



Agenda
Village of Glen Ellyn
Special Village Board Workshop
Monday, August 9, 2021
7:00 PM

Glen Ellyn Police Department, Community Room
In Person Only

Meeting Procedures Statement

Visitors are welcome to attend all meetings of the Village Board and can find copies of the Agenda at the meeting 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 The Village of Glen Ellyn ADA Coordinator, 630-469-5000, in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- 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 (3) 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, their topic and the group, if any, they are representing prior to addressing the Village Board. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting. Public officials are not obligated to respond to questions.

In lieu of participating in the live meeting, the public may also complete a public comment form, which will be read into the record during the meeting. This form can be found at www.glenellyn.org/publiccomment.

- E. Emergency Medical Services (EMS) Funding (Presented by Village Manager Franz) (Discussion Only)**
 - 1) Village Manager Franz will outline changes to the EMS structure as well as possible funding mechanisms.
- F. Central Business District Grocery Marketing Study (Presented by Economic Development Coordinator Hannah) (Discussion Only)**

- 1) Economic Development Coordinator Hannah will lead a discussion regarding the Central Business District grocery marketing study.

G. Architectural Review Process (Presented by Community Development Director Springer) (Discussion Only)

- 1) Community Development Director Springer will lead a discussion regarding the appearance and architectural review process.

H. Other Business

- I. Motion to adjourn to Executive Session for the discussion concerning collective negotiation matters or deliberations on salary schedules for one or more classes of employees pursuant to 5 ILCS 120/2 (C)(2) and discussion for the selection of a person to fill a public office, including a vacancy in public office pursuant to 5 ILCS 120/2 (C)(3), without returning to open session thereafter.**



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

Meeting 8/9/2021 7:00 PM
Department: Finance
Department Head:
Category: Discussion Item
Prepared By:

**AGENDA ITEM (ID # 2021-
1311)**

DOC ID: 2021-1311

Village Manager Franz will outline changes to the EMS structure as well as possible funding mechanisms.

Statement of the Issue:

Please see the attached memo.

Analysis:

Budget Impact:

Action Requested:

Attachments:

1. Ambulance Funding Memo 2021-08-05
2. Glen Ellyn Fire Company Service Fee Memo - 2017



MEMORANDUM

DATE: August 5, 2021

TO: President Senak and Board of Trustees

FROM: Mark Franz, Village Manager
Chris Clark, Chief, GEVFC
Christina Coyle, Finance Director

SUBJECT: EMS Contract Amendment Funding

Emergency Medical Services (EMS)

The Village of Glen Ellyn, with significant oversight from the Glen Ellyn Volunteer Fire Company (GEVFC), has been providing EMS services through a 3rd party vendor for decades. Over the last seven years, these critical services have been provided by Metro Paramedic Services, Inc. (Metro) of Elmhurst, IL. Most recently, the Village Board approved a 5-year contract extension with Metro at the August 2018 board meeting that went into effect in June 2019. This contract requires Metro to provide for twelve (12) dual-certified paramedics/firefighters twenty-four hours a day, 365 days a year. Four (4) paramedics are assigned to two ambulances per day. These paramedics are housed in, and respond directly from, the Village's two fire stations. In addition, all contract employees are required to be certified firefighters to assist the GEVFC in providing emergency services to the community. (It should be noted that the Fire Company has a separate contract with Metro that provides staffing for the day engine, Monday through Friday, for an 11-hour shift to be determined by the Fire Chief.)

The Village is considering amending the contract to provide additional EMS resources to the community in the form of increasing starting pay for paramedics AND creating a supervisor position for each 24-hour shift (3). The challenges and goals that have led staff to make these recommendations are the following:

- A. To address the regional paramedic shortage that is driving paramedic vacancies, impacting morale and creating burnout with the contract employees. With additional resources, the Village is hoping to attract the best and the brightest to create more consistent staffing and service levels.
- B. To address some concerns raised by the DuPage Medical Director regarding the need for more direct supervision. The Village is recommending hiring a 24/7 supervisor position(s) that would provide more training, ensure more consistent patient care, and oversee the daily operations

Ultimately, the Village is looking to provide reliable and consistent patient care and service to the community. To compete for the best and brightest paramedics in a challenging labor market, we believe that increasing starting pay will attract higher quality candidates and create less turnover and better performance. Many other municipalities have increased starting pay to attract potential candidates, including Wheaton and Elmhurst. The other recommend change to the

contract involves supervision in the form of a rapid response vehicle. Hiring a Shift Supervisor for each 24-hour shift will provide more resources on every call and more consistent training and reliable oversight. Many EMS calls require more than two paramedics, so the 2nd ambulance is used to assist currently. This impacts overall service levels and increases reliance on mutual aid, as the second ambulance is not available for that second call. Lastly, the Shift Supervisor will be available to assist the Fire Company operate more efficiently by triaging all calls, responding to all EMS and fire calls, and assisting in managing resources.

Staff continues to review and negotiate these potential amendments to the existing contract and will be drafting this amendment for Village Board consideration later this month. Staff anticipates that contract price increase will be approximately \$700K to \$850K annually and have been directed to find revenue alternatives to minimize the impact on the General Fund. Therefore, staff is looking for Village Board direction on funding these recommended changes before we finalize any contract amendments.

Background

In June 2014, the Village entered into an agreement with Metro Paramedic Services, Inc. (Metro) of Elmhurst, IL, which provides for twelve (12) dual-certified paramedics/firefighters twenty-four hours a day, 365 days a year, four (4) paramedics are assigned to two ambulances per day. As a part of this model, the contract personnel utilize two (2) front-line ambulances and one (1) reserve ambulance, all of which are owned and maintained by Metro. The cost of the current contract is detailed in the chart below. Metro also performs (for a 4% fee) the billing functions for all ambulance services. Please note that the column in the table below labeled “collection threshold” refers to the threshold of billable dollars that Metro receives prior to the Village receiving any of those funds. In other words, the Village receives any money over that threshold amount that is collected from the cost of ambulance transports as reimbursement for other related EMS services that the Village provides. The “annual fixed payment” column represents the expense to the Village for ambulance services, regardless of what is collected in fees.

	Annual Fixed Payment	Collection Threshold	Total Costs*
Year 1	\$403,703.00	\$777,697.00	\$1,181,400.00
Year 2	\$419,554.00	\$785,474.00	\$1,205,028.00
Year 3	\$435,800.00	\$793,329.00	\$1,229,129.00
Year 4	\$452,449.00	\$801,262.00	\$1,253,711.00
Year 5	\$469,510.00	\$809,275.00	\$1,278,785.00
Total	\$2,181,016.00	\$3,967,037.00	\$6,148,053.00

*According to the contract, if revenues exceed expenses, the Village may seek reimbursement for costs associated with providing this service. If expenses exceed revenues, the Village may have to pay additional funds to make up any shortfalls.

Revenue Alternatives

The GEVFC was supported solely by donations and Village in-kind fees for decades until the Village Board elected to institute a Special Service Area fee and Fire Service Fee. The Special Service Area (SSA) fee was instituted to ensure that the unincorporated areas, served by the Fire Company, were paying their fair share of the costs for this service. In 2009, two SSA's were created a dependable revenue source to help support these services. In 2013, a Fire Service Fee was created to counter the shrinking donations, as these donations no longer provided stable funding for fire service. Research showed that only 20% of residents and businesses were donating to the Company, which was not a sustainable or fair funding model for fire service. A Fire Service Fee was instituted in 2013 for operating costs and a capital component was added in 2017 to address capital costs. Attached is a summary of the information that the Village Board considered in February 2017. (See Attached.) Ambulance fees have been used to offset some of the costs of providing EMS services. Periodically, the Village has reviewed and modified the fee structure in response to insurance changes or to keep pace with surrounding communities.

With respect to EMS costs, the Village has attempted to provide these services through a combination of user fees (ambulance fees), much of which is paid by customer insurance, as well as subsidizing these costs with General Fund dollars. Striking a balance between user fees and other revenues is a critical decision for the Board to ensure we can balance the budget and sustain this model in the future. Below are revenue sources that can be modified to potentially pay for these additional services.

Ambulance Fees and GEMT Participation: Metro, the Fire Company, and Village have assessed ambulance fees and are recommending some modifications based those discussions. Staff has reviewed Naperville and Wheaton surveys that indicate Glen Ellyn fees are lower than our neighboring and comparable communities. Updating the overall fee schedule could assist in offsetting the costs of this service.

The current rate structure was approved by the Village Board in 2018 and is shown in the schedule below in comparison to other communities. This schedule was prepared by Metro. In most categories, Glen Ellyn's rates fell below average.

Rates	Town								
ChargeID	ADDISON	ELMHURST	GLEN ELLYN	GLENSIDE	ROSELLE	VILLA PARK	WHEATON	YORK CENTER	Average of all Towns
ALS 1 Non-Resident	\$2,100.00	\$1,966.91	\$1,275.00	\$1,700.00	\$1,200.00	\$1,273.08	\$1,388.52	\$1,420.55	\$1,540.51
ALS 1 Resident	\$2,100.00	\$1,639.09	\$943.50	\$1,700.00	\$1,000.00	\$848.72	\$994.30	\$655.64	\$1,235.16
ALS 2 Non-Resident	\$2,100.00	\$2,185.45	\$1,530.00	\$1,700.00	\$1,400.00	\$1,485.26	\$1,480.90	\$1,420.55	\$1,662.77
ALS 2 Resident	\$2,100.00	\$1,857.64	\$1,020.00	\$1,700.00	\$1,200.00	\$1,113.95	\$1,093.54	\$655.64	\$1,342.60
BLS Non-Resident	\$2,100.00	\$1,311.27	\$943.50	\$1,100.00	\$900.00	\$1,113.95	\$1,197.20	\$1,420.55	\$1,260.81
BLS Resident	\$2,100.00	\$1,092.73	\$765.00	\$1,100.00	\$800.00	\$742.63	\$844.95	\$655.64	\$1,012.62
Mileage Non-Resident	\$16.00	\$27.32	\$17.85	\$15.00	\$20.00	\$26.52	\$12.00	\$14.20	\$18.61
Mileage Resident	\$16.00	\$21.86	\$15.30	\$15.00	\$15.00	\$26.52	\$12.00	\$14.20	\$16.99
Treat No Transport Resident	-	\$150.00	\$102.00	\$375.00	\$150.00	-	\$100.00	-	\$208.67
Treat No Transport Non-Resident	-	\$150.00	\$153.00	\$375.00	\$250.00	\$106.09	\$150.00	-	\$208.15

Staff also gathered an independent survey and found that Glen Ellyn is below average in most categories. The ranking noted is out of 14 communities surveyed.

	BLS Res	BLS NR	ALS-1 Res	ALS-1 NR	ALS-2 Res	ALS-2 NR	Mileage Res	Mileage NR
Buffalo Grove Fire Department	850.00	1,100.00	1,100.00	1,200.00	1,300.00	1,400.00	15.00	15.00
Downers Grove Fire	715.00	871.00	954.00	1,194.00	1,031.00	1,269.00	13.00	13.00
Elk Grove Village Fire Department	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	15.00	15.00
Elmhurst Fire Department	1,000.00	1,200.00	1,500.00	1,800.00	1,700.00	2,000.00	20.00	20.00
Glen Ellyn	765.00	943.50	943.50	1,275.00	1,020.00	1,530.00	15.30	17.85
Hanover Park Fire Department	1,100.00	1,100.00	1,300.00	1,300.00	1,600.00	1,600.00	15.00	15.00
Hoffman Estates Fire Department	1,250.00	1,500.00	1,250.00	1,500.00	1,250.00	1,500.00	8.32	10.92
Lombard Fire Department	1,600.00	1,900.00	1,600.00	1,900.00	1,600.00	1,900.00	-	-
Mount Prospect	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	15.00	15.00
Park Ridge Fire Department	650.00	825.00	800.00	1,025.00	950.00	1,175.00	15.00	15.00
Romeoville Fire Department	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	15.00	15.00
St. Charles Fire Department	1,373.00	1,471.00	1,526.00	1,744.00	1,678.00	1,853.00	15.00	15.00
Streamwood Fire Department	384.14	625.00	456.17	725.00	660.25	975.00	7.55	7.55
Wheeling Fire Department	942.26	1,042.28	1,074.76	1,195.31	1,179.73	1,301.01	15.11	15.11
Average	1,073.53	1,212.70	1,207.46	1,375.59	1,312.07	1,493.07	14.18	14.57
Glen Ellyn Ranking	11	11	12	9	12	5	2	2

Metro has provided recommended rates which place Glen Ellyn in the middle of a peer group on ambulance fees. This proposed schedule is also what has been used to project estimated reimbursement for GEMT (addressed later in the memo). Staff is proposing that the Board adopt these rates to provide funding towards ambulance/EMS services.

Charge Description	Current Rate	Current Ranking (out of 8)	Revised Rate	Revised Ranking (out of 8)
ALS 1 Non-Resident	\$ 1,275.00	6	\$ 1,575.00	4
ALS 1 Resident	\$ 943.50	6	\$ 1,243.50	4
ALS 2 Non-Resident	\$ 1,530.00	4	\$ 1,650.00	4
ALS 2 Resident	\$ 1,020.00	7	\$ 1,140.00	5
BLS Non-Resident	\$ 943.50	7	\$ 1,150.00	5
BLS Resident	\$ 765.00	6	\$ 900.00	4
Mileage Non-Resident	\$ 17.85	4	\$ 18.25	4
Mileage Resident	\$ 15.30	4	\$ 16.50	3
Treat No Transport Non-Resident	\$ 102.00	4	\$ 102.00	4
Treat No Transport Resident	\$ 153.00	3	\$ 153.00	3

In addition, staff has been discussing the concept of trying to boost revenue collected from ambulance/paramedic fees through a federal program now available to Illinois municipalities via legislation passed by the Illinois General Assembly in 2019. Fire Chief Clark has reviewed the proposal and recommends that the Village consider this option that many municipalities have taken advantage of over the last few years. The Village would have to approve an intergovernmental agreement with the Illinois Department of Healthcare and Family Services to allow Glen Ellyn to participate in the Ground Emergency Medical Transportation (GEMT) program beginning later this year. The deadline for this decision is in October.

GEMT is a federally funded Medicaid program that has been around for years, but was introduced to Illinois via legislation last year. The program allows municipalities an opportunity to collect an additional Medicaid reimbursement for ambulance services, above and beyond what the state reimburses the village for Medicaid claims. Anytime Glen Ellyn paramedics transport a patient to the hospital via ambulance, the department bills for either Advance Life Support (\$925) or Basic Life Support (\$750). For Medicaid patients, the village would submit a claim to the state program, which reimburses the village about \$330 per claim for Basic Life Support and about \$400 for Advanced Life Support. In the past, there was no other way to recoup any more fees from Medicaid patients. The GEMT program will allow the village to submit the balance of the bill. The Village and the Illinois Department of Healthcare and Family Services will split that balance, meaning for a Medicaid patient receiving Advanced Life Support services, the village will collect additional Medicaid reimbursement. The village also collects revenue for ambulance services through private insurers and Medicare. Metro is estimating that by participating in the GEMT program, Glen Ellyn can expect to generate an additional \$300,000 annually in ambulance fee revenue. To be clear, the expectation of generating the additional \$300,000 is also based upon implementing the fee structure recommended above.

By increasing ambulance fees and participating in the GEMT, the Village would be able to collect additional revenue. However, the Village could elect to minimize that impact on our residents if we decide not “balance bill” our residents given that they are already paying for a portion of these costs through other General Fund revenues to pay for fire and EMS services. Balance billing means that fees not paid through insurance would be the responsibility of the user. By not balance billing, we only collect what is paid by insurance including the GEMT process. Many communities charge a higher rate, and then decide not to balance bill residents. Metro and Chief Clark will be prepared to share their experiences on this as well.

- ***The increase in ambulance fees and participation in GEMT is estimated to generate \$300,000 annually.***

Fire Service Fee: This fee was created to sustain the Fire Company and provide resources to protect the Volunteer model of operation. The Company could no longer depend on donations as their primary revenue to meet the fire service and emergency needs of the community. A capital fee was implemented in 2017 to support fleet expenditures, building repair and to begin to save to replace Fire Station #1. When this capital fee was implemented, it was anticipated that the replacement of Fire Station #1 would be more imminent. Currently, the GEVFC believes the Fire Station #1 continues to serve adequately and meet its needs. However, this station is at the end of its useful life and we are only delaying its replacement. Given that the timeframe for the replacement of Fire Station #1 is slower than originally anticipated, staff is recommending reallocating \$325,000 annually of the capital fire service fee to ambulance service instead. This will result in no additional cost to the resident for this fee overall. However, as the time comes nearer to replace Fire Station #1, the Village may need to revisit this fee and increase it accordingly. Given this set of facts, shifting the fee to operating and using those funds to provide EMS supervision and fire support, as the contract calls for, would benefit fire operations and serve the community well.

- ***The shift of the capital Fire Services Fee would provide \$325,000 annually.***

SSA: As noted earlier in the memo, a Special Service Area (SSA) was created in the unincorporated area north of Glen Ellyn (SSA18) and the unincorporated area south of Glen Ellyn (SSA19). These two SSA’s were created so that the unincorporated areas would pay for their fair share of fire and EMS costs. Each year, the Village allocates the cost of providing these services among the incorporated Village and the unincorporated areas served by the GEVFC. A SSA property tax levy is then passed by the Village Board for the unincorporated areas to recover their share of these costs through the property tax cycle. Therefore, increasing the cost of the ambulance services would result in an increase in the SSA levy.

- ***The increase in the SSA levies due to the increase in ambulance costs is estimated to provide \$79,000 annually.***

The total of these three proposed funding mechanisms is as follows:

Ambulance Fee Increase and GEMT: \$300,000

Reallocation of Capital Fire Service Fee: \$325,000

SSA Revenue: \$79,000

Total: \$704,000

As noted above, the anticipated cost of the contract amendment is anticipated to be between \$700,000 to \$850,000. It may be possible to re-allocate additional Capital Fire Service Fee dollars; however, allocating additional dollars may be a determinant to maintaining our current fire buildings. It would also be possible to consider increasing the fee.

Alternatives

The revenue proposal above is one way to pay for the increase in EMS costs. However, the Board could also direct staff to pursue other avenues. Other possibilities include:

- Increase ambulance fees by a greater amount: The proposal presented above puts Glen Ellyn in the middle of the peer group in terms of ambulance fees. The Board could consider increasing fees by a greater amount.
- Reallocate a greater amount of the Capital Fire Service Fee: While staff does not recommend this, the Board could re-allocate a greater amount of the capital fire service fee. While this is certainly doable in the short term, given the balance in the capital portion of the fund, it would not be sustainable.
- Add an EMS component to the Fire Services Fee: The Board could elect to add an EMS Component to the Fire Services Fees.

Next Steps

The budget will be modified based on the direction of the board on service levels and revenue funding. If we increase ambulance fees, the EMS contract would be amended to continue to allow Metro to manage all billing services for the Village at a current 4% fee. If we modify Fire Service fees, that can be done by ordinance. SSA funds are increased automatically based on the increase of the costs of the service and would be paid in arrears.

Staff recommends making modifications to the EMS model to ensure we provide quality EMS service for the entire community. Competing for entry level paramedics has been a challenge for a few years and it appears that we are paying at lower levels than surrounding municipalities. To pay for this increase in service, additional revenue is needed. Staff is looking for direction from the Village Board on the funding options presented above and looks forward to discussing this issue with the Board at the Board meeting. Based upon the direction of the Board at the

meeting, staff anticipates bringing any needed code changes and the contract amendment to the next regular board meeting.

MEMORANDUM

DATE: February 20, 2017
TO: Village President and Village Board
FROM: Mark Franz, Village Manager
RE: Glen Ellyn Volunteer Fire Company-Fire Service Fee
CC: Chris Clark, Fire Chief;



On December 9, 2013, the Village Board approved a monthly fee for Glen Ellyn residents and businesses in order to fund the Glen Ellyn Volunteer Fire Company (GEVFC) and maintain a path of financial sustainability. Given the operational, capital and facility needs of the Company and how the long-standing donation program was not keeping up with those needs, the Village Board instituted this new fee that went into effect May 1, 2014. In addition, the donation program was no longer deemed a fair and equitable approach to funding an essential service like fire and emergency response when only 20% of the properties were participating.

The current fire service fee ranges from \$3 per month to \$40 per month, depending on the type of home or size of commercial property. The current fees are as follows:

<u>Type of Property</u>	<u>Monthly Fee</u>	<u>Annual Fee</u>
<u>Residential</u>	<u>\$7.50</u>	<u>\$90.00</u>
<u>Multi-Family Residential per unit</u>	<u>\$3.00</u>	<u>\$36.00</u>
<u>Commercial under 20,000 sq. ft.</u>	<u>\$8.00</u>	<u>\$96.00</u>
<u>Commercial 20,000 to 40,000 sq. ft.</u>	<u>\$20.00</u>	<u>\$240.00</u>
<u>Commercial over 40,000 sq. ft.</u>	<u>\$40.00</u>	<u>\$480.00</u>

Implementation of the monthly fee was necessary to keep up with operational, training and administrative requirements as well as fund some of the future equipment needs of the Glen Ellyn Volunteer Fire Company. At that time, the rate was set relatively low compared to all the needs of the Fire Company, specifically the lack of capital dollars to meet the facility needs and all equipment needs. In addition, the Village was not able to assess a fee in the area east of 355 and north of Roosevelt Rd. since this area is served by the Village of Lombard.

Therefore, our revenue projections were not met. After assessment the long term needs of the Fire Company as well as the Village's needs to find a capital revenue stream to meet future facility needs to continue our full support of the Fire Company, an adjustment to the fee is necessary. Staff is recommending increasing the fee as follows:

<u>Type of Property</u>	<u>Monthly Fee</u>	<u>Annual Fee</u>
<u>Residential</u>	<u>\$15.00</u>	<u>\$180.00</u>
<u>Multi-Family Residential per unit</u>	<u>\$6.00</u>	<u>\$72.00</u>
<u>Commercial under 20,000 sq. ft.</u>	<u>\$16.00</u>	<u>\$192.00</u>
<u>Commercial 20,000 to 40,000 sq. ft.</u>	<u>\$40.00</u>	<u>\$480.00</u>
<u>Commercial over 40,000 sq. ft.</u>	<u>\$80.00</u>	<u>\$960.00</u>

Background

The Village and Fire Company have had a strong and symbiotic relationship for decades as both agencies work collaboratively to provide vital services to the community. This long standing affiliation was formalized through an Intergovernmental Agreement (IGA) back in 2014 in conjunction with the approval of the Fire Service Fee. In addition to this funding, the Village supports the Volunteer Fire Company in a number of ways. The Village owns and maintains two fire stations, maintains the Fire fleet and assists in coordinating a replacement schedule, as well as provides IT, HR, and some accounting/financial assistance. The Village also pays for dispatch services through DuComm assisting the overall managing of EMS services through a Village contract with Metro. These life safety responsibilities are critical functions for all municipalities, so the Village and Fire Company have and will continue to work closely to provide emergency services through the volunteer model that has saved millions of dollars annual.

To that point, in January 2011, the Village completed a statistical comparison of Glen Ellyn to nine other comparable communities in the area. This analysis resulted in the 2011 Financial Scorecard which provided some insight as to how the GEVFC benefits the entire Glen Ellyn community. According to the study, the Volunteer Fire Company saves the Village over \$3M per year. In addition, Glen Ellyn has the lowest amount of unfunded pensions in the sample group on a per capita basis, which is a direct result of not having a career fire department. These benefits are substantial, but do not tell the entire story. The GEVFC is an ISO 3-rated department, which has provided emergency services for this community for over 100 years and oversees and supports EMS services that are provided on a contractual basis. Currently there are over 60 Volunteers that continue to provide this critical service to the community for \$1 per year. In addition, long term pension costs are challenging municipal budgets across the state and nation. The Volunteer Fire Company does not have any unfunded pension liability, saving the community millions of dollars long term.

Subject

Attached are updated long term forecasts of fire service revenues and expenditures. The Village currently collects approximately \$800,000 from the fire service fee, yet the costs of just operating the Fire Company is \$700,000 annually, and will be increasing as operating costs continue to rise. Therefore, the flat rate will eventually only be able to pay for operating expenses (projected in 2022), leaving very limited resources for equipment and facility needs. This is insufficient to sustain the Fire Company.

