



Agenda
Village of Glen Ellyn
Regular Village Board Meeting
Monday, March 14, 2022
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room

Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Meetings are taped and also televised on WideOpenWest Channel 6, AT&T Channel 99, and Comcast Cable Services Channel 10. 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, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

- A. Call to Order**
- B. 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 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 may be found at www.glenellyn.org/publiccomment.

- E. Consent Agenda - The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below:**

Motion to approve the following Total Expenditures (Payroll and Vouchers) - \$2,078,199.78. These agenda items have been reviewed by the Management Team & Village Attorney and are consistent with the Village's purchasing policy. (Trustee Christiansen)

- 1) Total Expenditures (Payroll and Vouchers) - \$2,078,199.78
- 2) August 16, 2021 Special Village Board Workshop Minutes

- 3) Motion to Approve President Senak's Appointments to the Roosevelt Road/Taft Avenue Hotel Site Ad Hoc Work Group:

Mark Pefferman; Emily Tammaru; Katie Kreller; Renie Atkinson; Clara Hughes; Jim Shannon; Nick Nelson; Marty Durkin; Vik Mehta; Rachna Thakkar; Norris Eber; Kevin McGrane; Donna Kemp; to Serve in Accordance with the Parameters Set Forth in Resolution No. 22-03
- 4) Motion to Approve President Senak's Appointment of Parag Thakkar to the Plan Commission for a term ending July 31, 2024
- 5) Motion to Approve Resolution No. 22-04 A Resolution Authorizing Adoption of the 2022 Official Zoning District Map for The Village of Glen Ellyn (Community Development Director Springer)
- 6) Motion to Approve Resolution No. 22-05 A Resolution Authorizing Adoption of a Diversity, Equity and Inclusion Policy (Assistant Village Manager Rodman)
- 7) Motion to Incorporate the Village of Glen Ellyn Diversity, Equity and Inclusion Policy, as Approved by Resolution No. 22-05 in the Draft Comprehensive Plan (Assistant Village Manager Rodman)
- 8) Motion to Approve an Amendment to Ordinance No. 6944 - An Ordinance Denying a Request for a Construction Necessitated Zoning Variation from the Maximum Permitted Lot Coverage Requirement of the Zoning Code to Maintain a Pavilion on the Property Located at 298 Oak Street, to Allow an Additional 60 Days for the Removal of the Nonconforming Pavilion (Community Development Director Springer)
- 9) Motion to Approve Ordinance No. 6946 , An Ordinance Granting Approval of a Special Use Permit to Allow Outdoor Sales and Storage on the Property located at 339 Roosevelt Road Glen Ellyn, IL 60137 (Community Development Director Springer)

F. Non-Consent

- 1) Motion to Authorize the Village Manager to Enter into a Contract with SB Friedman in an Amount Not-to-Exceed \$93,735 for Consulting Services to Develop a Housing Plan and Policies for the Village, to be Expensed to ARPA Funds (Community Development Director Springer)
(Under the Treasury guidelines related to ARPA Funds, the Village claims the standard revenue loss deduction of up to \$10M and this expense qualifies as an acceptable expense under that deduction.)

G. Reminders

- 1) The Village Board Meeting on Monday, March 21, 2022 has been canceled.
- 2) The Village Board Meeting on Monday, March 28, 2022 has been canceled.

H. Other Business

- I. Motion to Adjourn to Executive Session Pursuant to 5 ILCS/2(c)(g) Concerning the Setting of a Price for Sale or Lease of Property Owned by the Public Body.**



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

Meeting 3/14/2022 7:00 PM
Department: Administration
Department Head:
Category: Minutes
Prepared By:

**AGENDA ITEM (ID # 2022-
2021)**

DOC ID: 2022-2021

August 16, 2021 Special Village Board Workshop Minutes

Statement of the Issue:

Analysis:

Budget Impact:

Action Requested:

Attachments:

1. 8.16.2021.Workshop.Village Board Meeting Minutes - DRAFT



Minutes - DRAFT
Village of Glen Ellyn
Special Village Board Workshop
Monday August 16, 2021
7:00 PM
Glen Ellyn Police Department, Community Room

A. Call to Order:

Special Village Board Workshop was called to order at 7:01 p.m.

Roll Call

Roll Call by:

Present: President Senak

Trustees Christiansen, Fasules, Gould, Kalinich, Payne, Thompson answered "Aye"

Absent:

Also in attendance:

Village Attorney Mathews, Village Manager Franz, Asst. Village Manager Rodman, Economic Development Coordinator Hannah, Community Development Director Springer, Fire Chief Clark, Administrative Asst. for the Village of Glen Ellyn Fire Dept. Shanley, Operations Manager Beskow of Metro Paramedics, Heidi Hermes, Metro Paramedics, Tom Deegan, Metro Paramedics

B. Audience Participation

Eleanor Salimonas, 626 Newton Avenue

Would like to discuss problem with tree removal in Glen Ellyn. Feels that trees (and re-planting) has been neglected; Has concerns with tree removal by developers even though the trees may not interfere with construction. Commented about noticeable loss of tree canopy in the Village. Trustee Christiansen urged Mrs. Salimonas to participate in the Environmental Commission meeting being held on Tuesday, August 17, 2021 to discuss her concerns.

Village President Senak requested a motion to approve the agenda.

Trustee Christiansen would like to schedule a Trustee/Board retreat to facilitate the agenda building processes.

Trustee Fasules noted that in previous meetings the agenda was not approved prior to starting a meeting.

Trustee Thompson moved to Remove the Approval of Agendas at Village Board Meetings.

Result:	APPROVED [5 TO 1]
Mover:	Trustee Thompson
Seconder:	Trustee Gould
AYES:	Trustee: Christiansen, Thompson, Gould, Kalinich, Payne
NAYS:	Fasules
ABSENT:	

C. Emergency Medical Services (EMS) Funding (Presented by Assistant Village Manager Rodman) (Discussion Only)

The Village of Glen Ellyn Volunteer Fire Company provides EMS services for the Village in tandem with Metro Paramedic Services; the most current contract was approved in 2018 (2019 start date) and runs through 2024. Metro provides Village of Glen Ellyn with 12 dual trained paramedic/firefighters with 2 ambulances, 24 hours a day, 365 days a year. Challenges have been noted with Metro being able to fully staff the Village of Glen Ellyn, with instances of only 7 paramedics available, and those that are available, are working extremely long shifts. Metro has stepped in to provide salary increases, however, the contract may be more competitive if Village of Glen Ellyn were to assist in supplementing as well. Also, the DuPage Medical Director has identified a need that the paramedic team have increased supervision during shifts, which also allows for enhanced training and patient care. Staff is proposing an amendment to the existing contract with Metro:

1. Creation of three shift supervisors, each working an 8 hour shift, staffing a rapid response vehicle and providing supervision for paramedic staff, onsite training, overseeing of patient care and assistance with daily operations; The addition of the rapid response vehicle allows for the reduction of two ambulances per EMS call, and reduces the reliance of mutual aid.

*2. Increased salary for paramedics. Providing competitive salary may increase the desirability to join the Metro/ Village of Glen Ellyn contract.
Cost is approximately \$700,000 - \$850,000 annually.*

To offset costs, Director Coyle offers a recommendation of the following:

1. Raising ambulance rates. Village of Glen Ellyn currently has a low average for ambulance and paramedic services. Balanced billing was explained (full billing is submitted to insurance, Village would review the balance due, and then make the decision whether to bill the remainder to the resident or write it off);

2. Participation in the Federal Program, GEMP, which assists with the Medicaid gap for paramedic services. Combined, the above would generate approximately \$300,000 per annum.

3. Make adjustments to the Fire Services Capital Fees (which currently generates \$825,000 annually). When the fee was created, it was to be directed toward replacement/improvements on Station One. Due to delays, a portion (\$325,000) of the fees can be directed to offset the EMS increases.

4. *Special Service Areas: Unincorporated areas serviced by the Volunteer Fire Company. A cost allocation is prepared annually, as well as a special tax levy billed to these residents to help offset “their fair share” of the EMS and fire services provided by the Village of Glen Ellyn. (Approximately \$80,000 annually). Next steps would include approval of a Metro contract amendment as well as creation of any necessary Ordinances to allow for changes and funding. The Federal GEMP program would need to be approved, as well as an intergovernmental agreement that the Board would need to accept. Deadline for GEMP is 10/1/2021.*

Trustee Payne inquired about the cost of the increase for the paramedics. Operations Manager Beskow responded that the Paramedic staff are currently receiving approx. \$15/hr. However, trends show rates of \$20/hr. Rates were increased to \$16/hr. however, under the revised contract, rates would be at \$21.70/hr. to recruit and retain the best paramedics available in order to support the Volunteer Fire Department. Trustee Kalinich inquired about when the \$16/hr., increase was implemented. Operations Manager Beskow replied, March 2021. The paramedic wage increase was well received. Trustee Kalinich also inquired if there were any other municipalities that were supporting a \$21.70 wage for paramedics. Operations Manager Beskow, replied yes, and spoke in depth about various examples. He also provided information about paramedic contract transfers and policies.

Trustee Kalinich inquired about the costs of mutual aid for paramedic services, to which Director Coyle responded that there is no charge for mutual aid. The responding municipality receives the revenue for the services rendered. A question was posed about supplemental insurance coverage being billable; Yes, it is billable. It was noted that GEMP is a supplemental program for Medicaid.

A question was posed as to whether there would be any increase in fees for regular residents (not special service area residents). No. Incorporated areas would only pay for general fund revenues and fire services fees. At present, EMS calls are not paid through the fire services fees, however, with the new contract, a reallocation of funds would assist in offsetting the EMS fees.

A question was posed if balanced billing is implemented in a community, are there more or less calls? Operations Manager Beskow replied that he has not seen an increase or decrease unless the EMS calls are significantly higher than standard.

Trustee Christiansen requested a pros and cons list with costs submitted for review from Director Coyle. Trustee Thompson inquired about the EMTs and Central DuPage metric report. Operations Manager Beskow commented that due to Glen Ellyn’s unique situation, the metrics reporting may not be comparable to other municipalities who have larger teams available for calls. Trustee Thompson stressed the importance of bringing any deficiencies to the Board posthaste so they could be addressed. He also addressed oversight of Metro, what level of oversight we are providing, what level of oversight the Volunteer Fire Dept. is providing, communications between the Village and the Volunteer Fire Department, reporting between the three, and a clear development of the needs and expectations of same. It was also clarified that the Village Manager/ Asst. Village Manager receive reports directly from CDH about EMT performance. President Senak also requested that any reports of an unexpected nature be brought to the Village Boards’ attention.

Trustee Thompson requested that a reserve study be completed for the Fire Station as soon as possible. Director Coyle requested a facilities study for the determination of the costs to maintain and rehabilitate Station One versus the cost of a new facility for the purpose of appropriate allocation of funds. Chief Clark clarified that a reserve study and a facilities study should be completed for both Station One and Two, with an update on the status within 30 days.

