INSPECTION REPORT

PAGE: 5

INSPECTIONS SCHEDULED FROM 03/01/2016 TO 03/31/2016

INSPECTOR	TIME	TYPE OF INSPECTION	PERMIT	ADDRESS	LOT	SCHED. DATE	COMP. DATE
PR	_____	007-PLU PLUMBING - UNDERSLAB					03/16/2016
PR	_____	005-ESW ENGINEERING - SEWER / WAT	20150655	884 PURCELL ST	77		03/01/2016
PR	_____	006-PLU PLUMBING - UNDERSLAB					03/03/2016
PR	_____	007-BSM BASEMENT FLOOR					03/07/2016
PR	_____	008-GAR GARAGE FLOOR					03/10/2016
PR	_____	009-INS INSULATION					03/18/2016
PR	_____	010-RFR ROUGH FRAMING					03/16/2016
PR	_____	011-REL ROUGH ELECTRICAL					03/16/2016
PR	_____	012-RMC ROUGH MECHANICAL					03/16/2016
PR	_____	013-PLR PLUMBING - ROUGH					03/16/2016
PR	_____	007-FIN FINAL INSPECTION	20150662	942 N BRIDGE ST	1		03/08/2016
PR	_____	008-PLF PLUMBING - FINAL OSR READ					03/08/2016
PR	_____	006-FIN FINAL INSPECTION	20160003	202 SPRUCE CT	25		03/18/2016
PR	_____	005-PLU PLUMBING - UNDERSLAB	20160007	751 WINDETT RIDGE RD	87		03/16/2016
PR	_____	006-REL ROUGH ELECTRICAL					03/23/2016
PR	_____	007-RFR ROUGH FRAMING					03/23/2016
PR	_____	008-RMC ROUGH MECHANICAL					03/23/2016
PR	_____	PM 009-PLR PLUMBING - ROUGH					03/23/2016
PR	_____	010-INS INSULATION				03/24/2016	
PR	_____	001-FIN FINAL INSPECTION	20160011	301 BRUELL ST	34		03/07/2016
		Comments1: DOOR					
PR	_____	003-INS INSULATION	20160016	1387 SLATE DR	335		03/01/2016
BH	_____	002-FOU FOUNDATION	20160023	862 N CARLY CIR	44		03/02/2016
PR	_____	003-BKF BACKFILL					03/11/2016
PR	_____	004-PLU PLUMBING - UNDERSLAB					03/16/2016

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UNITED CITY OF YORKVILLE
CALLS FOR INSPECTION REPORT

PAGE: 6

INSPECTIONS SCHEDULED FROM 03/01/2016 TO 03/31/2016

INSPECTOR	TIME	TYPE OF INSPECTION	PERMIT	ADDRESS	LOT	SCHED. DATE	COMP. DATE
BC	_____	005-BSM BASEMENT FLOOR					03/18/2016
PR	_____	PM 006-ESW ENGINEERING - SEWER / WAT					03/23/2016
PR	_____	002-FIN FINAL INSPECTION	20160025	1568 CORAL DR	183		03/07/2016
PR	_____	001-REL ROUGH ELECTRICAL	20160030	2567 EMERALD LN	130		03/17/2016
PR	_____	002-RFR ROUGH FRAMING					03/17/2016
PR	_____	003-PLR PLUMBING - ROUGH					03/17/2016
PR	_____	001-FIN FINAL INSPECTION	20160033	221 W VETERANS PKWY			03/03/2016
BC	_____	001-PHD POST HOLE - DECK Comments1: 2 HOLES	20160034	1466 CORNERSTONE DR	15		03/17/2016
PR	_____	AM 003-FOU FOUNDATION	20160043	1977 MEADOWLARK LN	119		03/07/2016
BC	_____	004-BKF BACKFILL					03/15/2016
BC	_____	001-PH POST HOLES / PILES	20160044	1981 BANBURY AVE	28		03/16/2016
BC	_____	002-RFR ROUGH FRAMING Comments1: SOUTH END OF BAND JOIST NOT SUPPORTED. R Comments2: EINSPECT AT FINAL					03/29/2016
PR	_____	PM 001-FTG FOOTING	20160045	1447 SLATE CT	340		03/03/2016
PR	_____	002-FOU FOUNDATION					03/11/2016
BC	_____	003-BKF BACKFILL					03/16/2016
PR	_____	004-ESW ENGINEERING - SEWER / WAT					03/16/2016
PR	_____	005-PLU PLUMBING - UNDERSLAB					03/21/2016
PR	_____	AM 006-BSM BASEMENT FLOOR					03/29/2016
PR	_____	007-GAR GARAGE FLOOR					03/29/2016
PR	_____	008-STP STOOP					03/29/2016
BC	_____	001-FOU FOUNDATION	20160046	1377 SLATE DR	334		03/23/2016
PR	_____	002-FTG FOOTING					03/22/2016
BC	_____	PM 003-BKF BACKFILL					03/30/2016

DATE: 03/31/2016
 TIME: 16:06:08
 ID: PT4A0000.WOW

UNITED CITY OF YORKVILLE
 CALLS FOR INSPECTION REPORT

INSPECTIONS SCHEDULED FROM 03/01/2016 TO 03/31/2016

INSPECTOR	TIME	TYPE OF INSPECTION	PERMIT	ADDRESS	LOT	SCHED. DATE	COMP. DATE
PR	_____	004-ESW ENGINEERING - SEWER / WAT					03/30/2016
PR	_____	001-FIN FINAL INSPECTION Comments1: ROOF	20160051	2078 NORTHLAND LN			03/01/2016
PR	_____	AM 001-FTG FOOTING	20160053	2722 CRANSTON CIR	121		03/09/2016
PR	_____	002-FOU FOUNDATION					03/11/2016
PR	_____	003-BKF BACKFILL					03/16/2016
PR	_____	PM 004-ESW ENGINEERING - SEWER / WAT					03/17/2016
PR	_____	005-PLU PLUMBING - UNDERSLAB					03/21/2016
PR	_____	006-GAR GARAGE FLOOR					03/22/2016
PR	_____	007-STP STOOP					03/22/2016
PR	_____	008-ELE ELECTRIC SERVICE					03/22/2016
PR	_____	001-PHF POST HOLE - FENCE	20160054	1571 CORNERSTONE DR	41		03/11/2016
BC	_____	001-FTG FOOTING	20160059	789 KENTSHIRE DR	142		03/28/2016
PR	_____	001-FTG FOOTING	20160060	2484 ELLSWORTH DR	355		03/28/2016
BC	11:30	002-FOU FOUNDATION					03/29/2016
PR	_____	PM 003-ESW ENGINEERING - SEWER / WAT Comments1: WATER SERVICE ONLY				03/31/2016	
PR	_____	001-FTG FOOTING	20160061	2988 ELLSWORTH DR	348		03/24/2016
PR	_____	002-FOU FOUNDATION					03/28/2016
PR	_____	PM 003-ESW ENGINEERING - SEWER / WAT Comments1: WATER ONLY				03/31/2016	
PR	_____	001-FTG FOOTING	20160062	2992 ELLSWORTH DR	347		03/24/2016
PR	_____	002-FOU FOUNDATION					03/28/2016
BC	_____	001-PH POST HOLES / PILES	20160063	326 BERTRAM DR	1161		03/16/2016
PR	_____	001-FTG FOOTING	20160065	2986 ELLSWORTH DR	349		03/24/2016
BC	_____	002-FOU FOUNDATION					03/29/2016

DATE: 03/31/2016
TIME: 16:06:08
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UNITED CITY OF YORKVILLE
CALLS FOR INSPECTION REPORT