In addition, capital costs continue to escalate. The forecast recommends \$400K contribution for equipment annually, and recommends an estimated \$750K contribution for facilities annually.

The Fleet Replacement Schedule identifies a plan to fund the needs of the Fire Company and sets a path towards sustainability. The Village and Fire Company purchased two new engines this year for just under \$1M, but that purchase depleted all Fire Company equipment funds. The next major replacement is the ladder truck that is estimated to cost \$1.1M. Maintaining a stable fleet replacement reserve and schedule is a key component of sustaining the Fire Company.

Lastly, both Fire Stations are over 40 years old, so there is a growing need for major improvements. The Village and Fire Company are planning to complete a Space Needs Study to determine what improvements are needed in the two fire stations. Most critical is an evaluation of Fire Station #1 and determine how to fund a renovation or new station, possibly at a new location, within the next 10 years. Given the need for a major renovation or new station for Station #1 and some parking and bay improvements to Station #2, establishing an annual contribution now to build some reserves for these needs over the next 10 to 20 years is good financial planning.

By increasing the rate to generate approximately \$1.6M annually, the short and long term needs of the Fire Company should be met. This would require an increase to the residential rate to \$15/month, and a larger commercial rate increase to \$80/month. By establishing this more realistic rate to pay for critical fire and emergency services, the Village would be able to sustain the Fire Company and safeguard the Volunteer model of service delivery. In short, the proposed rate will make up for the following shortcomings with the initial rate:

- Make up for the loss in revenue \$70K that was expected from the area east of 355
- Given this is a flat rate, create additional revenue to meet operations cost increases
- Meet the expected costs of fleet and equipment (Initial Fee was not projected to meet this need)
- Meet the facility needs of replacing/improving Station #1 and some improvements to Station #2 (Initial Fee was not projected to meet this need)

Strategic Plan Initiative

FINANCIAL SUSTAINABILITY. Grow revenue and focus spending in line with anticipated resources to meet the highest priority needs and maintain the Village's AAA bond rating. **Action Step:** Develop short and long term strategies to sustain the Volunteer Fire Company model by October 1, 2016.

Recommendation

Staff is for direction from the Village Board to potentially increase the Fire Service Fee. This was discussed during the budget process and staff is recommending an increase sufficient enough to meet these operating and capital costs. The GEVFC continues to provide incredible service and value to the community and by supporting this increase to the Fire Services fee, the Village will be able to meet the short term and long term needs.

Attachments:

- 1 – 10-Year Financial Forecast
- 2 – 20 Year Facility Needs
- 3 – 30 Year + Fleet Replacement Schedule
- 4 – CY2017 GEVFC Budget



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

Meeting 8/9/2021 7:00 PM
Department: System Administrator
Department Head:
Category: Discussion Item
Prepared By:

**AGENDA ITEM (ID
2021-1312)**

DOC ID: 2021-1312

Economic Development Coordinator Hannah will lead a discussion regarding the Central Business District grocery marketing study.

Statement of the Issue:

Since the closure of McChesney & Miller Grocery Store in downtown Glen Ellyn in 2014, the Village has monitored the viability of a new grocer in the Central Business District. Over the years, a number of downtown merchants have adapted their stores to carry some essential food items, eggs, milk, packaged pasta, sauces, etc. While this has met some of the downtown grocery needs, there is still a gap of amenities not offered. With new downtown apartments slated to come on line over the next couple of years, the question of whether the downtown could support a new grocer has again moved to the forefront.

Staff has engaged with MTN Retail Advisors to do an initial grocery analysis for the downtown Glen Ellyn Market. MTN Retail Advisors is an industry leader in primary retail data collection and analysis and specialize in grocery market analysis. Their initial analysis reports:

- With the closure of McChesney & Miller in 2014, the downtown Glen Ellyn trade area has a significant grocery void
- The overall downtown trade area has strong demographic characteristics for a more upscale shopping experience
- The strong sales per square foot average of the surrounding grocery competitors indicates that the right “sized and formatted” grocery operator would likely perform well
- Key to the success of a prospective grocery tenant will be a viable site/location with all of the attributes critical to the success of the tenant, including but not limited to: Access (preferably hard corner), Ingress/Egress, Parking Field

Analysis:

Grocery Market Analysis Challenges

While the initial analysis shows a strong trade area to support a grocer, a location for a grocer within the downtown could be the Village's biggest hurdle. Smaller format stores suited for a downtown typically still need 10,000 square feet, loading docks and surface parking easily accessible to the store.

Next Steps

MTN Retail Advisors is compiling a list of grocers that meet the criteria outlined in the initial analysis and preparing marketing materials for each grocer so that the Village can begin conversations with each of them to gauge interest in moving forward with site selection.

Strategic Plan Initiative

Strategic Priority: DEVELOPMENT. Implement Economic Development strategy focused on overall commercial vitality, EAV growth and sales tax growth.

Budget Impact:

N/A

Action Requested:

Discussion only.

Attachments:

1. Grocery Potential Analysis_Village of Glen Ellyn_June 8, 2021
2. Executive Summary Glen Ellyn Supermarket Analysis_August 2021
3. FIT Definitions



QUICK SCREEN ANALYSIS

460 Crescent Blvd

Glen Ellyn, IL

June 2021



Project Lead

Douglas Munson

C: 801-870-5040

O: 435-767-1475

doug@mtnra.com

CONFIDENTIAL INFORMATION

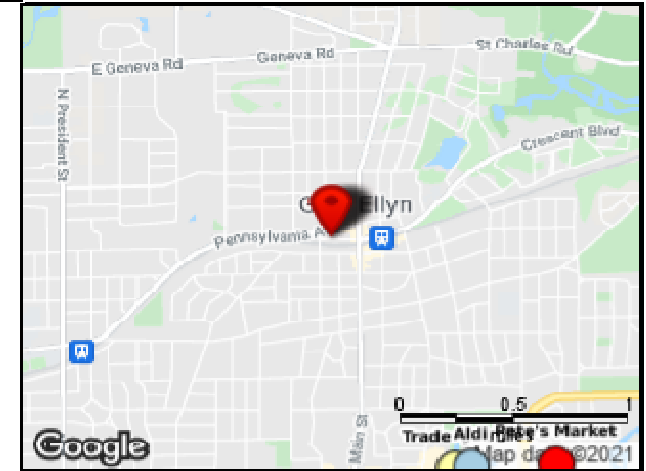
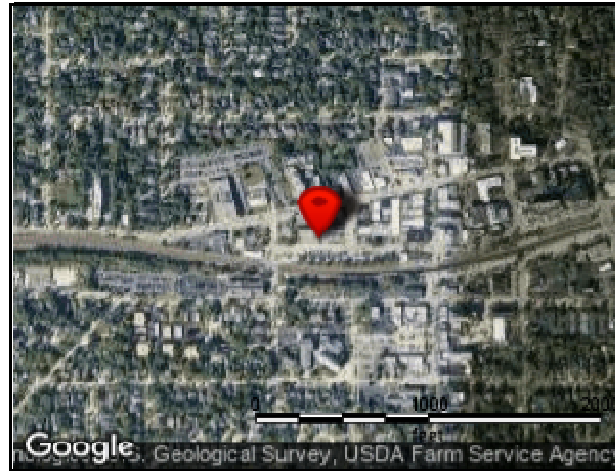
Type	Final Score	
Conventional	4.23	Strong
Quality/Service	4.73	Very Strong
Natural/Organic	4.73	Very Strong

Recommendation
STRONG POTENTIAL: CONVENTIONAL, QUALITY/SERVICE, NATURAL/ORGANIC

Format Assessment & Scoring

Type	FIT Score	Saturation Score	Score (50% weight)
Conventional	5.0	3.0	4.5
Discount	2.0	5.0	2.8
Hispanic	1.0	5.0	2.0
Save-A-Lot	1.0	5.0	2.0
Natural/Organic	5.0	5.0	5.0
Quality/Service	5.0	5.0	5.0
Supercenter	3.0	5.0	3.5
Warehouse	2.0	5.0	2.8
Club	5.0	5.0	5.0
Specialty	5.0	4.0	4.8
Aldi	2.0	2.0	2.0

Site



Trade Area Assessment

Type	Growth Past 10	Growth Future 5	Economic Distress	Grocery Saturation	Trade Area SPSF	Future Impact	Network Fit
Conventional	2.8	1.2	2.6	1.7	\$19.28	Low-Medium	Medium-High
Discount	2.2	1.0	2.7	1.8	\$17.38	Low-Medium	Low-Medium
Hispanic	0.8	0.5	2.6	0.5	\$28.67	Low	Low-Medium
Save-A-Lot	0.4	0.5	2.6	0.7	\$19.17	Low	Low-Medium
Natural/Organic	1.2	1.2	2.7	1.4	\$18.16	Low-Medium	High
Quality/Service	2.0	1.1	2.7	1.5	\$17.58	Low-Medium	High
Supercenter	0.9	1.0	2.7	1.6	\$18.29	Low-Medium	Medium
Warehouse	1.1	1.1	2.7	1.6	\$17.55	Low-Medium	Low-Medium
Club	0.2	1.1	2.7	1.2	\$17.91	Low-Medium	High
Specialty	1.2	1.2	2.7	1.4	\$17.99	Low-Medium	Medium-High
Aldi	1.9	1.0	2.7	0.9	\$18.52	Low-Medium	Low-Medium

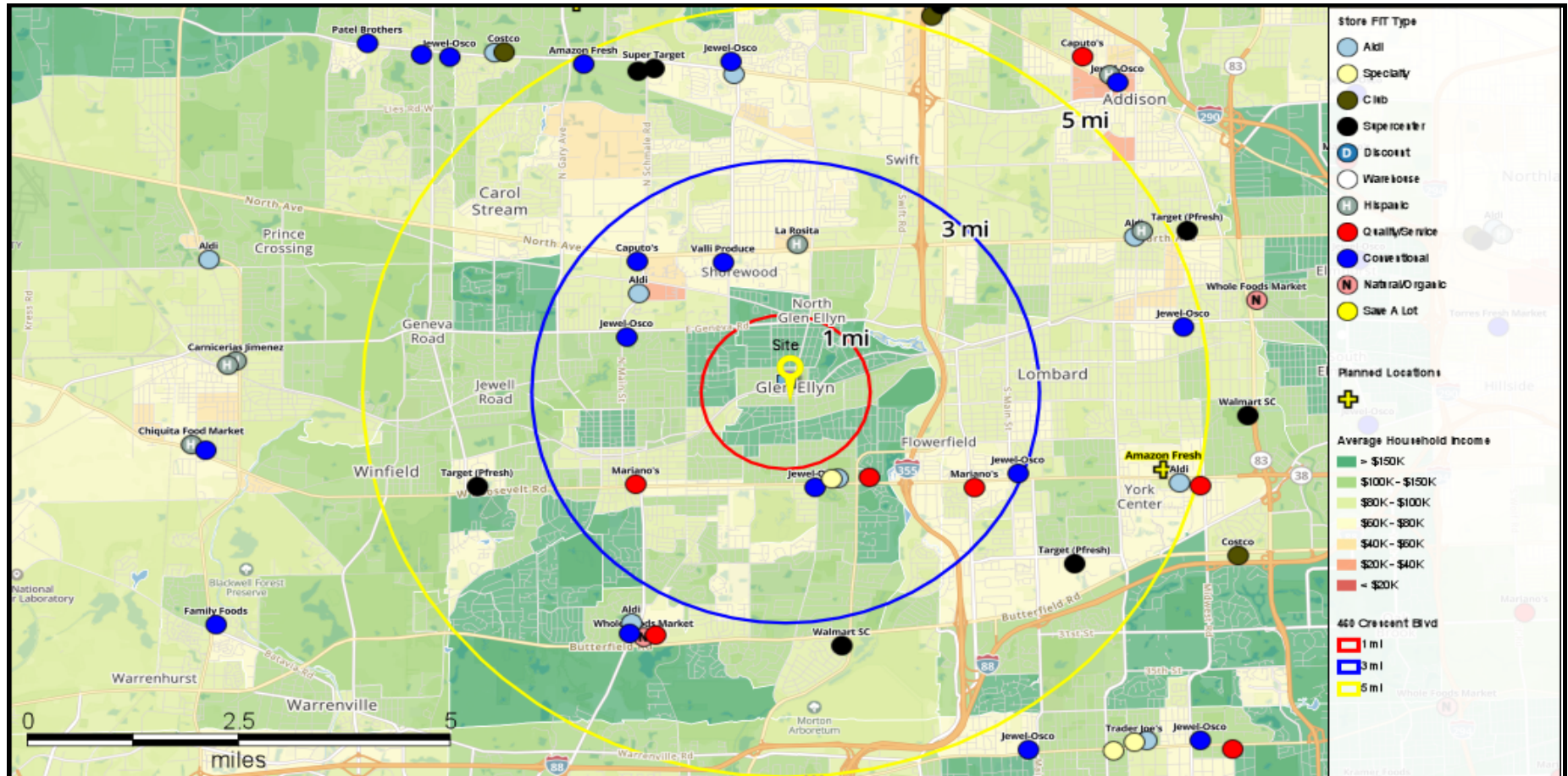
Trade Area Scoring

Growth	Economic Distress	Grocery Saturation	Trade Area SPSF	Future Impact	Network Fit	Score (50% weight)
2	3	3	5	4	4	4.0
2	3	3	4	4	2	2.7
2	3	5	5	5	2	3.3
2	3	5	5	5	2	3.3
2	3	3	5	4	5	4.5
2	3	3	5	4	5	4.5
2	3	3	5	4	3	3.5
2	3	3	5	4	2	3.0
2	3	4	5	4	5	4.6
2	3	3	5	4	4	4.0
2	3	5	5	4	2	3.2

Quick Screen Trade Areas

1,3,5 Mile Map

460 Crescent Blvd, Glen Ellyn, IL

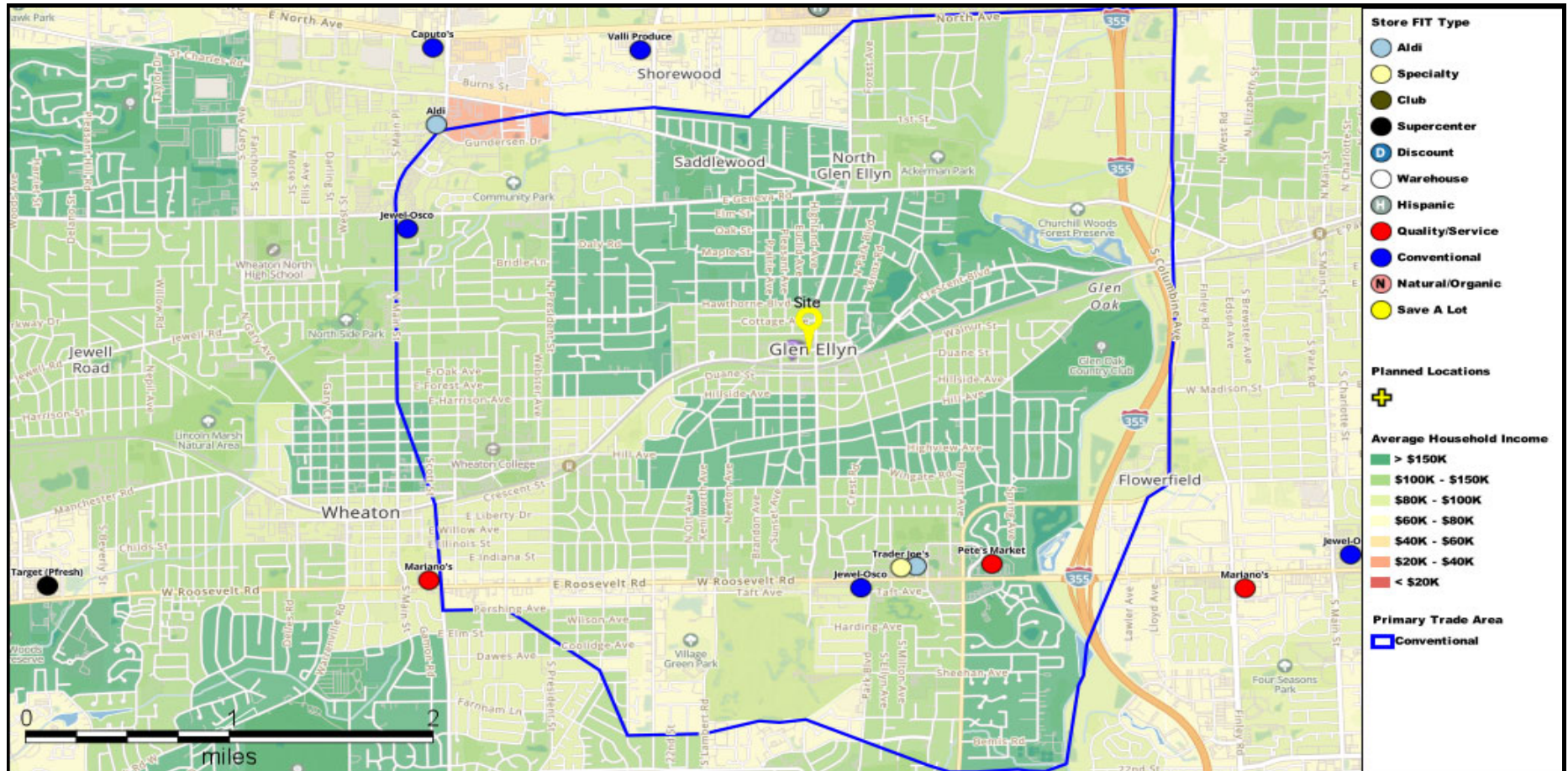


Site & Trade Area Insights

- With the closure of McChesney's in 2014, the downtown Glen Ellyn trade area has a significant grocery void
- The overall downtown trade area has strong demographic characteristics for a more upscale shopping experience
- The strong sales per square foot average of the surrounding grocery competitors indicates that the right "sized and formatted" grocery operator would likely perform well (a deeper-dive analysis necessary to validate)
- Key to the success of a prospective grocery tenant will be a viable site/location with all of the attributes critical to the success of the tenant, including but not limited to: Access (preferably hard corner), Ingress/Egress, Parking Field