It was confirmed that 4% of the PBS billing and the current flat fee rate in the amendment for Metro will stay the same; however, there is an allowance for an annual increase in the flat fee in the contract.

Asst. Village Manager Rodman commented about the correspondence from CDH, as well as meeting with the Fire Department Staff and CDH with regard to the downward progression of service and why the Village had not been notified sooner. Communication directives were made clear, and going forward the Village, as well as the Village Board, will be notified in a much timelier fashion. CDH will be communicating monthly performance reports to the Village directly on a monthly basis. She also commented about the hourly rate for the paramedics; conversations were directed to Metro about concerns that any additional funding would be directed to the contracted paramedic staff, and Metro confirmed that all monies would be passed through directly to the paramedic teams. Additional conversation was directed toward performance standards for the paramedics.

Director Coyle went on to answer questions, and clarify if and when the Ordinance was structured, that the fees billed to the residents would include a Fire Services Fee, Capital Fire Service Fee and an EMS fee. Trustee Fasules inquired as to whether it would be more advantageous to have a tax levy, to which Director Coyle responded that a property tax levy could be considered, but how it would be assessed would need to be investigated.

Trustee Thompson summarized that he was in agreement for raising the EMS payroll fees and would like it raised above the average; would take balanced billing under consideration, would like to move forward with the GEMT program. He is in agreement for the special service costs for the fire service program, and would like to see the EMS fee reallocated and raised in the future as necessary.

Trustee Gould summarized that she is in agreement with the EMS fees as well as the GEMT.

Attorney Mathews commented that the fees for services provided reflect the actual cost of the service, and that the fees are not arbitrarily inflated or exceed the actual costs involved.

Trustee Gould also commented that she would prefer a wait-and-see approach to the balanced billing, and approves the EMS fee.

Trustee Christiansen waived the opportunity to comment.

Trustee Kalinich supports the increase in EMT service fees as presented, as well as the GEMT funding; she would like to wait on the balance billing proposition to see how the other services impact the overall program, and is in support of the transfer of fire service fees. She is also supportive of increasing the special service levies for unincorporated Glen Ellyn.

Trustee Payne summarily commented that he is in agreement with the increase of EMS pay rates, he too would like to wait on balance billing, he is in favor of the GEMT program, and agrees with the Capital Service fee, but is concerned and would like to see a reserve study conducted for evaluation.

Director Coyle reiterated that the Fire Service Fund would be discussed in greater detail at a forthcoming budget hearing meeting.

President Senak directed comment to Metro Paramedic Services that he was not happy with the current situation; we have been working with Metro for several years and are now requested to revisit contract negotiations at our cost. He noted that the Village secured a contract so that these discussions would not be necessary. President Senak commented that he is in favor with everything proposed, with the exception of balanced billing.

D. 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.

Director Hannah reported that an initial study was conducted with a consultant; overall the downtown trade area has a strong demographic for an upscale grocery store which would likely perform well, in proximity of 10,000 sq. ft. which is not currently available in the downtown area. They will be reviewing some additional small format stores and submitting their findings for evaluation. As space comes available, discussions can be initiated. Conversation ensued with Village Board members comparing stores such as Fresh Market, Trader Joes, etc. and the square footage needed for successful fruition. Director Hannah elaborated on storefront space (7500 sq. ft.) versus storage/ loading areas, parking, and other considerations and logistics. Trustee Thompson inquired as to why no specialty grocers/ boutique grocers were shown in the report. Director Hannah responded that those are listed as quality service stores. Trustee Thompson suggested a mall area near Green Branch Florists for potential grocers. Trustee Fasules inquired whether there is square footage in the Banyan Tree Mall to accommodate the necessary 10,000 sq. ft. Director Hannah answered "No", and that the developers are looking for more extensive parking than what is available. Trustee Thompson inquired as to whether the US Bank development would consider a first floor grocery and having the bank on an upper level. Trustee Kalinich also inquired about the Apex first floor. Director Hannah replied that there is 8000 sq. ft. available and countered that it might work for a convenience style store. Trustee Kalinich spoke briefly about the interest in McChesney and the meat market, and what the key components are that attract their customer base. President Senak referred back to the resident questionnaire findings, with the most sought after item for the village by residents is a downtown grocery store. Trustee consensus agreed that whomever is placed should be open after 6:00 p.m. Ending comments request that Director Hannah continue the analysis and report back to the Village Board with findings. The board can then pursue investigations into site availability (US Bank, Forest Avenue, Apex).

E. 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.

Director Springer spoke about the Architectural Review Commission, founded in 1975, whose purpose was to review the exterior appearance from 1975-2017. Sign code variation responsibilities was added to their management in 1998. The ARC's responsibility is to review exterior appearance of a structure of posed elevation and compare it to the guidelines. Since the guidelines are not standards or regulations, variations were not necessary, it was at the commission's discretion. One: is it acceptable and two: is it in conformance with most of the guidelines?

Two past Village Presidents requested that the department to undertake a process improvement program to streamline processes and evaluate stopgaps. The group formed resulted in incremental changes over a 5-6 year period. One issue that continually surfaced was a general dissatisfaction with a variety of elements related to the Architectural Review Commission. One issue was that Plan Commission would not comment on or handle issues related to exterior appearances. Similarly, the ARC would not address issues with zoning, bulk regulations, subdivisions, etc. Confusion arose due to two different meetings, on two different nights addressing specific issues. Difficulties also arose due to the meetings being performed at the end of the staff review process.

Another issue was that there was no formal expertise or professional on the commission (with small exceptions). For other commissions, specific qualifications are required to apply for the commission. Some of the recommendations were personal preference versus valued, professional feedback from the committee. It was also noted that small business owners wishing to pursue the façade improvement grant, upon hearing that they needed to present to the ARC and the Village Board, would drop the proceedings. In July 2017, the Village adopted an Ordinance that allocated the responsibilities of the ARC to the Plan Commission and staff.

Staff had been providing the exterior appearance reviews but were unable to offer suggestions of a significant architectural nature. Concern was expressed by the Village Board after the Apex development for the need of individuals with an architectural background.

One of the suggestions was to recruit area volunteer architects. The staff then worked with the volunteers to incorporate suggestions to provide to petitioners, adopting 75-90% of the suggestions provided. There were still concerns that the group was not transparent, and it was discontinued after the McChesney development. Various suggested designs were shown as examples.

The ARC Commission is being recommended for reinstatement. Suggested goals include:

- Transparency*
- Being open to the public*
- Initial meetings should be conducted right after the first plan submission*
- An initial meeting should be scheduled with the group and the developer for first round suggestions, they can then sit down for a secondary round to see revisions*
- Design or architectural expertise would be essential for committee members*
- When the plans are approaching final review (after staff review) a single commission should provide the review for the petitioner*
- Community Development would like to continue to provide the same services to business owners who are looking to improve their façade without any additional variations.*

Option 1:

- Replace four of the existing plan commissioners with members who have architectural design expertise. The remaining five members will have historical knowledge, have experience in dealing with the public, etc.*
- The Plan Commission would conduct the exterior design review after the initial submittal.*
- The Plan Commission would hold a public open forum meeting, one additional meeting after revised plans and one final meeting for final reviews.*
- The Plan Commission reviews the project in its entirety at the end.*

Option 2:

- Four architectural specialists will replace four of the existing plan commissioners;*
- The four architectural expertise members would serve as a sub-committee of the Plan Commission, who conducts the meetings.*
- Five members would not be needed to attend the first two meetings, just the sub-committee, and when the final review comes to the Plan Commission at the end of the review process*
- The sub-committee can share their findings with the Commission.*

Option 2B:

- Another option would be to have the additional four specialists be a sub-committee, not replacing the existing plan commission members.*

The pros of option one include:

- *It eliminates meeting confusion as to which meeting to attend, plans are reviewed early in the process; and commission members have architectural expertise.*

Cons include:

- *We lose the historical expertise, institutional memory and the understanding of processes by the loss of existing plan commissioners.*

Option 3:

- *A new group is created, (i.e., Architectural Appearance Committee/ AAC)*
- *Five to seven member committee, some with expertise, reviews are done after initial submittal, then make recommendations to the Plan Commission.*
- *The Plan Commission then takes the recommendations, along with their review, for presentation at one single review meeting.*
- *The existing membership of the Plan Commission remains; however, a review is provided by parties with expertise, one single group reviews everything, Plan Commission meeting numbers are the same, and the Plan Commission membership still remains varied.*

Option 4:

- *Similar to Option 3, with the exception of being a Committee it is a Commission who makes recommendations directly to the Village Board.*
- *This is very similar to the Commission that was eliminated in 2017.*

Pros and Cons:

- *The Plan Commission remains the same with members having a varied background, the same number meetings are scheduled.*
- *The AAC has members with expertise, and the project review is done with one group.*

Option 4 Cons include:

- *A return back to the same format as the previous ARC*
- *Issues from the previous ARC may return*
- *The public would attend two separate meetings to receive feedback*
- *The possibility of the public initially voicing concerns at a Village Board Meeting due to missing Commission meetings, in turn having the possibility of a staff re-review and extending the overall process and time frame.*

Trustee Christiansen commented that she prefers Option 3; she has previously attended Architectural Review Commission meetings, as well as Plan Meetings, and noted confusion from community member participation as to which topics were being discussed through no fault of the Commission. She prefers Option 3 since it allows for community input. The final decision making is not taking place at two different meetings, it is done at the Plan Commission meeting. One suggestion would be to have a member of the AAC be a member of the Plan Commission to facilitate communications between the two commissions.

President Senak asked if at one point there was a common member on the ARC and the Plan Commission? Director Springer replied that prior to 2017, Tim Loftus, Chair of the Plan Commission, was also in the Historic Preservation Commission, but there was not a common Plan/ ARC member.

Trustee Payne commented that 2B is similar to Option 3, but not a separate committee. Similar to a sub-committee, it can be added incrementally. He feels uncomfortable removing established Plan Commission members. Director Springer clarified that Trustee Payne wants to add 4 additional

people to the existing 9 member Plan Commission? Trustee Payne clarified that they would form a sub-committee, and not part of the Plan Commission.

Trustee Fasules voiced concern that there is no legal authority for the AAC. If the ACC is made into a subcommittee, it fulfills the need of the Plan Commission, and provides an initial phase of input.

Trustee Gould inquired if the subcommittee was formed, would it be behind the scenes? Director Springer replied, no, it would still be a public forum. The additional Plan members would not be in attendance. Trustee Gould inquired as to whether the subcommittee would be in attendance to listen and present at the Pre-App meeting with the Plan Commission, and Director Springer agreed that it would be a good idea since everything would be early on in the process. The subcommittee members would be there to provide input and feedback and listen in at the Pre-App meeting with Plan Commission. The AAC would serve in an advisory capacity, would be involved in the Pre-App meetings and possibly in any architectural appearance meetings. Finally, they make recommendations to the Plan Commission, but would NOT attend the Plan Commission meeting unless we implement the suggestion where one of the members be on both the AAC and Plan Commission to serve dually.