PAGE: 8

INSPECTIONS SCHEDULED FROM 03/01/2016 TO 03/31/2016

INSPECTOR	TIME	TYPE OF INSPECTION	PERMIT	ADDRESS	LOT	SCHED. DATE	COMP. DATE
BC	_____	001-ROF ROOF UNDERLAYMENT ICE & W	20160067	1447 ASPEN ST			03/17/2016
BC	_____	001-FIN FINAL INSPECTION Comments1: SIGN	20160069	ROUTE 34 & AMERICAN WAY			03/24/2016
BC	_____	001-FIN FINAL INSPECTION Comments1: 4 SIGNS	20160070	AMERICAN WAY & GRANDE TRA			03/24/2016
PR	_____	001-ROF ROOF UNDERLAYMENT ICE & W	20160071	1782 WALSH DR	6		03/11/2016
PR	_____	001-FIN FINAL INSPECTION	20160072	201 E VETERANS PKWY	11		03/29/2016
PR	_____	001-PHD POST HOLE - DECK	20160074	1220 PATRICK CT	15		03/18/2016
BC	_____	002-RFR ROUGH FRAMING					03/22/2016
BC	12:00	001-PHF POST HOLE - FENCE	20160078	2012 RAINTREE RD	82		03/28/2016
PR	10:00	001-ROF ROOF UNDERLAYMENT ICE & W	20160079	512 POWERS CT			03/10/2016
BC	_____	002-FIN FINAL INSPECTION					03/14/2016
PR	_____	001-ESW ENGINEERING - SEWER / WAT	20160080	771 GREENFIELD TURN	58		03/23/2016
BC	_____	001-FTG FOOTING	20160085	448 SUTTON ST	229		03/28/2016
PR	_____	001-PHF POST HOLE - FENCE	20160108	688 ARROWHEAD DR	10		03/30/2016
BC	_____	001-ROF ROOF UNDERLAYMENT ICE & W Comments1: NO WORK GOING ON	20160133	317 ESSEX CT			03/30/2016
BC	_____	001-ROF ROOF UNDERLAYMENT ICE & W	20160134	1313 WILLOW WAY	220		03/30/2016
PR	_____	001-PHF POST HOLE - FENCE	20160136	573 W BARBERRY CIR	51		03/30/2016

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 TIME: 16:06:08
 ID: PT4A0000.WOW

UNITED CITY OF YORKVILLE
 CALLS FOR INSPECTION REPORT

INSPECTIONS SCHEDULED FROM 03/01/2016 TO 03/31/2016

INSPECTOR	TIME	TYPE OF INSPECTION	PERMIT	ADDRESS	LOT	SCHED. DATE	COMP. DATE

PERMIT TYPE SUMMARY:		ADD ADDITION			2		
		BIP BUILD INCENTIVE PROGRAM SFD			108		
		BSM BASEMENT REMODEL			5		
		CCO COMMERCIAL OCCUPANCY PERMIT			1		
		CRM COMMERCIAL REMODEL			9		
		DCK DECK			3		
		ELE ELECTRICAL UPGRADE			1		
		FNC FENCE			6		
		MIS MISCELLANEOUS			1		
		REM REMODEL			5		
		REP REPAIR			1		
		ROF ROOFING			11		
		SFD SINGLE-FAMILY DETACHED			24		
		SGN SIGN			2		
INSPECTION SUMMARY:		BKF BACKFILL			11		
		BSM BASEMENT FLOOR			9		
		EFL ENGINEERING - FINAL INSPECTION			5		
		ELE ELECTRIC SERVICE			1		
		EPW ENGINEERING- PUBLIC WALK			3		
		ESW ENGINEERING - SEWER / WATER			15		
		FIN FINAL INSPECTION			23		
		FOU FOUNDATION			14		
		FTG FOOTING			15		
		GAR GARAGE FLOOR			8		
		INS INSULATION			7		
		PH POST HOLES / PILES			2		
		PHD POST HOLE - DECK			2		
		PHF POST HOLE - FENCE			4		
		PLF PLUMBING - FINAL OSR READY			5		
		PLR PLUMBING - ROUGH			8		
		PLU PLUMBING - UNDERSLAB			12		
		REI REINSPECTION			3		
		REL ROUGH ELECTRICAL			6		
		RFR ROUGH FRAMING			8		
		RMC ROUGH MECHANICAL			5		
		ROF ROOF UNDERLAYMENT ICE & WATER			5		
		STP STOOP			8		
INSPECTOR SUMMARY:		AS AMY SERBY, ENVIRONMENTAL KEN C			1		
		BC BOB CREADEUR			28		
		BH BRIAN HOLDIMAN			2		
		BKF BRISTOL KENDALL FIRE DEPT			1		
		DBH DAVE BEHERNS			1		
		PR PETER RATOS			141		
		TK TOM KONEN			5		

DATE: 03/31/2016
TIME: 16:06:08
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UNITED CITY OF YORKVILLE
CALLS FOR INSPECTION REPORT

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INSPECTIONS SCHEDULED FROM 03/01/2016 TO 03/31/2016

INSPECTOR	TIME	TYPE OF INSPECTION	PERMIT	ADDRESS	LOT	SCHED. DATE	COMP. DATE

STATUS SUMMARY:		C BC				3	
		C DBH				1	
		C PR				10	
		I AS				1	
		I BC				25	
		I BH				2	
		I BKF				1	
		I PR				126	
		I TK				2	
		T PR				5	
		T TK				3	
REPORT SUMMARY:						179	



Reviewed By:	
Legal	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>
Community Development	<input checked="" type="checkbox"/>
Police	<input type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

NB #3

Tracking Number

EDC 2016-23

Agenda Item Summary Memo

Title: Property Maintenance Report for March 2016

Meeting and Date: EDC – May 2, 2016

Synopsis: _____

Council Action Previously Taken:

Date of Action: _____ Action Taken: _____

Item Number: _____

Type of Vote Required: Informational

Council Action Requested: None

Submitted by: Pete Ratos Community Development
Name Department

Agenda Item Notes:



Memorandum

To: Economic Development Committee
From: Pete Ratos, Code Official
CC: Bart Olson, Krysti Barksdale-Noble, Lisa Pickering
Date: April 19, 2016
Subject: March Property Maintenance

Property Maintenance Report March 2016

Adjudication:

1 Property Maintenance Case heard in March

N 2682	802 S. Bridge St.	Prohibited Signs	Dismissed/Compliant
--------	-------------------	------------------	---------------------

March Property Maintenance Complaint Report Attached

Case Report

03/01/2016 - 03/31/2016

Case #	Case Date	ADDRESS OF COMPLAINT	TYPE OF VIOLATION	STATUS	VIOLATION LETTER SENT	CITATION ISSUED	DATE OF HEARING
20160028	3/29/2016	1971 Banbury Ave	Vehicles	IN VIOLATION	3/30/2016	4/13/2016	5/16/2016
20160027	3/24/2016	1959 Country Hills	Vehicles	CLOSED	3/28/2016		
20160026	3/24/2016	1979 country Hills	Vehicles	CLOSED	3/28/2016		
20160025	3/24/2016	302 N BRIDGE ST	LIGHTS DIRECTED AT RESIDENCE	COMPLIANT			
20160024	3/23/2016	Westbury East Village	TRASH, RUBBISH	IN VIOLATION	3/24/2016	4/14/2016	5/16/2016
20160023	3/22/2016	2075 MARKETVIEW DR	WORKING WITHOUT PERMIT	IN VIOLATION	3/24/2016		
20160022	3/22/2016	COUNTRY SIDE CENTER	TREES CUT DOWN AND LEFT ON CITY PROPERTY	CLOSED			
20160021	3/17/2016	306-308 Heustis St.	Exposed Dumpster, Residential	IN VIOLATION	3/24/2016		
20160020	3/11/2016	SOUTH QUADRANT	CHANGE OF OCCUPANCY	TO BE INSPECTED			
20160019	3/11/2016	922 Canyon Trail	UNLICENSED VEHICLES	CLOSED	3/22/2016		
20160018	3/10/2016	306-308 HEUSTIS ST	EXTERIOR WALLS, PROTECTIVE TREATMENT, WINDOW SKYLIGHT & DOORS	IN VIOLATION	3/10/2016		
20160017	3/10/2016	320 BLACKBERRY LN	JUNK, REFUSE	IN VIOLATION	3/28/2016	4/14/2016	5/16/2016
20160016	3/8/2016	SEC E MAIN & RT AND ALONG	SIGNS IN RIGHT OF WAY	CLOSED			

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Total Records: 13

4/22/2016



Reviewed By:	
Legal	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input checked="" type="checkbox"/>
Human Resources	<input type="checkbox"/>
Community Development	<input type="checkbox"/>
Police	<input type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

NB #4

Tracking Number

EDC 2016-24

Agenda Item Summary Memo

Title: Economic Development Report for April 2016

Meeting and Date: EDC – May 2, 2016

Synopsis: See attached.

Council Action Previously Taken:

Date of Action: N/A Action Taken: _____

Item Number: _____

Type of Vote Required: _____

Council Action Requested: _____

Submitted by: Bart Olson Administration
Name Department

Agenda Item Notes:



651 Prairie Pointe Drive, Suite 102 • Yorkville, Illinois 60560
Phone 630-553-0843 • FAX 630-553-0889

Monthly Report – for May 2016 EDC Meeting of the United City of Yorkville

Downtown Redevelopment:

- Continue to work with Minor Threat Restaurant Group (Dale Lewis) on opening of three restaurant concepts and live theatre. They have decided to add a few enhancements to the space that was formerly the Barley Fork, and opening is scheduled for May.