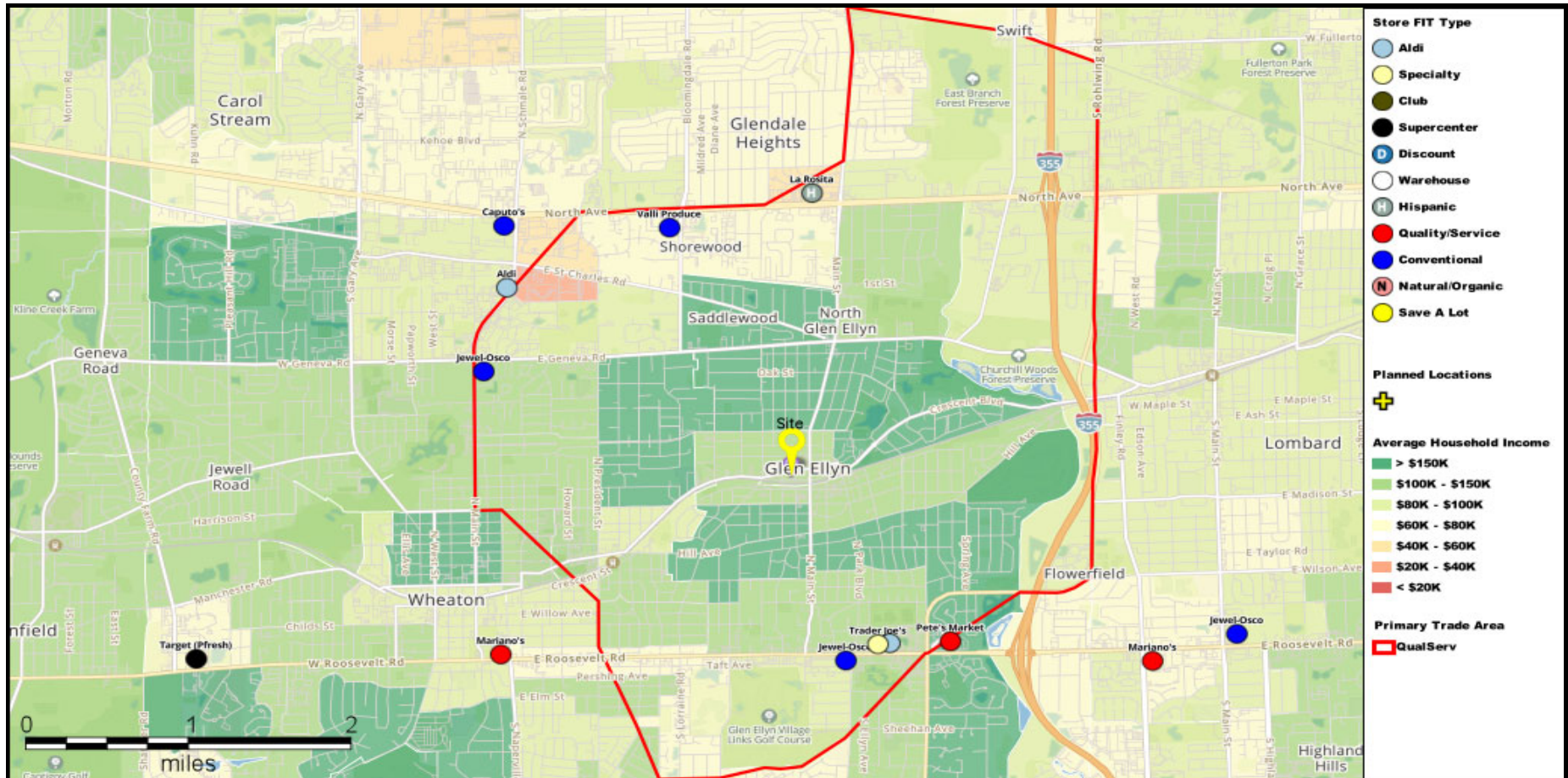
Quick Screen Trade Areas

Conventional FIT Map
460 Crescent Blvd, Glen Ellyn, IL



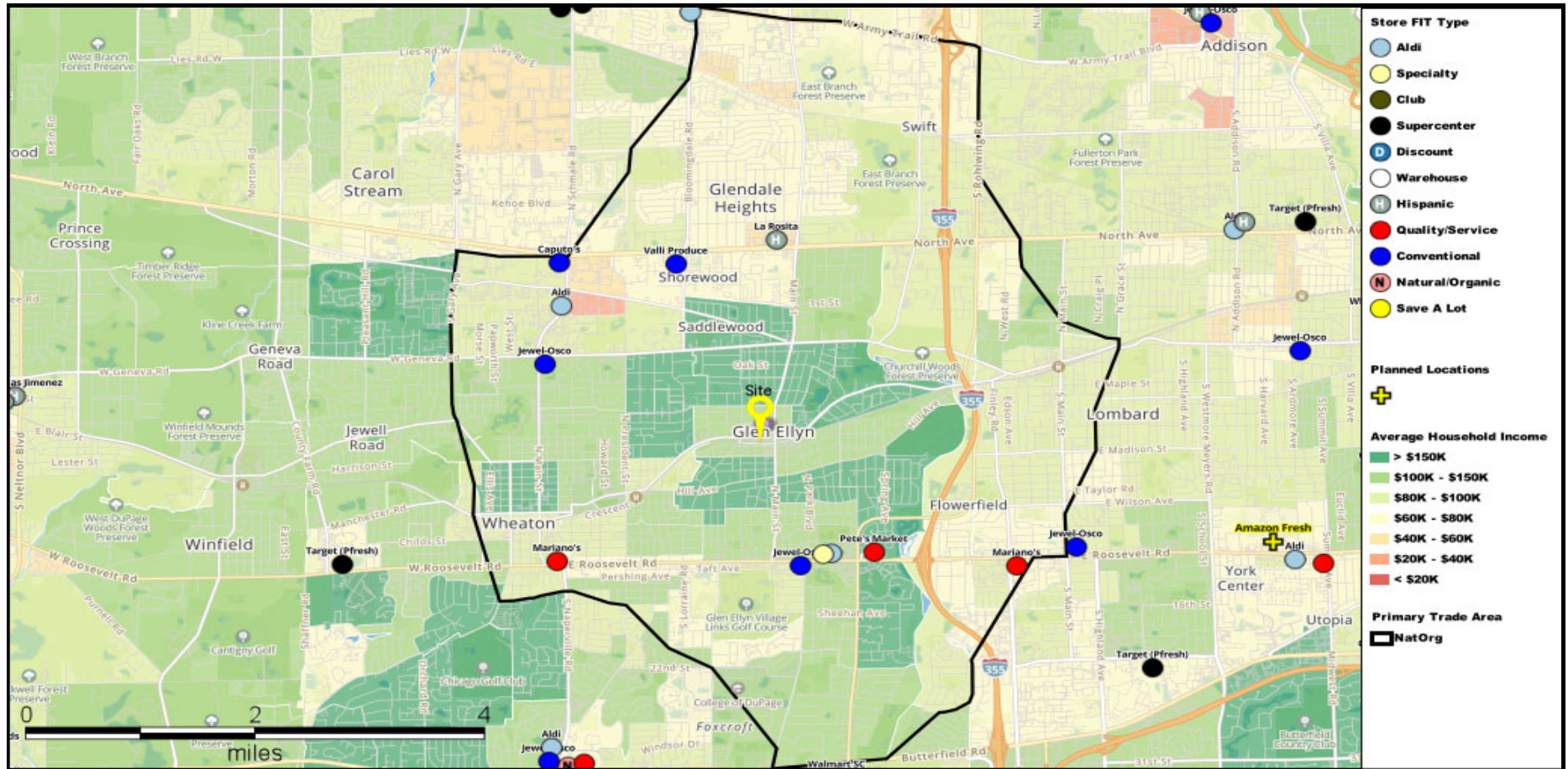
Quick Screen Trade Areas

Quality/Service FIT Map
460 Crescent Blvd, Glen Ellyn, IL



Quick Screen Trade Areas

Natural/Organic FIT Map
460 Crescent Blvd, Glen Ellyn, IL





Lat: 41.876609, Long: -88.069121

Quick Screen Demographics

460 Crescent Blvd, Glen Ellyn, IL

Trade Area Type	Population	% White	% Black	% Asian:	% Hispanic	% Other	Median Household Income	Average Household Income	% Bachelor's Degree or Higher	Average Household Size	Median Age
Conventional	49,584	80.9%	4%	6.3%	6.7%	2.1%	\$136,634	\$142,086	64.3%	2.7	37.7
Discount	60,600	71.8%	5.5%	9.3%	11.1%	2.3%	\$116,990	\$127,331	55.5%	2.7	37.1
Hispanic	25,228	87.5%	2.3%	3.9%	4.6%	1.7%	\$156,621	\$158,682	71.1%	2.8	41.0
Save-A-Lot	31,830	78%	3.9%	7.5%	8.6%	2%	\$137,692	\$142,353	63.2%	2.7	39.6
Natural/Organic	111,172	67.8%	5.5%	10.6%	13.9%	2.3%	\$104,695	\$116,343	50.1%	2.7	37.7
Quality/Service	54,707	72%	5.5%	9.3%	10.9%	2.3%	\$119,186	\$128,742	55.6%	2.7	37.5
Supercenter	91,195	71.8%	5.4%	9.1%	11.4%	2.3%	\$110,362	\$121,219	52.7%	2.7	38.0
Warehouse	80,382	74.1%	4.6%	8.6%	10.5%	2.2%	\$113,167	\$124,066	54.6%	2.7	38.2
Club	138,659	70.3%	5.1%	9.6%	12.9%	2.1%	\$104,662	\$116,116	50.0%	2.7	38.5
Specialty	105,262	69%	5.2%	9.5%	14.2%	2.2%	\$104,610	\$116,558	48.9%	2.7	37.8
Aldi	52,247	73.8%	4.5%	9.1%	10.4%	2.3%	\$124,273	\$132,656	58.5%	2.8	36.9
3 Mile	118,762	71.5%	5.3%	9.5%	11.5%	2.3%	\$86,073	\$117,299	52.6%	2.7	38.4
5 Mile	269,388	69.7%	4.8%	10.3%	13.0%	2.1%	\$83,453	\$110,191	48.1%	2.7	39.5

Executive Summary

- Following the closure of McChesney's Supermarket in October 2014, the Glen Ellyn market has lacked a grocery offering
- Contributing factors to McChesney's closure was 1) the incompatibility of the Conventional-type store format to the customer-type/demographics and 2) more viable grocery store options on the perimeter of Glen Ellyn, including Jewel Osco and Mariano's
- Based on the demographic profile of the Glen Ellyn trade area, the most compatible store format-type is a Quality/Service format
- A challenge to attracting a viable grocery store operator will be the limited property size(s) that will provide for a suitable store size, allowing a prospective grocery tenant to provide the product and services that will attract customers
- For purposes of MTN's Supermarket Analysis, it is assumed that a 10,000 square foot store can be accommodated
- MTN's focus has therefore been directed towards potential Quality/Service operators that demonstrate the ability to operate a smaller-format store in the 10,000 square foot range
- MTN's initial findings have validated that there is **strong sales potential** for a smaller format Quality Service grocery operator within Glen Ellyn
- The next phase of the Supermarket Analysis will include identifying specific grocery operators/banners that demonstrate the Quality/Service offering/format; this phase will include forecasting and presenting sales forecast for each prospective grocery tenant
- In addition, it will be critical to identify specific site(s) in the near future and based on the interest-level from each tenant

THE NINE (9) STANDARD GROCERY FORMATS

#	Description	Examples	Characteristics
1	Conventional	Jewel Osco, Butera, Amazon Fresh, Tony's	Conventional supermarkets still dominate the grocery industry and range in size from 20,000 to 60,000 sq. ft.. including Food-Drug combination stores and "superstores". They offer complete perishables departments (including fresh meat and produce) and are "competitively"-priced, i.e. gross margins typically run between 27% and 35%.
2	Discount	Walmart Neighborhood	These are conventional stores in the 30,000 to 70,000 sq. ft. size range with strong low price images. Margins are typically in the 25 - 28% range. Their offer includes full- size meat and produce departments.
3	Hispanic	Valli Produce, Carnicerias Jimenez	Primarily Hispanic merchandise and emphasizing service meat. Most signage in Spanish.
4	Limited Assortment	Aldi	Heavy private label merchandise, very low prices (10-19% gross margins), limited selections and service.
5	Natural/Organic	Fresh Thyme, Whole Foods	Selection is primarily focused on natural and organic foods. There is a strong emphasis on produce, together with service meat and deli departments.
6	Quality/Service	Mariano's, Plum Market, Heinens, Sunset Foods	High quality perishables, multiple service departments, nice decor, higher price-points.
7	Supercenters	Meijer, Target, Walmart Supercenter	Low prices, wide selections of non-foods and general merchandise, high volume pharmacies.
8	Warehouse	Woodman's	Very low prices. Limited service. Spartan fixtures. Service departments may - or may not - be present. Frequently feature bulk foods and in-the-(shipping) carton displays.
9	Membership Clubs	BJ's, Costco, Sam's Club	Spartan warehouse decor. Limited number of SKU's (3,000-4,000). Members only (Costco, Sam's).



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

Meeting 8/9/2021 7:00 PM
Department: Community Development
Department Head: Staci Springer
Category: Discussion Item
Prepared By: Kelly Purvis

**AGENDA ITEM (ID
2021-1313)**

DOC ID: 2021-1313

Community Development Director Springer will lead a discussion regarding the appearance and architectural review process.

Statement of the Issue:

See attached memo.

Analysis:

See attached memo.

Budget Impact:

NA

Action Requested:

See attached memo.

Attachments:

1. ARC VB Workshop Memo 8-5-21
2. 7-17-17 VB Workshop Packet
3. 7-17-2017 VB Workshop Meeting Minutes
4. 7-24-2017 VB Meeting Packet
5. 7-24-17 VB Meeting Minutes
6. 7-27-17 ARC Press Release
7. 5-12-20 Plan Commission Memo
8. Chart showing EA Applications in the last 6 years
9. Duane Street - Before
10. Duane Street - After
11. Harding Townhomes - Before
12. Harding Townhomes - After
13. Glenwood Station - Before
14. Glenwood Station - After

MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Staci Springer, Community Development Director

DATE: August 3, 2021

RE: August 9, 2021, Village Board Workshop
Architectural Review Options



Background

In the spring/summer of 2017, the Village Board discussed process improvements underway in the Community Development Department, to improve, simplify, and expedite the flow of building permit and development review. One of the items discussed at that time included restructuring the roles/responsibilities of the Architectural Review Commission (ARC), and Plan Commission (PC), to streamline the development review process. The Board discussed this matter at Workshop meetings on June 12 and June 17, 2017. The Village Board memos and minutes from those 2 meetings are attached for your information and provide additional detail, background and explanation on the issue. In summary, the Village Board was responding to the following concerns and comments shared by the public and development applicants over many years regarding the Village's review process.

- The public did not understand the difference between the jurisdiction of the PC and ARC, despite that information being provided in the public notices, and were often frustrated because they attended the wrong meeting to comment on their particular issue.
- It was necessary for the public to attend 2 public meetings on 2 different nights to fully understand all aspects of the proposed project and comment on both appearance and zoning relief matters.
- Out of state consultants, developers, or property owners needed to fly in multiple times if the two commission meetings were not scheduled on back to back evenings.
- Having the ARC meetings at the end of the staff review phase, where the plans were near final, made it difficult for the ARC to influence significant appearance issues that involved changing floor plans, bulk or building height, because it was more difficult and costly at this late stage. Significant late stage changes are more difficult because they may trigger zoning variations, the interior layout has been generally designed based on the exterior openings making it difficult to redesign the entire project, and any change needs to be reflected on multiple plan sheets prepared by different consultants. Note, at this stage of the process, the developer has likely already revised the plans several times in response to staff comments.
- Local businesses and property owners have often chosen not to move forward with façade improvements because a commission review process was necessary resulting in deferred maintenance and hindering reinvestment.

- Without trained architects, landscape architects or designers on the committee, many of the comments were subjective or lacked clear direction on what changes to make to improve the design of the project.

For all of these reasons, at the July 24, 2017 Village Board meeting, the Village Board approved a Village Code text amendment to dissolve the ARC and reallocate the ARC's duties to both the staff and the Plan Commission. In short, the Plan Commission was assigned purview over the Sign Code variations previously handled by the ARC and the staff was assigned the responsibility to review projects requiring Appearance Review. This process continued until May 2020.

In May 2020, staff requested the Plan Commission consider reviewing the architectural appearance for projects that were already expected to appear before them for zoning entitlements. This adjustment wouldn't add to the Plan Commission's meeting load and would allow the public to both see and comment on the appearance of new developments, which they otherwise would not be able to comment on until a Village Board meeting, while keeping the benefits of a streamlined process. The Plan Commission accepted this additional responsibility. Staff continued to review those projects which only needed Exterior Appearance review to reduce the burden on local building owners who wanted to make improvements to their building facades.

In reviewing the last 6 years of Exterior Appearance applications, we note that 35% of the applications were for Exterior Appearance only and 65% included requests for relief that otherwise required Plan Commission review. Therefore, if we continue with this existing process, approximately 35% of the projects the Village receives would avoid an appearance before a commission and 65% would be reviewed by the Plan Commission. All projects would still receive approval by the Village Board.

Staff is skilled at evaluating whether proposed Exterior Appearance plans are in substantial conformance with the Village's Appearance Guidelines. However, we realized that in order to offer valuable suggestions regarding how to better transform elevations to fit with the existing character of the Village, professional architectural expertise would be necessary. The prior Village President and Village Manager informed the Village Board that staff would be seeking volunteer architects to assist staff in our review of the proposed elevations for significant projects and likely projects for downtown redevelopment.

Staff identified 3 architects that would be willing to donate their time to this effort. This group was called the Architectural Appearance Group (AAG), by staff. The volunteer members of the AAG did not express interest in attending public meetings to discuss their suggestions as they felt uncomfortable publicly commenting on other professionals' intellectual capital. They

preferred to remain behind the scenes and just offer ideas/suggestions in an effort to give volunteer hours back to the community. Staff shared the suggestions made by the AAG with developers and we found that developers and their architects saw value in the comments and accepted around 90% of the suggestions. But for the lack of transparency, this process worked very well to improve the appearance of several proposed projects (see attached before and after renderings reviewed by the AAG). Due to concerns about the lack of transparency, staff ceased using the AAG following the approval of the Glenwood Station project.

Staff understands the need to have a transparent architectural review process and for that process to involve educated, experienced, skilled architects and designers to improve the appearance of developments in Glen Ellyn and to ensure that new buildings and large additions better fit with the character of downtown Glen Ellyn.

The Village Board has expressed interest in bringing back a more transparent architectural review process in some form. Staff concurs and believes that any new architectural review process should include the following.

- Architectural review meetings should be conducted in an open meeting format where the public is invited and welcome.
- The group should meet shortly after the Village's receipt of the first complete application packet for a project to review the plans and offer their suggestions. This would allow the group to have a meaningful impact on the design of the development early in the plan development process, would allow the public an early view of the proposal, and potentially reduce the number of plan revisions required of the developer (which can be costly).
- The group should be comprised of individuals with expertise in areas relevant to design review such as architects, landscape architects or designers (similar to the requirement for construction expertise for commissioners on the Building Board of Appeals) so that the recommendations are substantive rather than subjective. Consulting architects are generally more open to suggestions from their professional peers rather than individuals without advanced education or experience in the field.
- When the plans are in a form ready for commission review, a single commission should review all aspects of the proposed plan so the public is not confused as to which meetings to attend to learn about the entire project and discuss their concerns.
- Village staff should continue to review projects where the only request is approval of Exterior Appearance to encourage local business owners to make improvements to building facades. Recent examples of such improvements include Ko-ze, A Toda Madre, Marinella's, Bubble Tea, Wendy's and Stam Chocolaterie.

Given the above parameters, staff would like to suggest the following ideas as possible ways to address architectural review going forward. Certainly these are not the only options and other ideas could merit discussion.

Option 1: Plan Commission Conducts Exterior Appearance Reviews. The Plan Commission membership could be modified to replace 4 existing members with individuals who have design expertise. The Plan Commission's first meeting on a project would take place shortly after the first submittal of plans. The purpose of the meeting would be to obtain Plan Commission feedback on the Exterior Appearance and any other major issues with the development. If the developer did not incorporate the Plan Commission's suggestions, staff should have the ability to require the developer to appear before the Plan Commission for a second appearance review. If the developer did incorporate all the Plan Commission's comments into their plan, the next Plan Commission meeting would be scheduled at the usual time when all major code issues on the plans had been addressed. At that meeting, the Plan Commission would consider the entire project. The public would be invited and welcome to attend all of the Plan Commission meetings. Village staff could continue to review applications requiring only Exterior Appearance review (generally façade improvements), so local property owners would not be discouraged from improving their buildings.

Pros:

- Only one commission would be involved in development review, eliminating public confusion regarding which meeting to attend.
- Residents could provide feedback early on in the process and would not be required to try to figure out which commission meetings they need to attend for their particular issue.
- Local building owners wishing to update the appearance of their buildings could avoid a commission meeting and would only need to attend one Village Board meeting for approval.
- Plans would be reviewed early in the process by design professionals, so that meaningful changes could be incorporated into the development design without incurring additional expense to the developer or increasing the overall development review process timeline.

Cons:

- This option would create additional meetings for the Plan Commission, public, and developers to attend. Rather than the single meeting the Plan Commission would typically conduct for a project (along with any continuances), the Plan Commission would often meet 3 or more times on average.
- Consultants and/or developers from out of state would need to travel to Glen Ellyn for a minimum of 3 meetings at different times in the process (including the Village Board meeting).
- The benefits of a more streamlined process that were realized by dissolving the ARC would be diminished.

- This option would result in removing nearly the remainder of existing Plan Commission members, leaving the Commission with little historical expertise, institutional memory, understanding of processes, and experience dealing with the public.

Option 2: A 4-member Sub-Committee of the Plan Commission is created to evaluate appearance. This alternative is similar to Option 1 as some existing members of the Plan Commission would be replaced with individuals with expertise in architecture, landscape architecture and/or design and the meeting would be open to the public. The difference is that only the 4-member Sub-Committee would meet after the first, complete, formal submittal of the development application and the meeting would be open to the public. If suggestions made by the Sub-Committee were not incorporated into the design in a significant way, staff could schedule the project for another review by the Sub-Committee. When the project was ready to be reviewed after all code issues had been addressed, the Plan Commission would review the full project. The Sub-Committee members would have additional insight into the Exterior Appearance design issues based on their prior meeting(s). Village staff could continue to review applications requiring only Exterior Appearance review (generally façade improvements), so local property owners would not be discouraged from improving their buildings.

Pros:

- Same as Option 1, except only those members with design expertise would need to attend the earlier architectural review meeting which reduces the need for an additional meeting for some members of the Plan Commission.

Cons:

- Same as Option 1.

Option 3: A new Architectural Appearance Committee (AAC) is created that would make a recommendation to the Plan Commission regarding Exterior Appearance. A new 5 or 7-member committee would be appointed with the membership comprised of Glen Ellyn residents or property owners having education/experience in architecture, landscaping, or design. This group would also meet early in the review process and the meetings would be open to the public. The first meeting of the Committee would be to review and offer comments to the applicant regarding the Exterior Appearance of the project. The Committee would meet at least one additional time after the elevations/renderings had been revised to make a formal recommendation on the Exterior Appearance to the Plan Commission. The Plan Commission would meet at their customary time in the review process and consider all necessary relief requests and zoning entitlements along with the recommendation of the AAC. This allows the public to attend a single Plan Commission meeting where all aspects of the development, including Exterior Appearance, could be seen and commented on. This would also avert concerns by the public if they had missed the earlier appearance meetings and needed to wait for the Village Board meeting to express comments on appearance. Village staff could continue to

review applications requiring only Exterior Appearance review (generally façade improvements), so local property owners would not be discouraged from improving their buildings.

Pros:

- The current composition of the Plan Commission could remain the same, with varied backgrounds and viewpoints, while the AAC would be comprised of experts on design.
- Residents could provide feedback on appearance early in the process.
- Plans would be reviewed by design professionals, so that meaningful changes could be incorporated into the development design without incurring additional expense to the developer or increasing the overall development review process timeline.
- While there would be at least 2 meetings that cover only Exterior Appearance issues, the entire project would be reviewed following the staff plan review process where the public could hear about and comment on the entire project, including Exterior Appearance.
- It would not create additional meetings for Plan Commission members to attend.
- Small business owners would continue to benefit from a more streamlined process.

Cons:

- This option would create additional meetings for the public and developers to attend.
- Consultants and/or developers from out of state would need to travel to Glen Ellyn for approximately 4 meetings including the Village Board meeting.
- The benefits of a more streamlined process that were realized by dissolving the ARC would be diminished.

Option 4: A new Architectural Appearance Committee (AAC) is created that would make a recommendation to the Village Board regarding Exterior Appearance. This alternative is identical to Option 3 except that the group would be named a commission rather than a committee and their recommendation would be made directly to the Village Board.

Pros:

- Same as Option 3

Cons:

- Same as Option 3 plus the following:
- The public would have to attend meetings of 2 commissions to understand and comment on the entire project.
- Members of the public who only attend the Plan Commission meeting may be frustrated that they missed the earlier architectural review meetings and now needed to attend the Village Board meeting to comment on the appearance.
- The length of some Village Board meetings may increase as a portion of the public comment on Exterior Appearance issues may first be heard at the Village Board meeting.

- The review process may be delayed as the Village Board may wish to have the Commission revisit the appearance based on new public comment information first raised at the Village Board meeting

Village Board Action

The Village Board is requested to discuss the above and make a recommendation to staff regarding how to proceed with a new appearance review process for the Village. Staff will then prepare the necessary code amendments for Village Board consideration to make the change.

Attachments:

- July 17, 2017 VB Workshop Packet
- July 17, 2017 VB Workshop Minutes
- July 24, 2017 VB Meeting Packet
- July 24, 2017 VB Meeting Minutes
- Village Press Release regarding Reassignment of ARC Duties, July 26, 2017
- May 12, 2020 Plan Commission Memo regarding Architecture Review Process
- Chart showing Exterior Appearance Applications in the last 6 years
- Before and After Photos of Projects Reviewed by the AAG

C: Kelly Purvis, Planning Manager
Atrin Fard, Planner
Tim Loftus, Plan Commission Chair

S:\Commissions\New ARC\ARC VB Workshop Memo 8-3-21.doc



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

Meeting: 07/17/17 07:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Discussion Item
Prepared By: John Sterrett

SCHEDULED

AGENDA ITEM (ID # 2799)

DOC ID: 2799

Planning and Development Director Hulseberg will provide a review of the Planning and Development Department's Process Improvement Plan

Background

At the Village Board Workshop meeting on June 12, 2017 staff provided information about restructuring the roles and responsibilities of the Architectural Review Commission (ARC) and the Plan Commission (PC) to create a more efficient development review process. Staff suggested combining the ARC and PC into a single recommending body that would assume the roles of both commissions, with the exception of exterior appearance review. It was suggested that the Plan Commission would review sign variations and staff would review if a proposed exterior appearance substantially met the intent of the Appearance Guidelines. The Plan Commission would make a recommendation on sign variations and staff would provide a recommendation to the Village Board on exterior appearance. During the discussion of this potential restructuring, the Village Board requested that staff provide an outline of how the current development review process functions with respect to the role of the Architectural Review Commission. The Village Board also requested a bigger picture view of how this change fits into the Department's overall process improvement plan.

Issues

The Planning and Development Department continually evaluates the services provided in an effort to identify potential opportunities for improvement in the development process. Beginning with a Process and Fee Study conducted in 2001 by DMG-Maximus, Inc., the Department has made strides to address issues that have hindered the development process for businesses, citizens, contractors and developers. This has been a long term directive of the Village Board over the last 15 years and staff frequently provides the Village Board with an update of changes that have been made to increase efficiency as well as proposing options that will further meet the needs of businesses, developers, and residents.

Over the last 15 years, significant input from residents, builders, and businesses has been sought through surveys and informal post permit conversations to determine where deficiencies exist. In 2004, a committee met with over 20 local businesses in "listening" interviews. Village staff has also surveyed surrounding communities to understand how their procedures differ from the Village's. This has been vital to ensure that Glen Ellyn remains progressive in the region with improving the development process. Village staff also met with builders over a couple year period at "Builders Forum" meetings to solicit input from local contractors. The former Economic Development Corporation conducted regular "exit interviews" with businesses leaving the Village. A former Village president instituted a "Process Improvement Team" whose task was to evaluate the permit process and recommend improvements. The results of these surveys have been used to analyze areas where improvements can be made to alleviate the issues that have impacted the business community. Based on this research staff has implemented improvements and the Village Board has adopted changes to ensure that the Village's internal processes are as business-friendly as possible.

Staff estimates that over 100 changes have been made to improve internal processes ranging from requiring final engineering plans at building permit rather than before Village Board approval to updating Village codes and fees to be more consistent with other communities.

These changes have been well received but staff still continues to identify other potential improvements. Past Village Boards have indicated that there continues to be a perception that further changes may be necessary to ensure that the expectations of the business community and the residents are being met. One of the results of the previously conducted surveys indicates that the commission process is lengthy, involving an extraordinary level of detail and extra commission meetings. Some applicants have commented the design review process is subjective and involves minute details.

As was previously discussed by the Village Board, evaluating the role and structure of the Architectural Review Commission and the Plan Commission, as they relate to the zoning approval process, has been part of the Village's Strategic Plan for at least the last 6 years. The Architectural Review Commission is responsible for conducting for the review of two types of applications: Exterior Appearance Review and Sign Variations. Staff has prepared a detailed explanation of the current process for both of these applications demonstrating how each is reviewed (see attached). Furthermore, a proposed procedure, attached, detailing how these two applications would be processed following a reassignment of the ARC's two duties has been drafted. The revised procedure would restructure those duties so that the Plan Commission would review sign variation requests, which will reduce the amount of meetings a project is required to go through, and staff would review applications for exterior appearance review. Staff review of exterior appearance is common in roughly 85% of Chicagoland communities.

Staff has also prepared a Planning and Development Process Improvement Plan (see attached). This plan details the vision, goals, strategic initiatives and some of the major achievements to date.

Village Board Action

The Village Board is being asked to provide direction on the possible restructuring of the ARC's roles. The members of the Plan Commission and Architectural Review Commission have been notified of this proposal and have been invited to the Village Workshop discussion on this issue.

