



Agenda
Village of Glen Ellyn
Regular Workshop Meeting
Monday, September 15, 2014
7:00 PM
Glen Ellyn Civic Center, Room 301

Village Board Workshop Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact Harold Kolze, Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Audience Participation

1. Open: Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.

E. The Opus Group Proposed Redevelopment of Main Street Parking Lot, Giesche and St. Petronille Properties: (Presented by Planning and Development Director Hulseberg)

1. Planning and Development Director Staci Hulseberg will present information about the proposed redevelopment of the Main Street parking lot, Giesche and St. Petronille properties.

F. 2014 Street Resurfacing Project Update: (Presented by Public Works Director Hansen)

1. Recommendation of the Public Works Department to utilize a portion of unspent dollars in the 2014 Street Resurfacing Project to perform additional paving work.

G. Budget Preparation for Calendar Year 2015: (Presented by Interim Finance Director Coyle)

1. Interim Finance Director Christina Coyle will lead the Calendar Year 2015 Budget Kickoff Discussion.

H. Other Items

I. Motion to adjourn to Executive Session for the purposes of setting the price for sale or lease of property, and discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees, without returning to open session thereafter. (Trustee Clark)



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/15/14 07:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Discussion Item
Prepared By: Michele Stegall

SCHEDULED

AGENDA ITEM (ID # 1412)

DOC ID: 1412

Planning and Development Director Staci Hulseberg will present information about the proposed redevelopment of the Main Street parking lot, Giesche and St. Petronille properties.

Background. Over the past few months, staff has continued to work with The Opus Group on the potential redevelopment of the Main Street parking lot and Giesche properties. The scope of the project has recently expanded to include the St. Petronille parking lot and former rectory property on the east side of Glenwood Avenue. The church has been working to gain the approval of the Diocese of Joliet, the owner of the property, to move forward with the project. While there are a number of formal steps necessary to receive official approval from the Diocese, the church has been successful in obtaining the Diocese's permission to move forward in the process. Some of the benefits of including the St. Petronille property include:

- It eliminates the need to construct below grade parking, which is more expensive than above grade structured parking.
- Vehicular access between the Main Street parking lot and St. Petronille parking lot is maintained which allows the shared use of both parking lots.
- Environmental remediation costs should be reduced since there will be no below grade construction.
- The number of parking spaces available to the public over prior plans is significantly increased.
- It recognizes an existing easement that St. Petronille has over the Village's Main Street parking lot to access Main Street.
- It creates a more effective overall parking solution for the south side of the downtown that increases the amount of parking and promotes a shared-parking philosophy that benefits all end-users.

The purpose of this memorandum is to provide an overview of the latest development concept which includes the Church property and to elicit input from the Village Board on some key issues moving forward.

The general development concept remains the same and continues to include the construction of a 5-story mixed use development with about 8,400 square feet of ground floor retail and approximately 125 upper floor, luxury, rental apartments. However, with the incorporation of St. Petronille's property, the opportunity for a two or three level parking structure is now incorporated into the plans and the originally proposed below grade parking has been eliminated. A summary of the major aspects of the project, including parking, retail space and building height is below.

Parking

Parking is proposed in both the Opus building (that would be constructed on the Giesche property and the Village's Main Street parking lot), and on a two or three level parking structure (that would be constructed on the St. Petronille property and the Village's Glenwood parking lot). Two levels of parking would be provided in the Opus building that would be owned and maintained by Opus. Two or three levels of parking would be provided in the parking structure that would be owned and maintained by the Village and located on both Village and St. Petronille property. The Village would enter into a long term, no-cost lease, likely 99 years, to construct, own and maintain the parking structure on a portion of St. Petronille's property. The Village would collect parking permit revenues to cover the maintenance and future replacement costs of the structure. A reciprocal easement agreement (REA), between the church, Opus, and the Village would establish cross access and parking rights to the various parties. Pages 10 through 12 of the attached plans reflect the proposed use of the parking spaces on the various levels of the Opus building and parking structure. Access to the church's parking spaces in the parking structure for spillover public parking shall continue to be allowed, as it has historically, in the spirit of community cooperation.

Depending on the number of levels in the parking structure, between 469 and 590 parking spaces could be provided between both the Opus building and the parking structure. The attached plans reflect a three-story parking structure as that is the church's preference and the Village staff's recommendation. Access to the ground floor parking would be provided via Main Street and Glenwood Avenue. Access to the second and third floor parking levels would be via an access drive on Hillside Avenue.

There are currently 98 parking spaces on St. Petronille property. St. Petronille would continue to have 98 spaces in the parking structure on the first level. There are currently 81 surface level public parking spaces in the Village's Main Street lot. Opus would be responsible to pay for the replacement of those 81 parking spaces. Any spaces above and beyond the replacement of the existing spaces would be paid for by the Village.

Residential Parking. Parking for the residential units is proposed to be provided at a ratio of 1.27 spaces per unit and the concept plans currently show a total of 159 residential parking spaces. Based on the anticipated unit mix, if the site were located elsewhere in the Village, the Zoning Code would require a total of 204 parking spaces for the project (1.5 spaces for each one-bedroom unit and 2 spaces for each two-bedroom unit), for a difference of 45 parking spaces. However, parking is not required for new developments in the C5A district. Therefore, a parking deviation would not be required as part of the project.

The proposed parking ratio is not significantly less than the parking ratio of 1.5 spaces per unit approved for the Crescent Station and Glenstone condominium developments. If a 1.5 parking ratio were used, 188, or an additional 29 parking spaces, would need to be dedicated for the apartments. Since the project is in the downtown and close to a train station, it is considered a transit oriented development (TOD). TOD's have been shown to require a lower parking ratio than traditional developments due to the ease of access to public transportation.

Public Parking.

There are 221 existing parking spaces on the subject property including 81 in the Main Street parking lot, 42 in the Glenwood Lot and 98 in the St. Petronille parking lot. Depending on the number of parking levels constructed, a total of 302 to 423 public and church parking spaces would be provided, for a gain of between 76 and 202 additional parking spaces. The breakdown of the proposed public and church parking with both options is provided below.

Two Levels

	Existing	Proposed	Difference
Public Parking	*123	199	+76
St. Petronille Parking	98	98	0
Total Spaces	221	302	+76

*Includes 81 in the Main Street Lot and 42 permit spaces in the Glenwood Lot

Three Levels

	Existing	Proposed	Difference
Public Parking	*123	325	+202
St. Petronille Parking	98	98	0
Total Spaces	221	423	+202

*Includes 81 in the Main Street Lot and 42 permit spaces in the Glenwood Lot

A third level of parking would consist of 126 public spaces, many of which could be used for permit parking. The current parking demand in the area is high. The 2013 Streetscape Plan and Parking Study found the Main Street parking lot to have a 90-100% occupancy rate on Saturday evenings and weekday evening occupancy rates are expected to be similar. The Plan also found the surrounding on-street parking spaces on Main Street, Duane Street and Hillside Avenue to have a 90-100% occupancy rate on mid-day weekdays. With three churches in the area, parking on Sunday mornings is also at a premium. The Plan does identify the Main Street parking lot as the preferred location on the south side of the railroad tracks for a parking structure provided it is constructed in coordination with a private development such as the one proposed and also discusses the potential construction of a second parking structure on the north side of the railroad tracks (see attached Plan excerpts).

Based on the current plans, the cost to the Village of constructing a 2-level parking structure is estimated to be \$2.4 million with an additional \$125,000 in cost if the Village were to prepare the garage for a potential future third level. However, the cost to add a third level in the future is estimated to be at least \$500,000, depending on timing and financing costs which are likely to increase. Moreover, closing down the garage to add another story would negatively impact the downtown community for an additional construction year. Therefore, if the Village prefers the additional parking a third level provides, it would be most prudent to construct it now.

The cost to construct a 3-level structure is estimated to be \$3.9 million. These cost estimates include the Village paying for the 98 replacement spaces in the St. Petronille lot, in lieu of paying for the church property, and replacing 42 existing parking spaces in the Glenwood lot. There are

economies of scale to constructing the 3rd level of parking. The cost per NEW public parking space is \$30,000/space for the 2-level parking structure and \$19,000/space for the 3-level parking structure.

Building Height

The project would require approval of a height deviation. A total building height of 45 feet and 4 stories is permitted in the C5A zoning district and the 2009 Downtown Strategic Plan recommends that new construction on Main Street be a maximum of 2-3 stories tall. The proposed building would be 5-stories tall with an estimated height of 59 feet 2 inches measured from ground level on level Main Street. The Zoning Code requires building height to be measured from the average existing grade and the preliminary plans shared with the Plan Commission at the March 13, 2014 pre-application meeting showed a height from ground level of 59 feet 2 inches and a height of 53 feet 11 inches measured from the average existing grade to the top of the parapet for an anticipated height deviation of 8 feet 11 inches. Please note that the actual deviation advertised for will need to be to the tallest point of the building which is expected to be the rooftop mechanical equipment which has an estimated height of 57 feet 1 inch. The proposed height is detailed in the attached plans.

With the inclusion of the St. Petronille property, the proposed height from the average existing grade will change as the four points that the height is measured from will be different. However, the height of the building from ground level would be the same. Block elevation drawings prepared by Opus showing the proposed height of the building in relation to the heights of the buildings in the surrounding area are attached. Based on those block elevations, the proposed building would not be largely out of character with other buildings in the downtown.

All 8 of the 11 Plan Commissioners in attendance at the pre-application meeting were supportive of the height deviation but emphasized the importance the proposed architecture would have in reducing the perceived height and mass of the building. The petitioner was also encouraged to step back the upper floor of the building as is required in the adjacent C5B zoning district where a height of 55 feet is permitted.

The Chamber, Alliance of Downtown Glen Ellyn and Historic Preservation Commission were informed of the pre-application meeting and about a dozen residents and business owners attended, some of whom expressed concern about the proposed height. A copy of the pre-application meeting minutes are attached for your information.

Retail Space.

The total square footage of the first and second floors of the Giesche building that would be demolished is roughly 15,200 square feet. With the project providing 8,424 square feet of retail, the total amount of downtown retail space would be reduced by approximately 6,776 square feet. The market study conducted as part of the Downtown Plan recommends that the Village maintain the amount of downtown retail space at its current level. Staff and the developer previously discussed the possibility of extending the retail to the corner and wrapping it around Hillside Avenue to increase the proposed retail area and provide more of a presence at the corner. Due to the slope of the property and the need to accommodate a level floor, Opus has indicated that the building height

would likely increase if retail is brought closer to the corner or that the retail entrance would need to be located below grade level. The Plan Commission did not express concern about the anticipated reduction in downtown retail square footage, but believed it was important that the building be designed to have presence at the Main and Hillside intersection which is a gateway to the downtown.

Incentive Requests

The developer has submitted an incentive request to the Village which includes the Village donation of its land to the project at no cost. Opus is also requesting that the Village assume any environmental remediation costs needed to accommodate the project. The Board will be discussing the proposed land donation in executive session as it relates to the potential sale of Village property.

As part of the project the Village would be responsible for the cost of any newly created public parking beyond the existing 81 spaces in the Main Street lot and the replacement of St. Petronille's existing 98 parking spaces.

Project Benefits

The project aligns with many of the recommendations in the Village's long term plans and could have a number of potential benefits, including:

1. The tax exempt municipal parking lot would be placed on the tax rolls resulting in increased property tax revenues. The new structure would also have greater value and therefore generate more property tax revenue than the existing Giesche building.
2. The project would result in a new mixed use development on the Main Street parking lot site as recommended by the Comprehensive Plan and Downtown Strategic Plan.
3. Approximately 125 new apartment units would be added to the downtown, the new residents of which would support existing downtown businesses and bring new life and vitality to the area. The Downtown Plan recommends that the Village add a minimum of 450 new residential units in the downtown.
4. New retail space would be created that would be designed to meet the needs of modern day businesses.
5. A new development on a currently tax-exempt municipal site would generate TIF revenues that could be used to help finance some of the projects and initiatives recommended in the Downtown Plan including such things as a pedestrian underpass, new train station, or wayfinding signage.
6. The project replaces the existing parking on the site and adds an estimated 75 and 196 new public parking spaces in an area of the downtown with high parking demand.
7. The plans include the construction of a new parking structure on the preferred site on the south side of the tracks in conjunction with a private development as recommended in the 2013 Streetscape and Parking Study.

Village Board Action. The Village Board is requested to discuss the project at the September 15, 2014 workshop meeting. In reviewing the project, the Board may wish to consider:

1. If the overall development concept is appropriate for the site.
2. Review the construction of a third level of parking.
3. Provide feedback on the anticipated height deviation.
4. Provide feedback on the anticipated proposed residential parking ratio of 1.27 spaces per unit.

If the Board is generally supportive of the project, staff will work with Opus through the required zoning and architectural review processes. As a next step, the petitioner has been encouraged to prepare some conceptual building elevations to be shared with the Architectural Review Commission at a pre-application meeting. The Plan Commission also suggested that a second pre-application meeting with them may be beneficial once the plans are more refined. We would also plan to simultaneously continue discussions with Opus and St. Petronille related to the terms of the various agreements.

Attachments:

- Aerial and Zoning Map
- Excerpts from Downtown Streetscape and Parking Study (4 pages)
- Minutes from March 13, 2014 Plan Commission pre-application meeting
- Opus Plan Set

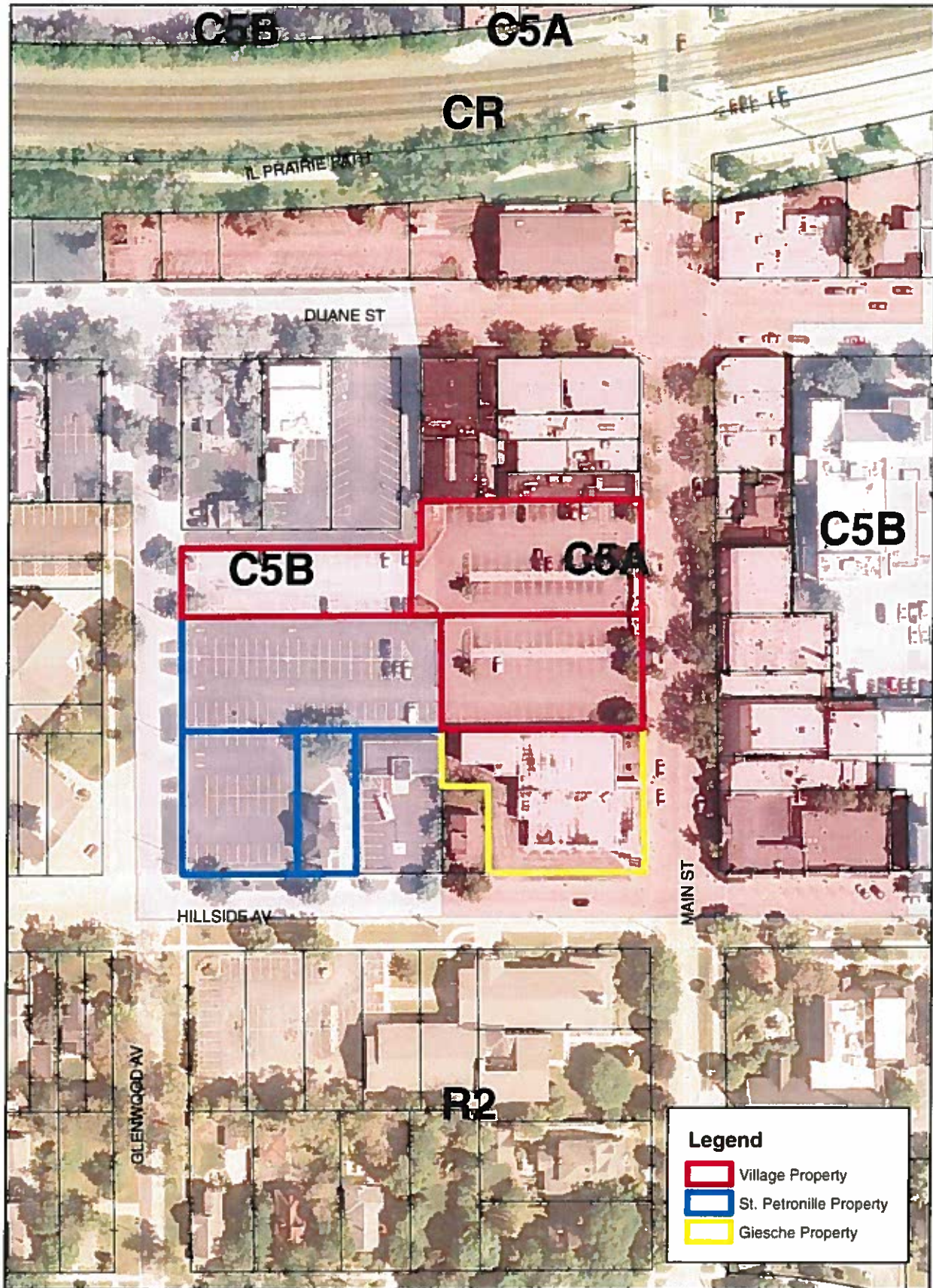
CC: SEAN SPELLMAN, THE OPUS GROUP
 BRYAN K. FARQUHAR, THE OPUS GROUP
 ANN MARIE PEREZ, ST. PETRONILLE CATHOLIC CHURCH