Development south of Fox River:

- New Development on Route 47 just south of Beaver Street (next to Merlins). Dance Studio
- Continued work to locate grocery store south of the River. Held several meetings with owner of potential grocery store that is looking closely at Yorkville. Also had multiple meetings with a company doing a study for this grocery store on Yorkville.

Development north of the Fox River:

- Kendall Marketplace...Continue to work on “in-line” space for lease.
- Kendall Marketplace...Strategizing with Alex Berman on meetings for ICSC show in Las Vegas.
- Working with a community enrichment café called “Armonia”. Looking to locate north of the river. Also assisted Armonia in exploring the Kendall County Revolving Loan Fund.
- Working with major orthopedic group to locate in Yorkville.
- Sherwin Williams store at Routes 34 and 47 has broken ground.

Industrial Development:

- Continue to work on attracting new industrial business to Yorkville, to expand jobs and tax base.
- Had multiple meetings with officials from DCEO (State of Illinois) to explore the potential of an enterprise zone being certified in Yorkville.

Recreational Development:

- Continue to work with Justine Brummel on multi-use sports facility.

Other Activity:

- Attended the Conservation Foundation annual dinner promoting the preservation and restoration of our environment.
- Attended quarterly SBA meeting for the 504 loan program.

Respectfully submitted,

A handwritten signature in cursive script that reads 'Lynn Dubajic'.

Lynn Dubajic
651 Prairie Pointe Drive, Suite 102
Yorkville, IL 60560
lynn@dlkllc.com
630-209-7151 cell



Reviewed By:	
Legal	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input checked="" type="checkbox"/>
Human Resources	<input type="checkbox"/>
Community Development	<input checked="" type="checkbox"/>
Police	<input type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

NB #5

Tracking Number

PC 2016-09

Agenda Item Summary Memo

Title: Grace Holistic Center for Education (Special Use)

Meeting and Date: EDC/May 2, 2016

Synopsis: Request for Special Use approval for a trade school within an M-1 zoning district.

Council Action Previously Taken:

Date of Action: N/A Action Taken: _____

Item Number: _____

Type of Vote Required: Informational

Council Action Requested: Feedback

Submitted by: Chris Heinen Community Development
Name Department

Agenda Item Notes:

See attached memo.



Memorandum

To: Economic Development Committee
From: Chris Heinen, Planner
CC: Bart Olson, City Administrator
Krysti J. Barksdale-Noble, Community Development Director
Date: April 27, 2016
Subject: **PC 2016-09 – Grace Holistic Center for Education (Special Use)**

Background & Request:

The petitioner, Tairi Grace, has filed an application with the United City of Yorkville, Kendall County, Illinois, requesting special use permit approval for a Commercial/Trade School for a private, non-profit school with an emphasis on holistic health education within the M-1, Limited Manufacturing District pursuant to Chapter 6, Table 10.06.02 of the Yorkville Zoning Ordinance. The real property is located at 210 Beaver Street, in Yorkville, Illinois.



The subject property is currently zoned M-1, Limited Manufacturing. The City recently approved a text amendment to the Zoning Ordinance which would allow trade/commercial schools as a special use in the M-1 and M-2 manufacturing districts. Additionally, the City revised the commercial/trade school definition to state the following, “A school established to provide for the teaching of academic, industrial, clerical, managerial, artistic skills or alternative education. This definition applies to schools that are owned and operated privately for profit or not for profit and that may offer a complete education curriculum.”

The petitioner is looking to utilize a portion of the building located at 210 Beaver Street, Units B & C, for a private not-for-profit school for special and regular education students. The interior remodel will consist of constructing six (6) classrooms and new bathroom facilities. The school is looking to house approximately 50 children with a staff of 6 adults. The initial primary focus will be elementary and junior high students. Access for the site will be located off of Beaver Street and the petitioner is looking to create onsite signage that will outline the flow of traffic for drop off and pick up traffic. Additionally, school staff will be onsite to direct traffic within the site for drop off and pick up. At this time, there is no indication of bus use for the school. All signage will require a permit with the City and will be reviewed at that time.

Parking

There are currently 5 striped parking stalls located at the front (North) of the building under a canopy. There appears to be room for an additional 14 parking stalls located along the western side of the building. They are currently not striped, but when staff observed past aerials, according to Kendall County GIS maps, it appeared to be striped in 2010 (as illustrated in the aerial image on page 1). Per the zoning ordinance, an elementary and junior high school requires 1 space per classroom. This would require the site to have a minimum of six (6) parking stalls.

The City recently approved a special use for a church located in Unit A of the building. The current requirement for a religious institution is 1 space per 6 seats. According to the petitioner, they will be proposing 50 seats within the facility. Based on these numbers, the petitioner will be required to have a total of 9 parking stalls located on the property. As part of the approval of this special use, there were two conditions regarding the parking. The first is that the parking stalls located along the western side of the building be restriped in compliance with the current standards in the Yorkville City Code. The second is that the owner of the Subject Property includes language in all other leases of portions of the building acknowledging that there is shared parking for the tenants of the building. The second condition will be placed on this special use request as well.

Shared Parking

The proposed trade school use would also fall within the appropriate shared parking regulations found in Section 10-16-4 of the zoning ordinance. Shared parking is the use of a parking space for two (2) or more individual land uses without conflict or encroachment. According to the regulations for shared parking, all uses within this structure, including the recently approved church use and the currently vacant units, are to be accommodated by the existing parking stalls. Since churches typically are a nighttime and weekend use and the proposed school and manufacturing uses are primarily conducted in daytime and used during the weekday, the uses would be considered complementary. Therefore, appropriate to permit shared parking.

It should be noted, however, that Section 10-16-4-C-3 of the zoning ordinance would require that a legal document between property owners outlining the shared parking

requirements. Since the petitioner is looking to lease Unit B & C and there is only one property owner involved, staff would require that as part of the special use approval, the owner provide language in the lease that acknowledges the shared parking for the tenants of the building.

The proposed use at this location could impact the traffic flow or increase the traffic in the area. The hours for the school will be similar to those of the surrounding businesses. There will be increased traffic due to the drop off and pick up of the students. If bussing is required in the future, the petitioner would need to provide a traffic analysis to determine if traffic will increase or impede traffic patterns. This will be a condition for approval.

Utilities

The property is in the Fox Industrial subdivision and water and sewer utilities are located along Beaver Street. The proposed use will not impact the current water or sewer capacities. Stormwater management has already been accounted for within the development of the subdivision and no additional storage would be required as part of this special use.

Existing Conditions:

The existing zoning and land use for properties surrounding the subject property are as indicated below:

	Zoning	Land Use
North	M-1, Limited Manufacturing District	Industrial Buildings
East	M-1, Limited Manufacturing District	Industrial Buildings
South	M-1, Limited Manufacturing District	Industrial Buildings
West	M-1, Limited Manufacturing District	Industrial Buildings

Comprehensive Plan:

The City’s Comprehensive Plan Update 2008 had designated this parcel as “Industrial” which is intended to allow limited and general manufacturing, assembly, wholesale and warehouse uses in distinct areas that can be adequately served by transportation and other infrastructure. As part of the Comprehensive Plan Update, this area is intended to remain as an Industrial use category.

As part of the recently approved text amendment staff felt that allowing trade/commercial schools as a special use within the manufacturing districts is consistent with current zoning and land use trends. Attached is the staff memo from Plan Commission outlining the research for this text amendment.

Special Use Criteria:

Section 10-4-9F of the City’s Zoning Ordinance establishes standards for special use requests. No special use shall be recommended by the plan commission unless said commission shall find that:

1. The establishment, maintenance or operation of the special use will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort or general welfare.

2. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood.
3. The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
4. Adequate utilities, access roads, drainage or other necessary facilities have been or are being provided.
5. Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.
6. The special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the city council pursuant to the recommendations of the plan commission.

The applicant has provided written responses to these special use standards as part of their application and requests inclusion of those responses into the public record at the June 8, 2016 Planning and Zoning Commission meeting.

Staff Comments:

The special use request for an alternative school is supported by staff. The current bulk regulations (setbacks, lot coverage, building height) are being met and the proposed use is consistent with the current comprehensive plan.

A public hearing is scheduled on June 8, 2016 before the Planning and Zoning Commission. A recommendation will be forwarded to the City Council for consideration at the June 28, 2016 regularly scheduled meeting. Staff will be available to answer any question the Economic Development Committee may have at Monday night's meeting.