Attachments

Development Procedures Memo 6.12.17
Village Board Workshop Minutes 6.12.17
Existing and Proposed Procedures
Procedure Flowcharts
Process Improvement Plan
Process Improvements Spreadsheet

cc: Mary Loch, Chairman, Plan Commission
Jim Burket, Chairman, Architectural Review Commission
Kelly Purvis, Associate Planner

Agenda Item (ID # 2799)

Meeting of July 17, 2017

ATTACHMENTS:

- Development Procedures Memo 6.12.17(PDF)
- VB Workshop Minutes 6.12.17 (PDF)
- Existing and Proposed Procedures (PDF)
- Procedure Flowcharts (PDF)
- Process Improvement Plan (PDF)
- Process Improvements Spreadsheet (PDF)



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

Meeting: 06/12/17 06:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Discussion Item
Prepared By: Kelly Purvis

SCHEDULED

AGENDA ITEM (ID # 2757)

DOC ID: 2757

Planning and Development Director Staci Hulseberg will provide a review of development procedures.

Over the years, Village Boards have continually requested that the Planning and Development Department make improvements to the permit and commission review processes to enhance economic development, increase customer service, and to be more business friendly. In response, the Planning and Development Department has regularly sought opportunities to modify the approval processes to streamline building permit and zoning entitlement reviews. The Department has implemented a long list of enhancements over the last decade, resulting in shorter review timelines, increasing the number of administrative approvals, and simplifying processes.

Evaluating the role and structure of the Architectural Review Commission and the Plan Commission, as they relate to the zoning approval process, have been part of the Village's Strategic Plan for at least the last 6 years. The past two Village Presidents established and implemented an internal "Process Improvement Team" to further discuss process issues such as this and identify possible solutions. As part of these ongoing efforts, the Planning and Development Department staff has been evaluating the ARC and PC processes in an effort to make the development review process more efficient and transparent for petitioners, applicants/developers, commissioners, and Village residents.

Staff sometimes receives feedback from applicants/developers regarding the PC/ARC review process being overly time consuming and confusing with having to attend two different commission meetings reviewing different aspects of the project on different evenings. Further, the extensive level of architectural detail required prior to knowing if the PC is even supportive of the use has been burdensome on applicants by adding tremendous up-front costs. Applicants also need to have paid consultants attend both meetings, resulting in increased costs. Additionally, residents have expressed frustration with the two commission process with respect to understanding which commission has jurisdiction over a particular issue. Over the years, the Village has observed developers and property owners abandoning projects when faced with having to request exterior appearance approval.

Commission Background

Virtually every commercial development or redevelopment project in the Village requires some type of approval by the Village Board whether it be a special use permit, a zoning map amendment, zoning variations, sign variations, subdivision of land, exterior appearance, a planned unit development (PUD), or a combination thereof. All of these applications, with the exception of sign variations and exterior appearance are reviewed by the PC. The ARC has jurisdiction over variations from the Sign Code and exterior appearance review.

Both the Plan Commission and the Architectural Review Commission, the latter being originally known as the Art and Preservation Commission until 1981, were created in 1975 to serve in an

advisory role to the Village Board. The ARC was charged with reviewing and providing a recommendation to the Village Board regarding the exterior design drawings, landscape and site plans, and building materials for any proposed new construction, remodeling or additions for non-single family detached buildings. The Plan Commission was created to review applications for amendments, special use permits, PUDs, and all plats as well as to review the Village's Comprehensive Plan, which was created in 1973 to provide a guide for the sound and comprehensive development of the Village.

The Village's Appearance Guide was created in 1972 and would eventually become employed by the ARC as the criteria and basis for their recommendations. Following several years of growth and change within the Village, the Appearance Guide was reorganized in 1989 and a new Appearance Guide and Criteria was adopted to reflect the architectural character of the different physical environments and types of construction within the Village. This guide would eventually be replaced by the current Appearance Review Guidelines which were adopted in 2006. The Appearance Review Guidelines are not regulations, but rather recommended criteria for new construction, rehabilitation and remodeling projects.

In 1998, the ARC was designated to serve as the body to conduct public hearings on applications for variations from the Sign Code and to report findings of fact and recommendations to the Village Board on sign variations. Originally, no review of sign variations was conducted by any commission prior to review and action by the Village Board.

Architectural Review Commissions are not commonplace in the greater Chicagoland area. Approximately 32 communities, out of a total 246 in a five-county area, have a design review process. Therefore, only 13% of towns have a process similar to Glen Ellyn. The vast majority of communities have a more streamlined and shorter process which does not include this additional step. This process might result in an economic development disadvantage for Glen Ellyn.

Statutory Requirements of Development Procedures

With the exception of exterior appearance review, each of the previously mentioned approvals require a public hearing to occur prior to a final decision being made by the Village Board, as is required per Section 10-10-11 of the Village's Zoning Code. Furthermore, an approval for a zoning map amendment, a special use permit, and variations require a public hearing per State Statute.

Every non-single family detached project in the Village is required to obtain approval of the exterior appearance of the proposed or renovated building(s) associated with a development project. This includes any commercial, institutional, recreational, single-family attached and multi-family project. The review of this exterior appearance does not require a public hearing either by Village Code or by State Statute. The approval by the Village Board for the exterior appearance of a non-single family detached residential building is not required by State Statute. The Village's Appearance Review Guidelines, which are advisory and not regulatory, describe the review process for obtaining approval of the exterior appearance.

Commission Scheduling

The ARC conducts its meetings every second and fourth Wednesday of each month and the Plan Commission meets the second and fourth Thursday of each month. With the exception of one or two months a year, the PC meeting is always the night immediately following the ARC meeting. With this schedule, the ARC is almost always the first opportunity for the public to hear about and comment on a project. The order of the meetings does not seem appropriate nor beneficial for the petitioner, the residents, or the commissions. The more appropriate order would be to conduct the Plan Commission public hearing first followed by the ARC. The Plan Commission has suggested that their meeting should take place on the second and fourth Wednesday of each month and the ARC meeting should occur on the second and fourth Thursday. Staff presented this possibility of switching the meeting dates to the PC and ARC but it was not met with a favorable opinion by the ARC. Instead the ARC suggested that the two Commissions stagger the weeks in which they meet such as the Plan Commission meeting the first and third Thursday of each month while the ARC maintained its current schedule. This poses a logistical problem for petitioners who must make air travel arrangements to attend the two hearings. If there are to be meetings before two commissions, having them on consecutive nights would eliminate the multiple air travel trips required to attend both hearings.

Jurisdiction of the Commissions

A common question that is brought up during both Plan Commission meetings and ARC meetings is which commission has jurisdiction over particular issues of a project. Certain topics such as landscaping and screening, are included as both Zoning Code requirements and contained within the Appearance Review Guidelines and become gray areas on determining the appropriate commission to comment and make a recommendation. This has led to two different recommendations from the two commissions with the petitioner receiving conflicting feedback on the same issue.

Staff often receives feedback from residents who become frustrated during the public hearing process that questions or concerns that they present at a particular commission meeting are not relevant to that commission's purview. If a commissioner does choose to ask a question of the petitioner or comment on a particular issue that is not relevant to that commission, the petitioner is often times not equipped to answer or address such concerns. For example, a petitioner may have their architect present at an ARC meeting but not their traffic engineer. Questions related to traffic may not be answered fully and residents may view this as the petitioner withholding information or not being completely knowledgeable on the particular topic.

Possible Solution

Following many discussions with staff, applicants/developers (following the approval process), the ARC/PC Commission Chairs, and Trustee Pryde, we are suggesting a possible solution to the issues listed above. The Village could combine the ARC and PC into a single recommending body. The new group would assume the roles of both commissions, with the exception of exterior appearance review. Village staff would be responsible to determine if a proposed exterior appearance substantially met the intent of the Appearance Guidelines. Staff would make a recommendation to the Village Board regarding exterior appearance. The Village Board would make a final recommendation on the exterior appearance along with all other items reviewed by the combined

PC/ARC.

If the Village Board were to move in this direction, the new group would be provided with appropriate training covering their jurisdiction, authority, basis for recommendations, standards, voting requirements and a review of the Open Meetings Act and the Freedom of Information Act. We would also plan to review and recommend revisions to the Appearance Guidelines to eliminate provisions duplicative to the Zoning Ordinance which are more subjective in nature.

The Village Board also recently discussed the possibility of reducing the membership of the Plan Commission from 11 members to 9 members. An 11-member Plan Commission is very unusual, with a 7-member commission being the norm. If attendance of members is stressed and monitored, 9 members should be sufficient to perform the duties of the commission. If the Village Board is interested in moving in this direction, the Village Code could be updated to reflect the new membership requirements at the same time the PC/ARC are combined.

Pros of Possible Solution: Fewer commission meetings for residents, Commissioners, applicants/developers and staff. Maintains an exterior appearance review process to preserve and protect Village character. Updates the Appearance Guidelines to be less subjective. Reduces the amount of detail necessary for architectural elevations. Eliminates confusing commission roles and multiple meetings.

Cons of Possible Solution: Sign Code variations added to the existing duties of the PC, which could result in lengthier meetings.

Village Board Action

The Village Board is being asked to review the proposed combination of the PC/ARC as a possible solution to create a more efficient and transparent development process. The PC and ARC Chairs have been invited to the Village Workshop discussion on this issue and will be in attendance at the meeting.

cc: Kelly Purvis, Associate Planner
Mary Loch, Chairman, Plan Commission
Jim Burket, Chairman, Architectural Review Commission

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Monday, June 12, 2017
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DuPage building which is directly to the east of the proposed development.

Trustee Senak asked if there were any concerns from School District 41 or School District 87. Planning and Development Director Hulseberg stated any students living in this development would go to District 41, and they have not heard from District 87 on this development. President McGinley stated she met with Dr. Gordon from District 41, and he was in favor of the annexed development as it would bring sidewalks and streetlights to this area as well as the collection of fees.

Trustee Pryde asked if the Village would establish an R-6 zoning neighborhood as this proposed development does not fit any other residential zoning guidelines in the Village. Planning and Development Director Hulseberg stated the Village would not establish a new district as through Planning and Development, they can encourage creative design in this development without having to set up a new district that would not apply anywhere else in the Village.

Trustee Kenwood asked if the developer wishes to be annexed to Glen Ellyn. Planning and Development Director Hulseberg stated the developer looked at DuPage County, Glendale Heights and Glen Ellyn, and Mr. Dubin wishes to be annexed into Glen Ellyn.

Trustee Kenwood asked about the delta in pricing from 35-foot wide lots to 50-foot wide lots. Developer David Dubin from Dubin Consulting, Inc. in Northbrook, Illinois, stated these lots would be more like 40 feet wide. Mr. Dubin stated there would be 3-foot sideyards so there would be 6 feet between each house. Trustee Pryde stated he would be in favor of narrower lots and prefers a zero lot line. Trustee Ladesic stated the Village needs more housing like this for empty-nesters and encourage 1 to 2-bedroom homes or 2 to 3-bedroom homes.

The Trustees did support the annexation of this development. President McGinley stated there may be other meetings set up with the Trustees to get more feedback and information on this proposed subdivision.

Agenda Item G. – Review of Development Procedures (Discussion Only)

Planning and Development Director Hulseberg presented information on the possible improvements to the permit and commission review processes. Planning and Development Director Hulseberg stated this has been on staff's radar for about six years, and this process adds time and some issues for residents, applicants and staff. Planning and Development Director Hulseberg stated the improvements to the permit and commission review processes would help to enhance economic development, increase customer service and to be more business-friendly. President McGinley stated there have been concerns over the length of the process and multiple meetings.

Planning and Development Director Hulseberg stated only 13% of towns in the greater Chicagoland area have a process similar to Glen Ellyn with a design-review process. Planning and Development Director Hulseberg stated they are proposing to combine the Plan Commission (PC) and the Architectural Review Commission (ARC) into a single recommending body, and the new group would assume the role of both commissions, with the exception of exterior appearance review which Village staff would be responsible for. Planning and Development Director Hulseberg stated Village staff would then make a recommendation to the Village Board regarding exterior appearance.

Trustee Ladesic stated he supports combining the commissions. Trustee Senak asked if any developers walked away due to the current process. Planning and Development Director Hulseberg stated the current process defers improvements to the property owners, and there have been issues with some developers

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over this. President McGinley stated there are developers who will not bring anything to Glen Ellyn due to this process.

Trustee Fasules stated he feels there are many moving parts in this process which may not have been considered yet. Trustee Kenwood agreed with this and stated he would like to see a defined process. Trustee Ladesic stated they will need to take this one step at a time, and Trustee Pryde stated they will need to continually look at the whole process. Village Manager Franz stated they are always looking to improve processes if needed.

Trustee Senak asked to see a comparison of the process for Glen Ellyn versus other communities that move quicker in this process.

PC Chairman Mary Locke stated she supports the combining of the PC and ARC. PC Chairman Locke stated the petitioner gives the presentation twice, and residents are not sure which meeting they should be asking questions at. PC Chairman Locke stated by dividing up the responsibilities of the ARC, the same things will be viewed between PC and the staff.

ARC Chairman Jim Burket stated he has been involved in the ARC in one way or another for the past six years, and this combining of commissions should have been done a few years ago. ARC Chairman Burket stated this is the right thing to do and the right time to do it. Planning and Development Director Hulseberg stated this new process has not been presented to the ARC yet.

President McGinley stated one member of the new PC would be a non-voting member and a liaison. President McGinley stated the PC will also go from 11 members to 9 members due to the PC having too many members and attendance issues.

Trustee Fasules stated he would like to see a memo or chart that thoroughly defined the new process. Planning and Development Director Hulseberg stated she would put this together so the Board can see who will be covering what pieces. President McGinley asked if the Board would like to delve in to see how Planning and Development works to which Trustee Fasules stated he would like to see a well-defined process to ensure the ARC's processes are fully covered. Planning and Development Director Hulseberg stated the ARC does landscape review and sign code variations which will now be reviewed by the PC, and the ARC's architectural review will now be a design review by staff.

There was a discussion regarding how to proceed, the possibility of more discussion on this and how the process will be divided out.

Agenda Item H. – Credit Card Acceptance Policy (Discussion Only)

This will be discussed at a future Village Board Workshop.

I. Other Items

None

Existing and Proposed Procedures

Page 1

Exterior Appearance Review

Current Process

- Exterior Appearance Review is required for new construction, addition(s), exterior rehabilitation, or exterior remodeling for all of the following types of projects:
 - Non-Residential Principal Buildings
 - Multi-Family Residential Principal Buildings
 - Attached Single-Family Residential Principal Buildings
 - Parking Lots
- Exterior Appearance Review requires:
 - Detailed building elevations with location, type and texture of all building materials and colors
 - Specific exterior building color and material samples
 - Color renderings of all proposed buildings
 - Elevations of all miscellaneous structures including trash enclosures and fences
 - Application fee of \$300
 - Escrow deposit of \$1,000
- Applicant submits application, plans, and other required documents for Exterior Appearance Review.
 - May be submitted simultaneously with any other required approval such as Sign Variation, Special Use Permit, Planned Unit Development, Zoning Variations, and/or Subdivision Plat.
- Staff review of Exterior Appearance. First review takes 3-4 weeks, second review takes 2 weeks, and each subsequent review takes 1 week.
- A project will typical have 2-4 reviews before it is complete and acceptable for review by the Architectural Review Commission (and the Plan Commission, if applicable).
- Exterior Appearance Review does not require public hearing nor public notification.
- If the Exterior Appearance Review is part of a project that involves a variation from the Sign Code, a public hearing will occur at the Architectural Review Commission meeting for the sign variation request and a public meeting will occur for the Exterior Appearance Review, both on the same evening.
- If any other approval is required for review by the Plan Commission, a public hearing will be held, typically the day after the ARC meeting, to review the other applicable requests.
- After the Exterior Appearance Review has taken place by the ARC, it is forwarded onto the Village Board for action, usually 2-3 weeks following the ARC meeting.
- The Village Board will discuss and vote on all of the required approvals for a project at one time.

Existing and Proposed Procedures

Page 2

Exterior Appearance Review

Proposed Process

- Exterior Appearance Review required for new construction, addition(s), exterior rehabilitation, or exterior remodeling for all of the following types of projects:
 - -Non-Residential Principal Buildings
 - -Multi-Family Residential Principal Buildings
 - -Attached Single-Family Residential Principal Buildings
 - -Parking Lots
- Applicant submits application, conceptual elevations and rendering with as much detail as possible.
 - May be submitted simultaneously with any other required approval such as Sign Variation, Special Use Permit, Planned Unit Development, Zoning Variations, and/or Subdivision Plat.
- No material board nor specific colors will be required for the review of the exterior appearance. Staff will review for substantial conformance of the Appearance Review Guidelines (which staff is proposing to amend).
- Staff review of Exterior Appearance. First review takes 2-3 weeks, second review takes 2 weeks, and each subsequent review takes 1 week.
- Staff anticipates that an exterior appearance review will typical have 2-4 reviews before it is complete and acceptable for action by the Village.
- Exterior Appearance Review will not require public hearing nor a public meeting by a Commission.
- Staff makes a recommendation, rather than the Architectural Review Commission, to the Village Board on the application for Exterior Appearance Review based on substantial conformance with the Appearance Review Guidelines.
- If other approvals is require review by the Plan Commission, a public hearing will be held to review the other applicable requests before the application for Exterior Appearance Review is sent to the Village Board.
- The Village Board will discuss and vote on the application for Exterior Appearance. If other requests are being made as part of the project, all of the required approvals for a project will be voted on at one time.

Existing and Proposed Procedures

Page 3

Sign Variations

Current Process

- Applicant submits application, plans, and other required documents for a Variation from the Sign Code.
 - May be submitted simultaneously with any other required approval such as Special Use Permit, Planned Unit Development, Exterior Appearance Review, Zoning Variations, and/or Subdivision Plat.
- Staff review of Sign Variations and, if applicable, concurrently with other required approvals listed above. First review takes 3-4 weeks, second review takes 2 weeks, and each subsequent review takes 1 week.
- A project will typically have 2-4 reviews before it is complete and acceptable for review by the Architectural Review Commission (and the Plan Commission, if applicable).
- Public Notice is published the newspaper at least fifteen days prior to the ARC Hearing and mailed to all property owners within 250' of the subject property.
 - If other zoning applications requiring a public hearing before the Plan Commission are being sought simultaneously, then this public notice may be included in the public notice for other such zoning applications.
- The Architectural Review Commission conducts a public hearing for the sign variation(s).
 - If a Sign Variation is part of a project that involves exterior appearance review, a public hearing will occur with the Architectural Review Commission for the sign variation request and a public meeting will occur for the Exterior Appearance Review, both on the same evening.
- If any other approval is required for review by the Plan Commission, a public hearing will be held before the Plan Commission, typically the day after the ARC meeting, to review the other applicable requests.
- After the public hearing has taken place by the ARC, a recommendation is made to the Village Board.
- The Sign Variation request is forwarded to the Village Board for action, usually 2-3 weeks following the ARC public hearing.
- The Village Board will discuss and vote on all of the required approvals for a project at one time.

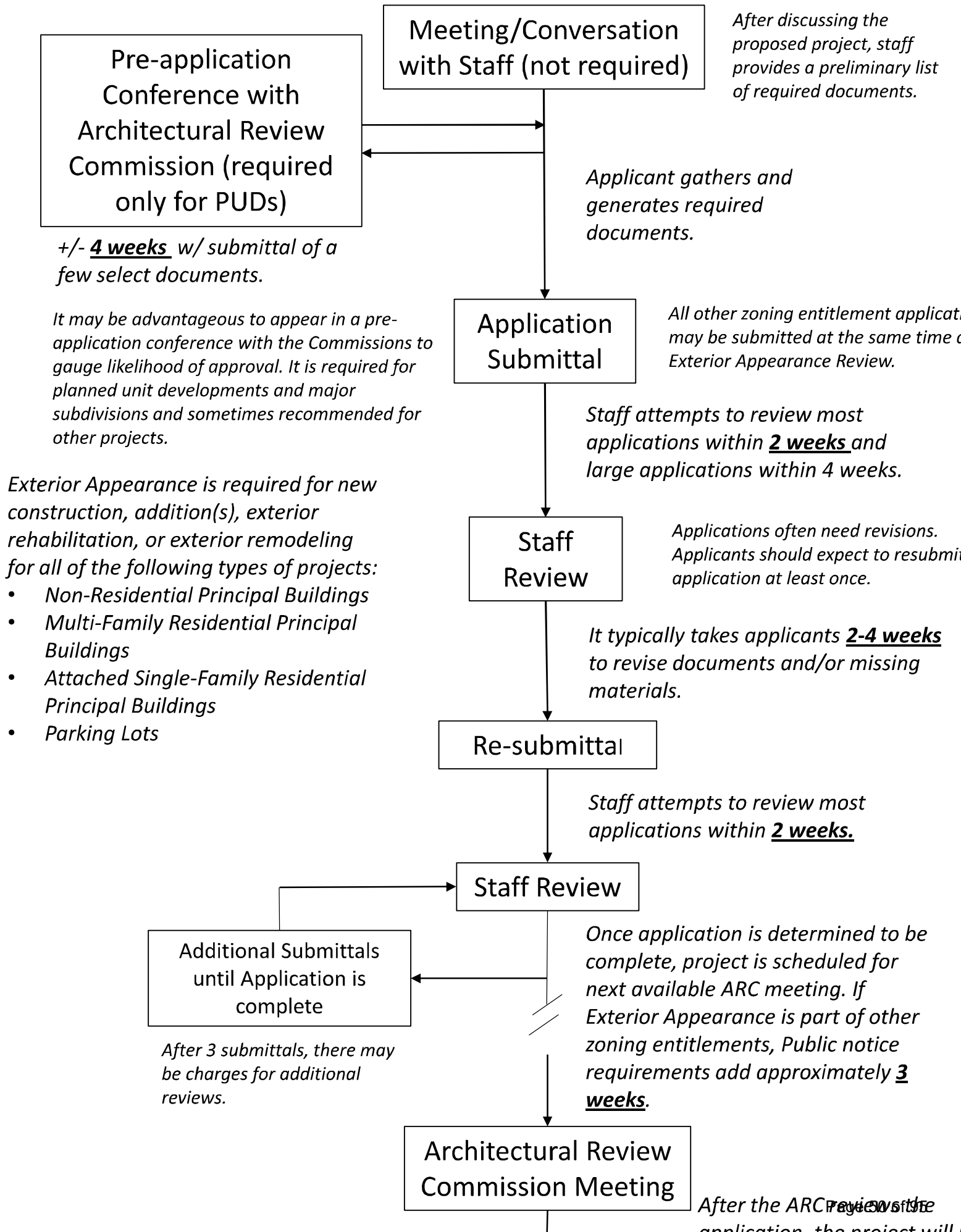
Existing and Proposed Procedures

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Sign Variations

Proposed Process

- Applicant submits application, plans, and other required documents for a Variation from the Sign Code.
 - May be submitted simultaneously with any other required approval such as Special Use Permit, Planned Unit Development, Exterior Appearance Review, Zoning Variations, and/or Subdivision Plat.
- Staff review Sign Variation and, if applicable, concurrently with other required approvals listed above. First review takes 3-4 weeks, second review takes 2 weeks, and each subsequent review takes 1 week.
- A project will typically have 2-4 reviews before it is complete and acceptable for review by the Plan Commission.
- Public Notice is published the newspaper at least fifteen days prior to the Plan Commission Hearing and mailed to all property owners within 250' of the subject property.
 - If other zoning applications requiring a public hearing before the Plan Commission are being sought simultaneously, then this public notice may be included in the public notice for other such zoning applications.
- Public Hearing before Plan Commission along with any other requests held.
- After the Plan Commission public hearing, all requests are forwarded onto the Village Board for action, usually 2-3 weeks following the Plan Commission meeting.
- The Village Board will discuss and vote on all of the required approvals for a project.



***Amended procedures in red**

Exterior Appearance is required for new construction, addition(s), exterior rehabilitation, or exterior remodeling for all of the following types of projects:

- Non-Residential Principal Buildings
- Multi-Family Residential Principal Buildings
- Attached Single-Family Residential Principal Buildings
- Parking Lots

Meeting/Conversation with Staff (not required)

After discussing the proposed project, staff provides a preliminary list of required documents.