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ATTACHMENTS:

- Aerial Photo (PDF)
- Excerpts from 2009 Parking Study (4 pages) (PDF)
- Plan Commission Pre-application Minutes (PDF)
- Opus Plan Set (PDF)

Opus Redevelopment Project

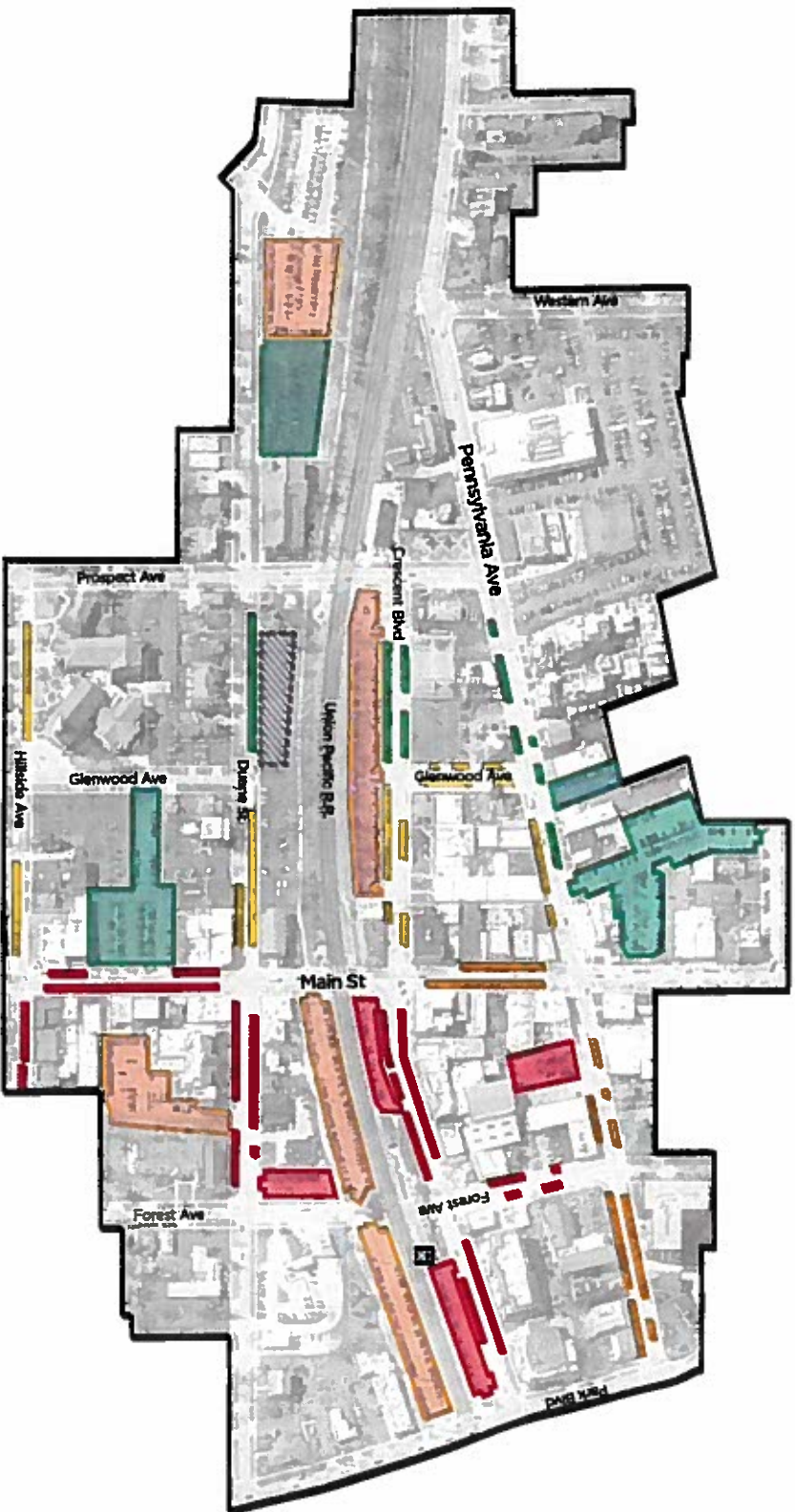


Prepared By: Planning and Development
 Date Prepared: September 8, 2014
 2011 Aerial Photo

0 50 100 200
 Feet



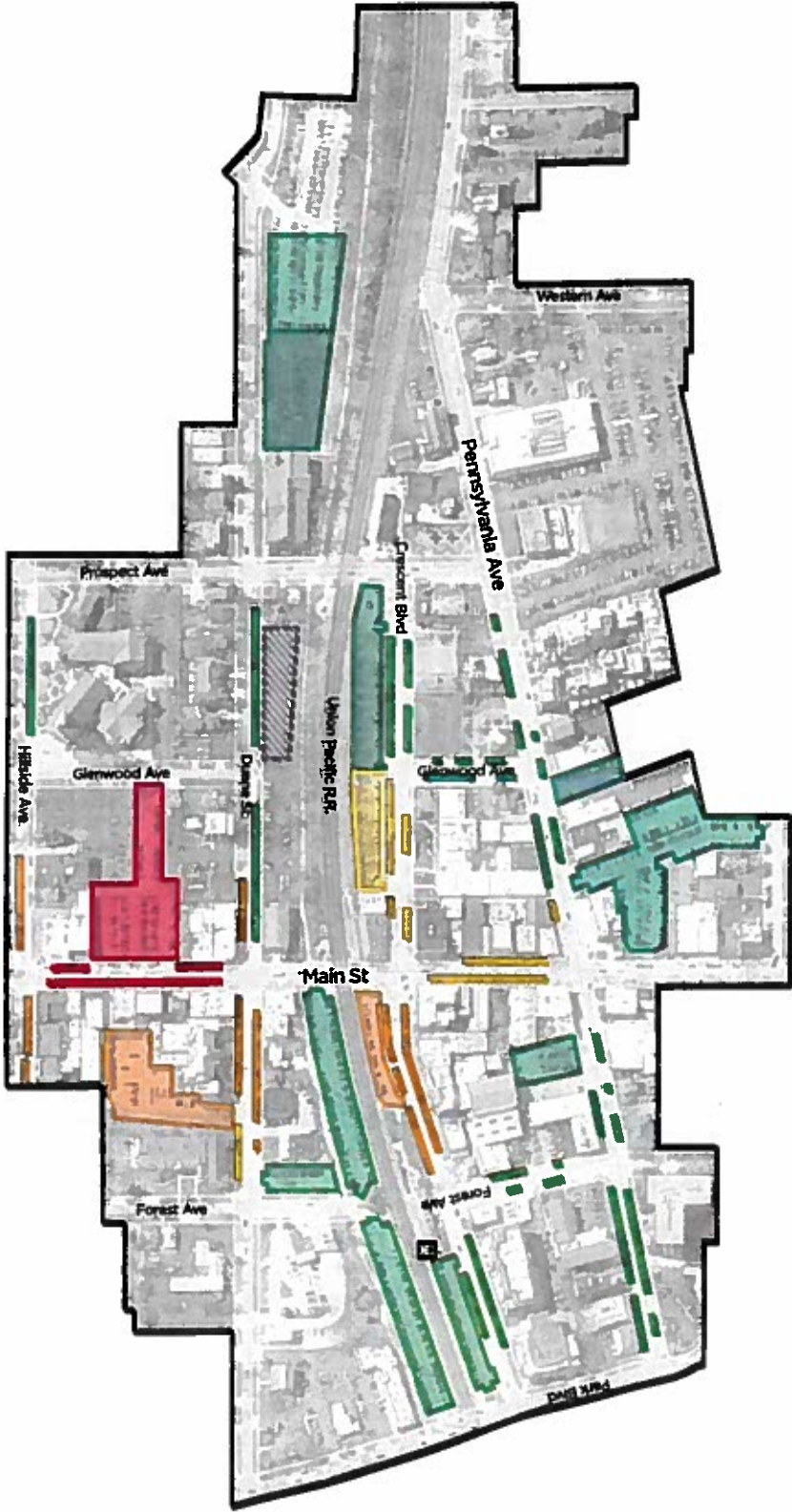
PUBLIC PARKING UTILIZATION // WEEKDAY MID-DAY



data from 2009 Downtown Plan and 2012 Traffic Study

Section 04 Parking Recommendations

PUBLIC PARKING UTILIZATION // SATURDAY EVENING



Legend

- Study Area Boundary
- 0 - 69% Occupancy
- 90 - 100% Occupancy
- 80 - 89% Occupancy
- 70 - 79% Occupancy
- Future Public Parking

data from 2009 Downtown Plan and 2012 Traffic Study



Section 04 Parking Recommendations

SITE S1

South Main Street Parking Lot

This would be the preferred site for a parking structure south of the tracks, but only if incorporated into a private development. A standalone parking deck would impede the potential for other development.

Net parking gain: 165 spaces with retail component; 175 without retail component

SUMMARY OF SITE ATTRIBUTES

- Nominal parking structure footprint: 125' x 190'
- Built over existing parking lot.
- Provides about 68 stalls per level. Contains about 250 stalls in a four level structure (three supported levels)

- An alternate bay of parking is possible over a portion of the Glenwood Lot; will gain about 20 stalls per level.

Positives

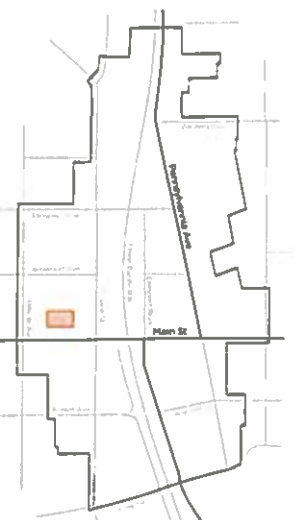
- Located near the center of the South Main Street retail buildings and the area of highest evening demand.
- With a setback from Main Street a retail building is possible in front.
- Site size and potential to combine with adjacent properties.
- No loss of property or sales tax revenue.

Negatives

- Loss of about 75 existing surface parking stalls for parking structure.
- Loss of about 85 existing stalls for parking structure and retail building.
- Depending on size and configuration, private property may be required.
- Potential environmental issues that will need to be addressed

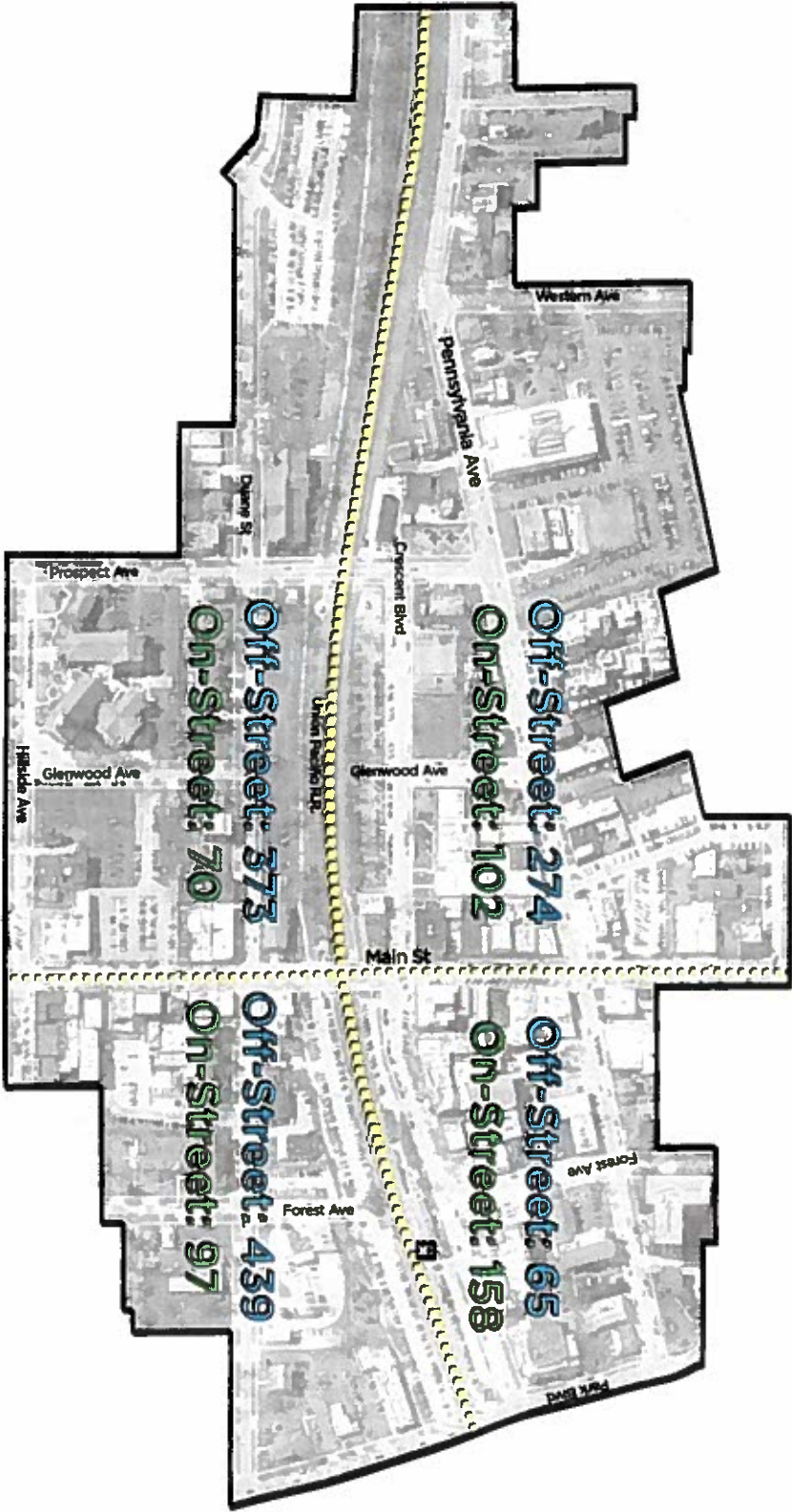
POTENTIAL ENVIRONMENTAL ISSUES

This location is listed as a brownfield in the Illinois Agency Facility Inventory and Information System (AFIS) under inventory number 0430455127. The existing lot was the site of a recent Phase 1 Environmental Site Assessment



Village of Glen Ellyn // Streetscape & Parking Analysis

PUBLIC PARKING SUPPLY



PLAN COMMISSION
MINUTES
MARCH 13, 2014

The meeting was called to order by Chairperson Mary Loch at 7:01 p.m. Plan Commissioners David Allen, Jeff Girling, Tracy Heming-Littwin, Heidi Lannen, Jeff Mansfield, Ray Whalen and Lyn Whiston were present. Plan Commissioners Craig Bromann, Gary Fasules and Jay Strayer were excused. Also present were Trustee Liaison Tim Elliott, Planning and Development Director Staci Hulseberg, Village Planner Michele Stegall, Planning Intern John Carlisle and Recording Secretary Barbara Utterback.

Plan Commissioner Mansfield moved, seconded by Plan Commissioner Allen, to approve the minutes of the February 27, 2014 Plan Commission meeting. The motion carried unanimously by voice vote.

No general comments were made by the public at this Plan Commission meeting.

* PRE-APPLICATION MEETING – 400-424 N. MAIN STREET (MAIN STREET PARKING LOT AND GIESCHE PROPERTY)

PRE-APPLICATION MEETING REGARDING THE POTENTIAL REDEVELOPMENT OF THE MAIN STREET PARKING LOT AND GIESCHE PROPERTIES LOCATED AT 400-424 N. MAIN STREET WITH A NEW MIXED USE DEVELOPMENT. THE PROJECT INCLUDES THE CONSTRUCTION OF A NEW 5-STORY BUILDING WITH RETAIL ON THE FIRST FLOOR AND RESIDENTIAL ABOVE. A NEW PARKING STRUCTURE IS ALSO PROPOSED AS PART OF THE PROJECT. THE SUBJECT SITE IS LOCATED AT THE NORTHWEST CORNER OF MAIN STREET AND HILLSIDE AVENUE IN THE C5A AND C5B ZONING DISTRICTS.