Attachments:

1. Copy of Petitioner's Application w/exhibits.
2. Plan Commission memo for text amendment.
3. Copy of Public Notice.

Application For Special Use

STAFF USE ONLY

Date of Submission PC#

Development Name

Applicant Information

Name of Applicant(s)

Business Address

City State ZIP

Business Phone Business Fax

Business Cell Business E-mail

Property Information

Name of Holder of Legal Title

If Legal Title is held by a Land Trust, list the names of all holders of any beneficial interest therein:

Property Street Address

Description of Property's Physical Location

Zoning and Land Use of Surrounding Parcels

North	M-1, LIMITED MANUFACTURING
East	M-1, LIMITED MANUFACTURING
South	M-1, LIMITED MANUFACTURING
West	M-1, LIMITED MANUFACTURING

Current Zoning Classification

Kendall County Parcel Number(s) of Property

05-04-152-004	

Application For Special Use

Special Use Standards

Please state how adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets:

CONSIDERATION FOR LOT AND LOCAL TRAFFIC WILL BE ADDRESSED BY SIGNAGE INDICATING WHERE BOTH DROP OFF AND PICK UP LOCATIONS ARE, LOT STRIPING TO INFORM VEHICLES ENTRANCE AND EXIT LOCATIONS, AND STAFF SUPERVISION DURING PEAK TRAFFIC HOURS.

Please state how the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the City Council pursuant to the recommendations of the Plan Commission:

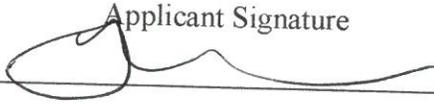
Everything BUT THE ZONING issue meets all current District regulations -

Agreement

I verify that all the information in this application is true to the best of my knowledge. I understand and accept all requirements and fees as outlined as well as any incurred administrative and planning consultant fees which must be current before this project can proceed to the next scheduled committee meeting.

I understand all of the information presented in this document and understand that if an application becomes dormant it is through my own fault and I must therefore follow the requirements outlined above.

Applicant Signature

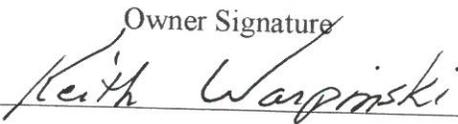


Date

4-17-16

Owner hereby authorizes the applicant to pursue the appropriate entitlements on the property.

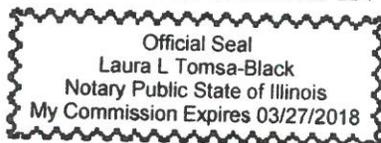
Owner Signature



Date

4/18/16

THIS APPLICATION MUST BE NOTARIZED
PLEASE NOTARIZE IN THE SPACE BELOW:



Application For Special Use

Additional Contact Information

Attorney

Name

Address

City State ZIP

Phone Fax

E-mail

Engineer

Name

Address

City State ZIP

Phone Fax

E-mail

Land Planner/Surveyor

Name

Address

City State ZIP

Phone Fax

E-mail

Attachments

Applicant must attach a legal description of the property to this application and title it as "Exhibit A".

Applicant must list the names and addresses of any adjoining or contiguous landowners within 500 feet of the property that are entitled notice of application under any applicable City Ordinance or State Statute. Attach a separate list to this application and title it as "Exhibit B".

Application For Special Use

Special Use Standards

Please state how the establishment, maintenance or operation of the special use will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort or general welfare:

THIS Request is For A TYPICAL SCHOOL USE, WITH GRADES PRE-K THROUGH HIGH SCHOOL, HOLDING GENERAL BUSINESS HOURS. THERE IS NO RISK TO PUBLIC HEALTH, SAFETY, MORALS, COMFORT OR GENERAL WELFARE IN ANY CAPACITY IN THE ESTABLISHMENT OF THIS SCHOOL.

Please state how the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood:

SPECIAL USE WILL NOT COMPLICATE THE ENJOYMENT OF ANY LOCAL PROPERTIES.

Please state how the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district:

THE BUILDING IS ALREADY ESTABLISHED, THERE WILL BE NO EXTERNAL DEVELOPMENTS TO CONSIDER.

Please state how adequate utilities, access roads, drainage or other necessary facilities have been or are being provided:

ALL CURRENT INFRASTRUCTURE SUPPORTS THE NEEDS OF THE BUILDING CURRENTLY.



United City of Yorkville
 County Seat of Kendall County
 800 Game Farm Road
 Yorkville, Illinois, 60560
 Telephone: 630-553-4350
 Fax: 630-553-7575
 Website: www.yorkville.il.us

Petitioner Deposit Account / Acknowledgment of Financial Responsibility

Development/Property Address: 210 BEAVER	Project No.: FOR CITY USE ONLY	Fund Account No.: FOR CITY USE ONLY
--	---------------------------------------	--

Petition/Approval Type: check appropriate box(es) of approval requested

- Concept Plan Review Amendment (Text) (Annexation) (Plat) Annexation
 Rezoning Special Use Mile and 1/2 Review
 Zoning Variance Preliminary Plan Final Plans
 P.U.D. Final Plat

Petitioner Deposit Account Fund:

It is the policy of the United City of Yorkville to require any petitioner seeking approval on a project or entitlement request to establish a Petitioner Deposit Account Fund to cover all actual expenses occurred as a result of processing such applications and requests. Typical requests requiring the establishment of a Petitioner Deposit Account Fund include, but are not limited to, plan review of development approvals/engineering permits. Deposit account funds may also be used to cover costs for services related to legal fees, engineering and other plan reviews, processing of other governmental applications, recording fees and other outside coordination and consulting fees. Each fund account is established with an initial deposit based upon the estimated cost for services provided in the **INVOICE & WORKSHEET PETITION APPLICATION**. This initial deposit is drawn against to pay for these services related to the project or request. Periodically throughout the project review/approval process, the Financially Responsible Party will receive an invoice reflecting the charges made against the account. At any time the balance of the fund account fall below ten percent (10%) of the original deposit amount, the Financially Responsible Party will receive an invoice requesting additional funds equal to one-hundred percent (100%) of the initial deposit if subsequent reviews/fees related to the project are required. In the event that a deposit account is not immediately replenished, review by the administrative staff, consultants, boards and commissions may be suspended until the account is fully replenished. If additional funds remain in the deposit account at the completion of the project, the city will refund the balance to the Financially Responsible Party. A written request must be submitted by the Financially Responsible Party to the city by the 15th of the month in order for the refund check to be processed and distributed by the 15th of the following month. All refund checks will be made payable to the Financially Responsible Party and mailed to the address provided when the account was established.

ACKNOWLEDGMENT OF FINANCIAL RESPONSIBILITY

Name/Company Name: Tairi Grace Address: 105N York City: Yorkville IL State: IL Zip Code: 60560
 Telephone: 630 981 1045 Mobile: 630 981 1045 Fax: _____ E-mail: _____

Financially Responsible Party:

I acknowledge and understand that as the Financially Responsible Party, expenses may exceed the estimated initial deposit and, when requested by the United City of Yorkville, I will provide additional funds to maintain the required account balance. Further, the sale or other disposition of the property does not relieve the individual or Company/Corporation of their obligation to maintain a positive balance in the fund account, unless the United City of Yorkville approves a Change of Responsible Party and transfer of funds. Should the account go into deficit, all City work may stop until the requested replenishment deposit is received.

Print Name: Tairi Grace Title: owner
 Signature*: [Signature] Date: 7/10/10

**The name of the individual and the person who signs this declaration must be the same. If a corporation is listed, a corporate officer must sign the declaration (President, Vice-President, Chairman, Secretary or Treasurer)*

FOR CITY USE ONLY

ACCOUNT CLOSURE AUTHORIZATION:

Date Requested: _____ Completed Inactive
 Print Name: _____ Withdrawn Collections
 Signature: _____ Other

DEPARTMENT ROUTING FOR AUTHORIZATION: Comm Dev. Building Engineering Finance Admin.