Trustee Christiansen first thanked Director Springer for her efforts and work done so far. She would like to see a specific mission and process outlined. She also feels the commission should have some “teeth”. She would like to see them make recommendations to the Board, similar to Plan or Zoning, so there is “real impact” on the plans reviewed for various developments. She is in agreement with facilitating experts to assist, but perhaps involve some residents as well. They might be able to provide a different perspective and she feels that the Board should include as many voices as possible. She would like the Plan Commission and Historic Preservation Commission delineated in terms of their mission from the ARC; she feels it is important to include their feedback. She recommends utilizing experts, as well as some residents, but include one member from Plan Commission and Historic Preservation Commission to provide insight. She is leaning toward Option 3 or 4 but would like the Commission to have impact and not serve only in an advisory capacity.

Director Springer clarified that recommendations could still be made to the Plan Commission and that the recommendations be included to the Village Board in their packet. Trustee Christiansen agreed that this could be an option but wanted to stress that the ARC should meet as early on in the process as possible to avoid last minute change orders for the developer, as well as allowing for resident feedback.

Trustee Thompson commented that he liked the results of what the AAG has provided for the last three years, and that they made developments better and provided feedback in a more professional context. He would like to see the process made public, possibly in a general format. He posed a question: Is it possible to still utilize a Commission structure while gaining insight from volunteer experts? He also stressed the need to eliminate confusion for the residents on meeting attendance and processes. He agrees that one way is to go back to the ARC which had the most “teeth”, but also sees a value in blending the Plan Commission structure. He would love to hear some public input.

Public Comment by Pam Albrecht:

She attempted to research how long the ARC had been in existence and feels that the 42 years speaks very loudly for the Village. She is very pleased that there is a consideration to return the ARC. She feels the Review Commission is part of the fabric of the Village, the blending of the Historic, Plan, and ARC commissions are a great recipe and have worked well for a number of

years. She feels the ARC worked very well in the past and should not have been eliminated. She noted it provided a unique balance of checks and balances within the Village. The ARC impacted building materials, appearance, ratios to height, variances and swept the minutiae of architectural details, building materials, lighting, landscaping, signage while serving the Village well in the process. Most importantly, it allowed residents to voice their opinion. The review commission offers insight and guidance to both the Plan commission and the Village Board. They provide a translation of guidelines and provide solutions to the petitioner while holding them accountable to the standards. She didn't feel the reasons for the ARC elimination were true and thanks you for considering its return.

Public Comment by Heather Mees:

Has a master's degree in architecture from UIC and has worked with various residential architectural firms in the Chicago area. She states that she grew up in New England and chose Glen Ellyn due its historic homes. She has met other neighboring area architects and feels that Glen Ellyn is a designers' destination. She feels that the Village has a lot of design potential, and without an Architectural Review Committee it will go untapped. The 32 other communities that foster an architectural review committee include Elmhurst, Winnetka, LaGrange, Hinsdale, Highland Park. She stated that we should not consider the number of towns, but the caliber of town. She feels that developers will go extra lengths to build here and that an architectural review commission will maintain a high bar of standards and design and be a tool to help the developers reach their full potential.

Public Comment:

A resident stated that she thinks the public needs to be involved from the beginning; and thinks the Village needs to set the vision of what all development should look like. She references Hinsdale's policies. She feels we need a vision in order to direct the Commission to its destination. She commented that the current development looks like boxes. She feels that the preservation of Glen Ellyn is quality and things that fit into good design, which she feels can also be contemporary. She comments on Glen Ellyn's green space, trees and setbacks, and about being over the edge with global warming and how everyone needs to do their part. She feels the commissions need to be working together to form a larger picture. She feels that a clearer message should be shared with developers so that they know what is expected. She feels the ARC was good because it gave residents additional opportunity to provide comments. She mentions that the Village has a great talent pool and can offer good ideas and feels we should be more selective of the developers coming in.

President Senak posed the question: how long was the process for ARC from start to finish on a project? Director Springer was unable to answer. President Senak commented that there is no way of knowing if eliminating the ARC streamlined the process. Director Springer replied, true. President Senak feels that eliminating the ARC was possibly the singular worst decision that he made as a Trustee and is glad that everyone is in agreement that a committee or commission is needed to ensure the architectural integrity of the Village. He feels that this is smart development and part of the Village's brand. Having sat in on ARC, he saw an improvement in the design and quality of the construction in Glen Ellyn. President Senak commented that all of the options, properly implemented, would serve the purpose intended, which is to make sure the Village continues to be what it is today for generations to come. He would like to see the ARC reformed and provide meaningful impact for the Village. He feels it should have a mix of design professionals as well as residents. It can be part of the Plan Commission as long as it is independent and that current Plan members are not replaced (i.e., a new commission or sub-committee can be formed).

Comments from the Trustees:

Trustee Thompson commented that he did not want to leave the Commission unformed, due to size constraints, and wholeheartedly agreed with President Senak's comments. Prefers Option 2B, with a subcommittee formed of the Plan Commission, but with the ability to have "teeth".

Trustee Christiansen prefers Option 4 as a first choice, with 3 coming in second.

Trustee Gould prefers Option 4, with 2 as a second choice, but she has concerns that Option 2 may not have enough impact.

Trustee Payne feels that the Committee should be closely linked with the Plan Commission; and would prefer Option 2B or 3 as a self-contained committee.

President Senak voiced a concern about the Committee being an even number for voting reasons and feels that an odd number would present better.

Director Springer asked if 5 members would be acceptable. President Senak also commented that it would be a desirable qualification to be a design or architectural professional to be a member of the ARC/AAC committee, but not a prerequisite.

Trustee Kalinich prefers Option 3, with the recommendation that one of the members of the committee be a member of the Plan Commission. The same could apply to the Historic Preservation Commission. She also wanted to comment on the increase of numbers: That too large of group may prove detrimental to the Committee and burden the decision making. She also noted that every member of the Building Board of Appeals has a background in Building; the Committee is purposeful with good reason and would like to see the same value applied to the ARC/AAC.

Trustee Fasules prefers 2B, with a subcommittee, in order to move projects forward quickly. He would also like the head of the subcommittee to be a voting member of the Plan Commission. The subcommittee can have a member from Historical Preservation, other committees, with members consisting of design and architectural professionals; it is a public meeting, and its sole purpose is to discuss architecture. He feels that a subcommittee may have more input and influence on the Plan Commission, since it is part of the same commission versus a standalone commission.

Trustee Thompson commented that he would like to see where testimony is given, and that multiple meetings are not necessary for the residents. The process needs to be more efficient, in place as early as possible to ensure ease of facilitation. Attorney Mathews commented that one public hearing must take place for zoning purposes, and can take place over multiple meetings. Trustee Thompson inquired if a resident can speak about zoning or architecture at a public hearing. Attorney Mathews clarified that the public hearing is held on a Plan Commission level. The Plan Commission has certain items for review under existing zoning and Village code. Commentary can be given as high up as the Village Board level, with the Village Board providing the final decision.

Consensus of the Board is that there is four in favor of a committee versus a commission; so forming a committee is preferred. There was full agreement with no replacement of the Plan Commission members. A subcommittee will be formed called the Architectural Review subcommittee, consisting of five individuals: one member of the Historical Preservation Commission, Three Architects/Engineers/Landscape Architects, and a resident.

Discussion ensued about whether the subcommittee chair should be a member of the Plan Commission; the Architectural Review committee would be open to the public, make public recommendations and recommendations would be included in the packet for the Plan Commission and the Village Board review.

Trustee Christiansen voiced concern over the lack of independence of the committee. She has concerns with the committee being a subcommittee of the Plan Commission and the overall process. Discussion ensued about the overall processes and board involvement.

President Senak summarized Trustee Fasules' objectives toward the committee, stating that the "teeth" of the committee is that one of the members sits on the Plan Commission, and the discussion of the project occurs early, however, comments go to the Plan Commission not directly to the Village Board.

Trustee Christiansen voiced concerns, stating that someone from the Plan Commission needs to be a member of the ARC, and also voiced issues with the committee being a sub-committee of the Plan Commission in that it lacks independence, and doesn't have "teeth". She feels that a 5-member subcommittee is a committee in its own right, and if it was a true subcommittee, the subcommittee would consist entirely of members of the parent committee.

Trustees Christiansen and Fasules voiced a wish to have the committee become an independent committee, with the Chair being a member of the Plan Commission. Trustee Kalinich suggested that the Chair could be an existing Plan Commissioner. Trustee Christiansen feels that this still gives the Plan Commission too much power. She feels that the ARC Chair should not be part of the Plan Commission, since it gives the Plan Commission an edge in the proceedings. She feels that the residents have voiced that the Plan Commission has too much power already. She would like to see some independent review before items are brought before the Plan Commission.

Attorney Mathews brought up the point that the Plan Commission and the issues it reviews do not have anything to do with what the ARC will be reviewing. Plan Commission does not (and should not) render options on what the material should be. (i.e., What should the cornice look like? How many different in and out features should there be?) Plan Commission discusses items such as height of a building, what is the bulk/mass, etc.?

Trustee Payne interjected that they are related, and would have discussions between the two. Attorney Mathews stated that there could be cross discussion, President Senak interjected that if you look at deviation or variance process, the elements that would entitle an applicant a deviation or a variance would not include the architectural style of the building. When the Plan Commission is going through the criteria to establish if there is a deviation or variance warranted, one of the elements is not architectural appeal.

Attorney Mathews added that for Pre-App conferences a developer comes in with a "box/building" without any architectural features established. He is not sure how the Board wants to address building concepts or get some kind of presentation that demonstrates architectural elements early on so that the exterior design can be evaluated.

President Senak summarized the overview as an independent committee of five. He posed the question whether anyone from the Plan Commission should be on the committee? Trustee Kalinich voiced that she feels that she recommends it, but feels that they do not need to be the committee chairperson. Trustee Christiansen is in agreement that they should not be the chairperson. Trustee Thompson voiced that he was persuaded by Trustee Gould and Trustee Kalinich's testimony, and

agrees with a separate independent commission. He would like to see the idea re-reviewed since the arguments were persuasive. He does not like the terminology of subcommittee, and feels that it needs to be its own commission, it needs to have “teeth”, needs its own nomenclature, and process.

Trustee Fasules countered that the issues need to be presented to staff as soon as possible, and it cannot come to the Village Board until after the Plan Commission review. After the Plan Commission, if comes to the Village Board, it becomes meaningless and has no impact.