Applicant gathers and generates required documents.

Application Submittal

All other zoning entitlement applications may be submitted at the same time as Exterior Appearance Review.

Staff attempts to review most applications within **2 weeks** and large applications within 4 weeks.

Staff Review

Applications often need revisions. Applicants should expect to resubmit application at least once.

It typically takes applicants **2-4 weeks** to revise documents and/or missing materials.

Re-submittal

Staff attempts to review most applications within **2 weeks**.

Staff Review

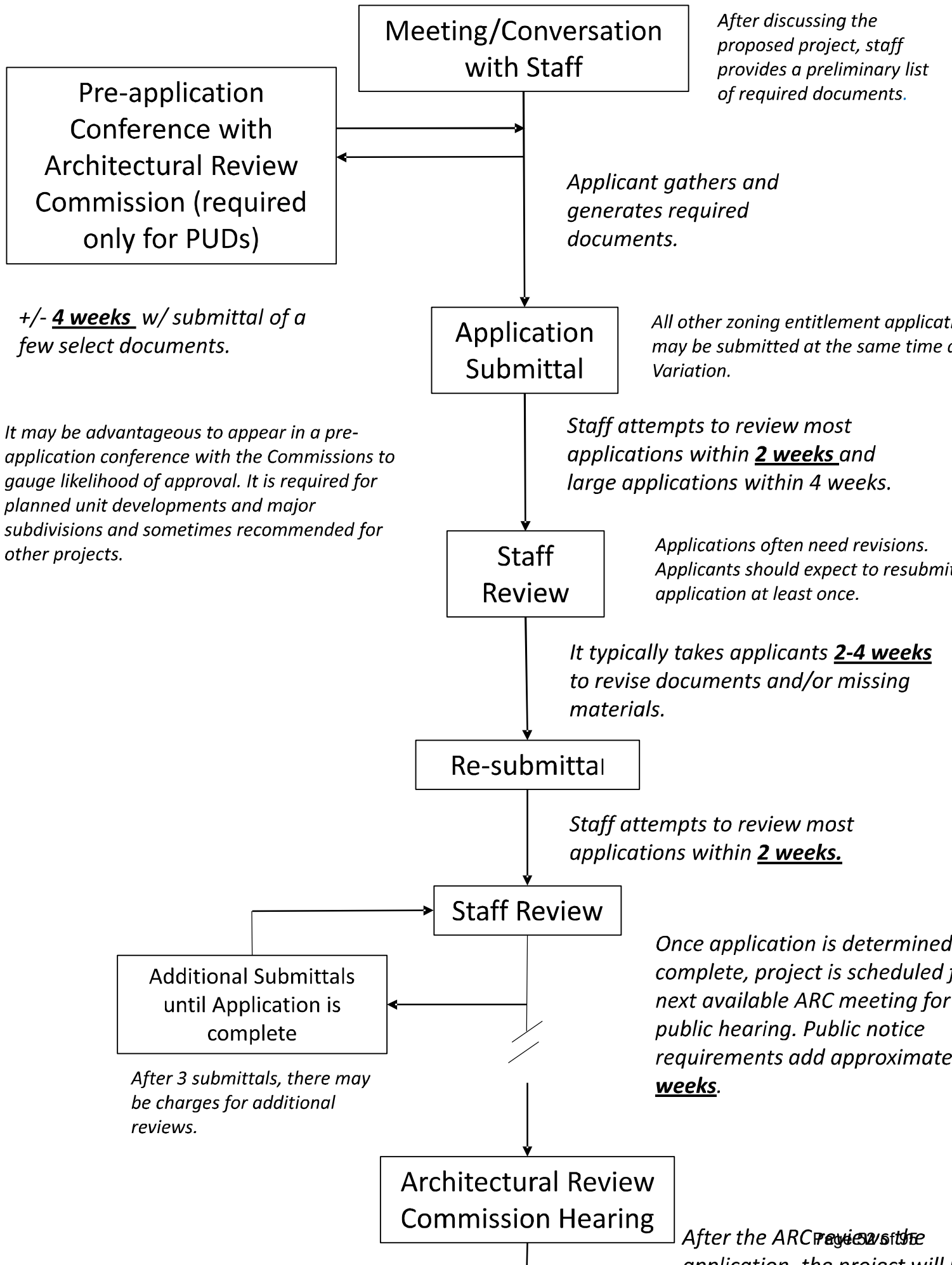
Additional Submittals until Application is complete

After 3 submittals, there may be charges for additional reviews.

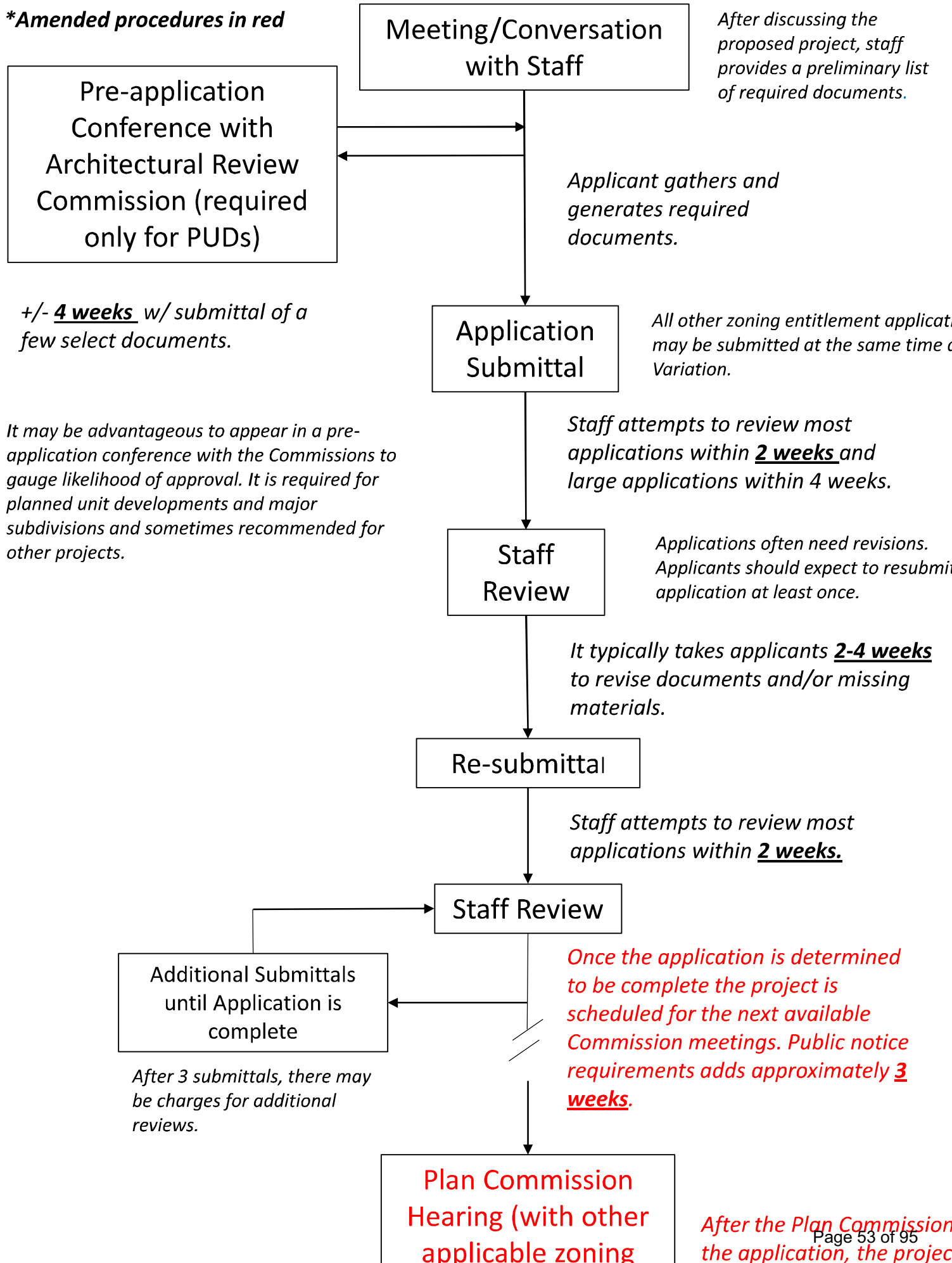
Once application is determined complete, the application is scheduled for next available Board meeting.

If other approvals require the Plan Commission, a hearing will be held to receive other applicable requests. application for Exterior Appearance Review is sent to the Village Board Meeting.

Village Board Meeting



**Amended procedures in red*





Village of Glen Ellyn
Planning & Development Department

PROCESS IMPROVEMENT PLAN

VISION

To continually evaluate and improve the Village's development review process to increase its efficiency and provide transparency and clarity to businesses, developers, contractors, and residents throughout this process.

GOALS

- Identify and address steps in the process that are ineffective, redundant, or duplicative
- Create a review process that is more efficient than surrounding communities
- Provide the public with a thorough understanding of how the zoning entitlement process works

RESEARCH

- DMG-Maximums, Inc. Process and Fee Study – 2001
- Listening Interviews with residents, businesses, and builders – 2004
- Plan review survey of nearby communities – 2006
- Petitioner survey of village review procedures post commission process – 2007
- Citizen evaluation forms post building permit process – 2004 – 2011 (updated 2007)
- Process Improvement Team – 2012
- Builders Forums – 2001-2009 (7 meetings)
- Business exit interviews with former Glen Ellyn EDC – through 2012
- Fee Schedule Analysis – 2003, 2009, & 2017 (in progress)

STRATEGIC INITIATIVES

1. Reduce the length of time needed for a project to reach the Village Board for action to make the process as efficient and transparent as possible

Implementation Tasks

- a. Reduction of the number of meetings required for a project
- b. Continue to work with other Village departments and consultants to shorten the review time for projects
- c. Review the roles and responsibilities of the Architectural Review Commission and Plan Commission

2. Simplify the process for zoning requests that are considered minor or are recurring requests

Implementation Tasks

- a. Identify what requests do not statutorily require a public hearing or approval from the Village Board
- b. Create administrative procedures allowing the Planning & Development Director to approve certain requests
- c. Annually review and amend the Village's Zoning Code to address regulations that are either unnecessary or are consistently varied

3. Lessen the amount of unnecessary costs for developers

Implementation Tasks

- a. Require the submission of only those items that are necessary to for the zoning entitlement phase
- b. Eliminate multiple public hearings for projects by consolidating all approvals needing a public hearing into one meeting
- c. Remove steps in the process that cause developers to make multiple revisions that are not required by Code
- d. Regularly update fees to be consistent with surrounding communities

PAST MAJOR ACCOMPLISHMENTS (see attached chart for further examples)

- Initiated administrative adjudication process
- Require final engineering plans at the building permit phase instead of prior to Village Board approval
- Regularly pursue closing of permit files and returning of deposits/escrows
- Converted from paper building permit process to computerized
- Hired a staff engineer to improve customer service
- Reduced plan review times from 6-8 weeks to 3-4 weeks for large projects
- Increased the amount of "same day" permit projects
- Consistently increased administrative approvals
- Frequently update Village codes and fees to be more consistent with surrounding communities
- Established scanning process and scanned thousands of documents for easy retrieval

Attachment: Process Improvements – Completed and Proposed

Sampling of Planning & Development

1	Update all application packets to make requirements more clear and understandable for petitioners
2	Update Village website to include all applications and forms to allow easy access for the public
3	Create chart of developer impact fees to give developers an early idea of full costs of development
4	Send survey on Village development review process to applicants that have been through ARC/PC process in the last year and record results
5	Create new customer comment form to be provided to applicants following the building permit process
6	Create informational brochure on public hearing procedures to send out with public notices so public understands what will happen at hearing
7	Begin administrative adjudication process for code enforcement citations issued by the Village to encourage compliance with Village regulations
8	Use code enforcement to close out projects on expired temporary occupancy certificates
9	Create an orientation handout ("cheat sheet") and schedule orientation meetings with all new commissioners so they can transition more easily
10	Re-organize/clean-out the computer drive used by the entire department to allow staff to locate information more quickly
11	Finalize map of all approved special uses and planned unit developments for easy retrieval of site information by all staff
12	Update map showing all existing annexation agreements and pre-annexation agreements for easy retrieval and tracking purposes
13	Create recapture agreement chart and maps to track locations and collection of fees
14	Investigate adoption of Multi-Family Licensing and Inspection Program and make recommendation to the Village Board
15	Investigate adoption of Hotel/Motel regulations to be used for code enforcement to improve minimum standards in these uses
16	Enter landmarked properties, sidewalk waivers, properties with Village sewer, recaptures, current list of contractors, and recent rezonings into Munis
17	Enter all approved ordinances under the appropriate address into Munis system to ease access and provide information to all Munis users
18	Complete brochure on "How to Open a Business" in Glen Ellyn
19	Codify Zoning Code and Subdivision Regulations into the Village Code to allow the public to view these codes online
20	Allow the Planning & Development Director to determine if a 1 or 2-step process is necessary for PUD
21	Allow the Planning & Development Director to grant one 12-month extension of a previously approved zoning code variation, special use permit, or conditional use permit
22	Hire staff engineer in lieu of consulting engineer in order to improve customer service and reduce review timelines
23	Hire Planning & Development Department tree consultant in lieu of Public Works arborist in order to improve customer service and reduce review timelines
24	Begin issuing citations from Planning and Development Department rather than through Police Department to improve code enforcement
25	Allow projects to proceed through commission review process with preliminary, rather than final, stormwater engineering
26	Allow live entertainment to be approved administratively, rather than by special use permit
27	Establish scanning process and scan more than 100,000 documents in house since 2009, plus thousands of boxes organized and sent to archive
28	Conduct 2 fee reviews to ensure Village is competitive with surrounding communities
29	Allow the Planning & Development Director to approve applications for vendor carts (which were approved by the VB in a previous year)
30	Frequently update Village codes and fees to be more consistent with surrounding communities
31	Create and implement a process to close out building permits pending final grading
32	Begin accepting checks and credit cards at Planning & Development Department counter in lieu of sending customers downstairs to pay at Finance
33	Set up 2 computer stations at counter to serve more customers simultaneously
34	Create Engineering Standards Manual as required by the Subdivision Regulations to give developers ready access to construction standards
35	Conduct regular Department staff meetings so all staff are updated on Village-wide issues
36	Streamline elevator inspection process so a single form can track multiple year inspections
37	Created an actual "Certificate of Occupancy" to be issued where appropriate
38	Created brochures, instruction sheets and handouts to assist applicants in navigating the approval process
39	Allow outdoor seating on the public sidewalk if additional beautification (such as planters) are provided
40	Require final engineering plans at the building permit phase instead of prior to Village Board approval
41	Convert from paper building permit process to computerized Munis system which allows the ability to track trends and retrieve historical data
42	Reduce plan review times from 6-8 weeks to 3-4 weeks for large projects
43	Increase the amount of "same day" permit projects
44	Reduce commission plan review time for building permits from an average of 4-12 weeks to a max of 2 weeks
45	Modify process to allow developers to plant parkway trees rather than the Village to allow trees to be planted sooner
46	Change Village building permit plan review consultant after 20 years in order to improve customer service and increase expertise
47	Create chart to show who is responsible for each type of Public Works project and to clarify to whom each project is routed to eliminate confusion
1	Hire and maintain highly trained staff and encourage ongoing training and learning to increase knowledge
2	Regularly pursue closing of permit files and returning of deposits/escrows

3	Update Codes to ensure they are current with today's trends and consistent with other communities
4	Conduct regular process coordination/improvement meetings with Public Works staff and make continual improvements
5	Start tracking projects on expired temporary occupancy certificates and enforce compliance with outstanding punch list items
6	Continue to find fast-track methods to issue permits and approve recurring events
7	Revamp building permit packet to streamline information and reduce unnecessary paperwork
8	Began regular meetings with building inspector group and permit clerk group to problem solve and ensure consistency of processes
9	Encourage all Department staff to suggest process improvements at anytime and follow up on these suggestions
10	Department staff develop an orientation toward problem solving and customer service over the years
1	Expand administrative (versus legislative) approvals
2	Allow Planning & Development Director to determine if a preapplication meeting can be waived (PUD & Major Subdivision)
3	Eliminate the requirement for small additions in the CBD to go through PUD process
4	Allow Planning & Development Director to determine if major subdivision should be a 1 or 2-step process
5	Finish creating a list of all mandatory connection dates according to approved annexation agreements in order to track requirements
6	Create fillable forms for the Village website
7	Allow administrative approval of minor variations to the Zoning Code
8	Get "seamless docs" up and running so that all applications can be submitted online with fees
9	Update/clarify fire inspection fees/business registration regulations in Village Code
10	Re-evaluate the need for the current complicated 3-4 project classifications with various requirements per class

X: Plandev/Process Improvements/Commission Restructuring/Process Improvements Spreadsheets

**Draft Minutes
Regular Workshop Meeting
Glen Ellyn Village Board of Trustees
Monday, July 17, 2017**

Call to Order

President McGinley called the meeting to order at 7:06 p.m.

Pledge of Allegiance

President McGinley asked Economic Coordinator Hannah to lead the Pledge of Allegiance

Roll Call

Upon roll call by Village Clerk Chereskin, President McGinley and Trustees Fasules, Kenwood, Ladesic, Pryde and Senak answered "Present." Trustee Enright was excused.

In Attendance: Recording Secretary Solomon, Village Manager Franz, Village Attorney Mathews, Assistant Village Manager Stonitsch, Planning and Development Director Hulseberg, Finance Director Coyle, Police Chief Norton and Economic Development Coordinator Hannah.

Audience Participation

None

Agenda Item E. – Phillips Edison (Baker Hill) Incentive Request (Discussion Only)

Economic Development Coordinator Hannah presented information regarding an incentive request of Phillips Edison & Company, owner of the Baker Hill Shopping Center, for a \$2,000,000 partnership with the Village of Glen Ellyn to update the shopping center and the grocery space to accommodate a new grocer to replace the former Dominick's space. Economic Development Coordinator Hannah stated Phillips Edison & Company reached a termination agreement with Albertson's for the long-standing lease of the former Dominick's site and is ready to possibly move forward with a new grocer for the site, Pete's Market. Economic Development Coordinator Hannah stated cost estimates for the site and grocery store improvements required by the possible tenant of Phillips Edison are in excess of \$7,000,000. Economic Development Coordinator Hannah stated in addition, when the store is turned over to the tenant, the grocer will be investing another \$5,000,000 into the space. Economic Development Coordinator Hannah stated upgrades to the shopping center include renovated box for backfill grocer, proposed remodeled storefront façade, new LED lighting, new pylon signage, new paint design, repairs and repaving of the parking lot, additions of bike racks and an outdoor seating area. Economic Development Coordinator Hannah stated the site has been vacant for several years, and the center and the site do need lots of updates.

Scott Adair, Vice President of Economic Development for Phillips Edison & Company, stated this is a great investment opportunity which is why they are seeking a partnership with the Village. Mr. Adair stated they would like to make this a vibrant retail center again. Mr. Adair stated Phillips Edison & Company has owned the Baker Hill Shopping Center since 2012 and showed a conceptual rendering of what the updated center might look like with Pete's Market added. Mr. Adair stated Phillips Edison is a grocery-focused retail investment trust that owns and operates over 350 shopping centers around the country. Mr. Adair stated they would like to do something holistic that will benefit the current and future tenants of the center.

Greg Clough, Vice President of Redevelopment for Phillips Edison & Company, reviewed the possible updates to the center as well as tenant inducement package improvements and stated Phillips Edison is asking the Board to invest in the revitalization of the Baker Hill Shopping Center through this possible sales tax rebate sharing agreement.

Ashley Meyer, Director of Finance for Phillips Edison & Company, showed a spreadsheet of costs and losses since the Dominick's closed and stated they have lost approximately \$16,000,000 overall from the Dominick's closing and are ready to move forward with a new grocer to revitalize the center. There was a discussion regarding the financials presented. Mr. Adair stated Pete's Market is projecting to do \$32,000,000 to \$37,000,000 in sales.

President McGinley asked when Pete's might open if this is approved. Mr. Adair stated once the agreement with the Village is approved, Phillips Edison will talk to Pete's Market about the extra cost for the façade and then turn over the site over to Pete's Market by October 2017 and possibly see the grocery store open 15 months after that.

Economic Development Coordinator Hannah reviewed the sales tax rebate incentive proposal and stated staff is proposing a total of \$1,750,000 in a performance-based sales tax rebate incentive over 10 years. Economic Development Coordinator Hannah stated the request is for \$1,500,000 in sales tax rebates from the new grocery anchor business (including home rule sales tax) with \$75,000 base sales tax to stay with the Village and a 50/50 sales tax split above the base. Economic Development Coordinator Hannah stated this agreement terminates after the \$1,500,000 is reached or 10 years, whichever is first. Economic Development Coordinator Hannah stated they are also requesting \$250,000 in sales tax rebates from net new retail tenants to Baker Hill Shopping Center (including home rule sales tax).

Bob Rychlicki, Executive Vice President at Kane, McKenna, and Associates, Inc., stated he reviewed the sales tax sharing proposal that was presented by Phillips Edison. Mr. Rychlicki stated they used the Pete's Market in Bridgeview as a comparison for these projected sales numbers, and the projected \$32,000,000 could be a possibility with the size of the space. Mr. Rychlicki stated the Village may want to consider doing "true up" reviews to monitor project costs and revenues.

Finance Director Coyle stated the Dominick's closed in the Village and the Mariano's in Wheaton opened at about the same time. Finance Director Coyle stated due to this, the Village lost approximately \$100,000 in sales tax revenue.

Trustee Ladesic asked if there were zoning issues or concerns foreseen yet to which Planning and Development Director Hulseberg stated not at this point.

Mr. Adair stated they will structure their own terms with Pete's Market so the lease will contain occupancy terms/not going dark so the same situation with Dominick's does not happen again.

President McGinley asked for if the Board would support a sales tax rebate incentive program to which the Board's consensus is they would support this.

President McGinley asked the Board for their opinions on the sales tax rebate incentive terms, including \$1,500,000 in sales tax rebates to Pete's Market and \$250,000 in sales tax rebates from net new retail tenants to the shopping center.

Trustee Kenwood stated 20% of a project seems excessive, and he is struggling with the money being offered and new-tenant deals. Trustee Kenwood stated he would take \$1,000,000 in costs out as he

understand the Village will need to handle the road improvements. Trustee Kenwood stated he does not feel this deal is fair to the current shopping center tenants.

Trustee Ladesic is supportive of this program, but would go back to \$1,500,000 total with the Village doing the road improvements. Trustee Enright stated he is fine with the current proposed terms.

Trustee Senak stated the 20% does seem high, but there is a significant risk attached to this 20% so he is fine with the current proposed terms.

Trustee Fasules stated he agrees with Trustee Kenwood, and he is concerned about the cannibalism with other grocery stores in the Village. Trustee Fasules stated there needs to be more protection, and this sales tax rebate program does not seem fair to the current tenants. Trustee Fasules stated he is fine with \$1,000,000.

Trustee Pryde stated he has no problem with the current proposed terms. Trustee Pryde stated he wants a nice-looking center so they need to ensure they look at the whole overall development.

Mr. Adair stated they can go back through the budget and go over the numbers with Village Manager Franz and Economic Development Director Hannah. President McGinley stated Phillips Edison needs to take the comments from Trustees Fasules, Kenwood and Ladesic and work on the incentives and costs. Attorney Mathews asked Phillips Edison to work on possible contract contingencies. President McGinley stated the Board definitely supports this proposed development and wants to ensure the Board all agrees with the terms.

Agenda Item F. – Planning and Development Process Improvement Plan (Discussion Only)

Planning and Development Director Hulseberg stated at the June 12, 2017 Village Board Workshop, the Board discussed the possible restructuring of the roles and responsibilities of the Architectural Review Commission (ARC) and the Plan Commission (PC) to create a more efficient development review process. Planning and Development Director Hulseberg stated the ARC and PC commission chairmen are not present tonight, but both do support the proposed changes.