Property Details

Price	\$524,900
Building Size	14,400 SF
Lot Size	1 AC
Price/SF	\$36.45 /SF
Property Type	Industrial
Property Sub-type	Industrial-Business Park
Additional Sub-types	Flex Space Office Showroom Warehouse
Property Use Type	Vacant/Owner-User
Occupancy	0%
No. Stories	1
Year Built	1974
Clear Ceiling Height	12 FT
No. Drive In / Grade-Level Doors	1
Features	Electricity/Power
Status	Active

Property Notes

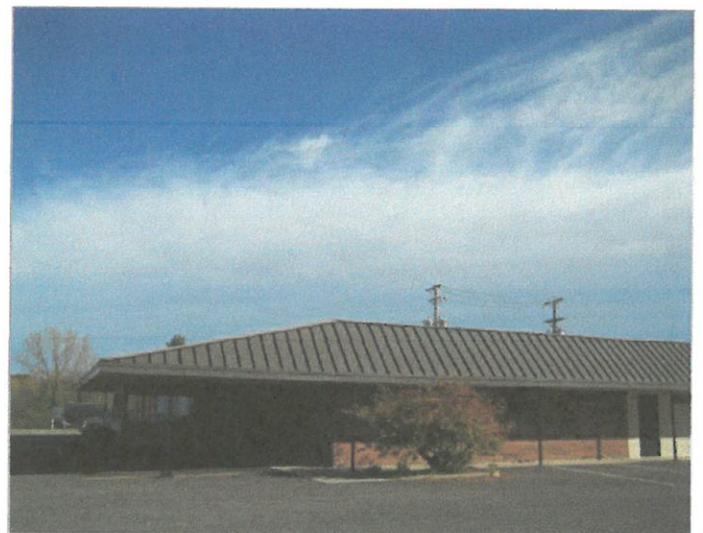
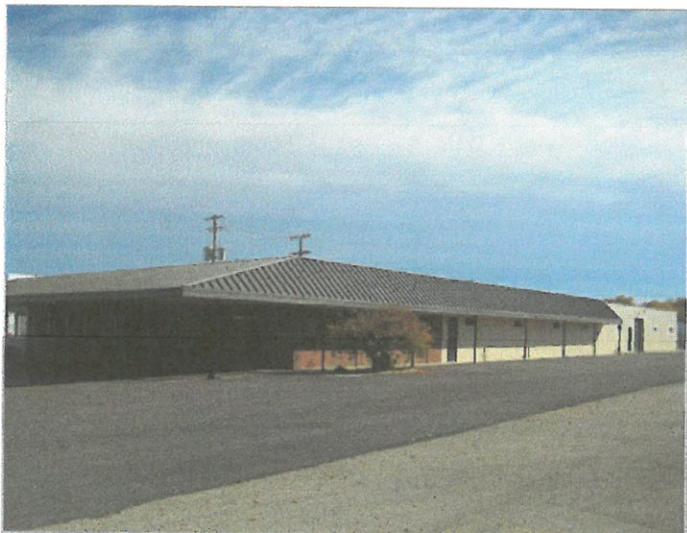
Property Description

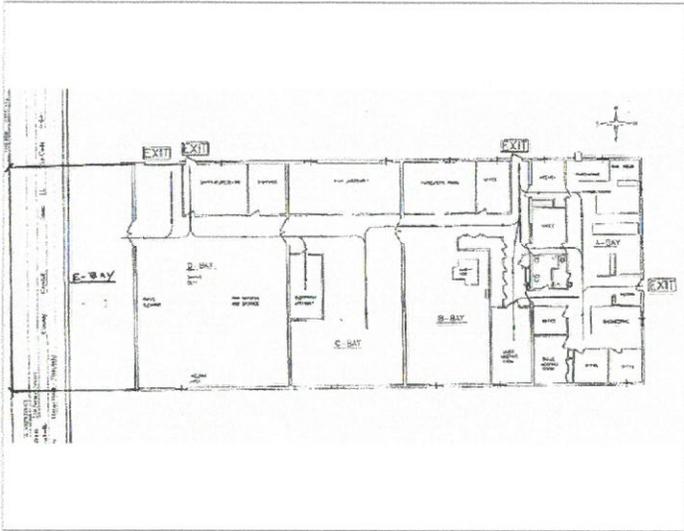
Choice 14,400 square foot office warehouse in fast growing Yorkville Illinois. Features include: 2900 sq ft finished office with several inner offices. Two bathrooms, kitchen area and conference rooms. Back warehouse features several warehouse bays with additional office and storage rooms. Ready to move in. Newer paint and parking lot. All city services. Brick and block building. Zoned M-1 manufacturing. Agent interest.

Location Description

Located at 210 Beaver Street in the Fox Industrial Park in Yorkville Illinois. Easy access to Metro Chicago via Rt. 126 to I-55. State Rt. 47 is two blocks west.

Photos









Memorandum

To: Plan Commission
 From: Chris Heinen, Planner
 CC: Bart Olson, City Administrator
 Krysti Barksdale-Noble, Community Development Director
 Date: March 31, 2016
 Subject: **PC 2016-06 Trade Schools (Text Amendment)**

Background:

As the Plan Commission will recall, the Zoning Ordinance was adopted on November 25, 2014 and placed into effect on January 1, 2015. Since that time, staff has been approached by a citizen looking to incorporate a private, non-profit alternative school within an M-1 zoning classified property. Our zoning ordinance currently does not allow trade schools or commercial schools within a manufacturing district. Staff researched several surrounding municipalities (see chart below) and found that several of them either permitted trade schools as an outright allowable use or required a special use in manufacturing districts. Staff felt that allowing trade schools in the Manufacturing Districts as a special use is consistent with current zoning trends and would allow, on a case-by-case basis, additional review of surrounding land uses, site layout, parking, utilities, and traffic.

Trade School Uses in Manufacturing Districts				
Municipality	Use	Permitted	Special Use	Not Permitted
Plainfield	Trade school, music school, dance school.			X
Oswego	Schools; music, dance, business, commercial or trade.		X	
Plano	Schools of dance, music, business or trade.		X	
Montgomery	Personal and Business Services.	X		
Naperville	Vocational and trade schools.	X		
Aurora	Technical, trade, and other specialty schools.	X		
Sugar Grove	Schools, commercial or trade.	X		

The City of Yorkville currently defines Trade schools only and is defined as, “A school established to provide for the teaching of industrial, clerical, managerial, or artistic skills. This definition applies to schools that are owned and operated privately for profit and that do not offer a complete educational curriculum (e.g., beauty school, modeling school). Staff researched other definitions similar to trade schools and found the following:

- **Montgomery** - Personal & Business Services: An establishment that provides services to consumers (for example, insurance, salon, attorney, veterinarian, teaching facilities for trades, gymnastics, martial arts etc., consulting and contracting firms etc.).

- *Sugar Grove* - SCHOOL, VOCATIONAL: A secondary or higher education facility primarily teaching usable skills that prepare students for jobs in a trade and meeting Illinois' requirements as a vocational facility.
- *Naperville* - SCHOOL, TRADE OR VOCATIONAL: A school which offers career based instruction in skilled subjects such as computer repair, network development, graphic design, multimedia, arts, shorthand, carpentry, drafting and automobile mechanics as part of a certificate or degree program.

While all of these definitions are similar in nature, there is a growing trend that will need to be addressed in alternative schools. Currently, Yorkville only allows schools, public or private, in residentially zoned districts. This creates a burden on smaller, alternative schools. Finding a location and building a new school is economically unfeasible for these uses. It is also not a permitted home occupation, so a single family dwelling would not be able to have a school. A majority of these alternative schools are typically operated in business areas or manufacturing areas. The City currently has a few schools operating under the trade school definition that are located in business zoned properties and staff feels that expanding them into the manufacturing districts seems to be a logical trend.

Staff Recommendation Summary:

Staff has worked with the City Attorney to revise the definition of trade schools to add commercial school and allow such schools as a special use in the M-1 & M-2 zoning classifications. The following proposed text amendments would be:

1. Chapter 2: Rules and Definitions in the Zoning Ordinance to revise the definition of trade school to include commercial school and define it as “A school established to provide for the teaching of academic, industrial, clerical, managerial, artistic skills, or alternative education. This definition applies to schools that are owned and operated privately for profit or non profit and that may offer a complete education curriculum.”
2. Chapter 6: Permitted and Special Uses in the Zoning Ordinance to identify Commercial school, trade school as special uses in the M-1 Limited Manufacturing and M-2 General Manufacturing districts.

This item was discussed at the April 5, 2016 Economic Development Committee meeting. The committee had some concern that it may be better suited in the M-1 zoning district only and not a special use in the M-2 zoning district. Staff would like the input from the Plan Commission regarding this concern. Staff will be available to answer any questions the Plan Commission may have regarding the proposed text amendment. A recommendation from Plan Commission will be forwarded to City Council for consideration at the April 26, 2016 regularly scheduled meeting.