President Senak suggested that it become a commission (since there are 4 in favor), comprised of 5 members or more. Trustee Kalinich questioned the number in favor (which was re-counted to 3). She feels that the Board is selling the committee short in saying that it doesn't have “teeth”. She reiterates that this is a public meeting in which there is public record, and the Board will ensure the overlap between the Plan Commission and the committee. She questions how does it not have influence?

Trustee Christiansen addresses that we have Commissions and Boards who review various items, who have voiced that they have no influence. Trustee Kalinich asked if they were currently existing committees?

Trustee Christiansen commented about grievances that they make recommendations to the Board and feel as if they are not heard. Trustee Kalinich questioned if they are the only Board? Trustee Christiansen replied that no, there is a Building Board and a Zoning Board. Trustee Kalinich replied that if she understands correctly, in her observation of the Zoning Board of Appeals is that recommendations are made and are overturned at the Village Board level. She feels that this is a whole different issue. She doesn't feel that their recommendations do not have impact, she thinks that the Board members are concerned that if they were in the shoes of the petitioner, how would they feel?

President Senak commented that the Plan Commission and Zoning Board of Appeals have completely different functionality than Architectural Review or Historic Preservation. They can make a recommendation, and the conclusion of the commission level dictates what the outcome is at the Board level.

Trustee Fasules interjected that when the discussion began, the objection was that the AAG had no legal authority, was not transparent and had no legal record. It was not that the AAG was not working, it was to address those issues. He feels that this is the objective to accomplish tonight, and not create a larger bureaucracy. He feels that it should be the decision of the staff if it is a committee or commission.

President Senak agreed that whether it is a committee or commission is a semantic issue, what is important that it is put into a process that does not create additional bureaucracy, and hopefully will streamline processes. The commission will function in some regard like the committee. He tallied 4 votes in favor of a commission, (including himself as a tie breaker), and then allows staff the opportunity to fit that commission into the Planning and Development process in the most efficient way possible. They can then return to the Board with a progression, and avail the Board as to where Architectural Review will fit in the development process in a way that would make it efficient, yet functional, and move forward from there.

The recommendation is that the Board will re-form the Architectural Review Commission.

Director Springer has one question: It sounds like everyone is interested in eliminating the confusion of which meeting to go to. But if we make it a commission that makes a recommendation directly to

the Village Board, and the Plan makes their recommendation to the Board, and they are dealing with their own two separate issues, there are still multiple meetings for petitioners: one to address architecture and another to address zoning entitlements.

President Senak replied that you will always have those two meetings. It will either come before the committee or before the commission. Director Springer replied that if it goes before the Plan Commission, which then goes to the Village Board with the Plan Commission's recommendation, then there is only a single meeting that the petitioner can attend.

Trustee Fasules replied that Director Springer needs to work out the flow so that Community Development is getting the input that they need, so when it gets to Plan Commission, it is solid and the Village Board doesn't get opposing recommendations.

President Senak asked Director Springer to create a flow chart on what steps a petitioner would take, sequentially, for a project to be presented at a future meeting.

F. Other Business

Question by Dist. 41: How will the Village respond to a mandatory masking policy for District 41 students, staff and guests? In addition, how will the police department respond to confrontation at meetings, events, etc.?

President Senak is consulting with Attorney Mathews and Chief Norton on how to approach the issue. Discussions are ongoing, and what policies the Village will adopt will be determined by the Village Board. Chief Norton elaborated stating that during public meetings, if a party becomes unruly or breaks a law, an officer can take action (including disorderly conduct) and remove the person from the meeting. Chief Norton states that the Village Attorney does not support police action if the underlying issue being broken is not a law (i.e., a mask is not being worn, so police action is not warranted and is unenforceable by law.) If a person refuses to wear a mask at a school board meeting, police can ask them to leave. If they refuse, it does not rise to the level of trespassing or disorderly conduct; because the underlying violation of not wearing a mask is not a violation of the law.

The school is focused on what the police department can do to assist them, however no discussion was given on how the school district can change the way they conduct their meetings that might avoid the issue. (Such as non-mandated masks, spread people out to enforce the 6-ft social distancing, hold meetings in a larger venue, hold meetings via teleconference/zoom, overflow rooms, masked and non-masked areas, etc.)

Chief Norton conveyed the following to the school district: They would respond to any 911 call, if the school requested an officer to be in attendance at a meeting, one would be provided; however, police officers would not remove anyone from the premises for not wearing a mask.

Trustee Payne asked if the school board moved away from mandated masking and then changed their policy? Trustee Kalinich responded that it was due to the CDC recommendation for schools and school districts, as well as the Governor's mandate. It was determined that the schools are following CDC guidelines, and the Governor's most recent order. Debate ensued about whether the Governor's most recent executive order was enforceable by law. Chief Norton explained that a police officer, in their capacity by law, has discretion due to the number of variables that can apply. He also suggested to the school that private security could be hired for events in order to alleviate the Police department of legal jeopardy. Discussion about Section 21-5.5 ensued, and interpretation of school board meetings being held several hours after public school sessions are over are affected and whether they are considered a school "activity" or not.

Discussions ensued about mask policy and potential Village Board agenda proposing policy for future meetings.

G. Motion to Adjourn

Result:	APPROVED [6 TO 0]
Mover:	Trustee Thompson
Seconder:	Trustee Payne
AYES:	Trustee: Christiansen, Thompson, Fasules, Gould, Kalinich, Payne
NAYS:	
ABSENT:	

Respectfully Submitted, Maureen Draganowski, Executive Assistant
Reviewed and Approved by Emily Rodman, Assistant Village Manager/Deputy Clerk



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

Meeting 3/14/2022 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

**AGENDA ITEM (ID # 2022-
1918)**

DOC ID: 2022-1918

Motion to Approve President Senak's Appointments to the Roosevelt Road/Taft Avenue Hotel Site Ad Hoc Work Group:

Mark Pefferman; Emily Tammaru; Katie Kreller; Renie Atkinson; Clara Hughes; Jim Shannon; Nick Nelson; Marty Durkin; Vik Mehta; Rachna Thakkar; Norris Eber; Kevin McGrane; Donna Kemp; to Serve in Accordance with the Parameters Set Forth in Resolution No. 22-03

Statement of the Issue:

Analysis:

Budget Impact:

Action Requested:

Attachments:



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

Meeting 3/14/2022 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

**AGENDA ITEM (ID # 2022-
2027)**

DOC ID: 2022-2027

Motion to Approve President Senak's Appointment of Parag Thakkar to the Plan Commission for a term ending July 31, 2024

Statement of the Issue:

Analysis:

Budget Impact:

Action Requested:

Attachments:



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

Meeting 3/14/2022 7:00 PM
Department: Community Development
Department Head: Staci Springer
Category: Resolution
Prepared By: Kelly Purvis

**AGENDA ITEM (ID
2022-2007)**

DOC ID: 2022-2007

Motion to Approve Resolution No. 22-04 A Resolution Authorizing Adoption of the 2022 Official Zoning District Map for The Village of Glen Ellyn (Community Development Director Springer)

Statement of the Issue:

The Illinois Compiled Statutes require that the Village publish an updated Zoning Map by April 1st of each year. This update typically includes annexations, zoning map amendments, and the correction of any scrivener's errors. Staff is requesting that the Plan Commission review and make a recommendation regarding the Official Zoning Map of 2022 to the Village Board. The following changes were made to the Zoning map over the past year.

1. 450 S. Ellyn Avenue

On June 28, 2021, the Village Board adopted Ordinance No. 6880 and No. 6881 which approved an annexation agreement and the annexation of one single-family property located at 450 S. Ellyn Avenue, formerly 1S724 S. Ellyn Avenue. Upon annexation, the property was automatically zoned R1 Single Family Residential District zoning district as permitted by Section 10-3-3 of the Zoning Code.

Recommendation

The Plan Commission reviewed the proposed 2022 Zoning Map at its February 24, 2022 meeting. By a vote of seven (7) "yes" and zero (0) "no", the Plan Commission recommended that the Village Board approve the Official Zoning Map of 2022.

Analysis:

Not Applicable.

Budget Impact:

Not Applicable.

Action Requested:

The Village Board should consider the adoption of the Official Zoning Map of 2022. A Resolution adopting the map as the Official Zoning Map of 2022 in accordance with the Plan Commission's recommendation, is attached for consideration at the March 14, 2022 Village Board meeting.

Attachments:

1. Draft Resolution - Zoning Map 2022
2. Draft 2022 Zoning Map
3. Draft 2022 Address & Zoning Map with Changes Highlighted
4. 2-24-22 Plan Commission Meeting Minutes-DRAFT



Village of Glen Ellyn

**Resolution No.
A Resolution Authorizing Adoption of the
2022 Official Zoning District Map for
The Village of Glen Ellyn,
DuPage County, Illinois 60137**

**Adopted by the
President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This _____ Day of _____, 20__.**

Published in pamphlet form by the authority
of the President and Board of Trustees of the
Village of Glen Ellyn, DuPage County, Illinois,
this _____ day of _____, 20__.

**PREPARED BY AND MAIL TO:
VILLAGE OF GLEN ELLYN
ATTN: VILLAGE CLERK
535 DUANE STREET
GLEN ELLYN, IL 60137**

Resolution No.

**A Resolution Authorizing Adoption of the
2022 Official Zoning District Map for
The Village of Glen Ellyn,
DuPage County, Illinois 60137**

Whereas, Chapter 65, Section 5/11-13-19 of the Illinois Compiled Statutes requires that the Village publish an updated zoning district map prior to April 1st of each year; and

Whereas, the Village of Glen Ellyn Zoning District Map has been updated to reflect the zoning changes approved by the Village Board over the last year; and

Whereas, the Glen Ellyn Plan Commission reviewed the updated Zoning District Map at its remote public meeting on February 24, 2022 and by vote of seven (7) “yes” and zero (0) “no” recommended that the Village Board approve the updated map as the Official 2022 Zoning District Map; and

Whereas, the Village Board of the Village of Glen Ellyn considered the proposed revisions to the Zoning District Map at a Village Board meeting on March 14, 2022.

Now, Therefore, be it Resolved 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 revisions to the Village of Glen Ellyn, Illinois, Zoning District Map as shown on the Official 2022 Zoning Map dated February 4, 2022 are hereby approved.

Section Two: The Village Clerk is hereby authorized to maintain on file the Official 2022 Zoning Map dated February 4, 2022 and to make said map available to the public for inspection and purchase.

Section Three: This Resolution shall be in full force and effect from and after its passage and approval.