(The Opus Group)

Staff Presentation

Village Planner Michele Stegall stated that on the agenda was a proposed mixed use development of the Main Street parking lot and the Giesche property that will be presented by a group from Opus Development. Ms. Stegall stated that Opus is proposing to construct a 5-story mixed use building on the property with 8,850 square feet of retail on the first floor and 124 apartment units divided between the second floor and the fifth floor. Ms. Stegall stated that a parking structure is also proposed as part of the development that would have a total of 339 spaces. Ms. Stegall displayed a location map of the subject property. She stated that a majority of the site is located in the downtown C5A zoning district including the area of the property that the building would be located on. Ms. Stegall stated that a portion of the site is also located in the C5B District. This portion is commonly referred to as the Glenwood permit parking lot. She added that this area of the property would remain as surface parking with the project.

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Ms. Stegall stated that the project is in a very conceptual phase and that the petitioner will provide more information if the project moves forward. She displayed some of the project plans and described the basic groundwork of the project. She displayed a drawing of the envisioned building outline and noted that the parking structure would have a basement, a first floor and a second floor level with covered parking on the second level. Ms. Stegall displayed the ground floor plan with 8,850 square feet of retail along the Main Street frontage, 91 public parking spaces and some residential parking spaces in the corner of the property. She pointed out that the ground floor level of the parking lot will be accessed from Main Street and added that there will be potential basement level parking with the project. Ms. Stegall stated that if the Village financially contributes to this project, the basement level would be constructed with 79 spaces in the lower level (a mix of public and residential). Ms. Stegall stated that the second level of parking would consist of 110 parking spaces dedicated for residential use. She added that this level of the parking structure would be accessed from Glenwood Avenue and the number of permit spaces on the surface lot leading to the second level parking is proposed to be increased from 42 to 48. Ms. Stegall displayed a parking chart that showed the levels of parking, the number of parking spaces in each level and how the parking will be broken up between resident parking and public parking to get 79 spaces in the basement, 102 on the first level and 158 on the second level, including the permit spaces, for a total of 339 spaces. Ms. Stegall added that 159 of those spaces will be for the proposed residential units which would be a parking ratio for the residential of 1.28 spaces per unit. Ms. Stegall added that there is some discussion in the application packet about possibly designing the project at 1.25 spaces per unit. She added that the total number of public parking spaces would be 180. Ms. Stegall stated that some on-street parking will be gained with the subject project. She stated that the proposed plans show the elimination of the floral clock and the addition of some new parallel parking spaces in that area. She stated that with the eight new parallel parking spaces on Main Street, there will be 188 total public parking spaces. She added that there are currently 130 public parking spaces—82 in the Main Street lot, 42 in the Glenwood permit lot and 6 on the Giesche property which is a net gain with the project of 58 parking spaces.

Ms. Stegall stated that in the C5A District, a total building height of 45 feet and 4 stories is permitted. She stated that what is being proposed by the petitioner is a 5-story building that would have a height of 53 feet 11 inches measured to the parapet of the building. She also stated that if the measurement is taken to the top of the roof-top equipment, it is just over 57 feet which is the actual deviation that would need to be advertised for. Ms. Stegall stated that the rooftop equipment would be minimally, if at all, visible so the parapet height would be the key dimension, therefore, the deviation would be the equivalent of 8 feet 11 inches. Ms. Stegall stated that a height study prepared by the petitioner was included in the Plan Commissioners' packets that looks at the height of a number of buildings in the surrounding area. Ms. Stegall stated that if there is concern regarding the building height, the top story could possibly be stepped back from the front façade which would minimize the perceived height and bulk of the building. Ms. Stegall stated that architecture can reduce the perception

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of height, add interest to a building and make sure that it blends in well with the surrounding buildings.

Ms. Stegall stated that the subject project fulfills many of the goals in the Village's various long-term plans. She added that the 2001 Comprehensive Plan and the 2009 Downtown Strategic Plan identify the Main Street parking property as a key opportunity site in the downtown and suggests a mixed use development of the property incorporating a parking structure. She added that the 2013 Downtown Streetscape and Parking Study looked at potential parking garage locations in the Village and suggested that the Main Street lot would be the preferred site on the south side of the tracks for a parking structure and that the Village should work with a private developer to facilitate a public/private partnership regarding projects such as this one. Ms. Stegall stated that the Downtown Strategic Plan also suggests adding residential to the downtown and recommends at least 450 units in the downtown which per the Downtown Plan Market Study would only be 20% of the market. She stated that additional residences in the downtown would help the existing businesses and add vitality to the area. She also stated that the creation of new retail space that would meet the modern needs of retailers is needed in the downtown. She also stated that parking would be added to an area with a very heavy parking demand and added that this project would have a positive economic impact on the Village.

Ms. Stegall stated that in order for the petitioner to move forward, approval of a planned unit development and exterior appearance would be required. Ms. Stegall stated that Plan Commissioner Allen had inquired about the current vacancy rate in the Village and in the downtown, and the current rate in the downtown is 4.9% which is a very low vacancy rate and the current rate Village-wide is 9.8%.

Ms. Stegall stated that this project is at a concept phase and some fluctuation with numbers will likely occur when detailed information is presented.

Questions for Staff from the Plan Commission

Ms. Stegall responded to Plan Commissioner Girling that the only deviation required for this Planned Unit Development would be for height and added that parking is not required in a C5A District as parking is met through public lots and on-street parking. Ms. Stegall stated that if the project were to move forward without the additional parking in the basement, the project would be able to park itself and replace the existing parking but no new public parking would be provided. Ms. Stegall responded to Plan Commissioner Whiston that the 1.28 ratio regarding parking is residential spaces to residential units. She added that the majority (75%) of the proposed units are one bedroom. Ms. Stegall responded to Plan Commissioner Mansfield that the buildings across the street are 45 feet from ground level and 51 feet from the average existing grade. She added that average existing grade measurements are 53 feet 11 inches on the proposed project and 45 feet for the buildings across the street.

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Petitioners' Presentation

Present on behalf of the petition were Sean Spellman, Bryan Farquhar and Architect Chris Hurst with The Opus Group. Mr. Spellman provided a brief background of the Opus organization and also stated that their company has spent the last year working on The Fresh Market in Glen Ellyn. He also displayed some photos and described projects they have had built in various areas in the past.

Architect Chris Hurst stated that the subject site is at the top of a hill as one approaches Glen Ellyn from the south and is a gateway project into the city. He stated that the subject project is in two zoning districts, C5A and C5B, with the vast majority of the project in C5A which is the zoning they will adhere to. Mr. Hurst stated that the fall across the site is 7 feet. He stated that integrating the slope into their project has been a challenge and he described the process of determining the average grade. Mr. Hurst displayed a drawing of the proposed site and building. He stated that the idea is to bring retail into the building and continue the integrity of Main Street that has a retail base with residential above. He stated they would like to continue that trend with their project by having a retail base with residential above and being complementary to Main Street. Mr. Hurst showed slides and described how to calculate average grade. He stated that the dimension to the parapet is roughly 53 feet and they are looking for an increase of 8 feet 11 inches. He stated that two small mechanical units will be on top of the building. Mr. Hurst stated that in order to make the project economically feasible and have the number of units required for the project, they need a fifth floor. He stated that all of the residential units will have 9-foot ceilings and will be a higher end project.

Mr. Hurst stated that they intend for this building to be a landmark for the city, to be marketed to young professionals and to revitalize the downtown. He also stated that their goal is to make the building look like a collection of buildings rather than one large building. Mr. Hurst stated that they intend to take advantage of the topography of the site to completely blend into Main Street. Mr. Hurst stated that the retail will need to be located in the middle of the building and that it cannot be at the corner because of the slopes of the site and the height restrictions. Mr. Hurst stated that whether or not they do the basement, they will be able to replace existing parking and if the basement is done, they will exceed existing parking. He added that parking will be easily accessed for all uses as it will be located directly under the retail. He also stated that there will be a grand entrance off of Main Street. He added that if the residential entrance was at zero, it would be below grade. Mr. Hurst stated that regarding the entrance, they are trying to be sensitive to the elevation and have an entrance that is more of a landmark closer to Hillside Avenue that will mimic a grand entrance for retail. He also stated that the elevation will be pleasant, will increase interaction to the street, traffic near the site will increase and the addition of some cafes may occur.

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Mr. Hurst displayed the basement plan. Regarding the ground floor, he stated that the retail is centered on the Main Street side, there will be an entrance to the north of the retail and most of the customer parking will be located behind the retail area with minimal residential parking also located there. He stated that the basement parking will be well lit and inviting. Mr. Hurst stated that the site has two entrances into the site—one off of Main Street and one off of Glenwood Avenue. He added that the existing slope of the ramp to the parking lot would connect with the second floor and residents would park in an enclosed parking structure. He added that they want parking in an enclosed façade that looks like a building. He also stated that the surface parking to the rear would be reserved as permit parking which it currently is and that parking would be gained (from 42 spaces to 48 spaces). He stated that they intend to have connectivity throughout the project.

Mr. Hurst also displayed a typical layout of units and stated that residential units will turn the corner of the building if retail does not work. He stated that this project which is residential and retail is a good blend in the area from single-family homes to more urban living in the city center. Mr. Hurst also stated that they would like to use masonry and/or other substantial materials for the façade that are worthy and blend into the downtown, adding that they would like to increase value in the neighborhood. Mr. Hurst added that the idea of breaking the buildings into individual buildings or making them look like a collection of buildings would be the next type of development using some of these material ideas.

Responses to Questions from the Plan Commissioners

Mr. Hurst responded to Plan Commissioner Girling that he would like to develop connectivity in an area to the north so that access can be kept with an existing restaurant at that location and an alley can also be located there to open up the area. Mr. Hurst responded to Plan Commissioner Heming-Littwin that, regarding depth of the retail space, the narrower part is 44 feet deep and the deepest part is 66 feet. Mr. Hurst also responded to Plan Commissioner Heming-Littwin that the reason not to move the lobby of the residential to the corner at Hillside Avenue was based on efficiency of parking. Mr. Spellman responded to Plan Commissioner Lannen that whether or not there is parking in the basement is a financial issue. Plan Commissioner Mansfield asked if it would be possible to have more parking in the garage with further excavation or if another drive aisle could be added. Mr. Hurst replied that another drive aisle could be added but it becomes a cost issue as shoring on a setback is expensive. He also stated that another 25-30 parking spaces could be added by excavating to zero. Mr. Mansfield stated that he would be interested to learn what the cost difference would be to have the additional parking as the basement garage would be a Village contribution. Plan Commissioner Girling asked if there is another public ingress-egress besides to the rear of the basement space, and Mr. Hurst responded that will be developed in the future and will hopefully be retail connected to Main Street. Plan Commissioner Mansfield asked if the subject site will provide an area for a large retail chain store. Mr. Spellman stated that the subject design could attract that type of retailer but that the charm of Glen Ellyn is its boutique nature and this site would

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be a continuance of the boutiques and restaurants in town. He added that they can quickly research interest in downtown Glen Ellyn from national retailers and chains. Ms. Stegall responded to Plan Commissioner Mansfield that the problem with national retailers in Glen Ellyn has been the traffic counts on Main Street being lower than they would like. Plan Commissioner Mansfield asked if there has been any discussion with St. Petronille regarding incorporating their parking lot into the project as had occurred during the previous development discussions. Mr. Hurst responded that they have not contemplated that site for this development. An unidentified audience member stated that there has been no discussion regarding this topic with St. Petronille. Plan Commissioner Mansfield asked if the developer would be willing to have resident parking in the basement and public parking on the second floor, and Mr. Spellman said they would need time to consider this possibility.

Comments from the Public

Eleanor Salimonas of Glen Ellyn asked the petitioners if they have considered green elements for their project. Mr. Hurst responded that their development will be done in wood frame which is a sustainable material rather than a concrete or steel structure and that they will also incorporate other energy efficient equipment into the project. Mr. Spellman responded to Ms. Salimonas that everything they do in their company has a very significant sustainability element and that most of their office and industrial developments are LEED certified. He added that this project will not be LEED certified as the process is expensive and timely but that sustainable elements will be incorporated in the development. Ms. Salimonas stated that the petitioners had stated that the population of the building will be for higher income professional individuals and she asked if teachers are in that category. Mr. Spellman stated that the prices of this building will be similar to any other high end building and he felt that teachers would be able to live in this building. Ms. Salimonas stated that 9-foot ceilings in the apartments would make them less energy efficient. Mr. Spellman responded that ceiling heights do not play into the calculations for efficiency and added that the market demands 9-foot ceilings.

Mike Formento, 65 N. Exmoor Avenue, Glen Ellyn, Illinois spoke on behalf of this project. Mr. Formento stated he is the Co-Executive Director of the Glen Ellyn Chamber of Commerce and that the Chamber of Commerce has no official comments at this time as this is a very preliminary stage of the project. Mr. Formento asked if there will be individual store entrances off of Main Street into the retail area, and Mr. Spellman replied yes. Mr. Formento also asked if the building will be constructed right up to the sidewalk on both Main Street and Hillside Avenue, and Mr. Spellman replied yes. Mr. Formento then asked if the basement parking will be funded by the Village and Mr. Spellman replied that is the current discussion. Mr. Formento asked if the commuter parking currently on Glenwood Avenue will remain as commuter parking, and Mr. Hurst replied it would be permit parking and has been calculated into the total number of parking spaces. Mr. Formento asked why this parking would be calculated into the total if it is all reserved parking, and Ms. Stegall responded that the total number of public

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parking spaces, including the permit parking, was calculated in the total. She added that 188 total public parking spaces are proposed and 130 parking spaces are existing and that 130 parking spaces includes the permit parking. She also added that there will be a 6-space increase in the number of permit spaces. Mr. Formento asked what the net gain of parking will be if parking is not put into the basement. Mr. Hurst replied that 3 spaces would be gained, and Mr. Formento added that 3 additional parking spaces would not meet a goal that the Chamber would like to support. Mr. Formento responded to Chairman Loch that he would be in support of the Village funding parking, however, was not supportive of funding for lower level parking principally because of safety reasons for the public using those spaces for retail purposes. Mr. Formento also expressed concern that all of the cars leaving the parking area would be funneled onto Glenwood Avenue and requested that a traffic study be done. He added that Hillside Avenue is a one-way street west and that two adjacent parking lots in the area are very active. Mr. Formento stated that the petitioner said they will camouflage the parking deck by using the building and asked if the exposure on the western side of the building will be open decking. Mr. Hurst replied that the Glenwood side façade will be of similar materials as the building so that one cannot see into an open deck and that all four sides of the building will be clad. Mr. Formento also stated he was interested to know how people who have parked on Glenwood will safely get through the building and parking lot onto Main Street.

Al Phalen, 684 Duane Street, Glen Ellyn, Illinois requested information regarding the architecture of the building, and Mr. Hurst responded that the building will likely not be Tudor but will be a modern interpretation that will be complementary. Mr. Phalen stated that it was said that the parking ratio is 1.28 to the number of units and asked if the residents would be limited to one car. Mr. Hurst responded that there is a 75/25 split between 1 and 2 bedroom units and added that not all renters will have a car and that there is also the potential for some tandem parking spaces. Mr. Phalen commented that the parking situation will be tight.

Frank Linn who lives at The Legacy on Pennsylvania Avenue stated that their parking units are in excess of two and there are six outdoor parking spaces that are in demand. He felt that the 1.5 parking ratio is not consistent with a condo/townhouse development. Mr. Linn stated that Glenwood Avenue is jammed with cars coming and going on Sundays from 7:00 a.m. to 1:00 p.m. and that having an exit onto Glenwood will create a massive parking problem. He also stated that Glenwood Avenue is used during the school year for pick-up and drop-off of children. Mr. Linn agreed with Mr. Formento's recommendation to have a traffic study done regarding this project. He also stated that the petitioner's plans will have an impact on what will be done with a house owned by the Catholic church that is next door to Giesche's.

Gary Evansen, a Glen Ellyn resident and owner of Olive and Vinnie's in town, asked what the time frame will be for construction of the proposed project. Mr. Spellman responded that the time frame will be 1 to 1-1/2 years.