Planning and Development Director Hulseberg stated the staff suggests combining the ARC and PC into one single recommending body that would assume that roles of both commissions, with the exception of exterior appearance review. Planning and Development Director Hulseberg stated these changes are being proposed as there have been issues relating to applicant and resident frustration and confusion and time that staff needs to devote to these issues. Planning and Development Director Hulseberg stated appropriate training for the new commission on reviewing codes would be implemented. Planning and Development Director Hulseberg stated the benefits of an updated process would be enhancement-related, less meetings and preserve the character in the Village better. Planning and Development Director Hulseberg stated 85% of the municipalities in the Chicagoland area do not have an architectural review commission or architectural review guidelines.

There was a discussion regarding how architectural plans would be reviewed and looked at, what types of plans the new PC would see and how this process would be stream-lined.

Trustee Senak asked how many times a petitioner has not gone forward with a project due to the process being too long and too complicated. Trustee Ladesic stated he knew about some. Trustee Senak stated he is all for stream-lining, but he wants to ensure if this needs to happen or not.

Tim Loftus, who resides at 296 Woodstock Avenue, stated he is a commissioner on the ARC and Historic Preservation Commissions. Mr. Loftus stated he understands the need to make the process faster and acknowledged the ARC did not have a quorum recently which did slow down a petitioner's request. Mr. Loftus stated the commissioners do need to commit 100% to their commissions. Mr. Loftus stated there are some major projects coming and does not like the idea of the exterior appearance being left to the staff with the residents only having three minutes to speak about their concerns at a Village Board meeting. Mr. Loftus stated he can see putting more onus on the commissioners to perform. Mr. Loftus stated the ARC does work with developers to help improve the projects. Mr. Loftus stated he does not want to lose the residents' input into projects.

President McGinley stated pre-application meetings will be announced to the public so residents can have input on a timelier basis. President McGinley stated if big projects are being reviewed, the Board and staff definitely want the residents aware of this. President McGinley stated the number of residents notified will depend on the size of the project so if it is a bigger project, many more residents would be notified. Mr. Loftus stated he can support this plan if the resident input into the architectural piece does happen before a project gets to a Village Board Meeting.

Pam Albrecht, who resides at 587 Hillside Avenue, stated she has been a commissioner on the ARC for about 10 years. Ms. Albrecht stated the ARC is an excellent check and balance in the system. Ms. Albrecht stated she understands the urgency of the staff. Ms. Albrecht stated the ARC does have a big influence and appreciates the Village is a part of the 15% of municipalities in Chicagoland that does have an architectural review commission.

Sharon Wussow, who resides at 519 Western Avenue, stated she has been a commissioner on the ARC for about 10 years. Ms. Wussow stated the ARC is made up of residents who care so much about the Village that they volunteer their time to review these pieces and listen to other residents. Ms. Wussow stated that the residents who speak at the ARC meetings say that the ARC seems to be the only commission that seems to be listening to residents. Ms. Wussow stated she wanted to be on ARC so she could have a voice in the Village and be an advocate for the residents. Ms. Wussow stated she feels she can see the overall big picture for what the residents want. Ms. Wussow stated that staff is very busy and is concerned about how much time they will be able to spend on exterior appearance review. Ms. Wussow stated she feels the ARC would be able to dedicate more time to this instead.

President McGinley asked when this will be coming to the Board to which Planning and Development Director Hulseberg stated it will be on the July 24, 2017 Village Board Meeting agenda.

President McGinley asked if the Board supports the process improvements that the staff is proposing including the ARC's responsibilities being reassigned. Trustees Fasules, Ladesic and Pryde agreed with the proposed changes. Trustee Enright stated he does not support this as the commissioners do not seem to support this. Trustee Kenwood suggested that two ARC commissioners are add to the PC so there would be 2 ARC and 7 PC commissioners in the new Plan Commissioners. Trustee Senak stated he does not support these changes as he feels the residents' interests and input are not being upheld. President McGinley asked Planning and Development Director Hulseberg to work with the Trustees about their concerns.

Attorney Mathews stated in the ordinance, it needs to be stated that the current Architectural Review Commission will be **disillusioned**^[1] and the Plan Commissioners will be citizens qualified by experience, judgment and character.

Agenda Item G. Credit Card Acceptance Policy (Discussion Only)

Finance Director Coyle reviewed this topic and stated the Village may need to account for credit card fees in the Village's cost to the residents. Finance Director Coyle stated a larger percent fee precipitated this discussion as the Village is losing money if they are not charging fees for larger credit card purchases. Trustee Fasules stated the Village has a fee-charging problem and not a cost problem.

Finance Director Coyle stated the Village could adjust pricing to include the fees over the next few years. Finance Director Coyle stated they could invoke a limit, and there would be no credit card payments above this limit. Trustee Fasules stated they should adjust pricing accordingly.

Finance Director Coyle referred to the chart concerning estimated savings to the Village and asked what the Board thought was best. Trustee Pryde stated the Village should adjust fees to compensate slightly for the loss.

There was a discussion regarding credit card limits, fees for deposits and a possible fee adjustment.

Village Manager Franz stated the consensus is there will be no cap, no longer doing deposits and the Village will adjust its fees over the next few years. Village Manager Franz stated he will do a draft of these updates and put this into his Manager's Report for the Board to review.

Agenda Item H. College of DuPage Innovation Center (Discussion Only)

President McGinley stated the link for the video presentation at the July 6th College of DuPage (COD) Board Meeting was included in the packet, and the Board was going to watch about 15 minutes of this presentation on a College of DuPage Innovation Center. Village Manager Franz introduced COD President Ann Rondeau and Joe Cassidy, COD's Dean of Continuing Education/Extended Learning.

The Board and attendees watched the video presentation.

COD's President Dr. Ann Rondeau stated the business model for the innovation center would be a separate 501 (c) (3). Dr. Rondeau stated Dean Cassidy has a proven track record, and COD fully supports this proposed innovation center as well as many important partners. Dr. Rondeau stated this proposed innovation center has lots of potential and can be launched quickly.

Dean Cassidy stated Benedictine University are currently exploring this innovation center with COD, and Rev3 will be a component. Dean Cassidy stated COD has a great working relationship with Glen Ellyn already, and COD would really like to make this work.

Trustee Senak stated the location of the innovation center would be important, and it is good to use Glen Ellyn which is on the train line and could link the city of Chicago and other suburbs.

Trustee Ladesic asked if other locations in Glen Ellyn are possible if the Civic Center cannot house this innovation center to which Village Manager Franz stated they looked at locations in the Central Business District, but no location has seemed quite right.

Village Manager Franz stated the COD Board will review the Memorandum of Understanding on July 20, 2017.

Minutes
Regular Workshop Meeting
Glen Ellyn Village Board of Trustees
Monday, July 17, 2017
Page 6

I. Other Items

None

J. Adjournment

At 10:57 p.m., a motion was made by Trustee Kenwood and seconded by Trustee Enright to adjourn.
Motion carried.

Respectfully submitted,

Debbie Solomon
Recording Secretary

Reviewed and approved,

John A. Chereskin
Village Clerk



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

Meeting: 07/24/17 07:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Ordinance
Prepared By: Cody Sheriff

SCHEDULED

ORDINANCE 6519

DOC ID: 2817

Ordinance No. 6519-VC, An Ordinance to Amend the Various Sections of the Village Code of the Village of Glen Ellyn to Dissolve the Architectural Review Commission

Background

At the June 12, 2017 and July 17, 2017 Village Board workshop meetings, the Village Board discussed restructuring the roles and responsibilities of the Architectural Review Commission (ARC) and the Plan Commission (PC) to create a more efficient development review process (see attached Village Board Workshop Packets). At these meetings, staff suggested restructuring the two roles of the ARC to streamline the development review process. It was suggested that the Plan Commission would review sign variations and staff would administratively review exterior appearance. The Plan Commission would make a recommendation on sign variations to the Village Board and staff would provide a recommendation to the Village Board on exterior appearance.

As was previously discussed by the Village Board, evaluating the role and structure of the Architectural Review Commission and the Plan Commission, as they relate to the zoning approval process, has been part of the Village's Strategic Plan for at least the last 6 years. The Architectural Review Commission is responsible for conducting the review of two types of applications: Exterior Appearance Review and Sign Variations. At the July 17, 2017 workshop, Staff provided the Village Board an explanation of the current processes for both of these applications demonstrating how each is reviewed as well as a proposed procedure detailing how these two applications would be processed following a reassignment of the ARC's two duties. The revised procedure would reduce the amount of meetings a project is required to go through, increase the efficiency in the conduct of Commission meetings, decrease the costs for applicants, decrease staff time to prepare for Commission meetings, and increase the Village's competitive advantage for attracting new development opportunities. Staff review of exterior appearance is common in roughly 85% of Chicagoland communities.

Village Board Action

Based upon the direction provided at the July 17, 2017 Village Board workshop meeting, staff has drafted an ordinance that dissolves the Architectural Review Commission and transfers sign code variations to the Plan Commission and exterior appearance to staff. The draft ordinance is attached for consideration at the July 24, 2017 Village Board meeting. Various other provisions of the Village Code also need to be amended in order to effect this change including the following Sections:

- Section 1-7-10(B)2 Planning and Development Director Duties
- Section 2-4-5(C) Plan Commission Duties
- Section 4-5-17(G)1(a) Sign Variation Request: Manner of Requesting

Ordinance 6519

Meeting of July 24, 2017

- Section 4-5-17(G)2 Sign Variation Request: Hearing
- Section 4-5-17(G)3 Sign Variation Request: Evidence and Findings
- Section 4-5-17(G)4 Sign Variation Request: Conditions and Restrictions

Attachments

Draft Ordinance

Village Board Workshop Memo 6.12.17

Village Board Workshop Memo 7.17.17

cc: Mary Loch, Chairman, Plan Commission
Jim Burket, Chairman, Architectural Review Commission
Kelly Purvis, Associate Planner

Ordinance No. _____-VC**An Ordinance to Amend Various Sections of the Village Code
Of the Village of Glen Ellyn to Dissolve the Architectural Review Commission**

Whereas, pursuant to Section 5/11-13-1 of Chapter 65 of the Illinois Compiled Statutes, the Village of Glen Ellyn has the statutory authority by general ordinance to establish an Architectural Review Commission, and did so in 1975; and

Whereas, the President and Board of Trustees of the Village of Glen Ellyn deem it to be in the best interest of the Village to periodically review and improve the functionality and status of its various advisory commissions, including the Architectural Review Commission and the Plan Commission, and the exercise of the powers conferred to the Commissions by Ordinance or Resolution; and

Whereas, the Village Board continually evaluates the Village's development review process to increase its efficiency and provide transparency and clarity to businesses, developers, contractors, and residents throughout this process; and

Whereas, the Village Board seeks to reduce the length of time needed for a project to reach the Village Board for action and to lessen the amount of unnecessary costs for developers; and

Whereas, the Village Board finds that the Plan Commission can competently perform certain current functions of the Architectural Review Commission and that internal staff can competently perform certain reviews which ultimately will be approved or rejected by the Village Board, that the reduction of the number of meetings required of petitioners for development of private and commercial properties will serve to promote efficiencies in the conduct of commission meetings and promote efficiencies and cost economies involving the use of staff time to prepare for Commission meetings; and

Whereas, the Village Board finds that the changes under consideration for improvement of the development review processes, the potential for confusion to the public and petitioners in holding multiple reviews, and the pledge of the Village Board and Planning and Development Department to provide for substantive opportunities for public review and input on development proposals would benefit the Village; and

Whereas, the President and Board of Trustees have determined it is in the best interest of the Village to amend the Glen Ellyn Village Code to eliminate the Architectural Review Commission and transfer the responsibility of conducting public hearings for sign variation requests to the Plan Commission.

Now, Therefore Be it Ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: The findings of fact and conclusions set forth hereinabove are hereby adopted by the President and Board of Trustees as the findings of fact and conclusions of the Corporate Authorities of the Village of Glen Ellyn.

Section Two: That Title 2, Chapter 8, Section 2-8-1 et seq., of the Village Code of the Village of Glen Ellyn entitled “Architectural Review Commission” is hereby repealed and the Architectural Review commission is dissolved.

Section Three: That Title 2, Section 2-4-5 of the Village Code of the Village of Glen Ellyn entitled “Duties” is hereby amended by adding thereto a new subsection 2-4-5(C), as follows with the remainder of the Section being renumbered accordingly:

“(C) To hold public hearings, make written findings of fact and submit the same with recommendations to the Village Board of Trustees on applications for variations from regulations of the sign code in the manner prescribed by and subject to the standards established in Title 4, Chapter 5, of the Municipal Code of the Village of Glen Ellyn entitled "Sign Code".”

Section Four: That Title 1, Section 1-7-10(B)2 of the Village Code of the Village of Glen Ellyn is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

“(2) Coordinate effective procedural administration of planning, building and zoning matters through the Plan Commission, Zoning Board of Appeals, Historic Preservation Commission, and Building Board of Appeals and other village departments.”

Section Five: That Title 4, Section 4-5-17(G)1(a) of the Village Code of the Village of Glen Ellyn entitled “Manner of Requesting” is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

“(G) Sign Variation Request:

1. Manner of Requesting:

(a) Any person seeking a variation from this chapter shall file an application with the planning and development director who shall, in a timely manner, place the request on an agenda for the Plan Commission to consider at a public hearing. The Plan Commission shall act in an advisory capacity and make a recommendation on the request to the Village Board of Trustees. Upon receiving a recommendation from the Plan Commission, the request shall be scheduled for consideration by the Village Board in a timely manner. The Village Board shall then approve, approve with conditions or deny the application.”

Section Six: That Title 4, Section 4-5-17(G)2 of the Village Code of the Village of Glen Ellyn entitled “Hearing” is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

“2. Hearing: The Plan Commission will conduct a public hearing at a regularly scheduled meeting to consider the request. Said hearing shall be duly advertised in a newspaper with a general circulation within the municipality not less than fifteen (15) nor more than thirty (30) days before the hearing.”

Section Seven: That Title 4, Section 4-5-17(G)3 of the Village Code of the Village of Glen Ellyn entitled “Evidence and Findings” is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

“3. Evidence and Findings: The applicant or his or her representative is required to attend the

hearing and present the case.

- (a) The Plan Commission shall conduct an evidentiary hearing and shall not recommend approval of the request unless the commission makes positive findings based on the evidence presented that all of the following standards have been met:
- (1) The request complies with the statement of purpose found in Section 4-5-2 of this chapter; and
 - (2) The plight of the owner is based on unique circumstances due to an unusual physical limitation, such as an irregular lot shape, substantial lot depth, unusual geographic location, exceptional topographic feature, or other condition, that is peculiar to the subject property or establishment and the conditions upon which the request is based are not generally applicable to other property within the same zoning district; and
 - (3) The variation, if granted, would have no adverse impact on property values in the surrounding area or be injurious to other property or improvements in the neighborhood in which the property is located; and
 - (4) The variation, if granted, would have no adverse impact on the existing or desired character of the surrounding area; and
 - (5) The variation, if granted, would not endanger the public health, safety or welfare.
- (b) For the purpose of supplementing the above standards, the Plan Commission, in making its findings and recommendation may also take into consideration the extent to which the evidence establishes or fails to establish the following facts favorably to the applicant:
- (1) That the purpose of the variation is not based exclusively upon a desire to make more money out of the property.
 - (2) That the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property or by the applicant.
 - (3) That the variation is the minimum variation necessary.
 - (4) That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located.
- (c) A showing that the granting of the requested variation would be more profitable to the applicant or that the sign would be more valuable if the requested variation granted is not grounds for granting approval of a variation.”

Section Eight: That Title 4, Section 4-5-17(G)4 of the Village Code of the Village of Glen Ellyn entitled “Conditions and Restrictions” is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

“4. Conditions And Restrictions: The Plan Commission may recommend and the village board may require such conditions and restrictions upon the premises benefited by a sign variation as may be necessary in their opinion to comply with the standards set forth in this section, to reduce or minimize any injurious effects of such sign variation upon other property in the neighborhood, to implement the general purpose and intent of this chapter or to bring the existing or proposed signs on the property into compliance or closer into compliance with this chapter and the village's appearance review guidelines.”

Section Nine: That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

Section Ten: That this Ordinance shall be in full force and effect following its passage, approval, and publication in pamphlet form.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 2017.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 2017.

Village President

Attest:

Ordinance 6519

Meeting of July 24, 2017

Village Clerk

(Published in pamphlet form and posted on the ____ day of _____.)

ATTACHMENTS:

- 6.12.17 Village Board Workshop Packet (PDF)
- 7-17-17 Village Board Workshop Packet (PDF)

**Draft Minutes
Village Regular Board Meeting
Glen Ellyn Village Board of Trustees
Monday, July 24, 2017**

Call to Order

President McGinley called the meeting to order at 7:00 p.m.

Pledge of Allegiance

President McGinley asked Village Clerk Chereskin to lead the Pledge of Allegiance.

Roll Call:

Upon roll call by Village Clerk Chereskin, President McGinley and Trustees Enright, Fasules, Kenwood, Ladesic, Pryde and Senak answered "Present."

In Attendance: Recording Secretary Solomon, Village Manager Franz, Village Attorney Mathews, Planning and Development Director Hulseberg, Finance Director Coyle, Deputy Police Chief Holmer, and Senior Civil Engineer Daubert.

Audience Participation

None

Agenda Item E - Consent Agenda:

The following items are considered routine business by the Village Board and were presented for a single approval in the form listed below:

1. Total Expenditures (Payroll and Vouchers) - \$4,997,462.31.
The vouchers have been reviewed by Trustee Fasules and Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.
2. June 26, 2017 Regular Village Board Meeting Minutes
3. Ordinance No. 6514, An Ordinance Approving Zoning Variations from the Lot Area, Front Yard, Rear Yard and Accessory Structure Setbacks to Allow the New Construction of a Single-Story Residence at 525 Emerson Avenue.
4. Ordinance No. 6515, An Ordinance Granting Approval of a Sign Variation to Allow the Installation of Two Awning Signs and One Projecting Sign on the Edie Boutique Property Located at 499 Pennsylvania Avenue Glen Ellyn, Illinois 60137.
5. Ordinance No. 6516, An Ordinance Granting Approval of Zoning Variations to Allow the Construction of a Second Pavilion on the B.R. Ryall YMCA of Northwestern DuPage County Property Located at 49 Deicke Drive Glen Ellyn, Illinois 60137.
6. Approve a License Agreement with Main Street Pub for Tables and Chairs in the Public Right-of-Way.

7. Ordinance No. 6517, An Ordinance Amending Ordinance 5159, Which Granted Approval of a Special Use Permit, Zoning Variation, Zoning Map Amendment, and Exterior Appearance Approval to Allow Improvements to the Property Commonly Known as Maryknoll Park Located at 845 Pershing Avenue, Glen Ellyn, IL 60137.
8. Ordinance No. 6518-VC, An Ordinance to Amend the Liquor Control Code Chapter 19 of Title, Section 12 (Restriction on the Number of Licenses) of the Village Code to Decrease the Number of Permitted Class A-1 Liquor Licenses and Increase the Number of Permitted B-1 Liquor Licenses.
9. Motion to authorize the Village Manager to execute an agreement with RJN Group of Wheaton, Illinois, in the not-to-exceed amount of \$525,000 (including a 10% contingency), for a study of the Central Business District Underground Sewer and Water Utility Infrastructure to be expensed to the Capital Projects, Sanitary Sewer, and Water Funds.
10. Motion to increase the appropriation for Phase II engineering services associated with the Taylor Avenue Pedestrian Tunnel Project provided by Alfred Benesch & Company in the amount of \$18,900 for a revised total appropriation of \$155,500 to be expensed to the Capital Projects Fund.
11. Motion to authorize the Village Manager to execute Change Order No. 1 to the Phase II engineering services agreement with Alfred Benesch & Company for the Taylor Avenue Pedestrian Tunnel Project for additional investigations and analysis in the amount of \$18,900 resulting in a revised total fixed price of \$155,500.
12. Motion to authorize the Village Manager to execute a contract with Denler, Inc., of Mokena, Illinois, in the amount of \$40,000 (including 7% contingency), for the 2017 Asphalt Street Crack Sealing Program to be expensed to the Capital Projects Fund.
13. Resolution 17-10, A Resolution for the Expenditure of Motor Fuel Tax Funds for the Purpose of Maintaining Streets and Highways under the Applicable Provisions of the Illinois Highway Code in the exact amount of \$652,648 for Calendar Year 2016.

Trustees Kenwood and Senak asked for Consent Agenda Items #9 and #10 to be removed from the Consent Agenda for further discussion.

Regarding Item #13, Trustee Enright asked if there needs to be an amendment to set aside this money to which Village Manager Franz stated the Village has done this for several years and is a way to use Motor Fuel Tax Funds most effectively. Village Manager Franz stated this helps to pay for some on the on-going operation costs that Public Works incur during the maintenance of the Village's streets.

Regarding Item #7, Trustee Kenwood asked about resident concerns on this. Planning and Development Director Hulseberg stated this is related to the paddleball request for Maryknoll Park, and there were some residents who voiced concerns about lighting and noise at the Plan Commission meeting. Planning and Development Director Hulseberg stated the Plan Commission did add some conditions that addressed the residents' concerns, including planting buffer landscaping, all non-security related recreational lights turned off by 11:15 p.m. and security lighting remaining on 24 hours a day, 7 days a week.

A motion was made by Trustee Fasules and seconded by Trustee Pryde to approve Consent Agenda Items 1-8,

11-13.

Upon roll call, Trustees Enright, Fasules, Kenwood, Ladesic, Pryde and Senak voted “aye.”

Tom Bachman, owner of Edie Boutique at 499 Pennsylvania Avenue, thanked the Board for the sign variation approvals. Mr. Bachman stated this is the 4th store that he and his wife Amy have opened, and the boutique carries clothing, jewelry and handbags.

Trustee Senak asked how Mr. Bachman for his thoughts on how the process was to open a retailer in Glen Ellyn and if he had any suggestions on the process. Mr. Bachman stated in the long run, it turned out great. Mr. Bachman stated he felt there was a lack of information given at the beginning of the process, and they seemed to be discouraged on certain things.

Bob and Anna Davidson, owners of Blackberry Market at 401 N. Main Street, thanked the Board for approving the enhancement on their liquor license. Ms. Davidson stated they are doing an expansion into the previous jewelry store next door and want the ability to do more special events. Mr. Davidson stated the expansion will help with kitchen space and seating during the winter months.

Trustee Senak asked how the Davidsons for their thoughts on how the process was to get their liquor license expanded and if they had any suggestions on the process. Mr. Davidson stated the Village’s biggest asset is Planning and Development Director Hulseberg who was always very helpful. Ms. Davidson stated Planning and Development Hulseberg walked them through everything, including building codes and such.

President McGinley stated Consent Agenda Item #6 allows tables and chairs in the public right-of-way for Main Street Pub at 466 N. Main Street.

Consent Agenda Item #9

Trustee Kenwood stated this is a big ticket item and would like to hear the statues of this as he does agree it is important to update the downtown infrastructure.

Senior Engineer Daubert stated this would be a study to help with the comprehensive improvement to the downtown streetscape, including updating curbs and sidewalks, putting bump outs in and making the downtown more attractive. Senior Engineer Daubert stated the intent of this assignment is to do the important investigative work prior to making any road improvements. Senior Engineer Daubert stated the project involves investigation and both public and private sector infrastructure including manhole inspections, sewer main televising, sewer smoke testing, sewer service televising, building inspections, dye testing, flow metering, sanitary sewer modeling and water main assessment. Senior Engineer Daubert stated there are big projects coming to the downtown, and it has been over 20 years since significant upgrades to the underground infrastructure in the downtown. Senior Engineer Daubert stated they solicited for bids earlier in the year, and RJN Group had a comprehensive approach and was a better value to the Village. Senior Engineer Daubert stated this would be a 6-month assignment, and they should know by summer 2018 what underground infrastructure upgrades would be needed in the Central Business District.

Trustee Ladesic stated in addition, he would like to see street lighting issues and possible power shortages addressed as well. Trustee Ladesic stated they should underground more wires and possibly put pipes between street lights street lights to help with sound and WiFi if it is needed.

Trustee Pryde stated this study is very necessary as updating the downtown streetscape has been talked about at

the Capital Improvements Commission for the past five years.

Trustee Kenwood asked if there were any assumptions needed before this testing would begin. Senior Engineer Daubert stated they do not, and this analysis will allow the Village to build a model so different scenarios can be run and see what possible issues they might have.