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

Ayes:

Nays:

Absent:

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

Village President

Attest:

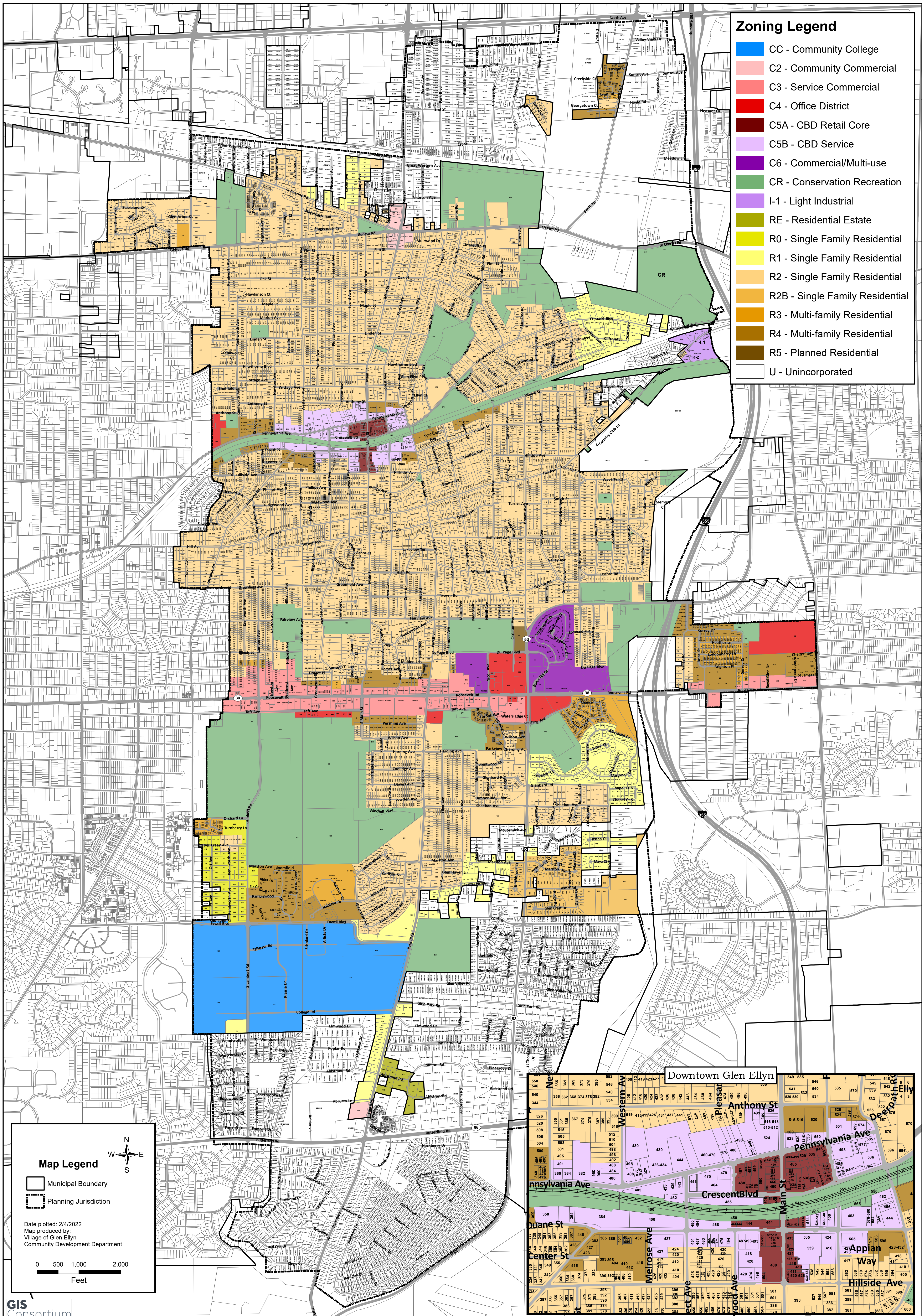
Village Clerk

AFFIX VILLAGE SEAL

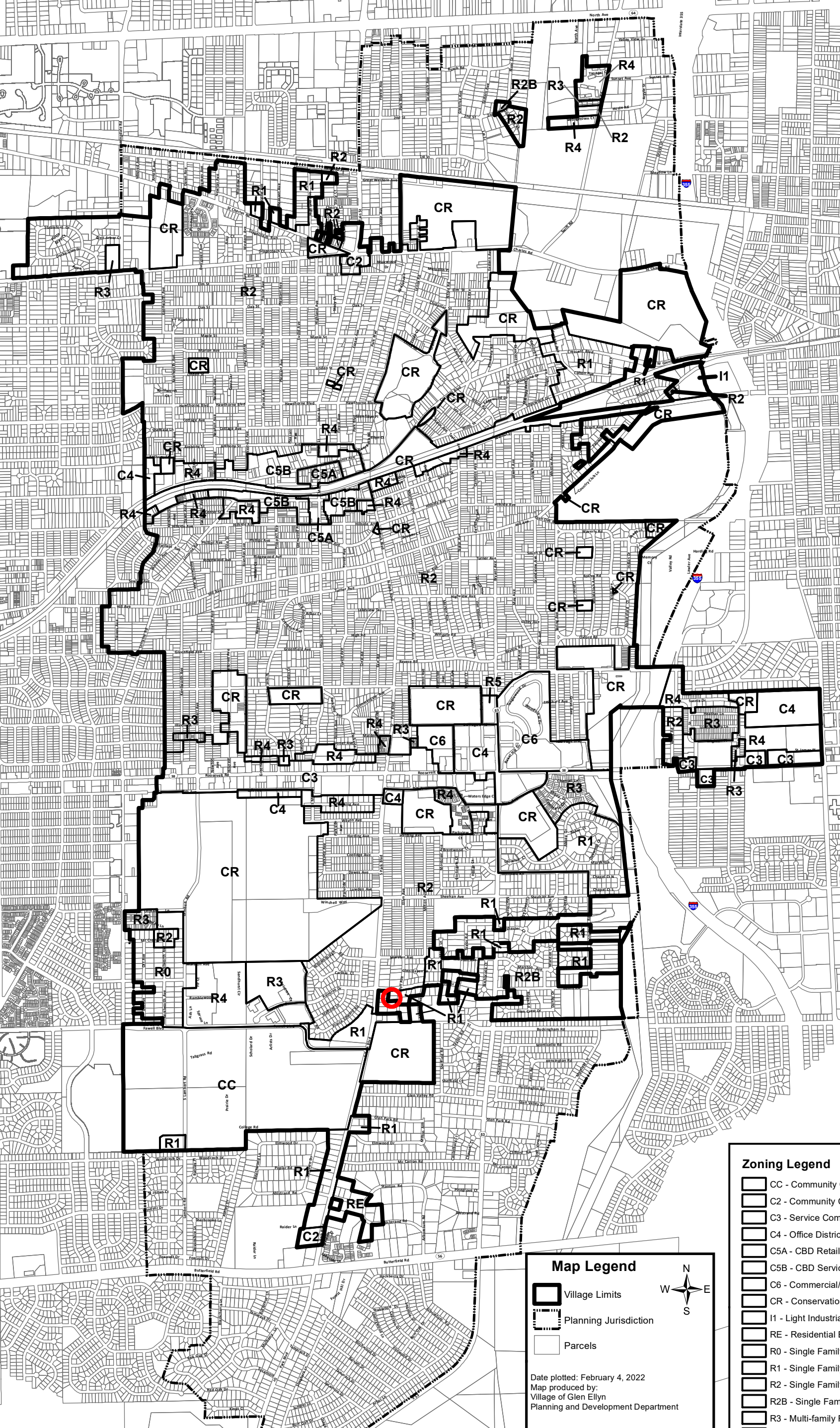
(Published in pamphlet form and posted on the _____ day of _____, 20____.)



Village of Glen Ellyn Address and Zoning Map February 4, 2022



Village of Glen Ellyn 2022 Zoning Map



Map Legend

- Village Limits
- Planning Jurisdiction
- Parcels

Date plotted: February 4, 2022
Map produced by:
Village of Glen Ellyn
Planning and Development Department

0 625 1,250 2,500
Feet

- ### Zoning Legend

 - CC - Community College
 - C2 - Community Commercial
 - C3 - Service Commercial
 - C4 - Office District
 - C5A - CBD Retail Core
 - C5B - CBD Service
 - C6 - Commercial/Multi-use
 - CR - Conservation Recreation
 - I1 - Light Industrial
 - RE - Residential Estate
 - R0 - Single Family Residential
 - R1 - Single Family Residential
 - R2 - Single Family Residential
 - R2B - Single Family Residential
 - R3 - Multi-family Residential
 - R4 - Multi-family Residential
 - R5 - Planned Residential

DRAFT MINUTES
REGULAR PLAN COMMISSION MEETING
February 24, 2022

Call to Order and Roll Call

Chairman Tim Loftus announced that the evening's meeting is being held remotely because of a disaster declaration related to Covid-19 and public health concerns, and described remote proceedings. He officially called the meeting to order at 7:02 p.m., and gave a rundown of the Plan Commission's function and operation. Mr. Loftus reviewed public hearing procedures, including protocols for public comment, which, he said, would be recorded. Mr. Loftus introduced Village Board Trustee Liaison Steve Thompson, Village Community Development Director Staci Springer, Planning Manager Kelly Purvis, Planner Atrian Fard, Planning Intern Josh Hankins and Recording Secretary Barbara Dutton-Thomas.

Roll was called. Besides the Chairman, Commissioners Lloyd Berry, Laura Brown, Angela Fanella, Matt Halkyard, Peter Cooper and Mohammed Saeed were present. Commissioner Jamie Vondruska was absent.

Motion to Allow Remote Participation

A motion to allow remote participation by the Plan Commission was made by Commissioner Saeed and seconded by Commissioner Halkyard. The motion passed unanimously by roll call vote.

Public Comment Non-Agenda Items

None.

Approval of January 27, 2022 and February 10, 2022 Draft Minutes

A motion to approve the draft minutes of the January 27, 2022 and February 10, 2022 meetings was made by Commissioner Berry; seconded by Commissioner Saeed, the motion passed unanimously by roll call vote.

Public Hearing – 764 St. Charles Road – Parkview Community Church

A motion made by Commissioner Halkyard and seconded by Commissioner Fanella to open the Public Hearing passed unanimously by roll call vote.

Staff Introduction

Sworn in, Josh Hankins, Village Planning Intern, 535 Duane St., stated that the Petitioner, Parkview Community Church, seeks a sign variation to install a backlit wall sign in the R2 Residential Zoning District, where illuminated signs are prohibited. The Petitioner, he said, is represented by Michael Bigda, of Divine Signs, and Michael Poorman, operations pastor for the church. The subject property, explained Mr. Hankins, is located on the north side of St. Charles Road, surrounded by Ackerman Park (CR) to the west, north, and east, and to the south, Forest Hill Cemetery (R2 Residential District). He pointed out two homes to the southeast of the church, which, he said, are owned by the church.