Proposed Motion for Amendment:

In consideration of testimony presented during a Public Hearing on April 13, 2016 and discussions conducted at that meeting, the Plan Commission recommends approval to the City Council a request for a text amendment to Chapter 6: Permitted and Special Uses in the Zoning Ordinance to identify Commercial school, trade school as special uses in the M-1 Limited Manufacturing and M-2 General Manufacturing districts and proposing a text amendment to Chapter 2: Rules and Definitions in the Zoning Ordinance to redefine the

definition of trade school to “A school established to provide for the teaching of academic, industrial, clerical, managerial, artistic skills, or alternative education. This definition applies to schools that are owned and operated privately for profit or non profit and that may offer a complete education curriculum.” This text amendment will provide regulations for the establishment and operation of such uses in these zoning districts, subject to staff recommendations and conditions in a memo dated March 31, 2016, and further subject to {insert any additional conditions of the Plan Commission}...

Attachments:

1. Current Chapter 6 of the United City of Yorkville’s Municipal Zoning Ordinance.
2. Research on Trade Schools.
3. Copy of Public Notice.

PUBLIC NOTICE
NOTICE OF PUBLIC HEARING
BEFORE
THE UNITED CITY OF YORKVILLE
PLANNING & ZONING COMMISSION
PC 2016-09

NOTICE IS HEREWITH GIVEN THAT Tairi Grace, petitioner, has filed an application with the United City of Yorkville, Kendall County, Illinois, requesting special use permit approval for a Commercial/Trade School for a private, non-profit school with an emphasis on holistic health education within the M-1, Limited Manufacturing District pursuant to Chapter 6, Table 10.06.02 of the Yorkville Zoning Ordinance. The real property is located at 210 Beaver Street, in Yorkville, Illinois.

The legal description is as follows:

LT 5 BLK 1 FOX INDUSTRIAL PARK UNIT 2 CITY OF YORKVILLE

Permanent Index Number: 05-04-152-004

The application materials for the proposed Special Use are on file with the City Clerk.

NOTICE IS HEREWITH GIVEN THAT the Planning & Zoning Commission for the United City of Yorkville will conduct a public hearing on said application on Wednesday, June 8, 2016 at 7 p.m. at the United City of Yorkville, City Hall, located at 800 Game Farm Road, Yorkville, Illinois 60560.

The public hearing may be continued from time to time to dates certain without further notice being published.

All interested parties are invited to attend the public hearing and will be given an opportunity to be heard. Any written comments should be addressed to the United City of Yorkville City Clerk, City Hall, 800 Game Farm Road, Yorkville, Illinois, and will be accepted up to the date of the public hearing.

By order of the Corporate Authorities of the United City of Yorkville, Kendall County, Illinois.

BETH WARREN
City Clerk

BY: Lisa Pickering
Deputy Clerk



Reviewed By:	
Legal	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input checked="" type="checkbox"/>
Human Resources	<input type="checkbox"/>
Community Development	<input checked="" type="checkbox"/>
Police	<input type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

NB #6

Tracking Number

EDC 2016-25

Agenda Item Summary Memo

Title: Proposal to Combine the Plan Commission and Zoning Board of Appeals

Meeting and Date: Economic Development Committee/May 2, 2016

Synopsis: Ordinance consolidating the duties of the Plan Commission and Zoning Board of Appeals in to newly formed Planning and Zoning Commission.

Council Action Previously Taken:

Date of Action: N/A Action Taken: N/A

Item Number: N/A

Type of Vote Required: Majority

Council Action Requested: Feedback and Recommendation to City Council for approval

Submitted by: Krysti J. Barksdale-Noble, AICP Community Development
Name Department

Agenda Item Notes:

See attached Memo.



Memorandum

To: Economic Development Committee
 From: Krysti J. Barksdale-Noble, Community Development Director
 CC: Bart Olson, City Administrator
 Date: April 27, 2016
 Subject: **Proposal to Combine the Plan Commission & Zoning Board of Appeals**

Request Summary:

A request to amend Title 2, Chapter 1: Plan Commission and Title 2, Chapter 2: Zoning Board of Appeals of the Yorkville City Code to consolidate the functions and duties of the Plan Commission and Zoning Board of Appeals into a single recommending body to be known as the “Planning and Zoning Commission” effective May 21, 2016.

Background:

In 1962, the City adopted an ordinance establishing a Plan Commission, and in 1974, Yorkville created its Zoning Board of Appeals. Both bodies were established to perform specific duties regulating land and its development within the corporate boundaries (Zoning Board of Appeals and Plan Commission) and unincorporated land within 1.5 miles of our city (Plan Commission). A list of the specific duties is as follows:

Table 1. Duties and Powers of the Plan Commission and Zoning Board of Appeals

Plan Commission (Section 10-4-5)	Zoning Board of Appeals (Section 10-4-6)
<ul style="list-style-type: none"> To hear and report findings and recommendations to the mayor and city council on all applications for text amendments, map amendments and special use permits. 	<ul style="list-style-type: none"> To hear and decide appeals from any order, requirement, decision or determination made by the zoning administrator or officer under the zoning regulations of this code.
<ul style="list-style-type: none"> To initiate, direct and review, from time to time, studies of the provisions of this title, and to make reports of its recommendations to the mayor and city council not less frequently than once each year. 	<ul style="list-style-type: none"> To hear and pass upon applications for variations from the terms provided in the zoning ordinance in the manner prescribed by and subject to the standards established therein.
<ul style="list-style-type: none"> To hear and make recommendations to the mayor and city council on all matters upon which it is required to pass under this title. 	<ul style="list-style-type: none"> To hear and decide all matters referred to it and upon which it is required to pass under the zoning ordinance as prescribed by statute.
<ul style="list-style-type: none"> To prepare and recommend to the mayor and city council a comprehensive plan or updates thereto for the present and future development or redevelopment of the city. 	<ul style="list-style-type: none"> To enforce and make all decisions under the sign ordinance.

While each commission has suited the community well over the past several decades, there have been instances where Plan Commission meetings had to be cancelled due to a lack of a quorum. Since January 2014, there have been three (3) Plan Commission meetings cancelled due to a lack of attending members or mid-term resignations. This has resulted in an inconvenience to petitioners and the public seeking to provide comments during scheduled hearings, and ultimately led to the recent adoption of Ordinance 2016-15 which reduced the size of the Plan Commission from nine (9) members to seven (7) just to increase the odds of having a quorum.

Additionally, the Zoning Board of Appeals, an ad hoc committee, has not experienced quorum related issues like the Plan Commission; it has only averaged less than two (2) meetings a year since January 2014 due to limited agenda items.

Surrounding Communities & Other Committees:

The consolidation of municipalities’ Plan Commission and Zoning Board of Appeals has become a trend in recent years across the area in an effort to stream line review processes for applicants and to ensure the public can attend and follow meetings related to all aspects of a project in a convenient and efficient manner. Staff has researched the following surrounding communities which have combined their Plan Commission and Zoning Board of Appeals:

Table 2. Communities with Combined Plan Commission and Zoning Board of Appeals

<i>Community</i>	<i>Commission/Board Name</i>	<i>Membership Number</i>	<i>Established</i>
Wheaton	Planning & Zoning Board	7 members	2001
Oswego	Planning & Zoning Commission	7 members	2015
Plano	Plan Commission & Zoning Board of Appeals	7 members	2007
Hoffman Estates	Planning & Zoning Commission	11 members	2011
Darien	Planning & Zoning Commission	9 members	2002
Westmont	Planning & Zoning Commission	7 members	1995
Lisle	Planning & Zoning Commission	7 members	2003
South Elgin	Planning & Zoning Commission	7 members	1999

Proposed Planning and Zoning Commission:

The proposed newly formed Planning and Zoning Commission will consist of seven (7) appointed members and hold hearings on zoning, variances and other development related matters formerly conducted separately by the Plan Commissions and Zoning Board of Appeals. A chairperson will be named at the time of his/her appointment and a vice-chairperson will be selected by the Planning and Zoning Commission at the beginning of each fiscal year. If approved, the effective date for the new commission would be May 31, 2016. Below is a summary of the provisions of the proposed Planning and Zoning Commission.

Terms of Office

Each member of the Commission will serve respectively for the following terms and until a successor has been appointed: two (2) for one (1) year, two (2) for two (2) years, two (2) for three (3) years, one (1) for four (4) years; the successor to each member appointed shall serve for a term of four (4) years. Vacancies on the Commission shall be filled for the unexpired term of the member whose place has become vacant in the same manner as providing for the appointment of new members. The Mayor shall have the power to remove any member of the Commission for cause after a public hearing.