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Chris Wilson, a Glen Ellyn resident, stated she was formerly the President of Citizens for Glen Ellyn Preservation and is currently on the Historic Preservation Commission. Ms. Wilson stated she lives approximately one block from the subject project. She stated that she likes the idea of the project and the idea of parking being hidden from Main Street. She stated that the subject area of Main Street in Glen Ellyn has recently been included in the National Register for historic places and hopes the developer will be sensitive to that fact and match materials to those on the street. Ms. Wilson stated that her main concern is the massing, feeling that four-five stories is too tall. She also stated that when a project for this site was before the Village several years ago, they were asked to create a scale model showing how it will fit in to Main Street and the Village.

Bill Boyle of Forest Avenue, Glen Ellyn, Illinois asked if there will be any future consideration for using St. Petronille's parking lot, and Mr. Spellman replied no. Mr. Boyle also inquired about the acquisition of other property on Hillside Avenue, and Mr. Spellman replied that as of now the development stands alone. Mr. Spellman responded to Mr. Boyle that the project currently excludes any other acquisition of property. Ms. Stegall also added that the subject project includes the Main Street parking lot and the Giesche property. Mr. Hurst also responded to Mr. Boyle that there will be no access to Main Street from St. Petronille's parking lot.

Comments from the Plan Commission

Plan Commissioner Mansfield stated that he was present at the previous meetings regarding this site. He felt that this project has potential and stated he would like to see the petitioner continue with this project. He was strongly in favor of the petitioner reaching an agreement with the Village regarding additional parking. He also was in favor of having a traffic study and a model of the subject project done. Plan Commissioner Heming-Littwin stated that she agreed with most of Plan Commissioner Mansfield's comments and felt that parking will be the major issue with this project. She also stated that she would like to see what the proposed project will look like and does not want a project in the downtown that looks out of place. She stated that she likes what she has seen so far regarding the project and stressed the importance of parking. Plan Commissioner Allen stated he was concerned about what the project would look like from a gateway perspective, where the retail space will be and how to approach Main Street from the south to north. He felt that the public parking should be free from a public parking perspective. He stated he was comfortable from a height perspective. He also stated that he did not know how the net gain of 58 parking spaces meets the parking restrictions in the subject area. He also stated that a stepback on the 5th floor would help to mitigate some of the mass. Plan Commissioner Whalen was overall in support of the proposed development. He stated that the gateway into the downtown is critical. He also said that the height is a consideration but that the way the architecture is broken up in the massing will look better when completed. He stated he would like to see a higher parking ratio in the event of a conversion to condominiums. He also recommended that the petitioner produce a model and a traffic study and meet with the public outside of the Plan Commission when plans are available.

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He also recommended a second pre-application meeting with the Plan Commission when more final plans are available. Plan Commissioner Girling was overall supportive of the proposed plan and stated that he would like to see a rendering showing the scale. Plan Commissioner Lannen was overall supportive of the proposed plan and stated she does not have an issue with the height variance. She stated that parking is an issue in the downtown and that overflow parking which is now in the St. Pet's lot will be gone when the building is constructed. She also expressed concern regarding the traffic pattern in the area as cars park near St. Pet's as they wait for their children to enter/exit the school. Plan Commissioner Whiston stated he was in favor of the proposed plan. He felt that the basement needs to be available for parking and that a traffic study is necessary. He asked that the petitioner look at the idea of a step back on the 5th floor in order to break up the façade of the building. He stated that the petitioner is off to a good start. Chairperson Loch felt that this has been a great start for the project. She expressed concern that guests visiting the residents in the subject building will use parking spaces in town and was in favor of additional parking for the project. She felt that the project will increase traffic in town and that safety regarding St. Pet's is necessary.

PUBLIC HEARING – ZONING CODE TEXT AMENDMENTS – MEDICAL CANNABIS (MARIJUANA) DISPENSARIES.

A REQUEST FOR APPROVAL OF PROPOSED AMENDMENTS TO THE GLEN ELLYN ZONING CODE THAT WILL ESTABLISH REGULATIONS FOR MEDICAL CANNABIS DISPENSARIES IN THE VILLAGE. (Village of Glen Ellyn)

Plan Commissioner Mansfield moved, seconded by Plan Commissioner Heming-Littwin, to open the public hearing. The motion carried unanimously by voice vote.

Staff Presentation

Planning Intern John Carlisle provided information regarding a Zoning Code Text Amendment for medical cannabis dispensaries in the Village of Glen Ellyn. Mr. Carlisle stated that marijuana is legal under Illinois state law as of January 1, 2014 regarding the production of, growth of, sale of and possession of cannabis products for medical use only. He added that Illinois is the 20th state to enact a law that allows the use of marijuana for medical purposes, however, it is considered to be a Schedule 1 drug which means that it cannot be used medicinally per federal law. Mr. Carlisle added that states are able to pass laws legalizing marijuana even though it is illegal per federal law as it is unknown to what degree the federal government will enforce federal law in states and, in particular, in states where marijuana is legal. He added that since 2009, there has been a policy decision per the current administration, including the President and Attorney of the United States, that instructs federal law enforcement not to enforce federal marijuana prohibition in the states where it is legal for medicinal use. Mr. Carlisle added that it is illegal for marijuana to be transported across state lines and also stated that the Village attorney has been consulted regarding the Village's proposed zoning regulations for medical marijuana.



Attachment: Opus Plan Set (1412 : Opus Redevelopment Project)

Residences of Glen Ellyn

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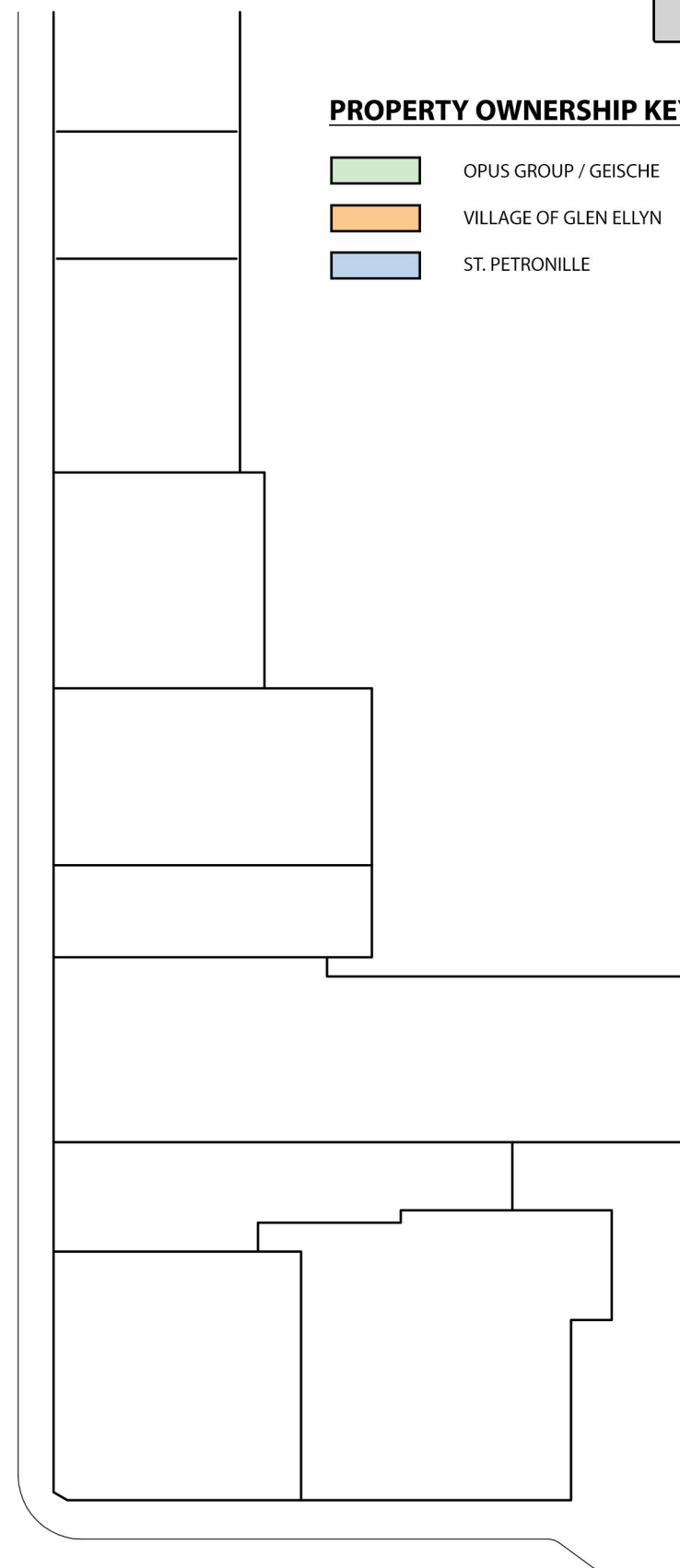
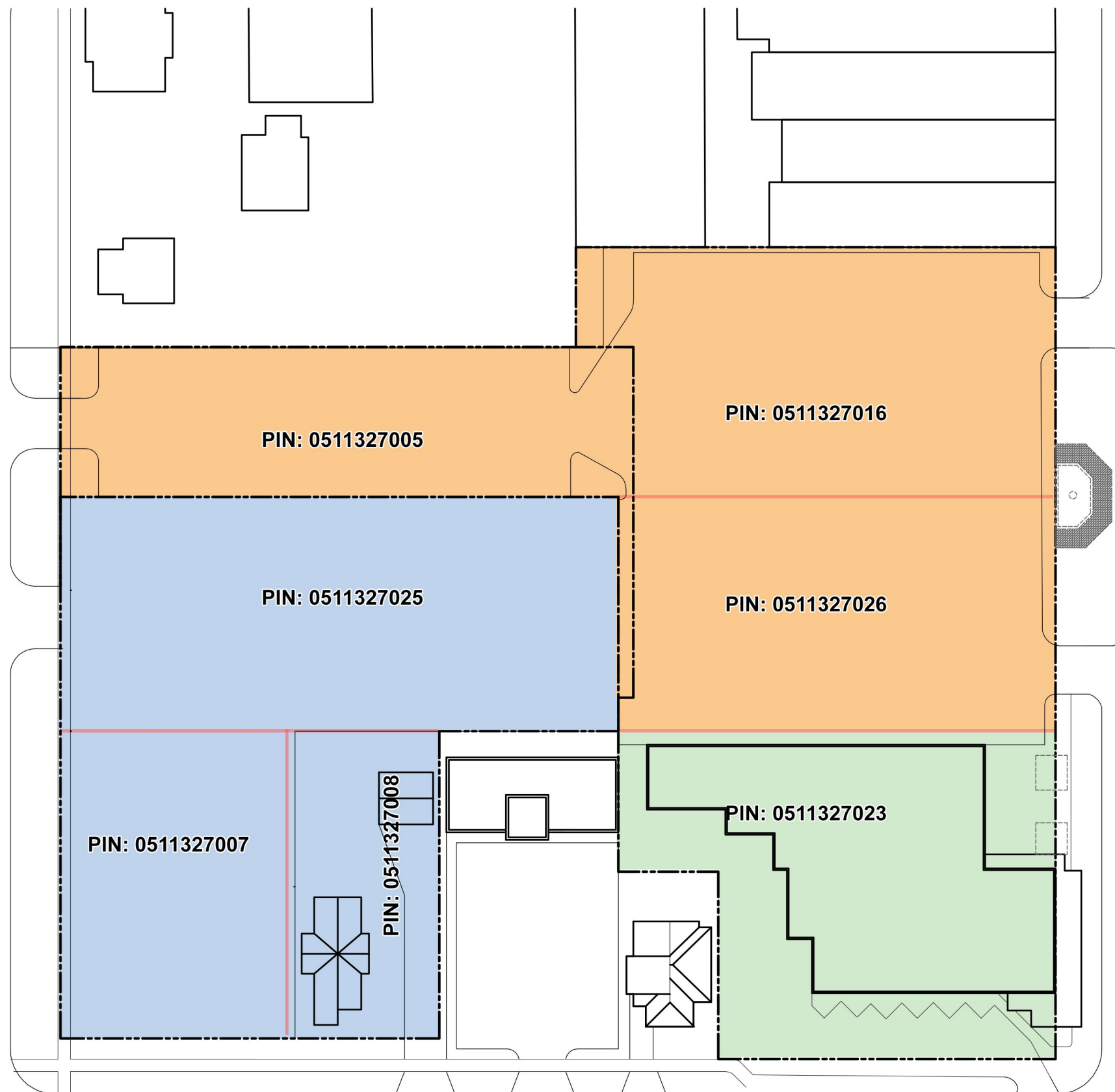


1	EXISTING LAND OWNERSHIP	10	LEVEL 1 PLAN - PARKING
2	EXISTING SITE PLAN	11	LEVEL 2 PLAN - PARKING
3	AVERAGE HEIGHT CALCULATION: PROPOSED SITE PLAN	12	LEVEL 3 PLAN - PARKING
4	AVERAGE HEIGHT CALCULATION: BUILDING ELEVATION DIAGRAMS	13	PARKING ALLOCATION MATRIX
5	AVERAGE HEIGHT CALCULATION: CITY BLOCK ELEVATION DIAGRAMS	14	SOUTHWEST AERIAL VIEW
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9	LEVEL 3 PLAN - PROGRAM	18	VIEW OF PROMENADE TO MAIN STREET

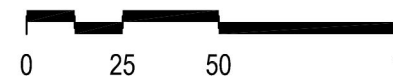
Attachment: Opus Plan Set (1412 : Opus Redevelopment Project)

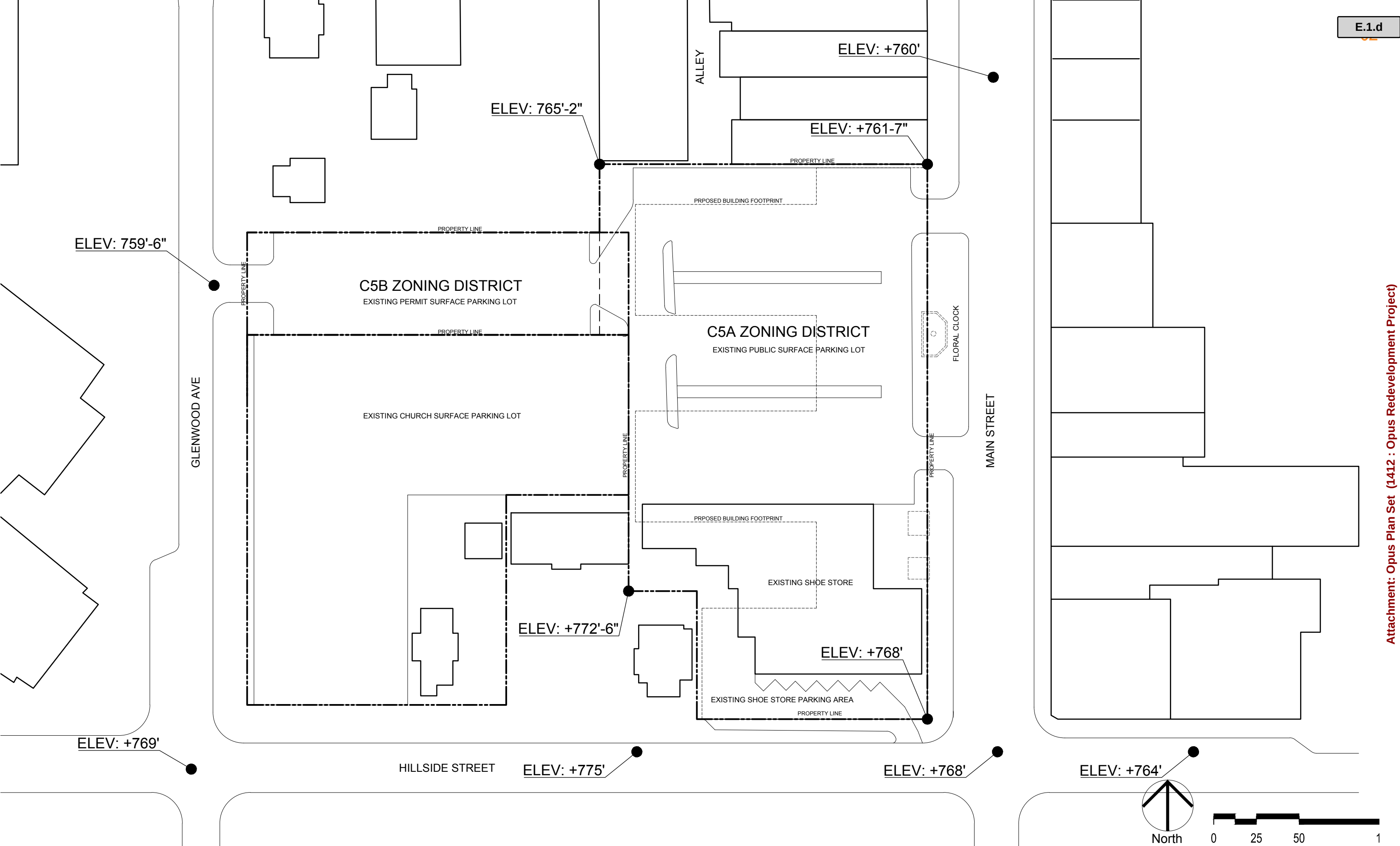
PROPERTY OWNERSHIP KEY

- OPUS GROUP / GEISCHE
- VILLAGE OF GLEN ELLYN
- ST. PETRONILLE



Attachment: Opus Plan Set (1412 : Opus Redevelopment Project)