Mr. Hankins went on to note that the church currently has two identical freestanding signs on the property – one on the northwestern portion and the other in the south central facing St. Charles Rd. According to the Petitioner, said Mr. Hankins, the church has night-time activities and that signage doesn't do enough to alert drivers on St. Charles of the church. The Petitioner, said Mr. Hankins, proposes installing the sign on the elevation of the church facing St. Charles Road. The sign will be 44SF, continued Mr. Hankins, who explained that Village Code allows up to 100SF, based on the size of the building, so the proposed sign size is compliant. He outlined action to be taken by the Plan Commission and suggested conditions of approval, including one stipulating brightness level. (To a question from the Chairman, Ms. Purvis, who was sworn in, said the narrowest dimension of the sign would be 36".)

Commissioner Fanella asked if the existing signs would have come down; Mr. Hankins replied that they do not. (Planning Manager Purvis interjected that the existing freestanding signs are legal non-conforming, so couldn't be reconstructed without a variation.) Commissioner Halkyard asked how the proposed sign's brightness compares to the backlit Ackerman sign. Ms. Purvis said that, while she imagined the latter to be much brighter, she isn't sure. Commissioner Cooper asked if there are examples of other backlit signs in R2 district. Mr. Hankins said he hasn't seen any but that doesn't mean they don't exist. Ms. Purvis said this would have to be researched, but no such have been requested in her time at the Village. Commissioner Cooper identified some backlit signs, which Ms. Purvis said are permitted in certain districts other than R2 district. Commissioner Brown asked the hours of the backlit feature of the sign. Mr. Hankins advised asking the Petitioner.

Petitioner's Presentation

Sworn in were Michael Poorman, 764 St. Charles Rd., Glen Ellyn, Ill., and Michael Bigda, Divine Signs and Graphics, 601 Estes, Ave., Schaumburg, Ill. Mr. Bigda state that the intention of the sign is to be a beacon, not meant to cause harm to the community and the environment, but to create more visibility, particularly at night, in an understated way. Saying that the church wants to be a place where people can find hope and healing, Pastor Poorman explained that the church hosts recovery ministries on Monday evenings and Bible studies and wants the community to know the church is there. He said the guess is that the proposed sign would be lit from dusk to midnight. He said that since the church already has a backlit cross, the proposed sign would be consistent with it and the surroundings. He also stated that "a lot of confusion with Ackerman" arises, so the proposed sign would help distinguish between the two facilities. He added that there are no residential houses adjacent to the church's property, as it owns the two parcels next to it. Listing dimensions associated with the church's property, he indicated that he believes the backlit sign presents less light pollution than would gooseneck lighting.

Commissioner Questions

Commissioner Halkyard asked why the sign is to be placed on the right-hand side of the church face, rather than the left, near the entrance. Noting that the church has two entrances, Mr. Poorman replied that the positioning was chosen to keep the sign clear of foliage. The Commissioner asked if programs go to midnight. The Pastor responded that some do, though most end at 10. Commissioner Halkyard asked the church try to coordinate lighting with the majority if they end by 10. Pastor Poorman replied that this is something the church could do and accommodate.

Chairman Loftus asked which property line the ordinance considers with regard to the 1 foot-candle provision. Ms. Purvis said the Zoning Code treats properties owned by a single entity as one zoning lot of record, so the Village would probably look at it as a whole (i.e., the entirety of the three parcels owned).

Public Comment

Mr. Hankins read into the record the following letter received:

Dan & Anna Wilt, 734 Meredith Place, Glen Ellyn: *We reside at 734 Meredith Place, Glen Ellyn and received a notice in regards to the signage that is being proposed for the Parkview Church location at 764 St. Charles Road. After careful consideration, we do not feel that an illuminated sign is necessary. While the renderings that were provided are in good taste, we do not feel that this fits with the neighborhood and do not support the proposed signage. There is quite a bit of light pollution that is emitted from the Ackerman complex as it is, and we feel that adding to this will increase the light pollution.*

A motion made by Commissioner Berry and seconded by Commissioner Fanella to close the Public Hearing passed unanimously by roll call vote.

Commissioner Discussion

Commissioner Berry expressed hopes that the church, as per Commissioner Halkyard's suggestion, balance operations with the hours the sign is on, but said he's otherwise fine with the proposed sign. Commissioner Halkyard said that he can be supportive of the proposed in the understanding that the church will be a good neighbor, and thought it would be ideal if the church were to install a timer to control the lighting. Commissioner Fanella said she is supportive of the proposal, and agrees with the suggestion to manage lighting. Chairman Loftus said he can support the proposed, remarking that the backlit sign is not going to be that bright. Regarding the concerns expressed by the residents at 734 Meredith, he said the church building configuration would provide blockage to Meredith, which is a great distance away. Mr. Saeed said he is in support of the sign, but asked that the sign be turned once when church activities conclude. Commissioner Cooper said he agreed with everyone, but acknowledged that the subject is in a unique location, so would advise any other houses of worship in R2 district to understand they would not be granted the same variation by the Plan Commission.

Commissioner Brown asked when the Ackerman's exterior lights are turned off. Chairman Loftus said he thinks the center is open until 10:30 p.m., so guesses toward that time, and asked if the Commissioners want to make a 10:30 turn-off a condition of approval. Commissioner Brown urged for 10 p.m., and said that while she is sensitive to neighbors, she understands the wayfinding challenges. Commissioner Halkyard expressed support for a 10 p.m. turn-off, calling the hour "reasonable." Chairman Loftus suggested that 10:30 would afford some leeway, and Commissioner Saeed said he thinks 10:30 is reasonable, and should be part of the conditions. While Commissioner Brown voiced that 10 is "a considerate time" for the neighbors, Mr. Halkyard agreed with making time a condition, but said that he is indifferent as to whether it's 10 or 10:30. Commissioner Fanella asked if the Public Hearing could be reopened so to get the Petitioner's opinion. A motion made by Commissioner Fanella and seconded by Commissioner Brown to reopen the Public Hearing passed unanimously by roll call vote.

Again sworn in, Michael Poorman, 764 St. Charles Rd., Glen Ellyn, Ill., stated that 10:30 would give the church time to clean up after an event, so this would be his preference. He added that the 50-ft. foot candle level is “fairly low.” Commissioner Brown asked if the Petitioner would like a provision for Christmas Eve or other special service. Mr. Poorman responded that, since the church has a Christmas Eve service and a springtime middle school event that have later hours, it would welcome this. Chairman Loftus asked if allowing later lighting for the two days would work. Pastor Poorman responded affirmatively. Commissioner Cooper asked the appropriate sign illumination time for nights when there aren’t events. Mr. Poorman replied that, besides wayfinding relative to Ackerman, in the evening when people are driving by the church wants to let them know that the it’s “here for them and that they can come here to find connection with people, connection with God,” so believes 10:30 would also be an appropriate time for nights when there are no programs. A motion by Commissioner Fanella to close the Public Hearing, seconded by Commissioner Brown, carried unanimously by roll call vote.

Commissioner Halkyard suggested a simple condition specifying two nights of the year as permissible for late lighting. Saying that the sign serves as advertising, Commissioner Cooper expressed disfavor with having the sign on until 10:30 nights when the church is unused, so urged for not setting 10:30 as the number. Commissioners Halkyard and Brown expressed a preference for a 10 p.m. turn-off, Commissioners Fanella, Berry and Saeed and Chairman Loftus opted for 10:30. Commissioner Halkyard moved for the following:

After conducting a public hearing and deliberating on the request of the petitioner, Parkview Community Church, for approval of a Sign Variation to allow the installation of an illuminated wall sign in the R2 Residential District, the Plan Commission hereby recommends approval based on the findings of fact, as discussed or amended at the Plan Commission public hearing on February 24, 2022, which are hereby incorporated into the Motion by reference as though fully set forth herein, and a copy of which will be attached to the minutes of this meeting and kept on file as part of the permanent records of the Village. The Plan Commission makes this recommendation of approval with the following conditions:

1. That the project be constructed in substantial conformance with the plans and testimony presented at the Plan Commission public hearing and before the Village Board of Trustees; and
2. That the sign’s brightness shall not exceed 50 foot-candles measured perpendicular to the face of the sign from a distance equal to the narrowest dimension of the sign or one foot-candle on the adjoining residential property lot line closet to the sign, measured three feet above the surface of the ground.
3. Other than the variation requested, the proposed sign shall otherwise be compliant with the Village’s Sign Code.
4. That the sign be programmed to turn off at 10:30;
5. That the church be allowed two special events where they can keep the sign on past 10:30, not to exceed more than two nights a year.

Seconded by Commissioner Fanella, the motion passed unanimously by roll call vote.

Pre-Application Meeting – 21W140 & 21W164 Butterfield Road – Clarity Strategic Opportunities

Staff Introduction

Village Planner Atrian Fard said the Petitioner, Clarity Strategic Opportunities, represented by Mr. Matt Beary, is requesting a review of a Planned Unit Development (PUD) concept plan for a 24-unit rental townhome development on the properties located at 22W140-164 Butterfield Road. To proceed with the project, explained Ms. Fard, the Petitioner will need to receive approval of a Zoning Map Amendment, a Preliminary and Final PUD Plat and Plan with deviations, and Exterior Appearance reviewed. Staff would suggest the Preliminary and Final PUD plans be reviewed as a one-step process. The subject site is located on the north side of Butterfield Road between Arboretum Road and Illinois Route 53, approximately 488 feet west of Butterfield Road's intersection with Illinois Route 53. The subject site is currently unincorporated and located in DuPage County's R-3 Single-Family Residential District, and surrounded by all unincorporated lots (including commercial uses to the south). Concurrent with the entitlement process, a petition for annexation of the subject property will be submitted for consideration by the Village Board.

The Petitioner is seeking a Zoning Map Amendment to rezone the subject property to the R3 or R4 Residential zoning district to allow the construction of attached single-family developments that are generally encouraged as a transition between commercial and single-family zoning districts. As proposed, she continued, the attached single-families will have four dwelling units per building, permitted in the R3 district; if the Petitioner wishes to change to six dwelling units per building, Staff would be amenable to the R4 zoning district, since six are permitted here by right (with the rest of the standards being similar).

The subject site is approximately 3.72 acres and is comprised of two interior lots with a combined frontage of 418.79 feet along Butterfield Road, said Ms. Fard. The east parcel ("140" address) has been vacant since approximately 2007, and the west parcel is occupied by a vacant single-family residence. The subject lot is 411.5' in width and 444' in depth, which, she said, are both well over the minimum lot width and depth requirements for attached single-family dwellings in the R3 and R4 districts. The Petitioner proposes assembling the two individual parcels to construct six freestanding buildings with four townhome units per building for a total of 24 rental townhouses on the site. The unit mix consists of 11 three-story units with 3 to 4 bedrooms and 3.5 bathrooms at 2,406SF; six two-story units with 3 bedrooms and 2.5 bathrooms at 1,974SF; and seven two-story units with 3 bedrooms and 2.5 bathrooms at 2,034SF. Every unit would incorporate an attached one- or two-car garage on the first level of the building. The maximum building height permitted in the R3 and R4 districts is 30 ft., but with a Special Use Permit they may be constructed up to 45 ft., she said, noting that the Petitioner has indicated they will be below 45 ft. The proposal, she said, calls for a two-way access drive to the site on Butterfield Road. The residential development, she continued, will be self-contained and have two cul-de-sac/turnarounds (and that as part of the formal project review the Village's Traffic Consultant would examine access, circulation and increased traffic generated).