Meetings/Quorums

Meetings of the Commission shall be held at the call of the chairperson or Community Development Director and at such other times as the Commission may determine. All regular meetings of the Commission shall be held at City Hall and all meetings shall be open to the public in accordance with the Open Meetings Act. The chairperson or, in his or her absence, the vice-chairperson may administer oaths and compel attendance of witnesses. The presence of at least four (4) members of the Commission shall be necessary to constitute a quorum. The affirmative vote of at least four (4) members shall be required to approve or recommend any action to the Mayor and City Council.

Duties

The duties of the Planning and Zoning Commission are as follows:

- A. To perform such duties as provided by the previous Plan Commission as specified in Section 2-1-5, POWERS, of the Yorkville Zoning Ordinance.
- B. To perform such duties as provided by the previous Zoning Board of Appeals as specified in Section 2-2-4, JURISDICTION AND AUTHORITY, of the Yorkville Zoning Ordinance.
- C. To perform such duties of a plan commission as authorized by Division 12 of the Illinois Municipal Code (65 ILCS 5/11-12-1 et seq.).
- D. To perform such duties of a zoning board of appeals as authorized by Division 13 of the Illinois Municipal Code (65 ILCS 5/11-13-1 et seq.).
- E. To perform such additional duties as are outlined in the Yorkville Zoning Ordinance, the Yorkville City Code or the Illinois Municipal Code.”

Staff Comments:

Based upon the recent meeting attendance, lack of agenda items and surrounding community research, it is the recommendation of the City staff to consolidate the functions of the Plan Commission and Zoning Board of Appeals into a single recommending body to be known as the “Planning and Zoning Commission”.

A draft ordinance proposing to consolidate the two (20 hearing bodies is attached for your consideration. It is staff’s intention to solicit feedback from the Economic Development Committee and a recommendation for approval to the City Council at their May 10, 2016 meeting. Staff has also notified all sitting members of the Plan Commission and Zoning Board of Appeals with an offer to apply for the seven (7) open seats on the newly formed commission. A public announcement will be made to the residents of Yorkville seeking their interest on the commission as well.

Should you have any questions regarding this request; staff will be available at Monday night’s meeting.

**AN ORDINANCE OF THE UNITED CITY OF YORKVILLE, ILLINOIS
CREATING A PLANNING AND ZONING COMMISSION**

WHEREAS, the United City of Yorkville (the “City”) is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, the Yorkville City Code established a Plan Commission and Zoning Board of Appeals to perform such functions and duties as provided in Divisions 12 and 13 of the Illinois Municipal Code (65 ILCS 5/11-13-1 et seq.); and,

WHEREAS, the City desires to assign the functions and duties of the Plan Commission and Zoning Board of Appeals to a new single Commission to be known as the Planning and Zoning Commission; and,

WHEREAS, a single Planning and Zoning Commission will allow for greater efficiency in the holding of hearings and provide for a Commission that has a greater scope and understanding of the zoning and subdivision processes of the City.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the United City of Yorkville, Kendall County, Illinois, as follows:

Section 1: That Section 2-1-1, of Chapter 1, PLAN COMMISSION, of the Yorkville City Code is hereby amended to read as follows:

“2-1-1: COMMISSION ABOLISHED

Effective May 31, 2016 the Plan Commission shall be abolished and its functions and duties shall be transferred to the Planning and Zoning Commission. Wherever in the Yorkville City Code there is a reference to Plan Commission it shall be construed to mean the Planning and Zoning Commission”

Section 2: That Section 2-1-2, 2-1-3 and 2-1-4 of Chapter 1, PLAN COMMISSION, of the Yorkville City Code be and are hereby repealed.

Section 3: That Section 2-2-1, of Chapter 2, ZONING BOARD OF APPEALS, of the Yorkville City Code is hereby amended to read as follows:

“2-2-1: BOARD ABOLISHED

Effective May 31, 2016 the Zoning Board of Appeals shall be abolished and its functions and duties shall be transferred to the Planning and Zoning Commission.

Wherever in the Yorkville City Code there is a reference to the Zoning Board of Appeals it shall be construed to mean the Planning and Zoning Commission”

Section 4: That Section 2-2-2, 2-2-3 and 2-2-5 of Chapter 2, ZONING BOARD OF APPEALS, of the Yorkville City Code be and are hereby repealed.

Section 5: That Title 2, Chapter 9, PLANNING AND ZONING COMMISSION, be and is hereby added to the Yorkville City Code to read as follows:

**“Chapter 9
ZONING AND PLANNING COMMISSION**

2-9-1: ESTABLISHMENT:

Effective May 31, 2016 there is hereby established a Planning and Zoning Commission that shall assume jurisdiction of all matters previously assigned to the Zoning Board of Appeals and the Planning Commission. Any reference in this Title or in the Yorkville City Code to the Zoning Board of Appeals or the Planning Commission shall mean the Planning and Zoning Commission as established in this chapter.

2-9-2: MEMBERSHIP; APPOINTMENT; COMPENSATION:

The Planning and Zoning Commission shall be composed of seven (7) members, all of whom shall reside within the City. The Commission members shall be appointed by the Mayor, with the advice and consent of the City Council. One (1) of the members appointed shall be named as chairperson at the time of his appointment. At the beginning of each fiscal year, the Commission shall elect a vice-chairperson. In the performance of its duties, the Commission may incur such expenditures as shall be authorized by the corporate authorities. Each member of the Commission shall receive for their services such compensation, if any, as is determined from time to time by the corporate authorities.

2-9-3: TERMS OF OFFICE; VACANCIES; REMOVAL:

Each member of the Commission will serve respectively for the following terms and until a successor has been appointed: two (2) for one (1) year, two (2) for two (2) years, two (2) for three (3) years, one (1) for four (4) years; the successor to each member appointed shall serve for a term of four (4) years. Vacancies on the Commission shall be filled for the unexpired term of the member whose place has become vacant in the same manner as providing for the appointment of new members. The Mayor shall have the power to remove any member of the Commission for cause after a public hearing.

2-9-4: MEETINGS; QUORUM:

Meetings of the Commission shall be held at the call of the chairperson or Community Development Director and at such other times as the Commission may determine. All

regular meetings of the Commission shall be held at City Hall and all meetings shall be open to the public in accordance with the Open Meetings Act. The chairperson or, in his

or her absence, the vice-chairperson may administer oaths and compel attendance of witnesses. The presence of at least four (4) members of the Commission shall be necessary to constitute a quorum. The affirmative vote of at least four (4) members shall be required to approve or recommend any action to the Mayor and City Council

2-9-5 RECORDS:

The Commission may adopt its own rules of procedures consistent with this Title and applicable state statutes. The Commission shall keep a record of its own proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall also keep records of its hearings and other official actions. Findings of fact shall be included in the minutes of each case where required and the reasons for approving or denying such case shall be specified. All records of proceedings, findings, determinations and actions of the Commission shall be filed immediately in the office of the Community Development Director and shall be a public record.

2-9-6 DUTIES:

The duties of the Planning and Zoning Commission are as follows:

- A. To perform such duties as provided by the previous Plan Commission as specified in Section 2-1-5, POWERS, of the Yorkville Zoning Ordinance.
- B. To perform such duties as provided by the previous Zoning Board of Appeals as specified in Section 2-2-4, JURISDICTION AND AUTHORITY, of the Yorkville Zoning Ordinance.
- C. To perform such duties of a plan commission as authorized by Division 12 of the Illinois Municipal Code (65 ILCS 5/11-12-1 et seq.).
- D. To perform such duties of a zoning board of appeals as authorized by Division 13 of the Illinois Municipal Code (65 ILCS 5/11-13-1 et seq.).
- E. To perform such additional duties as are outlined in the Yorkville Zoning Ordinance, the Yorkville City Code or the Illinois Municipal Code.”

Section 6: This Ordinance shall be in full force and effect upon its passage, approval, and publication as provided by law.

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois this _____ day of _____, 2016.

CITY CLERK

CARLO COLOSIMO	_____	KEN KOCH	_____
JACKIE MILSCHEWSKI	_____	LARRY KOT	_____
CHRIS FUNKHOUSER	_____	JOEL FRIEDERS	_____
DIANE TEELING	_____	SEAVER TARULIS	_____

Approved by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this
_____ day of _____ 2016.