GLENWOOD AVE. EL: +759'-6"

ALLEY

EL: +765'-2"
POINT: BEL: +761'-7"
POINT: D

PARKING DECK ROOF +18'-5" (+785'-3")

R.T. EQUIPMENT EL: +57'-1"
(+823'-11")

PARKING DECK ROOF +18'-5" (+785'-3")

5 LEVEL MIXED USE BUILDING
TOP OF ROOF DECK: +50'-5"

PARKING DECK ROOF +18'-5" (+785'-3")

PARAPET EL: +53'-11"
(+820'-9")

MAIN STREET ELEV: VARIES 0'-0" TO 6'-5"

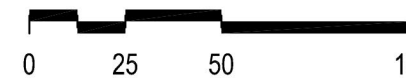
C5A AVERAGE SITE ELEVATION CALCULATION

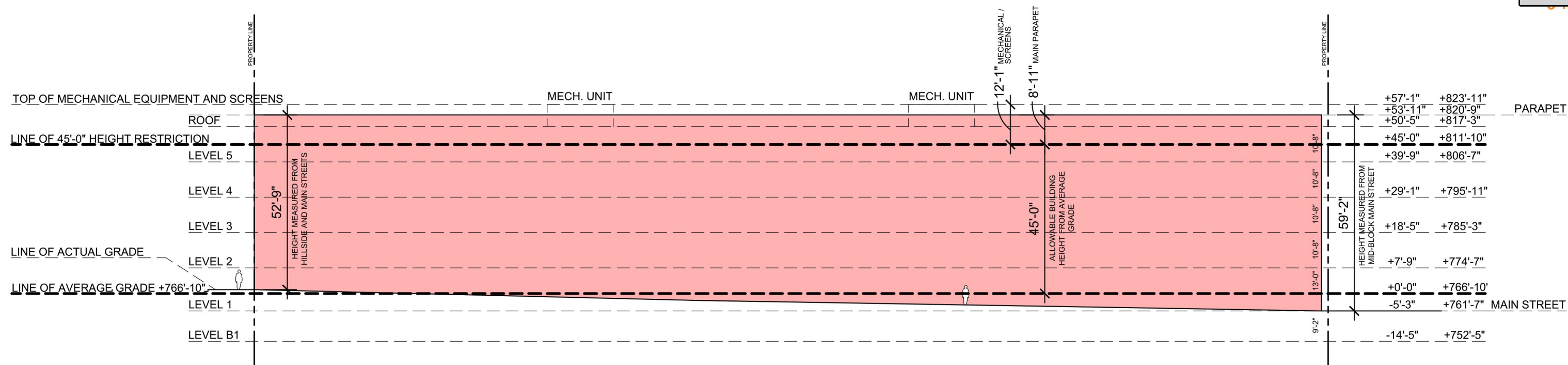
ELEV: [+(A) 772'-7" + (B) 765'-2" + (C) 768'-0" + (D) 761'-7"] / 4 = +766'-10" (0'-0") AVERAGE GRADE

REQUESTED BUILDING HEIGHT DEVIATION

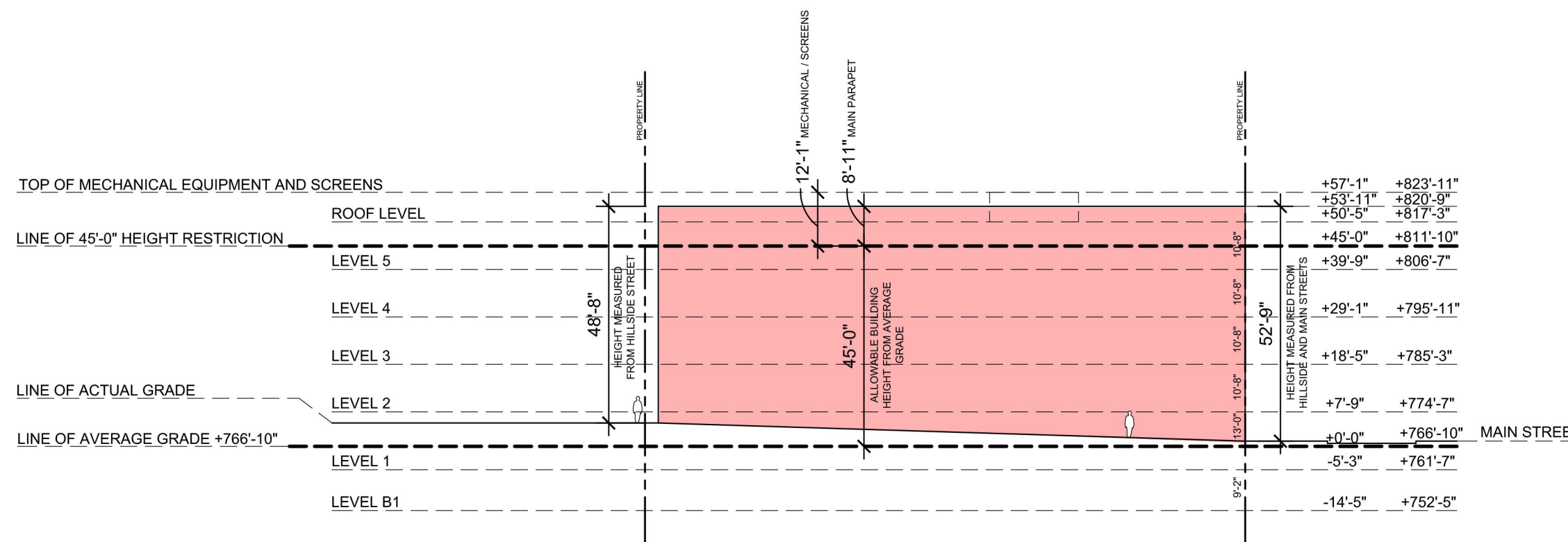
- 1) PROPOSED BUILDING HEIGHT MEASURED FROM +766'-10" (0'-0") = +53'-11" (+820'-9")
- 2) ALLOWABLE BUILDING HEIGHT MEASURED FROM +766'-10" (0'-0") = +45'-0" (+811'-10")
- 3) REQUESTED BUILDING HEIGHT DEVIATION TO MAIN PARAPET = +8'-11"
- 4) REQUESTED BUILDING HEIGHT DEVIATION TO TOP OF MECHANICAL EQUIPMENT AND SCREENS = +12'-1"

HILLSIDE STREET ELEV: VARIES 10'-6" TO 6'-5"

EL: +772'-7"
POINT: AEL: +768'-0"
POINT: C

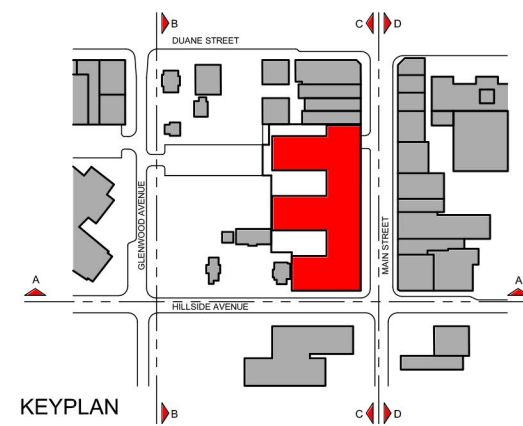
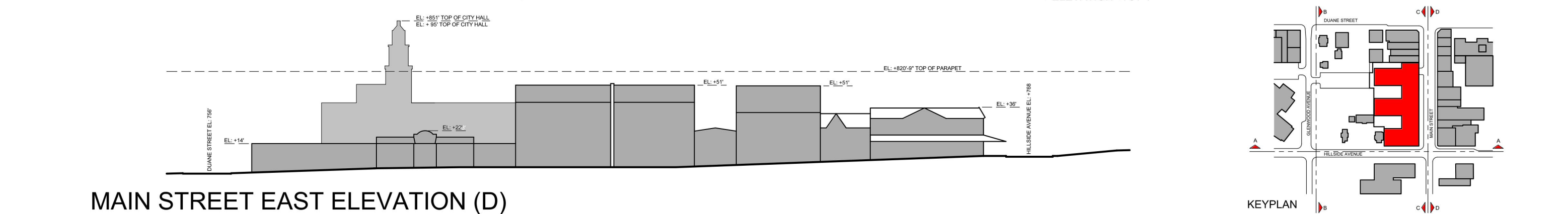
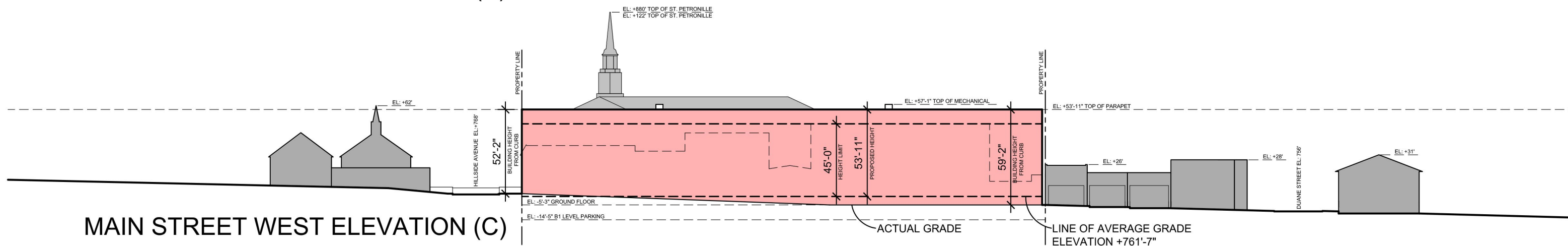
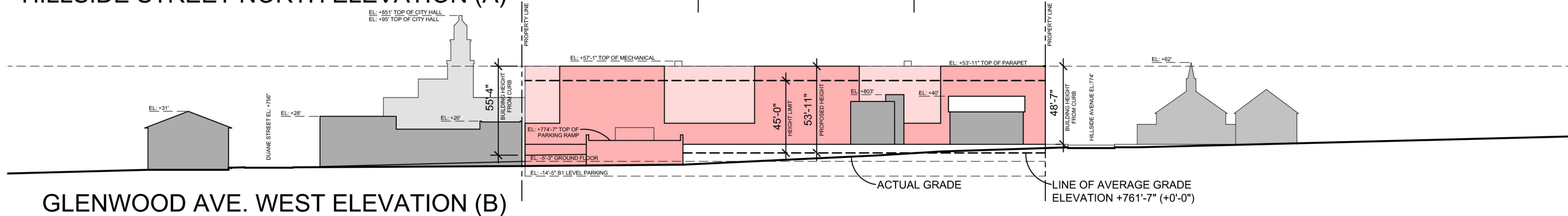
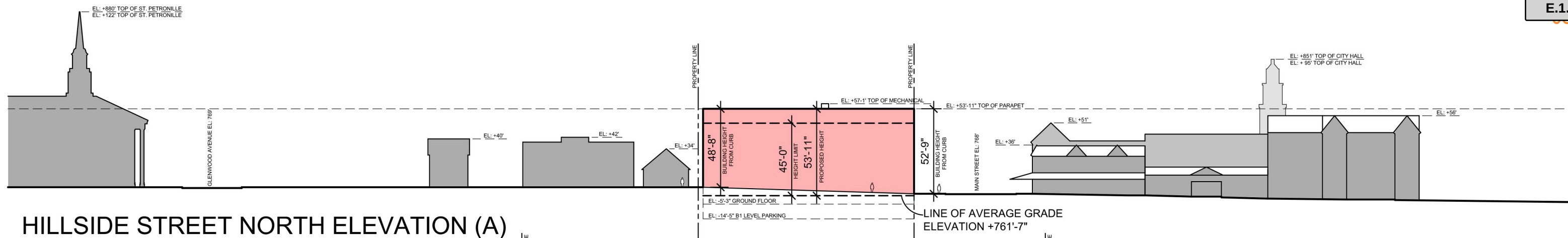


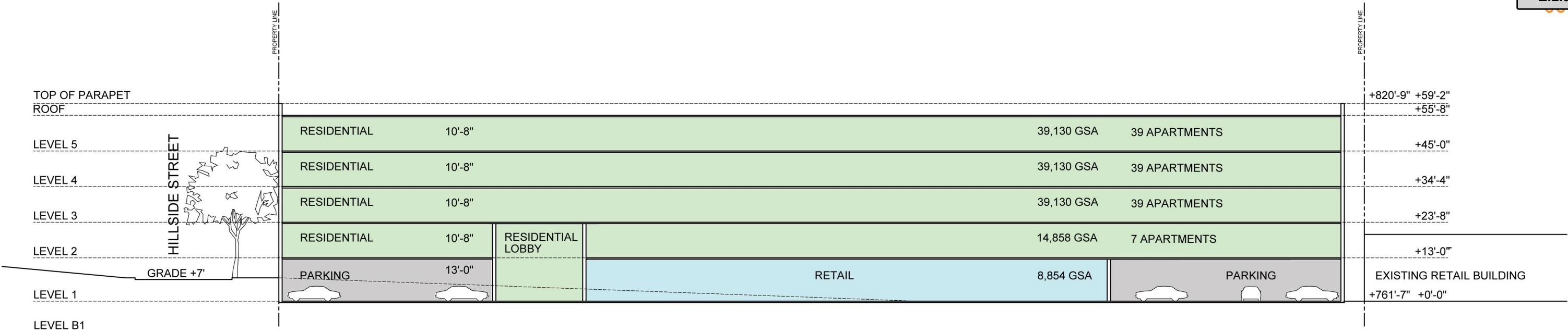
MAIN STREET EAST ELEVATION DIAGRAM



HILLSIDE STREET SOUTH ELEVATION DIAGRAM



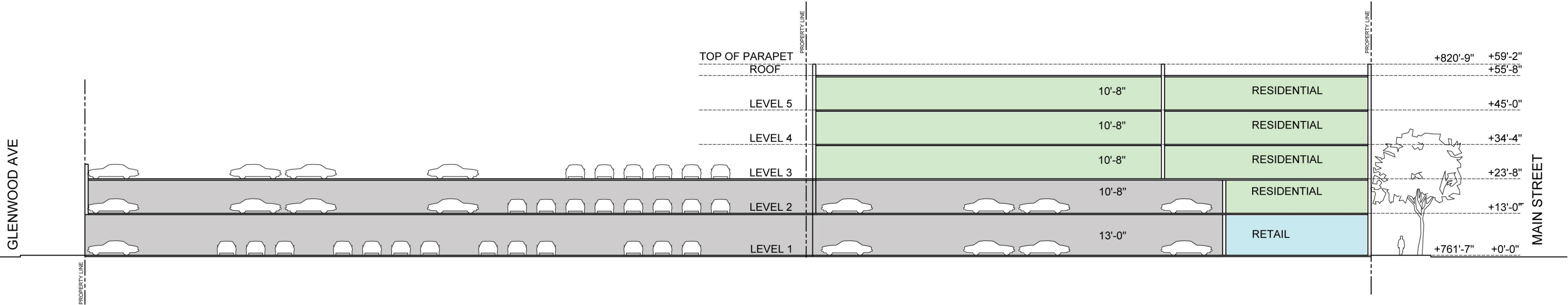




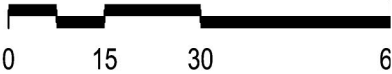
LONGITUDINAL BUILDING SECTION

BUILDING AREA SUMMARY

AREA TYPE	SQUARE FEET	REQUIRED PARKING
	25% GSA	31 UNITS X 1.25 = 39 PARKING SPACES
	75% GSA	93 UNITS X 1.25 = 116 PARKING SPACES
TOTAL RESIDENTIAL AREA=	132,248 GSA	124 UNITS= 155 PARKING SPACES
TOTAL RETAIL AREA=	8,854 GSA	
TOTAL BUILDING AREA=	142,648 GSA	