Trustee Kenwood stated this has been vetted by the Capital Improvements Commission and asked about the budget for this. Village Manager Franz stated there is a placeholder in the budget for some time without knowing the scope. Village Manager Franz stated there will be a budget kick-off at the August workshop meeting where capital projects will be discussed. Village Manager Franz stated the budget for this will probably be between \$5,000,000 to \$10,000,000, and the Board will revisit scope and timing as well as other pieces at a future workshop.

Trustee Pryde asked what amount that was in the 20-year Plan for the downtown redevelopment. Senior Engineer Daubert stated he thought the Board had previously indicated that they were not interested in spending more than \$4,500,000 on the streetscape, and historically, the Village has spent about \$1,000,000 in for the underground improvements. Senior Engineer Daubert stated the downtown streets are getting to a point where the streets need resurfacing. Senior Engineer Daubert stated they did budget for this assignment this year.

Trustee Senak stated Senior Engineer Daubert stated and his staff did a great job on this and understands they need to do this to look at long-range planning. Trustee Senak asked if a 10% contingency is enough for this kind of work. Senior Engineer Daubert stated the biggest unforeseeable item that there could be sway on is how many service connections there are currently. Senior Engineer Daubert stated they did discuss this and a 10% contingency should be appropriate. Senior Engineer Daubert stated they might need to do some additional modeling work in the future, but the \$525,000 is a good starting point.

Trustee Pryde stated the Village has done similar televising exercises over the past several years in the residential neighborhoods which has really been the basis of previous boards' funding the cooperative payment program. Trustee Pryde stated this would be a continuation of what the Village has been doing to improve its underground structure. Village Manager Franz stated in 2009, there was a neighborhood underground infrastructure study done which is the basis for a lot of the neighborhood improvements that have been done.

A motion was made by Trustee Fasules and seconded by Trustee Kenwood to approve Consent Agenda Item 9, to authorize the Village Manager to execute an agreement with RJN Group of Wheaton, Illinois, in the not-to-exceed amount of \$525,000 (including a 10% contingency), for a study of the Central Business District Underground Sewer and Water Utility Infrastructure to be expensed to the Capital Projects, Sanitary Sewer, and Water Funds.

Upon roll call, Trustees Enright, Fasules, Kenwood, Ladesic, Pryde and Senak voted "aye."

Consent Agenda Item #10

Trustee Kenwood stated the conversation on this topic has been going on for several years and would like to hear an update on this. Senior Engineer Daubert stated earlier in 2017, Phase I engineering was wrapped up, and the Village sent their plans to Union Pacific in April. Senior Engineer Daubert stated he has not heard back from Union Pacific yet on what certain wall type they would need for the tunnel which will drive the details in this process. Senior Engineer Daubert stated they put a petition in with the ICC for their approval as well. Senior Engineer Daubert stated they hope to have a March 9, 2018 letting so the project could be constructed in summer 2018.

Trustee Kenwood asked if the project might not be completed in 2018 to which Senior Engineer Daubert stated the project might not be completed as they are still waiting to hear from Union Pacific, and Senior Engineer Daubert has called Union Pacific daily on this review.

Trustee Kenwood asked how the letting process works. Senior Engineer Daubert stated there are set timeframes for this process.

Mike O'Connor, Project Manager with Alfred Benesch & Company, stated the final plans for this project would need to be in by September 28, 2017 to make the March 9, 2018 letting. Mr. O'Connor stated IDOT may have different timeframes. Senior Engineer Daubert stated there are certain dates that have to be met where plans are in and pieces are approved and signed off to, and he will send Village Manager Franz a calendar of the critical dates.

Senior Engineer Daubert stated the change order is needed for additional deeper soil boring for the walls and ground stabilization, and this is not a part of the grant.

Trustee Kenwood asked what might happen if they miss the March 2018 letting to which Mr. O'Connor stated the next letting would be mid-June 2018. Trustee Kenwood asked if the project would still be completed if they did the mid-June letting date. President McGinley stated they would need to talk to the schools about this project then as this is an important route back and forth to the schools, and they need to possibly miss the school season. President McGinley stated if they do not do the March 2018 letting, this project may need to be delayed for a year. Senior Engineer Daubert stated as of now, they are anticipating a 4-week closure of the roadway.

A motion was made by Trustee Fasules and seconded by Trustee Senak to approve Consent Agenda Item 10, to increase the appropriation for Phase II engineering services associated with the Taylor Avenue Pedestrian Tunnel Project provided by Alfred Benesch & Company in the amount of \$18,900 for a revised total appropriation of \$155,500 to be expensed to the Capital Projects Fund

Upon roll call, Trustees Enright, Fasules, Kenwood, Ladesic, Pryde and Senak voted "aye."

Agenda Item F – Planning and Development Process Modifications

Planning and Development Director Hulseberg stated these modifications were discussed at the June 12 and July 17 Village Board workshops. Planning and Development Director Hulseberg stated the Board discussed restructuring the roles and responsibilities of the Architectural Review Commission (ARC) and the Plan Commission (PC) to create a more efficient development review process. Planning and Development Director Hulseberg stated at these meetings, staff suggested restructuring the two roles of the ARC to streamline the development review process. Planning and Development Director Hulseberg stated it was suggested that the PC would review sign variations, and staff would administratively review exterior appearance. Planning and Development Director Hulseberg stated the PC would make a recommendation on sign variations to the Village Board, and staff would provide a recommendation to the Village Board on exterior appearance.

Planning and Development Director Hulseberg stated the revised procedures would reduce the amount of meetings a project is required to go through, increase the efficiency in the conduct of Commission meetings, decrease the costs for applicants, decrease staff time to prepare for Commission meetings and increase the Village's competitive advantage for attracting new development opportunities. Planning and Development Director Hulseberg stated staff review of exterior appearance is common in about 85% of Chicagoland communities. Planning and Development Director Hulseberg stated staff has drafted an ordinance that would

dissolve the Architectural Review Commission and transfer sign code variations to the Plan Commission and exterior appearance to the staff.

Trustee Enright asked if anyone if the room was from the ARC or PC, and there were none of these commissioners present.

Trustee Kenwood stated he feels this will make it easier for people who want to do business in Glen Ellyn to only go to one meeting where all their questions can be answered. Trustee Kenwood stated architecture is important, and his ask is as they start to shape the new commission, that they ensure they are thinking about both the architecture and the value of the residents' input. Trustee Kenwood stated they could try this for a few years, and if it does not work, an architectural review commission could be reinstituted.

Trustee Senak stated he wants to ensure that the residents have the ability to have their interests represented by people that they elect. Trustee Senak stated the Board would continue to exercise oversight to the decisions made at staff level. Trustee Senak stated he was not comfortable at the beginning of this discussion, but he has seen the staff to be fully capable and competent to make these decisions and have exercised good judgment in this process.

Trustee Enright asked if there had been any other comments from the ARC commissioners to which Planning and Development Director Hulseberg stated there had not.

A motion was made by Trustee Pryde and seconded by Trustee Ladesic to approve Ordinance No. 6519-VC, An Ordinance to amend the various sections of the Village Code of the Village of Glen Ellyn to dissolve the Architectural Review Commission.

Upon roll call, Trustees Fasules, Kenwood, Ladesic, Pryde and Senak voted "aye." Trustee Enright abstained from this vote. Motion carried.

A motion was made by Trustee Pryde and seconded by Trustee Ladesic to approve Ordinance No. 6520 - VC, an Ordinance approving text amendments to various sections of the Glen Ellyn Village Code to allow Administrative variations and other approvals.

Upon roll call, Trustees Enright, Fasules, Kenwood, Ladesic, Pryde and Senak voted "aye."

President McGinley stated the Village is working on a letter to send to all the ARC commissioners giving them information about what is happening and where they can provide additional input. Planning and Development Director Hulseberg stated they are updating the websites and applications and creating a new process chart and applications so they can move forward with this immediately. . Planning and Development Director Hulseberg asked if the Board wanted to hear about the text amendments to which President McGinley stated they were fine with this.

Agenda Item G – Fiscal Year 2016 General Fund Operating Surplus

Finance Director Coyle presented information on this surplus and stated at the June 26, 2017 Village Board meeting, the 2016 audit was presented to the Village Board. Finance Director Coyle stated the audit confirmed the fiscal year 2016 General Fund operating surplus was \$548,331, and this operating surplus is equal to the end of year decrease in fund balance of \$51,669 adjusted for the 2015 surplus distribution of \$600,000 which was transferred in 2016. Finance Director Coyle stated in the prior year, as recommended by the Finance

Commissioner, the Village Board voted to distribute the 2015 fiscal year General Fund Surplus by contributing additional funds to the Police Pension Fund (\$400,000) and the Facilities Maintenance Reserve Fund (\$200,000). Finance Director Coyle stated the Village does have adequate cash reserves, and the recommendation is for the surplus be distributed to the Police Pension Fund and Facilities Maintenance Reserve Fund. Finance Director Coyle stated these recommendations were reviewed at the July Finance Commission meeting, and Vice-Chair Jeremy Van Ek is present for any questions from the Board.

Trustee Ladesic asked if there was anything pressing so that this needed to be approved tonight to which Finance Director Coyle stated there is nothing pressing, and they are trying to wrap up 2016. Trustee Ladesic stated he would like further discussion on this topic and would like to table this topic to the next Village Board workshop.

A motion was made by Trustee Ladesic and seconded by Trustee Senak to table this agenda item for discussion to the August 21, 2017 Village Board Workshop.

Upon roll call, Trustees Enright, Kenwood, Ladesic, Pryde and Senak voted “aye.” Trustee Fasules voted “nay.” Motion carried.

Agenda Item H – Reminders

1. A Village Board Workshop is tentatively scheduled for Monday, August 21, 2017 at 7:00 p.m. in Room 301 of the Glen Ellyn Civic Center. Village Manager Franz stated the start time for this workshop may be earlier than 7:00 p.m.
2. A Village Board Meeting is scheduled for Monday, August 28, 2017 at 7:00 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.

Agenda Item I - Other Business

President McGinley thanked the Le Bouscat town for sending a bicycle team to the Intelligentsia bike race in Glen Ellyn, and their team won one of the races and placed in the top 10 in five out of the 10 races.

Village Manager Franz thanked the Fourth of July committee and the staff for all their work in the past few weeks. Village Manager Franz thanked the coordinators and volunteers for help with the Intelligentsia bike races, Jazz Fest, downtown sidewalk sales and other events.

Adjournment

At 8:15 p.m., a motion was made by Trustee Kenwood and seconded by Trustee Pryde to adjourn. Motion carried.

Upon roll call, Trustees Enright, Fasules, Kenwood, Ladesic, Pryde and Senak voted “aye.”

Respectfully submitted,

Debbie Solomon
Recording Secretary

Reviewed and approved,
John A. Chereskin

Village of Glen Ellyn

Contact: Megan Plahm

Phone Number: 630-547-5204

Email: mplahm@glenellyn.org

FOR IMMEDIATE RELEASE

July 27, 2017

**GLEN ELLYN VILLAGE BOARD APPROVES REASSIGNMENT OF
ARCHITECTURAL REVIEW COMMISSION DUTIES**

Glen Ellyn, IL – At the July 24, 2017 Village of Glen Ellyn Board meeting, the Village Board approved an ordinance transferring the responsibilities of the Architectural Review Commission (ARC) to the Plan Commission and the Village's Planning and Development staff, therefore dissolving the ARC. These changes are part of the Planning and Development Department's on-going efforts to streamline and improve processes to better serve both residents and those doing business in Glen Ellyn.

The Commission has an over 40 year history with the Village, as it was created back in 1975, then named the Art and Preservation Commission. In 1981, the name changed to the Architectural Review Commission.

"The work that the ARC has accomplished over the years is significant," said Staci Hulseberg, Planning & Development Director for the Village of Glen Ellyn. "The efforts of the many volunteers that have served on the Commission through the years have positioned us well to continue to better serve the community."

How these changes will improve future processes

With the transfer of the responsibilities of the ARC, the Village seeks to reduce the length of time needed for a project to reach the Village Board for action in order to make the process as efficient and transparent as possible. Improvements will include:

- All Sign Variation requests will now be reviewed by the Plan Commission. Additionally, all applications for exterior appearance will now be reviewed by the Village staff and Village Board.
- This restructuring will also lessen the amount of unnecessary costs for developers and business owners by eliminating multiple public hearings for projects, by consolidating all approvals needing a public hearing into one meeting.
- The revised process will eliminate the potential for conflicting recommendations being given for a project by two separate commissions. With projects being reviewed by only the Plan Commission, the public input process will become more straight-forward. The exterior appearance review process will be retained to preserve the character of the community by continuing to implement the Village's Appearance Review Guidelines. The public will still have the opportunity for input on the proposed exterior appearance at Plan Commission meetings, and exterior appearance of buildings will ultimately be reviewed and approved by the Village Board.

In continuance of the Village's process improvement goals, the Village Board also took action to approve various changes to streamline and reduce timeframes for the Village's commission and permit process. Village staff will now have the ability to shorten or eliminate the number of Plan Commission meetings required for some Planned Unit Development and Subdivision

projects. Staff was also authorized to approve minor variation requests to setbacks and lot coverage ratios for existing homes, provided there is no opposition from immediate neighbors.

Planning & Development Department's continuing efforts to improve processes

The Village's Planning and Development Department, which is responsible for coordinating, reviewing and monitoring private and public developments, and administering codes associated with development and building safety, has made process enhancements to reduce time frames for development review. The changes approved at the recent Board meeting support the Department's ongoing efforts to continually improve processes. The Department has incorporated over 100 process enhancements over the last decade.

Through the years, various Village Boards have continually requested that the Planning and Development Department make improvements to the permit and commission review processes to enhance economic development, increase customer service and to be more business friendly. In response, the Department has regularly sought opportunities to obtain input and feedback regarding existing methods and use this input to improve the approval processes in order to streamline building permit and zoning entitlement reviews. The Department has implemented a long list of enhancements over the last decade, resulting in shorter review timelines, increasing the number of administrative approvals and simplifying processes. Examples of these accomplishments include:

- Public invitation to pre-application meetings to give earlier notice to citizens about upcoming projects
- Requirement of final engineering plans at the building permit phase instead of prior to Village Board approval
- Automation of the building permit process
- Reduction of plan review times
- Increasing the amount of "same day" permit projects
- Consistently increasing administrative approvals
- Frequently updating Village codes and fees to be more consistent with surrounding communities
- Placement of information on proposed developments on the Village's website via the Current Development Projects tool

"The Village looks forward to further evaluating and continuing to improve the Village's development review process," said Hulseberg. "These improvements will increase efficiency and provide transparency and clarity to businesses, developers, contractors and residents throughout the process."

About the Village of Glen Ellyn

Located just 23 miles west of Chicago, the Village of Glen Ellyn, Illinois offers big city amenities with a small town feel. A historic downtown filled with unique shops, restaurants and seasonal events is just one of many attributes that draw visitors to this award-winning community. Small-town charm, civic pride, friendly people and some of the best schools in the state make Glen Ellyn the perfect place to call home. For more information about the Village of Glen Ellyn, visit www.glenellyn.org.

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MEMORANDUM

TO: Chairperson Loch and Members of the Plan Commission

FROM: Staci Springer, Director of Community Development
Kelly Purvis, Planner



DATE: May 12, 2020

RE: Architecture Review Process Update

This memo is intended to confirm the Architectural Review process that was discussed with the Plan Commission last November. Please find some history and a description of the new process below. We have already begun implementing these procedures. If Plan Commissioners have questions, please feel free to bring them up during the “Other Business” portion of the agenda. If there appears to be further discussion necessary on this topic, we can schedule it as a discussion item on an upcoming Plan Commission meeting.

Background.

From 1975 to 2017, the Village’s Architecture Review Commission (ARC) reviewed applications for Exterior Appearance approval for any new construction, additions, exterior rehabilitation, or exterior remodeling of the following types of projects: non-residential principal buildings, multi-family residential principal buildings, attached single family residential principal buildings and parking lots. The ARC was also responsible for holding public hearings to review sign variations. In July of 2017, the Village Board decided it was in the best interest of the Village to streamline the review process by reducing the number of meetings applicants would need to attend by reallocating the responsibilities of the ARC and dissolving the Commission. Since then, the Plan Commission has reviewed all applications for sign variations and Village staff has conducted the exterior appearance review for the abovementioned types of projects, with final approval given by the Village Board.

With some of the larger downtown projects that have recently been reviewed, there have been concerns raised that the architecture is not being examined closely enough. Following internal discussion, Village staff convened an Architecture Appearance Group (AAG) consisting of 2-3 volunteer architects that are reviewing elevations of new construction or additions in downtown Glen Ellyn on an as-needed basis. Village staff also has the ability to reach out to this group for other projects in the Village which might benefit from such a review. The volunteer architects may change from time to time, depending on availability.

The AAG functions as a working group that evaluates the project’s conformance to the Architecture Review Guidelines and provides ideas about how to improve the appearance of development projects. These ideas from the AAG are reviewed by staff and shared with the developers of each project as appropriate. There is no formal recommendation made by the group and not all suggestions/ideas from the volunteer architects will be incorporated into the plans (depending upon

the budget, feasibility, or preference of the applicant). The AAG consists of the Village's planning staff, one on-staff architect and a minimum of two volunteer architects that are not employed by the Village. The volunteer members of the AAG would not be required to appear before the Plan Commission or Village Board as they are not in a contracted position with the Village and requiring such appearance may limit the number of professional architects willing to lend their services to Glen Ellyn.

In November, 2019 staff discussed the architecture review process with the Plan Commission. Staff wanted to determine whether the Plan Commission members would be comfortable with taking on the responsibility for making recommendations to the Village Board regarding exterior appearance applications. Many of the projects that require exterior appearance review are already required to come before the Plan Commission for some other kind of approval and even though the Commission does not make a recommendation on the exterior appearance, the public has been encouraged to provide feedback regarding the architecture at public hearings, as this is the main opportunity for citizens to see and comment on building appearance. The Plan Commission members were in favor of reviewing exterior appearance applications for only those projects they would already be reviewing for other requests. Development projects that did not require Plan Commission review would continue to be reviewed by staff.

Going forward, staff will continue to review projects for conformance with the Architecture Review Guidelines and call attention to any issues for the Plan Commission to consider or discuss, similar to the review of zoning and signage requests. Staff will work with the developers in an attempt to incorporate the suggestions of the AAG into their plans. For suggestions that the staff believe are particularly important but were discarded by the developer, staff will include mention of those items in the staff memo for Plan Commission review/discussion. The Plan Commission will make a recommendation on Architectural Appearance Review to the Village Board for projects that are already going through a Plan Commission review process. Staff will continue to solicit feedback from the AAG when appropriate and will review and make recommendations to the Village Board on any projects that are solely seeking exterior appearance approval. Staff feels these modifications to the architecture review process will provide more oversight and opportunity for public input on the architectural appearance of major projects, while not increasing the case load for the Plan Commission or adding additional meetings for developers.

Cc: Mark Franz, Village Manager
Katie Ashbaugh, Planner
Cole Jackson, Associate Planner

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Exterior Appearance Only

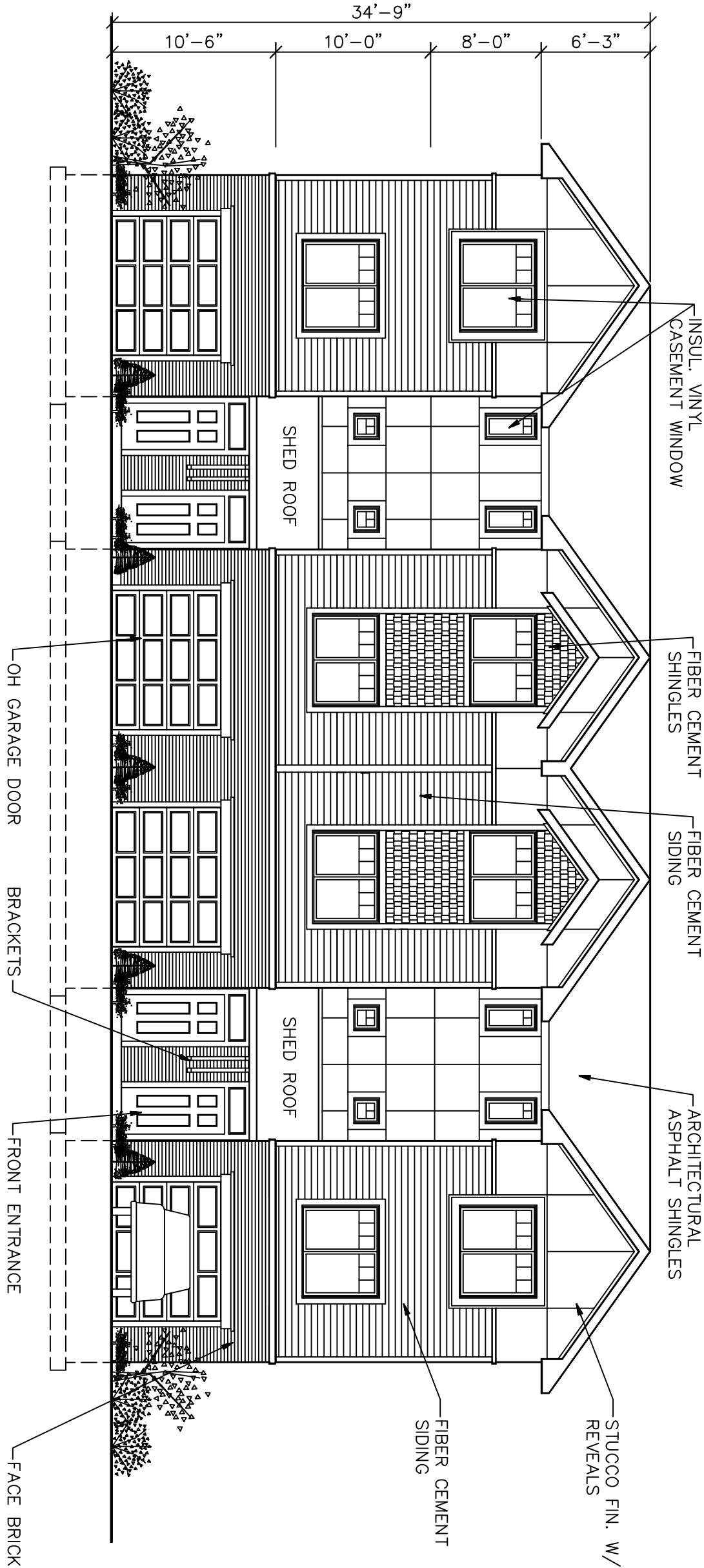
DATE	ADDRESS	PROJECT NAME	TYPE	WHO	NOTES
2/8/2021	507 Pennsylvania Ave.	Kane Tran- Bubble Tea Shop	EA	CJ	Approved; Ord No. 6580
6/14/2021	546-548 Duane St.	Marinella's	EA	KP	Approved; Ord No. 6877
7/12/2021	530 Pennsylvania Ave.	Storm & Stam	EA	KP	Scheduled
5/26/2020	305 Roosevelt Rd.	Wendy's	EA	CJ/KP	Approved, unanimously; Ord No. 6783
7/27/2020	339 Roosevelt Rd.	BP Trio	EA	CJ	Approved, unanimously; Ord No. 6796
9/14/2020	484 N. Main St	Ko-Ze Wine Room	EA	KP	Approved, unanimously; Ord No. 6803
9/14/2020	497 N. Main St.	A Toda Madre	EA	KP	Approved, unanimously; Ord No. 6804
9/28/2020	26 Newtown Ave.	Marcin Warchol	EA	CJ	Approved, unanimously; Ord No. 6808
12/14/2020	484 Roosevelt Rd.	Los Burritos Tapatios	EA	CJ	Approved, unanimously; Ord No. 6818
2/25/2019	1180 Roosevelt Rd.	Golden Wok	EA	JS	Staff recommended approval
2/26/2018	419 B Main St.	Sushi Ukai	EA	JS	Approved; Ord No. 6582 Adminstratively Reviewed
1/9/2017	486 Pennsylvania Ave.	Two Hound Red Brewpub	EA	JS	Approved; Ord No. 6474 approved at 12/14/2016 ARC
10/24/2016	480 N Main St.	Oak and Steel	EA	John	Approved; Ord No. 6445
2/16/2016	476 N. Main St.		EA		Approved; Ord No. 6385: JAYNE
11/16/2015	555 Pershing Ave.		EA		Approved; Ord No. 6360: Apt. Building
9/14/2015		Lake Ellyn Boat House	EA		Approved; Ord No. 6352: Renovation
11/14/2016	460 Roosevelt Rd	ATI Physical Therapy	EA	John	Ord. 6451:ARC Approval 10.12.16