MAYOR



Reviewed By:	
Legal	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
City Administrator	<input checked="" type="checkbox"/>
Human Resources	<input type="checkbox"/>
Community Development	<input checked="" type="checkbox"/>
Police	<input type="checkbox"/>
Public Works	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>

Agenda Item Number

NB #7

Tracking Number

EDC 2016-26

Agenda Item Summary Memo

Title: New Tenant Occupancy Letters

Meeting and Date: Economic Development Committee/May 2, 2016

Synopsis: Proposed new Annual Non-Residential Occupancy Notification Letter

Council Action Previously Taken:

Date of Action: _____ Action Taken: _____

Item Number: _____

Type of Vote Required: None

Council Action Requested: Feedback and Direction

Submitted by: Krysti J. Barksdale-Noble, AICP Community Development
Name Department

Agenda Item Notes:

See attached memo.



Memorandum

To: Economic Development Committee
From: Krysti J. Barksdale-Noble, Community Development Director
CC: Bart Olson, City Administrator
Peter Ratos, Building Code Official
Date: April 28, 2016
Subject: **New Tenant Occupancy Letters**

In an effort to keep track of changes in occupancy of leased non-residential space, the Community Development Department is proposing to implement an annual notification letter to landlords/property owners making them aware that any tenant space that has changed occupancy is required to notify the City and complete an application for occupancy (see attached draft). As part of the application, a walkthrough inspection will be conducted by the City's Building Code Official and Fire Marshal as well as zoning review. Once completed, an occupancy permit is issued.

Occupancy Permit Requirement

Since the adoption of the 2000 International Building Code (IBC) by the City in January 2003 via Ord. 2003-01, the requirement for an occupancy permit, which also applies to changes of uses within the structure, has been in place. This requirement has carried over as part of the current 2009 International Building Code adopted by the City in July 2011 via Ordinance 2011-32. Per the building code, *"no building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy...after the building official inspects the building or structure and finds no violation of the provisions of the building code or other laws enforced by the department, the building official shall issue a certificate of occupancy."*

Prior to the adoption of the 2000 IBC, the City had not required occupancy permits beyond the initial permit issued after a building had been constructed and enforcement with regards to changes in occupancy was not routinely carried out until 2010, in anticipation of adopting the 2009 IBC. The fees charged for the initial certificate of occupancy for new construction projects, major remodels for existing buildings and additions to structures is included in the overall building permit fee. However, the fee for a Change in Occupancy Permit is \$50.00 and covers the administrative cost for the building official to inspect the property and update the building files.

The occupancy permit and inspection is put in place to ensure the building and/or unit to be leased or purchased is safe and the use is permissible in the location proposed. The site inspection will include the inspection of the following:

- Complaint with Zoning Code for Use (*Building & Zoning*)
- Emergency egress lighting installed and operational (*Fire & Building*)
- Required fire extinguishers installed and have current certification (*Fire*)
- Required exit signs installed and operational (*Fire & Building*)

- Operating hardware for egress components meet accessibility requirements (*Building*)
- Domestic water supply installed and metered with current certification on any installed cross-connection prevention devices (*Building*)
- Sanitary requirements are in place and operational (*Building*)
- Electrical systems visually inspected for safety (*Building*)
- Any existing fire suppression system and or fire alarm system is operational and has current certification (*Fire*)

Challenges with Past Occupancies

Since the requirement for Change in Occupancy permits in 2010, the City had mainly relied upon the following to know if a change in occupancy had occurred: the owners contacting the City seeking a business license¹; reports from the Fire Marshal who has the authority to conduct annual inspections of all commercial properties within his/her jurisdiction; and random field inspections by our building department. We have also received notifications by the Chamber of Commerce of new businesses opening up within our community. However, with this reactionary approach, there have been instances where businesses have occupied spaces, as leased tenants or owners, without obtaining an occupancy permit and were found to be in violation of either the building code or zoning code for the proposed use (e.g. Crossfit).

Once a business or tenant has occupied the premises, and found to be in violation of either a building code or zoning code provision, it is an arduous process for the City to gain compliance in a relatively short amount of time, as inspections, citations and hearings may have to take place. Additionally, it can be costly to the owner or tenant to either meet the building code's requirement for compliance or possibly lose a tenant or close a business.

Approach to Achieving Better Compliance

Staff is seeking to have more of a pre-emptive and active approach to compliance with the Change in Occupancy permit requirement through education and outreach. Therefore, we are proposing the following:

a. A proactive letter to all businesses clarifying the regulation

- i. The annual letter doesn't require a response or any immediate action from the landlords or building owners. It is just information on what the Change in Occupancy permit is, why it is beneficial to them and what to expect should as part of the application process.

b. Coordination with the Fire Marshal during annual inspections

- i. Per State Law, the Fire Marshall has the right of entry and may never be refused into any commercial structure under his jurisdiction. The law also mandates that he inspects any and all commercial structures at least once per year for violations of the Life Safety Code and Fire Code.
- ii. Staff proposes to coordinate between the Fire Marshal and City Code Official to conduct either joint inspections or receive inspection reports from the Fire Marshal.

¹ While most municipalities require business licenses as means for tracking commercial occupancies within their community, Yorkville does not.

- iii. Joint inspections are being considered since the Building Code Official does not have the right to entry and may be refused entrance unless there is an open permit for the structure or a potential life safety matter has been identified.
- iv. If during these inspections, a building or zoning code violation is present, the Building Code Official has the authorization to, in writing, suspend or revoke a certificate of occupancy until the violation is remedied.

c. Zoning review

- i. Upon receipt of the application for Change in Occupancy Permit, a zoning review for the proposed use will be conducted. In addition, based upon the information received from the Fire Marshal and Building Code Officials annual inspections, if a potential use is inconsistent with the zoning provisions, a notification of zoning violation will be provided to the property owner and followed up upon until satisfactorily resolved.

Research of Surrounding Communities

Below is a table of surrounding and area communities which also require permits when non-residential businesses change users/uses, as well as the fees associated with those permits.

Table 1. Surrounding Communities which require Commercial Occupancy Permits

COMMUNITY	PERMIT TYPE	FEE
Naperville	Business Occupancy Permit	\$77.00 for Business \$138.00 for Restaurant
Oswego	Change of Occupancy Permit	\$90.00
Plainfield	Commercial Change of Occupancy	\$20.00
Sugar Grove	Commercial Change of Occupancy	\$100.00
Montgomery	Certificate of Occupancy	\$40.00
Aurora	Commercial Certificate of Occupancy	\$166.00
Orland Park	Commercial Occupancy	\$145.00 Building Inspection Fee \$40.00 Zoning Permit Fee
O'Fallon	Commercial Occupancy	Permit Fee Varies on Size of Building (\$50-\$60)

Staff is looking for any feedback the Economic Development Committee may have prior to implementing this program to send annual occupancy notification letters to property owners of non-residential tenant spaces. Should you have any questions regarding the proposed draft letter; staff will be available at Monday night's meeting.



United City of Yorkville

800 Game Farm Road

Yorkville, Illinois 60560

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Fax: 630-553-7575

www.yorkville.il.us

Dear Sir or Madam:

RE: Annual Notice Regarding New Leases of Tenant Spaces

The United City of Yorkville would like to thank you for being a valued member of our community. In an effort to provide the best protection of property and property owners we have adopted and enforce the 2009 International Building Code. As part of that code, a certificate of occupancy is required for all non-residential changes of occupancy, such as when a new tenant leases or a buyer purchases a commercial building. The code states:

SECTION 111 CERTIFICATE OF OCCUPANCY

111.1 Use and occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the *building official* has issued a certificate of occupancy therefore as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

The occupancy permit and inspection is put in place to ensure the building and/or unit to be leased or purchased is safe and the use is permissible in the location proposed. Therefore, please have any new tenants fill out the attached Non-Residential Change of Occupancy and submit to the Community Development/Building and Zoning Department for review.

Upon issuance of the permit, the *Building Code Official* and the *Fire Marshal* will inspect the structure. If there are no violations of the provisions of this code or other laws that are enforced by the departments, the *Building Code Official* shall issue a certificate of occupancy.

The site inspection shall include the inspection of the following:

- Compliance with Zoning Code for Use
- Emergency egress lighting installed and operational
- Required fire extinguishers installed and have current certification
- Required exit signs installed and operational
- Operating hardware for egress components meet accessibility requirements

- Domestic water supply installed and metered with current certification on any installed cross-connection prevention devices
- Sanitary requirements are in place and operational
- Electrical systems visually inspected for safety
- Any existing fire suppression system and or fire alarm system is operational and has current certification

Thank you for your attention to this matter. Should you have any questions, or if we can be of further assistance, please do not hesitate to call our offices at 630-553-8545, Monday through Friday, between the hours of 8:30am and 4:30pm, or email Dee Weinert, Administrative Assistant for the Building Department at dweinert@yorkville.il.us.

Sincerely,

Pete Ratos
Building Code Official
United City of Yorkville