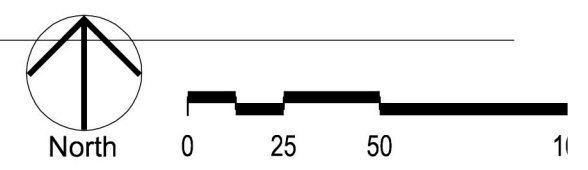
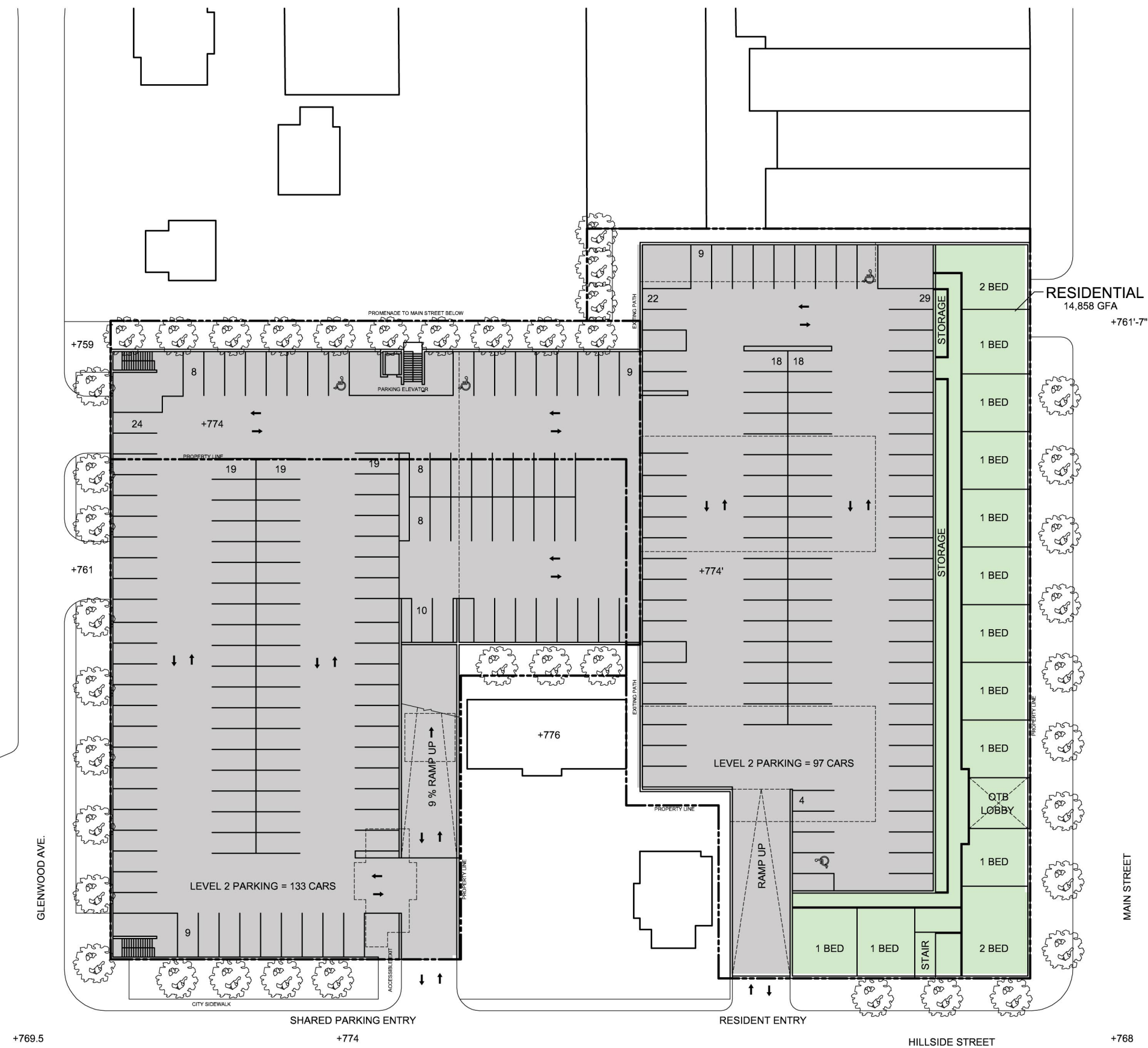


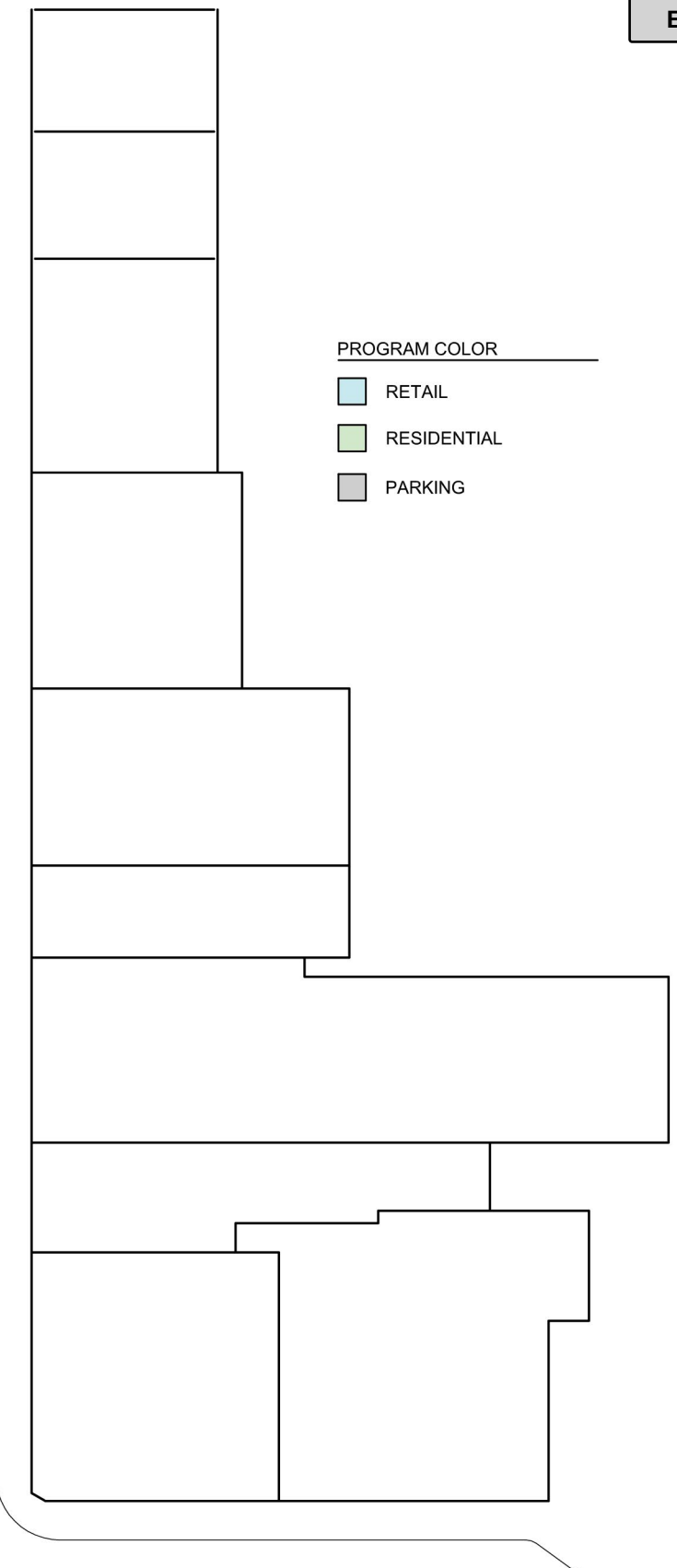
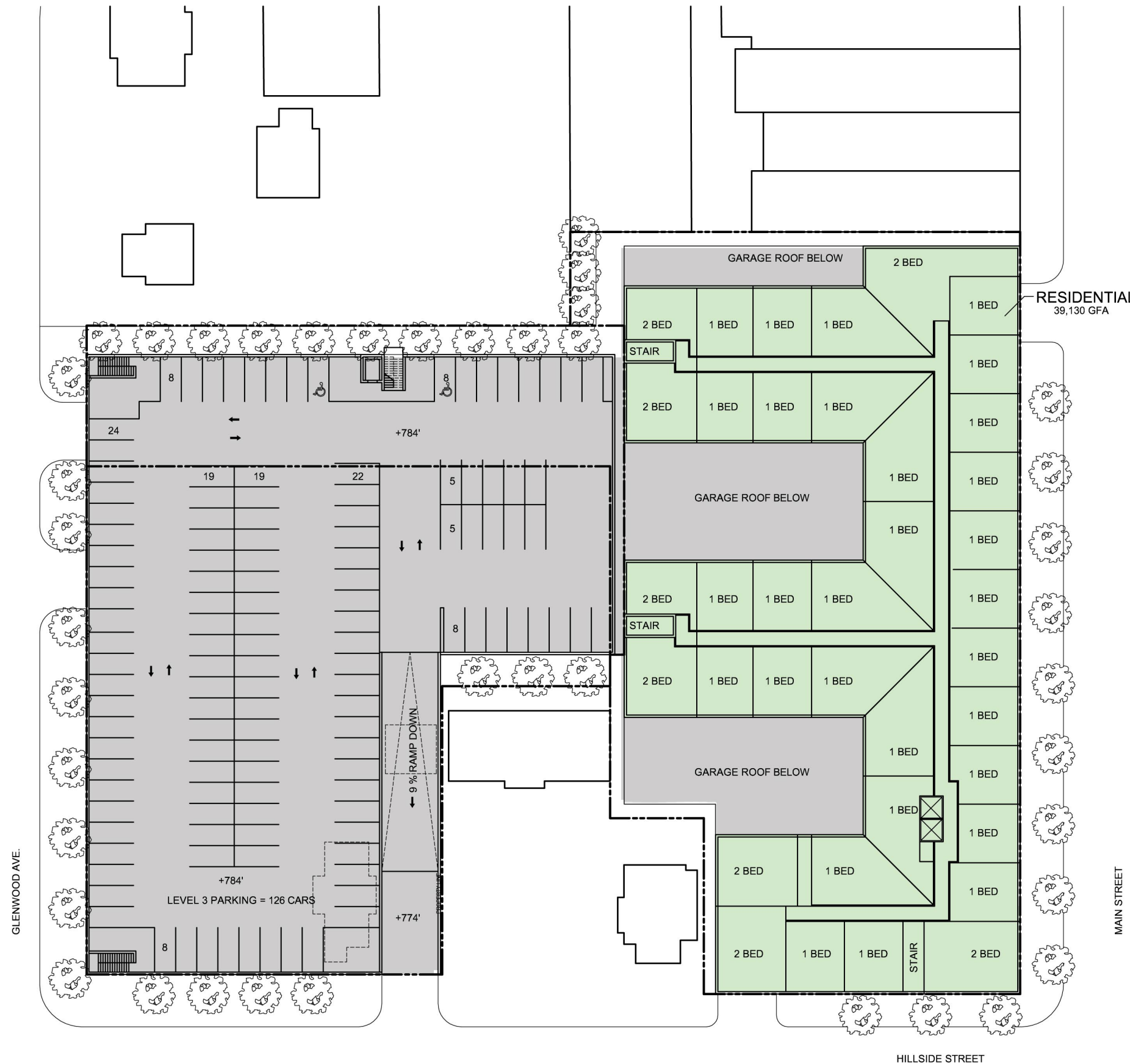
TRANSVERSE BUILDING SECTION





1







LEVEL PARKING SUMMARY

	CHURCH	98
	VILLAGE	101
	RESIDENT	27
	STREET	8

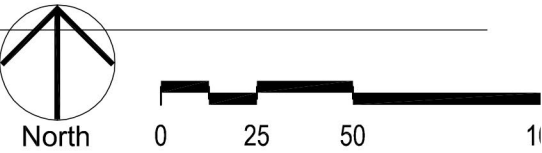
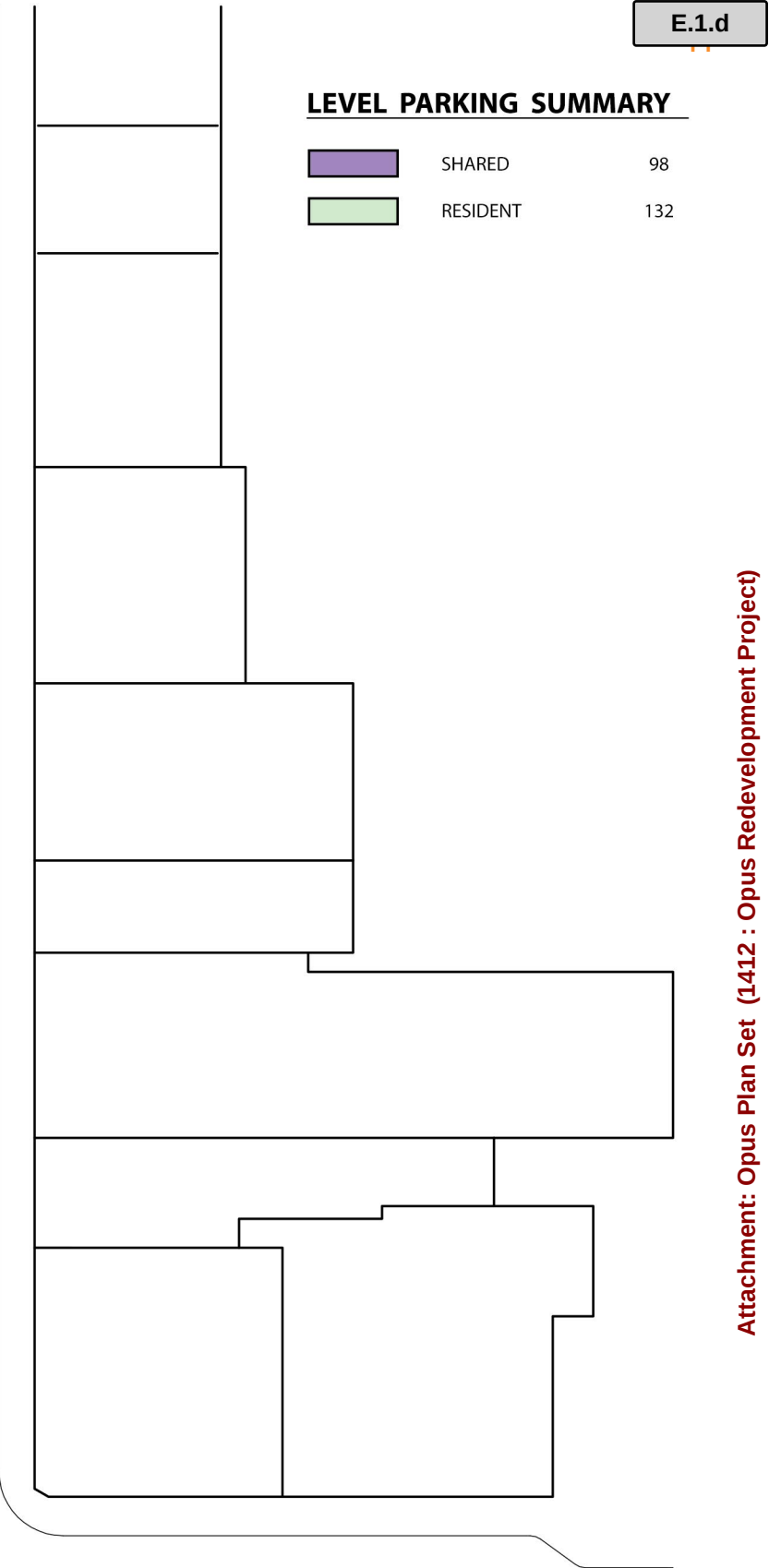
TOTAL PARKING SUMMARY

	CHURCH DEDICATED 1ST FLOOR	98
	VILLAGE DEDICATED 1ST FLOOR	101
	RESIDENT	159
	SHARED VILLAGE / CHURCH SHARED	224
	STREET	8
	TOTAL	590