Noting that the Code requires a lot area of 4,950SF per unit for attached single-family dwellings in the R3 and R4 districts, Ms. Fard said the project is density is compliant in that 24 units are proposed, when 30 are permitted. Also, she said, the floor-area-ratio is below that permitted for residential PUDs. She reviewed driveway dimensions and parking allotments proposed. Ms. Fard said that, while the proposed parking supply well exceeds the Code requirement of two parking spaces for each dwelling unit, staff suggests the developer consider revising their plan to include two rows of 90-degree visitor parking spaces, for a total of eight stalls, at the center of the northern cul-de-sac island, between the two detention areas. She reviewed setback requirements (which, she explained, are large due to lot width) and the proposed setbacks, explaining that the placement of the buildings is largely due to the wetlands on the property. The spacing between adjacent principal buildings is proposed to be 8 feet, where the Residential PUD standards require 18-feet, she said, therefore, a deviation will be required. Staff, she said, suggests the Petitioner consider rearranging the dwelling units to reduce the number of buildings on the site, creating four buildings of six dwelling units, to allow additional spacing between buildings.

Planner Fard said each townhome unit would include a second-story deck atop a private patio at the back of the building. Per Code, she said, decks are not permitted obstructions in required front and side yards, however, a deck would be allowed in the required rear yard provided it is open, uncovered, not over 7 feet above the average level of the adjoining ground, and not closer to the rear property line than 10 percent of the lot width. From the 3D drawings, she observed that the decks seem to stand higher than the permitted 7-foot-height from the ground. In addition, at a minimum, the decks would be set back approximately 13.5 feet from the rear lot line which will not comply with the required 41.15-foot-setback (or 10 percent of the lot width). Therefore, she said, deviations from Zoning Code will be required to construct decks within required front and side yards and for those in the required rear yard that would violate the permitted height and setback. According to the Code, said Ms. Fard, a patio or terrace shall be only located in the required front and rear yards if the patio is open, uncovered, and not over 3 feet above the average level of the adjoining ground. The private patios as proposed would be open but partly covered by the decks and would encroach into all required yards. Therefore, the Petitioner would need to receive approval of deviations from Zoning Code to construct covered patios, several of which also encroach into the required side yards where patios are not allowed. Planner Fard said that the project seems to comply with the maximum impervious surface coverage requirements.

Pointing on a drawing to a patio located on the northwest of the site that she said appears to be the closest impervious surface to a property line, Ms. Fard said deviations will be needed for impervious surface setbacks if the patios are not removed from the plans (or modified). The development, continued, Ms. Fard, offers amenities such as 65.5-percent open space, enclosed parking garages, a fenced dog run, and benches. (Part of the dog run, she noted, would encroach into a right-of-way, so the Village Engineer has recommended moving the run.) At the request of Staff, she related, the Petitioner has indicated that they plan to construct sidewalks throughout the site: 5-foot-wide sidewalks along the local streets and cul-de-sacs and 4-foot-wide path around the designated detention areas. A modern design is anticipated for the buildings, including first-floor brick masonry, fiber-cement siding on upper floors, and large windows to allow ample light into the units. A monument sign is proposed, she said.

The subject site is impacted by a stream and associated wetland areas starting on the site's western edge and continuing towards the southeast corner, continued Ms. Fard. The Petitioner, she related, has made efforts to design the buildings and roadways around these natural areas and their potential buffer zones to the extent possible. Staff, she indicated, expects that the U.S. Army Corps of Engineers will have jurisdiction over the stream and wetland area, and that agency will determine how impacts to that area will be mitigated. The Petitioner will also be required to provide stormwater detention for the 100-year storm event. In addition, noted Planner Fard, Post Construction Best Management Practices will be required to reduce stormwater runoff and enhance water quality, and the stormwater management requirements will be further evaluated as part of the formal submittal. The Plan Commission is asked to give comments to help the Petitioner prepare an application, said Ms. Fard, who listed considerations. Commissioner Halkyard asked why 18 feet are required between buildings. Ms. Fard guessed it could be due to Fire Code, while Ms. Purvis thought perhaps to provide green space. Commissioner Halkyard asked if there are any environmental issues for the wetlands related to tree removal. Ms. Fard responded by saying that as part of the formal process, the Petitioner will provide a landscape plan addressing trees, and Ms. Purvis added that submittal of a tree survey and analysis and plan for trees. Commissioner Saeed asked if the impervious surfaces would be within Village limits. Ms. Fard said the impervious surface coverage proposed meets standards, though the impervious surface setbacks for the private patios in the back of the houses do not (and that removal of the patios would diminish the Petitioner's request for relief).

Chairman Loftus asked if annexation would provide a continuous connection to the Village, and if so, how, given the distance from the boundary. Ms. Fard said that properties in between are scheduled to be annexed by March 2023, providing contiguity. Mr. Loftus asked the differential on this project's variations from R3 district to R4 district. Planner Fard replied that R4 district allows greater density by right, but otherwise the two are similar. Mr. Loftus asked the size of the site's non-buildable areas. Ms. Fard said she didn't know, nor does Staff know the quality of the wetlands, which determines the required buffers around them. Consulting Civil Engineer Amy McKenna explained that the wetlands in this case are likely to be regulated by the U.S. Army Corps of Engineers, which will evaluate their quality. She said wetlands can be un-buildable due to soils content, and that a builder would want to put buildings in higher spots. Expressing concern about units being close to neighbors' properties, Chairman Loftus has asked about the setback requirements for RE Residential Estate-zoned properties. Ms. Fard replied that the setbacks won't change upon annexation, but that a 10-ft. landscape buffer and utility easement is required around the property lines. Community Development Director Springer noted the RE Residential Estate zoning classification established for the subdivision to the west. Commissioner Cooper asked if there'd been any discussion of affordable housing with respect to the subject proposal. Ms. Fard replied that as far she knows there wasn't, but as the proposed units are to be high-end rentals, she doubts it.

Petitioner's Presentation

Matt Beary, principal with Clarity Strategic Opportunities; Len Monson, attorney with Kuhn, Heap & Monson, 552 S. Naperville, Naperville; and Eric Mancke, principal/civil engineer, ESM Civil Solutions, introduced themselves. Mr. Monson pointed to neighboring properties to the east of the subject

property, which he said have “a lot of impervious surface.” He also listed what he called “unique features” of the proposed development to consider.

The use, he said, is high-end luxury rental (\$3,500 to \$4,000 a month) townhome units expected to attract young professionals, and empty nesters wanting to simplify their lives and eliminate maintenance. He listed outdoor amenities, and argued that currently in the county there are a limited number of rental townhomes, which he said are much needed. Mr. Monson reviewed the site plan, saying that the proposed development exceeds open space requirements for a PUD, and will provide a nice transition between residential properties of differing densities. He said that “at first blush” the deviations requested may appear excessive, but they are based on lot width, therefore the setbacks imposed are unreasonable on wider sites. He said that while the Petitioner is amenable to the Staff requests concerning relocating the auxiliary parking and the dog run, the suggestion of four six-unit buildings “doesn’t fit.” He called the proposed plan “innovative” in its approach to balancing wetlands protection, storm water management compliance and open space desires, and maintained that the proposed is consistent with existing townhomes, as far as setbacks lines with neighbors. Mr. Monson added that the developer wants to keep as much of the old hardwood trees on the property as possible.

Commissioner Questions

Chairman Loftus asked the Petitioner if there have been any conversations about the wetlands with the US Army Corps of Engineers. Mr. Mancke said, while the Petitioner has petitioned the Army Corps for a jurisdictional determination (and noting that one of the parcels has already been determined to be under Army Corps jurisdiction, the quality of the wetlands has been found to be low grade – a condition that allows opportunity to enhance the corridor and make it attractive and more environmentally friendly.

Commissioner Cooper asked if the Petitioner what they can do to assist with affordable housing in the community. Mr. Monson said this wasn’t taken into consideration in planning the development, and that the developer is limited to what it can do given the character of the property and as working to appeal to empty nesters.

Chairman Loftus asked the differences between the County and Glen Ellyn regarding impervious surfaces. Mr. Monson said he’s not familiar with the County Code relative to properties to the east, but merely made observations, but that this aspect of the plan would be finalized. In a brief discussion of roof height, Mr. Beary said the developer is not looking to have a “wall of buildings.”

Mr. Loftus asked the nature of the site’s topography, to which Mr. Mancke replied that he would classify it as having a subtle grade change. Commissioner Saeed asked if the patios could be eliminated to increase the impervious surface setback. Mr. Beary said it’s important to have an outdoor area for each house, and a patio fits with the site.

Public Comment

Ms. Fard read into the record the following letters received:

Elina Kasman, 25675 Arboretum Rd.: Dear Glen Ellyn Plan Commission,

My name is Elina Kasman and I'm a resident at 2S675 Arboretum Rd, sharing a property border on the West side of the proposed development at 22W140 and 22W164 Butterfield Road.

A few points that I would like to have considered when the development is planned:

- 1. Effort must be made to preserve the few large old trees on the property; prevent clear-cutting before submission of plans (as developers often do)*
- 2. Access to the future bicycle trail at EBDRT, pedestrian/bicycle crosswalk at Rte 53 and Butterfield. This will aid the future residents of this development, and safe passage to Glenbriar Park of Butterfield Park District, Hidden Lake Forest Preserve, and the businesses on the south side of Butterfield. The current draft plan includes a walking path along Butterfield, but it is not clear how close it is to the roadway and how it can be made to be both attractive and safe.*
- 3. Comprehensive flood evaluation study must be conducted to fully consider impact of this development on existing flooding issues (our neighbors routinely get flooded basements). This might include watershed mitigation planning, where the developers could consider applying for the DuPage County Watershed Grant (typically covers 25% of efforts). I am encouraged with the proposed plan that includes wetlands and detention basins throughout the development.*
- 4. Conservation efforts to aid point 3 above, to include planting of native plants, trees, and bushes to support local wildlife, bird population, beneficial insects, and soil drainage. The Conservation Foundation is an excellent resource. The property is currently home to diverse wildlife that includes multiple coyotes. Efforts must be made to minimize disruptions.*
- 5. Lighting on the development should be Dark Sky compliant.*
- 6. ComEd recently completed repair work to overhead electric lines along the West border of the property. These lines might need to be re-routed with the development efforts.*

Shelly Wass, The Butterfield Club Townhome Association: *Dear Members of Glen Ellyn Plan Commission,*

If the Clarity Strategic Opportunities' project is approved, our Townhome Association will become its immediate neighbor to the west. Looking at the drawings on the village website, the project will be built on a wetland site. We are very concerned about this, as we already incur substantial amounts of water from the Habitat for Humanity complex, our neighbor to the east. When that complex was being built, we were told that Habitat's retention pond would eliminate any water problems for our property but that did not turn out to be true. In light of this, we are asking the Commission to seriously consider what impact this new housing development will have on our property.