Exterior Apperance Plus Other

DATE	ADDRESS	PROJECT NAME	TYPE	WHO	NOTES
1/11/2021	423-425 N. Main St.	CCPG Pedway	PUD Amd, Final PUD, EA	KA	Approved; Ord No. 6842
2/8/2021	414 Pennsylvania Ave.	Dr. Saylor Orthodontic	PUD, SV, EA	CJ/KP	Approved; Ord No. 6852
2/22/2021	41-55 N. Park Blvd.	Glen Ellyn Food Pantry	ZTA, UP, ZV, EA	CJ/KP	Approved; Ord No. 6855
4/26/2021	22W451 Hill Avenue	Glen Oak Paddle Courts	SUP, ZV, EA	KP	scheduled;
1/13/2020	535 Duane St.	Civic Center Parking Garage	PUD, SUP, EA	KA	PC recommended approval 5-1; tabled by VB
1/27/2020	535 Duane St.	Civic Center Parking Garage	PUD, SUP, EA	KA	approved (4-2), Ordinance No. 6753
7/27/2020	403-407 Duane Street	Duane Street Townhomes	CONS, ZV, EA	KP	Approved, (5-1), Ordinance No. 6793
12/14/2020	460 Crescent	Glenwood Station	PUD, SUP, EA	KA	Approved, unanimously; Ord No. 6834
7/8/2019		Avere on Duane	PUD, SUP, SV, CONS, EA	KP	Tentatively scheduled, PC approved on 6/20/19
2/11/2019	495-499 Roosevelt Rd	Raising Cane's	SUP, ZV, EA for Drive-thru	JS	Approved
1/28/2019	400 & 418-424 N. Main	Apex 400	PUD, EA	KP	Approved
7/23/2018	395 Roosevelt Rd	Buona Beef	Final PUD, SUP, SV, EAR	JS	Approved by PC 6/14/18
7/25/2018	840-944 Roosevelt Rd	Pete's Market	PUD Amendment, SV, EAR	JS	Approved by PC 5/24/18
2/26/2018	240 Hawthorne Blvd	Hadley Jr. High	ZV & EAR	JS	Ord. 6581. Approved by PC 1/25/18
1/8/2018	400 Duane Street	Glen Ellyn Public Library	SUP, ZV, EA	KP	Ord. 6568, Approved by PC 12/14
12/11/2017	Roosevelt Rd & Lawler Av	Bucky's	Annexation; ZMA, SUP, ZV, SV, EAR	JS	
11/13/2017	375-395 Roosevelt Rd	Andy's Frozen Custard	PUD, SUP, SV, EAR	JS	Ord. 6546. Approved by PC 10/12
9/25/2017	739 Roosevelt Rd	CVS Pharmacy	Final PUD, SUP, SV, & EAR	JS	Ord. 6535. Approved by PC 9/14
9/11/2017	404 Roosevelt Rd	Enterprise Rent-A-Car	SUP, ZV, EAR, SV	JS	Ord. 6528. Approved by PC 8/24
4/24/2017	825 N Main St	True North	EAR & ZV	JS	Scheduled for 4/12 ARC & 4/13 PC
3/13/2017	825 N Main St.	True North	SUP, ZV, EAR, SV	JS	
2/13/2017	739-799 Roosevelt Rd	Roosevelt Glen/Panera	PUD, MA, SUP, SV, Sub, EAR	JS	Approval Recommended at 1/9 PC/ARC
1/9/2017	739-799 Roosevelt Rd	Panera Bread	ZMA, PUD, Sub, SUP, SV, EA, PUD V, Sub V	JS	Ord. 6478. Approved at 12/8 PC & 12/14 ARC
12/12/2016	475 Pennsylvania Ave	Barones	SV, EA		Ord. 6454
12/12/2016	439 Pennsylvania Ave	Different Box of Crayons	PUD, SV, EA		Ord. 6455
8/15/2016	462 Prospect		Exterior Appearance, SUP, Zoning Vairation		Ord. 6431: Renovations
5/23/2016	Police Department		Public Hearing, ROW Vacations, Zoning Map Amendment, Minor Subdivision & Subdivision Variations, SUP, Zoning		Ord. 6407-6410
4/25/2016	1090-1100 Roosevelt		Amendments to PUD (Ord. 6300), Approval of SUP and Exterior Appearance		Ord. 6399: Gas Station/ Convenience Store
1/11/2016	20 Briar		Exterior Appearance, Zoing Variation		Ord. 6375: Apartment Building
8/24/2015	369 Roosevelt		Exterior Appearance, Sign Variation, Zoning Variation		Ord. 6346: Commercial Building
7/27/2015	2S678 Park	Memory Care	SUP, Zoning Variations, Exterior Appearance		Ord. 6340
7/27/2015	344 Penn	New Leaf Row House Developm	Zoning Variation, Exterior Appearance		Ord. 6337: 4-Unit Attached Single Family Development

PROPOSED TOWNHOMES

DUANE ST. & MELROSE AVE.
GLEN ELLYN, ILLINOIS



North Elevation

1/8" = 1'-0"

ALLIED
DESIGN-BUILD, INC.
TRUST + QUALITY + VALUE
BURR RIDGE, ILLINOIS
email: adb@agssi.com

PROJECT NO. 1826

DATE

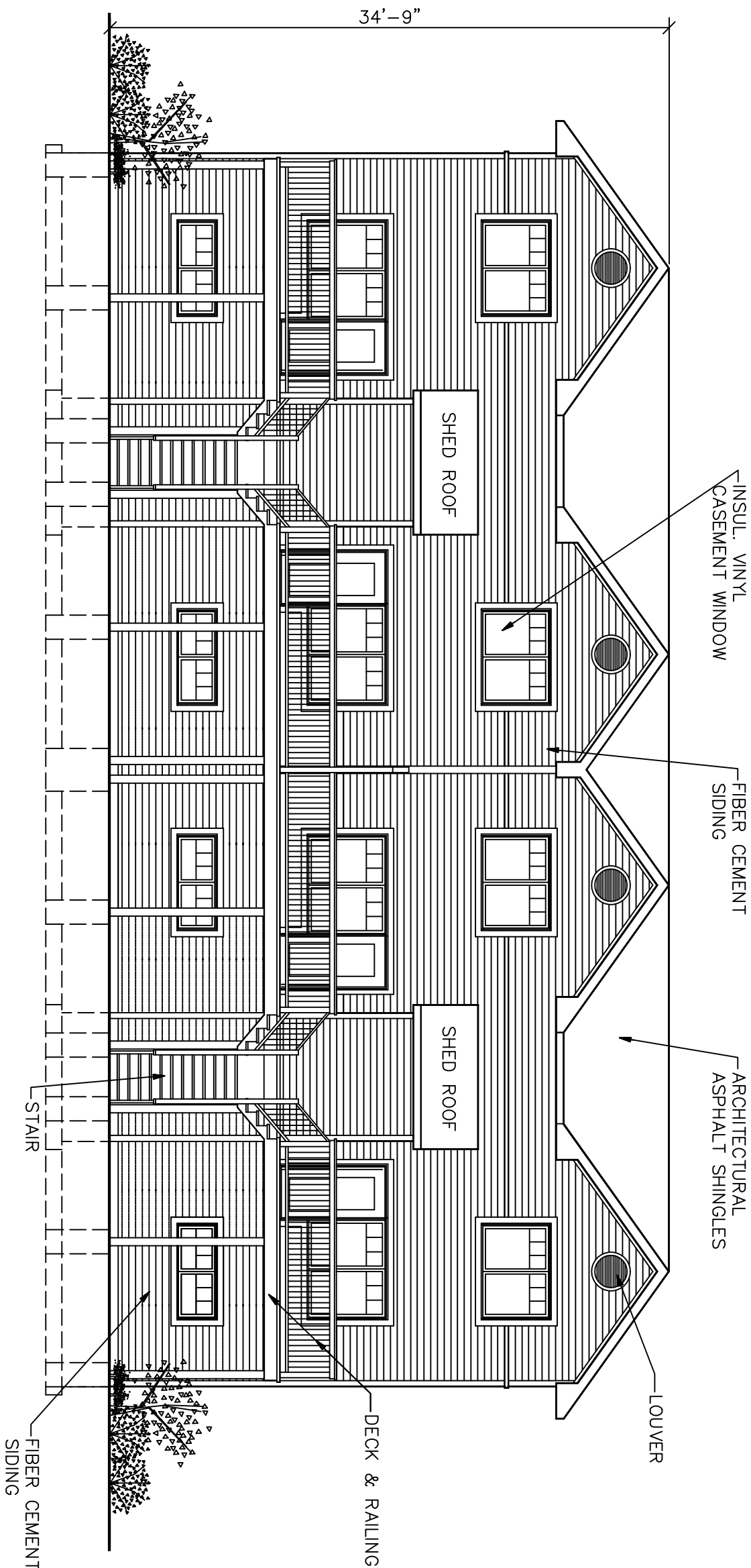
11/16/18

SHEET

P-3

PROPOSED TOWNHOMES

DUANE ST. & MELROSE AVE.
GLEN ELLYN, ILLINOIS



South Elevation

1/8" = 1'-0"

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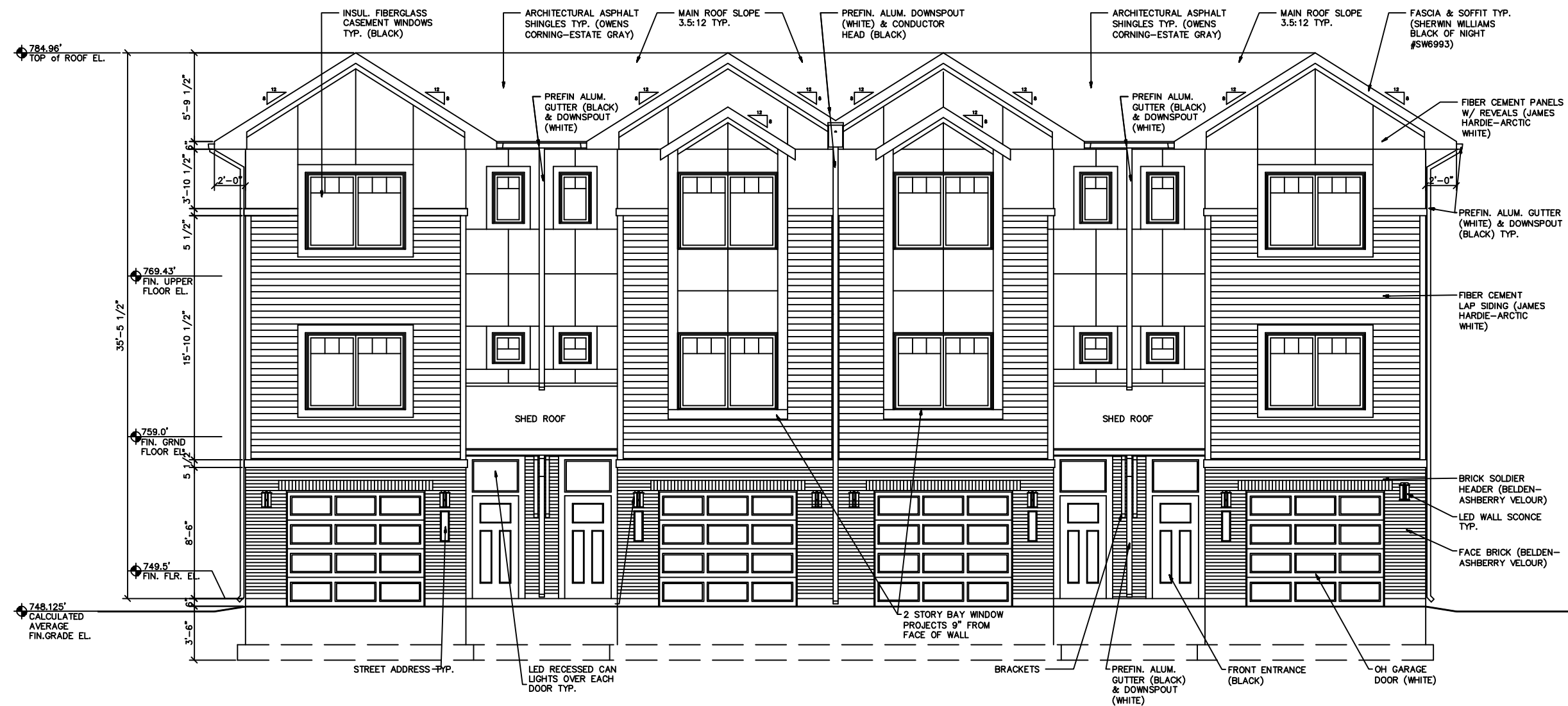
PROJECT NO. 1826

DATE

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SHEET

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NORTH ELEVATION

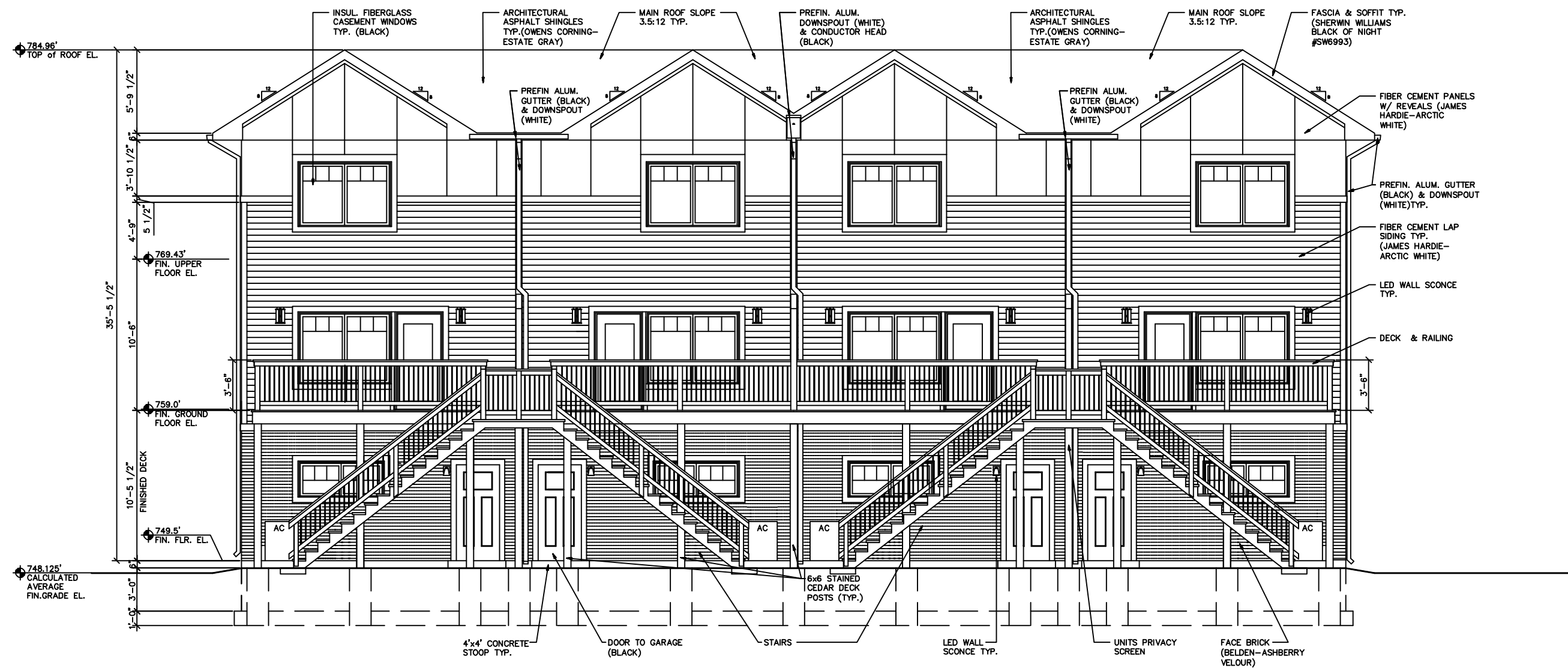
1/8" = 1'-0" REVISED SCHEME BASED
ON CITY COMMENTS

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P-3R

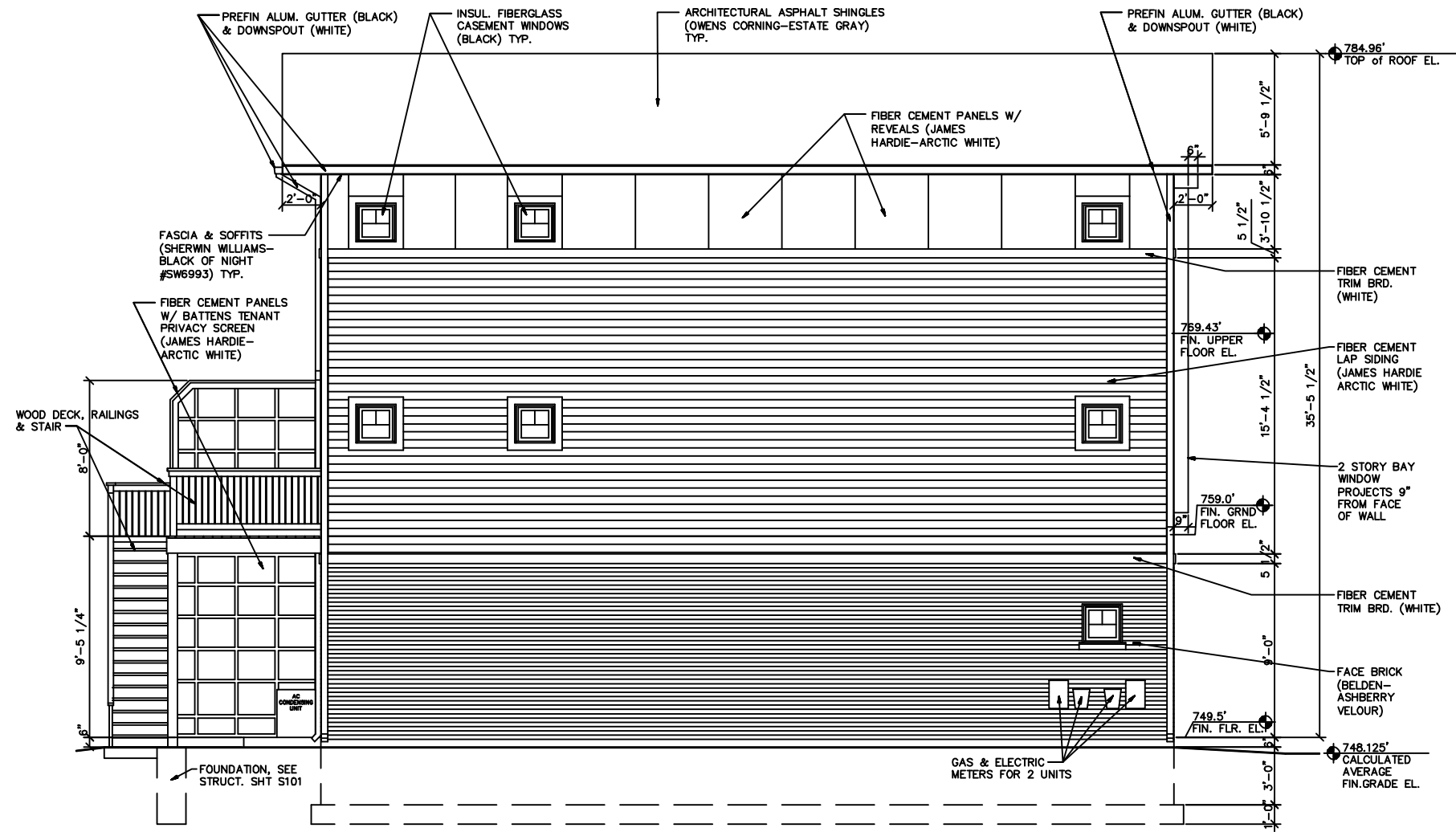


SOUTH ELEVATION

1/8" = 1'-0" REVISED SCHEME BASED ON CITY COMMENTS

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EAST ELEVATION

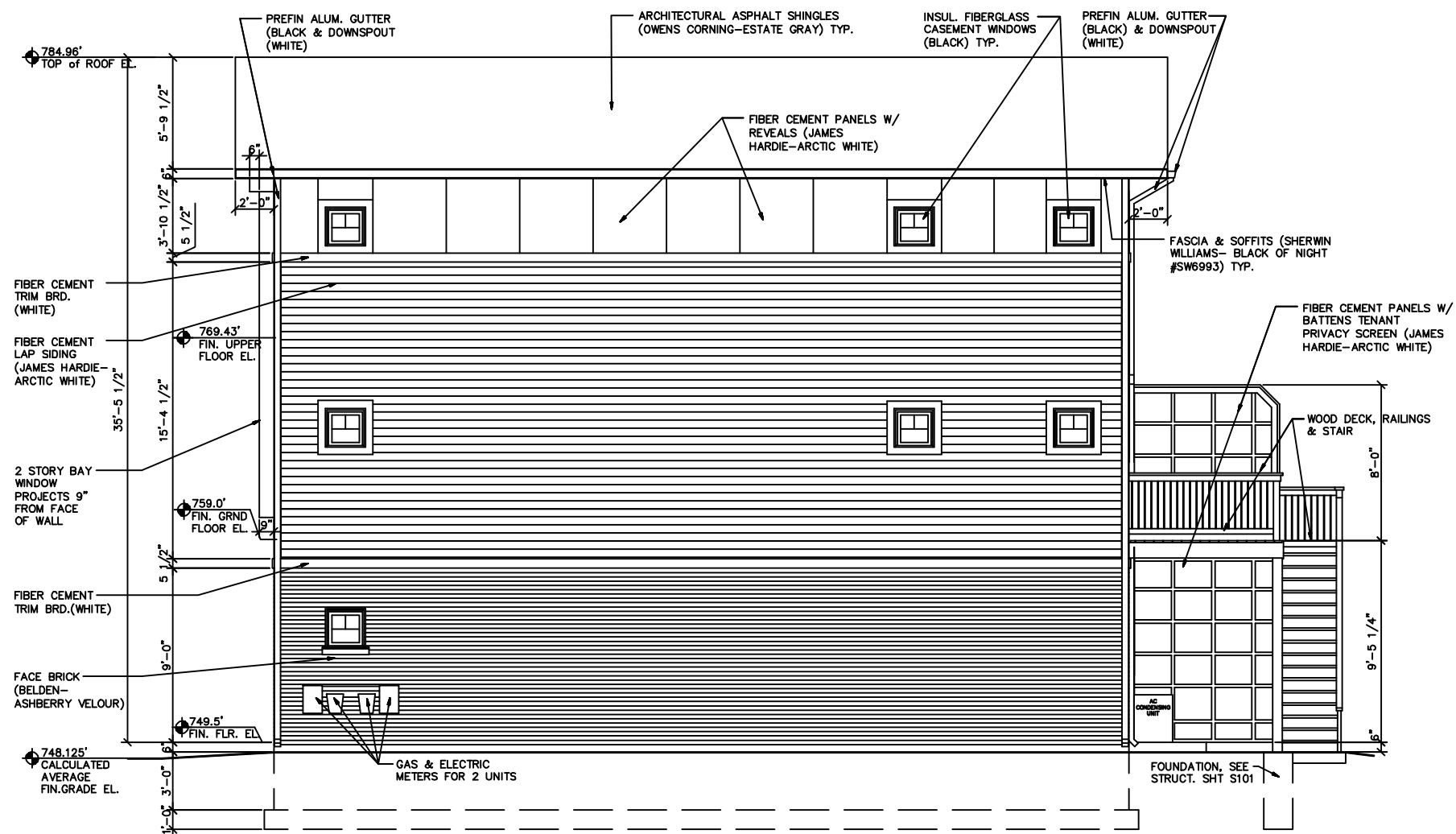
1/8" = 1'-0" REVISED SCHEME BASED ON CITY COMMENTS

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P-5R



WEST ELEVATION
1/8" = 1'-0" REVISED SCHEME BASED ON CITY COMMENTS

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Harding Glen Townhomes



Harding Glen Townhomes





PROJECT RENDERINGS

11/23/2020