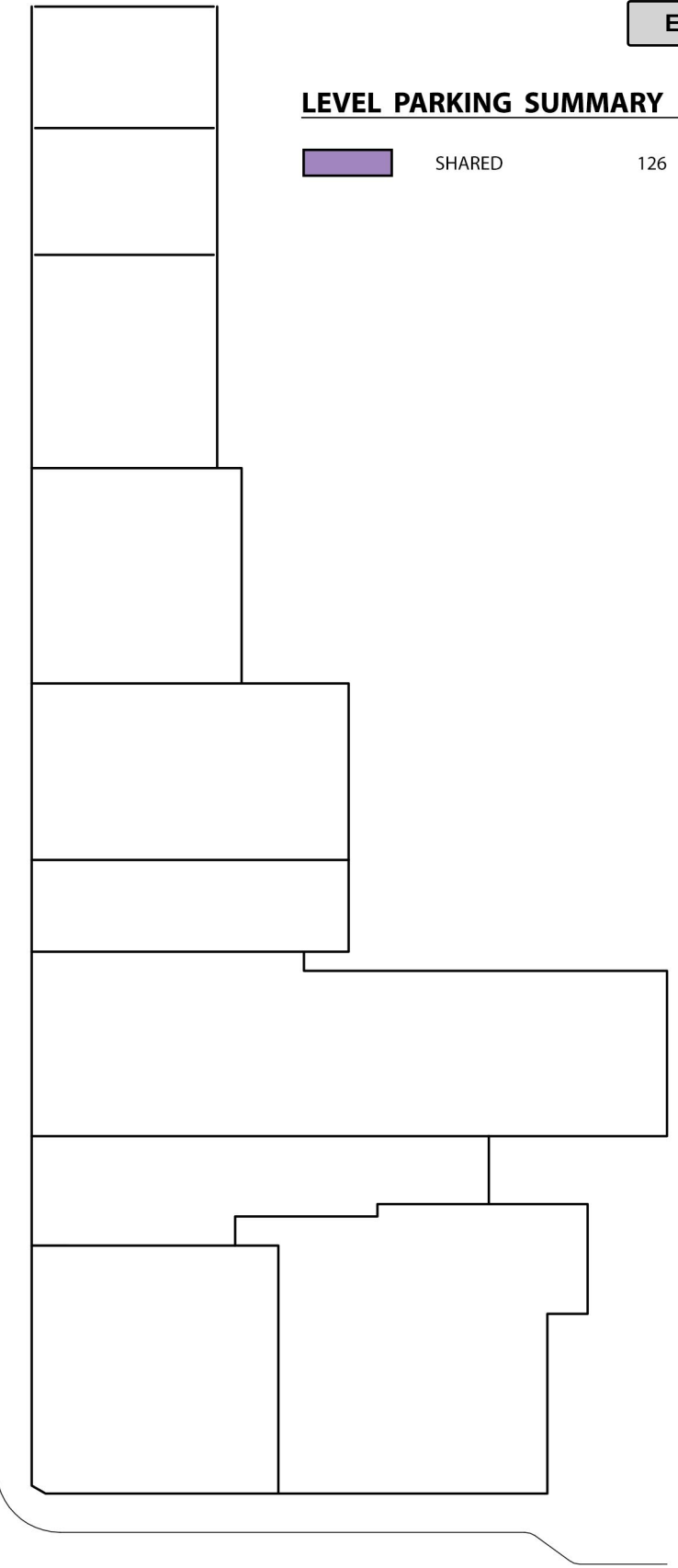
LEVEL PARKING SUMMARY

SHARED	98
RESIDENT	132



LEVEL PARKING SUMMARY

126 SHARED



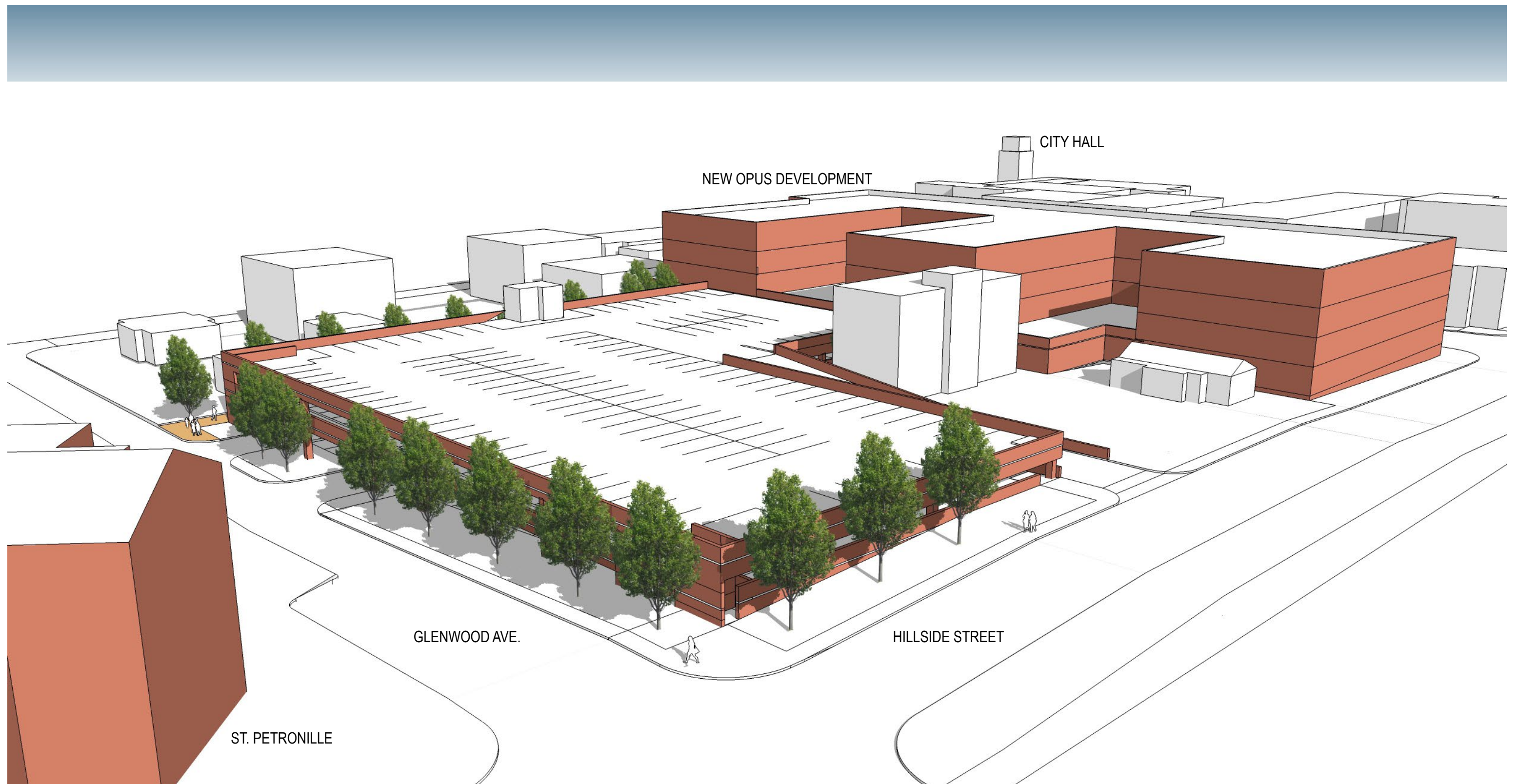
400 Main Street Mixed-Use
Glen Ellyn, Illinois

LEVEL 3 PLAN - PARKING

Opus Development
Company
400 N. Main, Glen Ellyn IL

OPUS 400 N. MAIN DEVELOPMENT	REQUIRED LAND SITES	APPROXIMATE RESIDENTIAL UNIT COUNT	UNIT MIX	RETAIL RSF	HEIGHT ALLOWED (FT)	HEIGHT PROPOSED (FT)	CONTEMPLATED PARKING CONFIGURATION	ANTICIPATED TOTAL PARKING DECK SPACES	RESIDENTIAL PARKING RATIO	CURRENT CHURCH AND VILLAGE PARKING	PROPOSED RESIDENTIAL PARKING PROVIDED	ADDITIONAL STREET PARKING GAINED	ANTICIPATED SHARED MUNICIPAL/CHURCH PARKING	ANTICIPATED MUNICIPAL/CHURCH PARKING DELTA	INCENTIVES
CONTEMPLATED 400 N. MAIN DEVELOPMENT PLAN	1. Giesche Shoe Store 2. Village of Glen Ellyn Main Street Parking Lot 3. St. Petronille Church Surface Parking Lot	125	25% - 2BR 75% - 1BR	+/- 8,500	45	53' - 11" to main parapet (57' - 1" to mechanical screen, not visible)	- Covered on-grade parking for Public and Residents. - 1 Level Structured Parking for Residents. - Covered on-grade parking on St. Pet's existing lot for Public and Church parking. - 2 Levels of Structured Parking on St. Pet's existing lot for Public and Church parking.	590	1.27	228	159	8	431	203	- Village of Glen Ellyn to contribute Main Street Parking Lot to the Project. - Village of Glen Ellyn to perform ANY necessary remediation of the Main Street and St. Petronille parking lots. - Village of Glen Ellyn to negotiate a separate land lease agreement with St. Petronille Church. - Village of Glen Ellyn to negotiate a separate land lease agreement with St. Petronille Church for the St. Petronille Church parking lot. - Village of Glen Ellyn to be financially responsible for construction of the "new" 3-level parking deck over the St. Petronille Church parking lot.

Attachment: Opus Plan Set (1412 : Opus Redevelopment Project)



Attachment: Opus Plan Set (1412 : Opus Redevelopment Project)



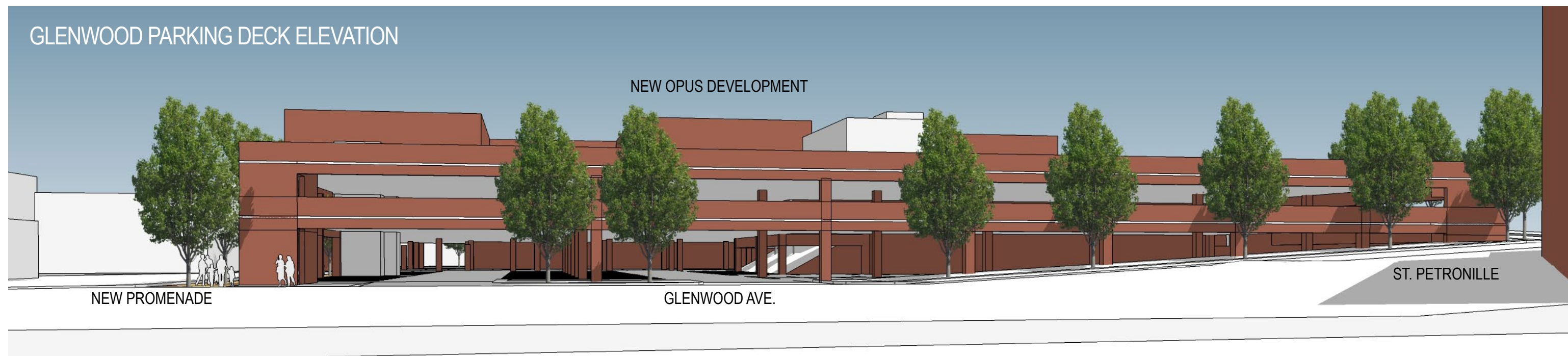


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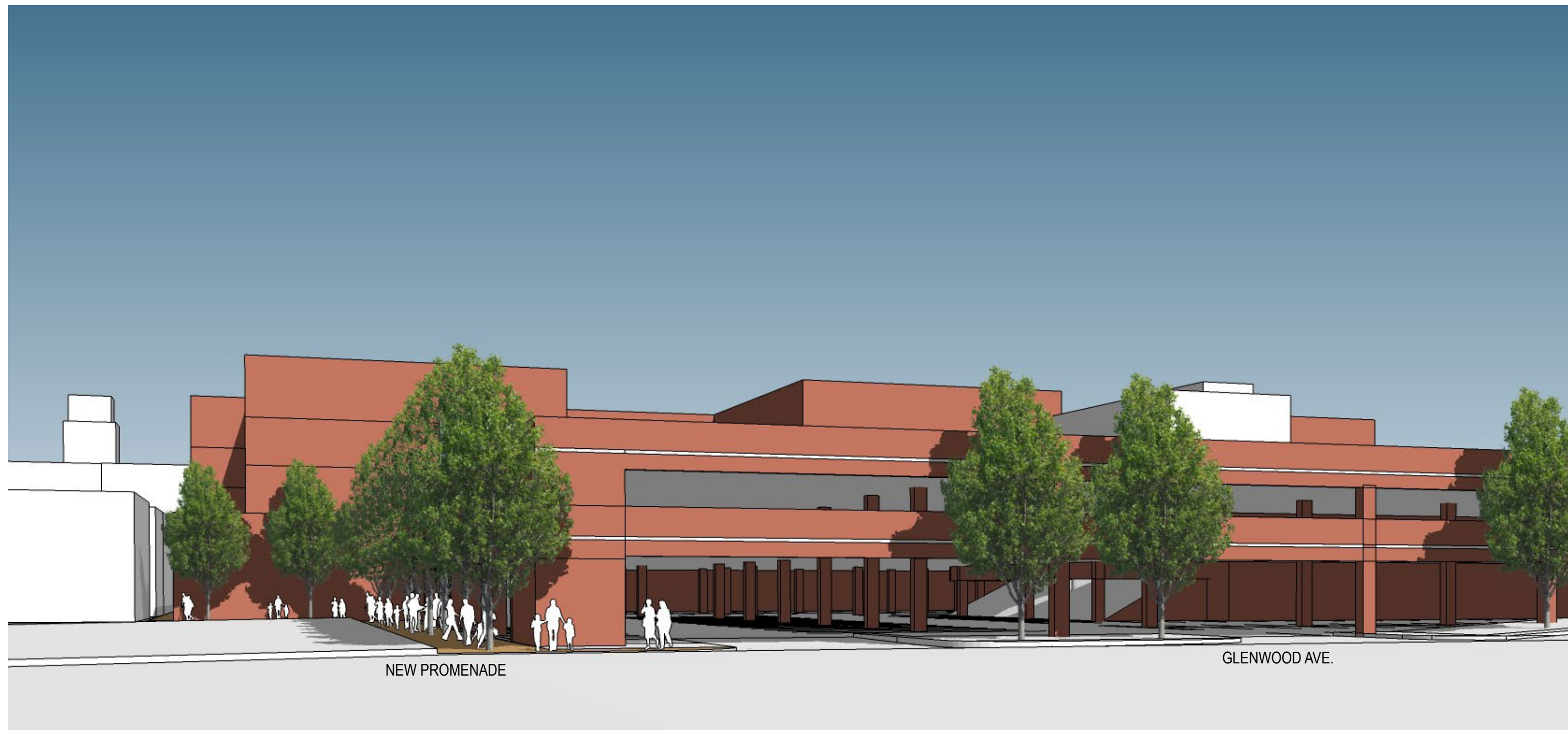
VIEW FROM GLENWOOD AND HILLSIDE INTERSECTION



GLENWOOD PARKING DECK ELEVATION



Attachment: Opus Plan Set (1412 : Opus Redevelopment Project)



Attachment: Opus Plan Set (1412 : Opus Redevelopment Project)



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/15/14 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Discussion Item
Prepared By: Bob Minix

SCHEDULED

AGENDA ITEM (ID # 1413)

DOC ID: 1413

Recommendation of the Public Works Department to utilize a portion of unspent dollars in the 2014 Street Resurfacing Project to perform additional paving work.

Background

On March 24, 2014, the Village Board awarded a construction contract to Schroeder Asphalt Services for the 2014 Resurfacing Project with appropriated funds totaling \$995,000. The Project included resurfacing approximately two miles of roadways throughout the Village along with ancillary work such as curbs, sidewalk, landscaping and storm water items. The project is essentially complete, with only minimal punchlist items remaining, and the final estimated cost of the project is \$690,000. Essentially, the project is \$300,000 under the budgeted amount.

Issues

In light of the severe winter we experienced last year, staff has identified at least twenty areas that are in need of substantial repaving throughout the Village. Some of these needs can be met with our annual Skip Paving Program, but there are significant needs that cannot. We have identified seven locations that we feel are worthy of consideration for full resurfacing this fall and are listed in order of importance (poorer condition streets are higher on the list):

Location	Resurfacing Cost	Patching Cost	CIP Year
Maple (Kenilworth to Western)	\$57,000	\$65,000	~2024
Western (Geneva to St. Charles)	\$40,000	\$10,000	~2024
Pershing (Main to Park)	\$58,000	\$27,000	2022
Elm (Riford to East End)	\$18,000	\$2,500	2017
Chidester (Riford to East End)	\$18,000	\$2,500	2017
Lincoln (Chidester to Elm)	\$8,000	\$1,000	2017
Total:	\$199,000	\$108,000	

The table above reflects the cost to either fully resurface each section of roadway or provide some level of required patching (ranging from 10% of the roadway up to 100%). The unit cost for patching is about 14% more than resurfacing due to the favorable pricing advantage that we have with the 2014 Street Resurfacing Project versus the pricing from the MPI bid Skip Paving. Patching will cost about 55% of the total cost of resurfacing while yielding only 40% of the pavement replaced. Additionally, by resurfacing these roadways, we will be able to reduce our capital expenses in the years listed above.

We are fortunate to have completed the 2014 Street Resurfacing Project with a \$300,000 surplus. To capitalize on the pricing, to address some immediate needs, and to reduce future capital expenses, we should increase the scope of the Project to include the above listed corridors with additional funds totaling \$200,000.

Typical Roadway views of the candidate street sections for are provided in the attachment to this memorandum.

Recommendation

A recommendation is requested to increase the scope of the existing **2014 Street Resurfacing Project** in an amount equal to approximately \$200,000 to accommodate the needed resurfacing of the seven sections of roadways that are identified in this memorandum. The scope increase will result in a final project cost of approximately \$900,000 and will still be approximately \$100,000 under the appropriated amount. The contractor has agreed to maintain their unit prices for the proposed work. Expected completion of the additional work is late October.

ATTACHMENTS:

- Additional Areas for Paving - Photographs (PDF)

**Candidate Street Sections for Additional Work Under the
2014 Street Resurfacing Program
Existing Roadway Condition Photographs - September 2014**

Maple Street between Kenilworth and Western



Western Avenue between Geneva and St. Charles



Pershing Avenue between Main and Park



Elm Street from Riford to East End



Chidester Street from Riford and East End



Lincoln Avenue – between Chidester and Elm





Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/15/14 07:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Discussion Item
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 1410)

DOC ID: 1410

Interim Finance Director Christina Coyle will lead the Calendar Year 2015 Budget Kickoff Discussion.

Each year, in preparation for building the next year's budget, a budget kickoff meeting is held. The purpose of this discussion is to inform the Board of Trustees of any pertinent topics affecting the upcoming budget. The kickoff meeting also gives the Board of Trustees the opportunity to bring forth any topics that they feel are important for the Village to consider while developing the upcoming budget.

At this year's budget kickoff meeting, the following topics will be reviewed:

- Recap of the prior year's process and switch to a calendar year budget
- Review of the Home Rule Sales Tax (HRST)
- Discussion of the process for the Calendar Year 2015 budget

Included with this item are memos which discuss each of these topics in further detail.

ATTACHMENTS:

- Memo - Review of Prior Year Budget Process (DOC)
- Memo - Home Rule Sales Tax (DOCX)
- Memo - Budget Preparation for Calendar Year 2015 (DOC)

MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Christina Coyle, Interim Finance Director

DATE: September 2, 2014

RE: Review of prior year budget process



Background

The short year 2014 was a transition budget, which allowed the Village to begin the process to switch from an April 30 fiscal year end to a December 31 fiscal year end. The short year budget was an 8 month budget which stretched from May to December 2014. The process for creating and approving the short year 2014 budget created several challenges and opportunities for the Village.

Switching to a Calendar Year Budget

The Short Year 2014 budget provides the bridge between the Village's April 30, 2014 fiscal year and the coming Calendar Year 2015 fiscal year. The new calendar year budget will align the tax levy process with the budget process as well as provide a more traditional fiscal year period more easily understood by Village staff, Village Boards and Commissions, and general constituents.

There were challenges in creating the budget for the Short Year 2014. Historical fiscal year data was based on 12 months of activity, so it was necessary to provide additional comparisons and analysis on an 8 month period. Due to timing revenue and expenditure streams, some revenues and expenditures were received entirely in the short year (ex. property taxes and the liability insurance payment) or were greatly reduced (ex. vehicle license revenue or winter street costs such as salt and snow removal). For the General Fund, the Village also had to create a Short Year 2014 budget that provided enough cash reserves at the end of the Short Year to provide for the first few months of Calendar Year 2015 as the property tax revenues are received primarily in June and September of each year.

From an operations standpoint, the Short Year required additional work by the Finance Department to capture and report data in the Village's accounting system, MUNIS. MUNIS consultants recommended entering the Short Year 2014 data into a 13th period traditionally reserved for audit and year end close entries. Most accounting software systems function on a 1-13 period basis. Period 1 is for the first month of the fiscal year through Period 12 for the last month of the fiscal year. Again, the period 13 is typically reserved only for audit and closing entries. However, using this 13th period for the Short Year 2014 allows us to transition to a Calendar Year budget in MUNIS. During this transition, many of the automatic financial reports built into MUNIS no longer function as originally designed and require Finance Department Staff to manually prepare and update certain reports. This will only be for the Short Year period. Once the Calendar Year has begun, operations within MUNIS will return to normal.

Detailed, Zero-based Budgeting Approach

For the Short Year 2014 we embarked on a detailed, zero-based budget. Historically, many departments employed the zero-based budgeting approach in creating their budget; however these details were not provided in the draft budget. Beginning with the Short Year 2014 budget, all departments used a zero-based budgeting approach and included line item detail of each budget account in the draft budget. In many cases, this required a much more detailed review and analysis of the Short Year 2014 budget. During this review, the Village spent considerable time shaping and refining the Short Year 2014 budget plan to meet the community's demand for high quality services which are delivered in an efficient and economical manner.

New Cost Centers and Funds

Also to allow a more detailed review of Village operations, departments were broken down into more detailed cost centers. This breakdown also allows the Village to better track costs for services provided. Finance was subdivided into Finance Administration and Cashiers Office; Planning and Development was subdivided into Planning and Building; Police was subdivided into Administration, Operations, and Investigation; and Public Works Operations was subdivided into Streets and Forestry. A detailed zero-based budget was prepared for each newly subdivided cost center.

Two new funds were also added in the Short Year 2014 budget. The Roosevelt Road TIF was created in Fiscal Year 2013/2014 and therefore a new fund was required to track the TIF increment received and the expenses paid for the TIF. The Fire Services Fund was created to account for the Fire Services Fee which was added to the Village Services Bill in May 2014 to supplement financial support for the Glen Ellyn Volunteer Fire Company. The Fire Special Service Area (SSA) taxes were also relocated to the Fire Services Fund. These revenues will be used to provide operational support to the Fire Company as well as accumulate dollars for equipment and facility needs.

MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Christina Coyle, Interim Finance Director

DATE: September 2, 2014

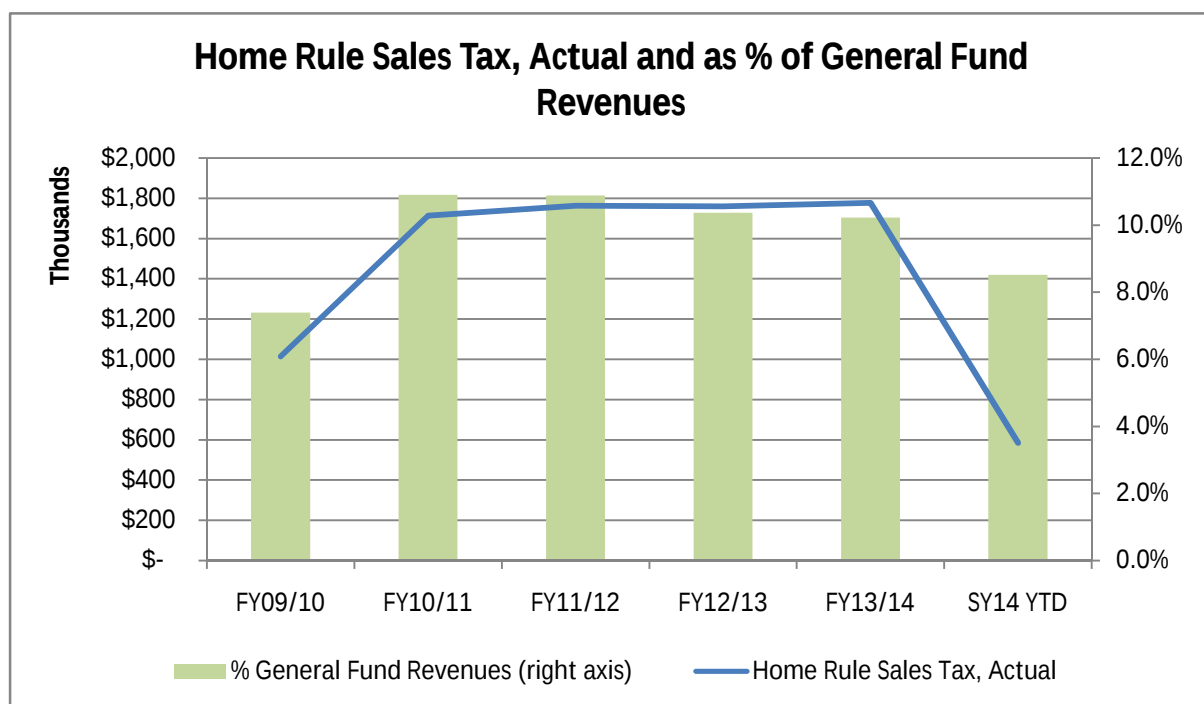
RE: Home Rule Sales Tax



Home Rule Sales Tax Annual Review

In 2009 the Village Board approved the 1% Home Rule Sales Tax (HRST). This was in response to significant declines in revenues combined with sharp increases in mandatory pension funding requirements stemming from the recent recessionary period. Although significant cutbacks in spending were implemented, including staff reductions, this new revenue stream was necessary to sustain the level of services provided to the community. Also in 2009, the Village Board adopted an ordinance detailing certain spending categories and calling for an annual review of the tax to confirm that it was still needed. Last year, the spending categories were eliminated, but we are still required to confirm the continued need for the home rule sales tax.

The graph below illustrates the performance of the Home Rule Sales Tax since its inception in 2009. FY09/10 had lower revenues as the HRST was implemented in the middle of the fiscal year (first payment received in October 2009). The Short Fiscal Year 2014 to date (SY14 YTD) includes only activity from May to August of 2014. This shortened time frame skews the ratio of the HRST of General Fund Revenues, resulting in 8%. HRST has historically been approximately 10% of General Fund revenues. Due to the significance of this revenue to the General Fund, Management recommends retaining the Home Rule Sales Tax level at 1.0%.



MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Christina Coyle, Interim Finance Director

DATE: September 3, 2014

RE: Budget Preparation for Calendar Year 2015



Background

The Village is beginning the process of preparing the Calendar Year 2015 budget. Departments are compiling their budget requests which are due to the Finance Department in the coming week. Our budget kick-off meeting with the President and Board of Trustees will be on September 15.

In order to provide context for the merits and challenges of the Village's financial standing as the Village prepares its budget for Calendar Year 2015, it is important to review the highlights of the Village's Scorecard and Five Year Forecast. The Scorecard compares and contrasts the Village's financial performance to its peers. In the Scorecard, the Village was identified to have a strong financial position with less debt and lower pension liabilities than its peers. The Village was also shown to have lower spending for fire, police, and administration as compared to the peer group. The Village also fared well in its ranking for property taxes going to the Village/Library for a median value home. The Scorecard did underscore the need for the Village to stimulate economic development to increase the non-residential property base. Increasing the non-residential property tax base would shift the property tax burden from the residential properties and may also increase sales tax and home rule sales tax revenues to the Village.

In contrast to the Scorecard which looks at current and historical trends, the Five Year Forecast is a look into the Village's financial future. It is important to note that the Five Year Forecast is not a prediction of the future; it is a financial model for the Village to identify and understand potential imbalances in revenues and expenditures in order to take strategic action to mitigate those imbalances. The Five Year Forecast identified that the General Fund revenues are growing at a slower rate than General Fund expenditures. Revenues are forecasted to grow at 0.9% while expenditures grow at 2.9%, which creates a forecasted imbalance in the General Fund. Personnel costs, including salaries, FICA, health insurance, and pension costs are the majority of expenditures in the General Fund (63% of General Fund Expenditures). Personnel costs are projected to increase 3-4%, depending on department over the next five years. The Five Year Forecast reminds the Village that it must continue to be mindful of unfunded pension liabilities of \$16.5 million at the end of FY2013. A positive trend identified in the Five Year Forecast is that FY14 was the last debt service payment on our governmental debt (the Village still holds debt in its Recreation Fund.) These trends identified in the Five Year Forecast highlight that balancing the General Fund budget will remain a challenge each year. However, each year, the Village rises to this challenge to present a balanced General Fund budget and will strive to do so again for the Calendar Year 2015 budget.

As we embark into our first Calendar Year budget, there are several issues which deserve consideration.

Issues for Calendar Year 2015 Budget Process

Internally, the Village has begun the budget process with departments hard at work on preparing their budget submissions for Calendar Year 2015. The budget process with the Village Board will begin in late October, with 4 planned budget workshops in October through November. In addition to the background presented on the Scorecard and Five Year Forecast, Management feels that several items are important to communicate regarding the Calendar Year 2015 budget:

Meaningful Comparisons

Calendar Year 2015 will be the first calendar year budget prepared by the Village. With the exception of the Short Year 2014 budget which ran from May to December 2014, all previous budgets have been on a May to April fiscal year basis. Both April and December fiscal year end timeframes encompass a year of financial activity; however, it is also important to note that there are timing nuances which may differ from an April fiscal end to a December fiscal end. To facilitate discussion and analysis of the Calendar Year 2015 budget, the draft budget will include comparisons to Calendar Year 2013 actual results and to a Calendar Year 2014 estimated actual results. Providing these numbers will facilitate evaluation of the budget amounts for Calendar Year 2015.

Zero-Based Budget

Starting with the Short Year 2014 Budget, the Village embraced a zero-based budget process. The Calendar Year 2015 budget will continue to be prepared using this philosophy. Line item detail will be provided with the budget to specify the purposes for which resources are being accumulated or used.

The Village strives to ensure that the Village budgets are realistic depictions of the financial needs of the Village. We are mindful of the contributions of residents and businesses which make our operations possible. As the Village prepares its budget, especially for the General Fund, it focuses on discretionary versus non-discretionary spending. Non-discretionary spending is considered to be what is essential to maintain the current level of service provided to the community. By preparing a zero-based budget again for Calendar Year 2015, the Village is reaffirming its commitment to transparency in the cost of its services.

New Cost Centers

The Village continues to strive to utilize cost centers that accurately depict the cost of providing services to our community. In the Short Year 2014, several new cost centers were created in Planning and Development, Police, Public Works and Finance to provide a better costing of Village services. In Calendar Year 2015, there will be a new Law department cost center, which will track the cost for internal and external legal services. Human Resource related legal costs will remain in the Village Manager's office as they relate to personnel issues. We anticipate changing the Recreation Fund to Village Links/Reserve 22 Fund, and will continue to be tracking all revenues in either a Golf cost center or a Food Services cost center. This will facilitate profit analysis for both divisions.

Capital Budgeting

The Village has been in the process of updating the 10-year Capital Improvement Plan in order to identify potential avenues to complete several substantial capital projects including a police station, storm water improvements, central business district capital improvements and a parking garage (likely as a public/private partnership). The Village, with the direction of the Board, will need to determine if and how these projects will be factored into the Calendar Year 2015 budget.

General Fund Revenue Review

The Village of Glen Ellyn has a diverse revenue stream; however, much of the revenue base is derived from sales and home rule sales taxes, income tax, and property taxes (66%). The Village strives to only increase the tax burden on its residents if it is necessary to do so. To this end, General Fund Revenues will be reviewed after expenditures to determine the necessary revenues to balance the budget. With the switch to a Calendar Year budget, the tax levy process will align with the budget process to ensure the Village only levies for what it needs.

Historically at the budget kickoff meeting, the Village has also reviewed its Special Service Area (SSA) taxes. As the budget kickoff meeting was historically held around the time of the tax levy preparation, it was opportune timing to discuss the SSA's. With the switch to a calendar year budget process, it is better to shift the SSA discussion out of the budget kick off timing and include it, instead, as part of the budget deliberations and tax levy discussion.

Budgeting in MUNIS

During the last budget cycle, the Village Board expressed a desire to begin preparing the budget in MUNIS instead of using our traditional Excel and Word documents. Management agrees that preparing the budget in MUNIS will improve the budget process by providing greater data integrity and communication. With staffing shortages in the Finance Department in the short year and the transitional use of the MUNIS software during the Short Year, the Village will be deferring this change until the Calendar Year 2016 budget process. The Village will be budgeting dollars in the Calendar Year 2015 budget to facilitate implementation and best use of this module in MUNIS.

The Village hopes that, by addressing the issues above, it will continue to show its commitment to clarity and transparency in its budget process.