Should the Commission approve the CSO project, we are also requesting that the Village receive a commitment from CSO to communicate and work with us before and throughout the project to ensure that our property will not experience any water issues or any other negative effects. We would like the ability to engage with the on-site project manager(s), as we did with Habitat for Humanity, so that our Association will continue to offer the same quality of property and privacy that our residents now enjoy.
Sincerely,

The Butterfield Club Townhome Association

Shirley Wass, President 22 W. 126 Butterfield Rd., Glen Ellyn, IL 60137

Michael Krueger, Treasurer 22 W. 136 Butterfield Rd., Glen Ellyn, IL 60137

Nicole Stone, Secretary 22 W. 106 Butterfield Rd., Glen Ellyn, IL 60137

Colleen Piraino, Director 22 W. 130 Butterfield Rd., Glen Ellyn, IL 60137
Dean Borgens, 22 W. 134 Butterfield Rd., Glen Ellyn, IL 60137

Planner Fard related that Ms. Watts asked, "Are these townhome units going to be sold to private individuals or will they be rented out?" Ms. Fard said she told Ms. Watts they'd be high-end rentals.

The following individuals delivered comments during the meeting:

Steve Johnson, 22W381 Stanton Rd., Glen Ellyn, said he lives in Arboretum Estates East, which will be annexed next year. He said the wetlands area is very wet, and that his neighborhood drains into the subject property. He urged the Commission to take into consideration plans for the East Branch DuPage River Trail, as well as to become familiar with the new RE Residential Estate zoning classification.

Colleen Piraino, 22W130 Butterfield Road (Butterfield Club condos), opined that while the wetlands on the subject property might not have been exquisite, the Petitioner is proposing reducing them. She ventured that her community and the Habitat's were probably approved because the two lots in question were undeveloped and open for drainage. During thaw times, she said, "We are basically a lake." She requested an engineering study, and asked if there will be requirement of no less than a 12-month lease for the leased townhomes.

Emily Dougherty, 2S645 Arboretum, said she adjoins the subject property Kitty corner and that while she appreciates the idea of having multi-family housing as a transition between other multi-family housing and a single-family residential district, thinks single-family lots might be a better choice, but if it is to be multi-family, requests "each and every" R3/4 zoning requirement be met." She said she's an engineer and intends to FOIA storm water conveyance calculations, and asked the Village to look into plans to widen Butterfield Road.

Skip Searcy, 2S610 Arboretum Rd., said he challenges the Commission to come and take a look at the two subject lots and the effect development will have on neighbors. He's concerned about looming a building, and said there's already a problem with people driving through the neighborhood, and that it doesn't need more transient traffic to make things less safe. A traffic analysis needs to be studied.

Stephen King, 22W350 Stanton Rd., Glen Ellyn (Arboretum East Estates), related that almost 20 years the Village was petitioned to create the area of estate zoning, and understood the two subject lots to have been part of this, and that the idea was to maintain the quality of the neighborhood by not breaking up lots. He bemoaned the density of the proposed rental complex and closeness to homes that signed the agreement. He extended an invitation to go through the Estates and imagine a new building.

Melissa Footlick, 2S727 Arboretum, said the three previous speakers hit the "nail on the head," adding that said she only recently purchased her home and is greatly concerned as to what the proposed development will do to her family's quality of life and the resale value of their home.

Matt Beary said that his company typically has 12-month leases for all of its properties, but makes some exceptions, such as in the case of a tenant who is trying to buy a house and needs a short-term extension. Chairman Loftus asked who will be the landlord. Mr. Beary said, Clarity Property Management is based in Downers Grove.

Chairman Loftus said permission is needed to walk a private property, and that doing so otherwise is trespassing. (Mr. Beary said tree density on the site is “tough to get through.”)

Mr. Loftus asked if the Village of Glen Ellyn had any say in the Habitat for Humanity installation. Community Development Director Springer said the Village was involved in the approval process for that project, and that a public hearing process was required to obtain subdivision approval. She said that the Village granted variations from the Subdivision Code, and the property would annex once it’s contiguous to the Village corporate limits.

Mr. Loftus asked if a traffic study will be required for the formal submission. Ms. Fard said, “Yes.”

Ms. McKenna said the development of the site will have to conform with the County Stormwater Ordinance as well as the Village’s amendments to that ordinance. And since it’s likely that the Army Corps of Engineers has jurisdiction over the wetlands/stream area, they will work with the developer (who is required to provide “100-year” stormwater detention) to mitigate as needed. She observed that the site is lower than other properties, so doesn’t anticipate a drainage problem for adjoining properties, and added that water quality improvements are required.

Commissioner Discussion

Commissioner Fanella said, that although Petitioner did a great job to avoid building on the wetlands, she can’t agree with the layout, which pushes up against single-family homes. She further told the Petitioner that the modern look of the townhomes “is I don’t think helping you here,” saying that she doesn’t feel like it integrates into the neighborhood.

Commissioner Brown said she echoes Ms. Fanella’s comments.

Commissioner Halkyard said that while he’s comfortable with the stormwater management solution proposed, he finds the development “backing into” neighbors’ properties a concern, and is not comfortable with the “current setup.”

Commissioner Berry said he had nothing to add.

Commissioner Saeed recommends getting an opinion from the Army Corp of Engineers relative to mitigation. He also wishes to see the patios eliminated and the size of the buildings reduced to alleviate setback concerns.

Expressing skepticism concerning stormwater and the wetlands disposition, Commissioner Cooper said he hopes the Army Corps of Engineers will be engaged early on. He added that, while multi-family transitional units are important, he’s not sure that, as designed, this concept works.

Chairman Loftus said he is uneasy about the setbacks from neighbors but understands the nature of the property, as far as buildable space goes, so thinks the layout is creative. He said he’s not so concerned about the modern design, as it can be hidden with landscaping. He said he concurs with Commissioner Saeed that there hasn’t been enough investigation with the Army Corps of Engineers to verify the proposed plan, and cited what he called “unanswered questions” regarding the wetlands. He added that he’s not too worried about whether the development is zoned R3 or R4 district.

Discussion Item – Adoption of the 2022 Official Zoning Map

Planning Manager Purvis stated that the only change to the Official Zoning Map, a current version of which needs to be adopted annually (by April 1st) is the annexation and rezoning of 1S724 S. Ellyn Ave., a single-family lot, now 450 S. Ellyn Ave.

A motion made by Commissioner Fanella to approve the 2022 Official Zoning Map, seconded by Commissioner Halkyard, carried unanimously by roll call vote.

Trustee's Report

Trustee Liaison Thompson reported that the US Bank site TIF request was discussed at the recent Village Board Workshop, as were body cameras and cameras for Village police squads by 2025. Mr. Thompson remarked that he “has a problem” with the “TIF ask,” along with some of the design elements, as well as has reservations about the timing of such a project, given that similar others are underway in the Downtown. He recognized, however, the need to balance this against potentially on missing out, and expressed admiration for the developer in point.

Mr. Thompson said the Board will be hosting an open house at the Village Links on March 7th to talk about the Roosevelt Road hotel property, about which he said that, in his mind, “everything is on the table,” as far as potential use goes. Commissioner Halkyard suggested that the meaning of the term “affordable housing” be clearly defined. Director Springer said the Consultant will address this.

Chairman's Report

Chairman Loftus said that a list of candidates was submitted to President Senak for review, since a position will be opening up as Lloyd Berry will be retiring from the Commission. He said the Commission will have one more Zoom meeting before returning to in-person gatherings.

Staff Report

Planning Manager Purvis announced that Connie Arango will be starting as a Commissioner on the Plan Commission. Ms. Purvis said that three items are slated for the March 10th meeting: the 534 Duane Street pre-app, amendments for St. Petronille parking lot improvements, and a subdivision pre-app for 322 Taylor Ave. Recruitment will take place for the Architectural Appearance Commission, she added.

Adjournment

Chairman Loftus adjourned the meeting at 10:27 p.m., following passage by roll call vote of a motion to adjourn made by Commissioner Brown and seconded by Commissioner Halkyard.

Respectfully submitted,

Barbara Dutton-Thomas
Recording Secretary



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

Meeting 3/14/2022 7:00 PM
Department: Administration
Department Head:
Category: Resolution
Prepared By:

AGENDA ITEM (ID # 2022-
2002)

DOC ID: 2022-2002

Motion to Approve Resolution No. 22-05 A Resolution Authorizing Adoption of a Diversity, Equity and Inclusion Policy (Assistant Village Manager Rodman)

Statement of the Issue:

The Community Relations Commission has prepared a Diversity, Equity and Inclusion Policy. The Commission is requesting the Village Board adopt this policy via Resolution.

Analysis:

The Community Relations Commission was re-established in 2021 and has been meeting since November of last year. The Commission has prepared a Diversity, Equity and Inclusion policy, along with definitions for "diversity", "equity", "equality", and "inclusion".

Budget Impact:

None

Action Requested:

The Community Relations Commission requests the Village Board approve the attached Resolution containing the DEI Policy.

Attachments:

1. Draft Resolution_DEI Policy



Village of Glen Ellyn

Resolution No. ____
A Resolution Authorizing Adoption of a
Diversity, Equity & Inclusion Policy

Adopted by the
President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This _____ Day of _____, 2022.

Published in pamphlet form by the authority
of the President and Board of Trustees of the
Village of Glen Ellyn, DuPage County, Illinois,
this _____ day of _____, 2022.

PREPARED BY AND MAIL TO:
VILLAGE OF GLEN ELLYN
ATTN: VILLAGE CLERK
535 DUANE STREET
GLEN ELLYN, IL 60137

Resolution No. _____
A Resolution Authorizing Adoption of a
Diversity, Equity & Inclusion Policy

WHEREAS, the United States of America is a civilized nation that in its Declaration of Independence declares that all people are created equal; and

WHEREAS, the Village of Glen Ellyn previously adopted Resolution 19-04 Reaffirming Its Support for a Community Free of Racism, Hatred and Bigotry in All Forms; and,

WHEREAS, the Village of Glen Ellyn approved Ordinance No. 68-92, re-establishing the Community Relations Commission in order that it may promote a community which welcomes, respects, and engages all people in all aspects of Village life, including employment, commerce, housing, recreation, faith practices, access to resources, and civic engagement; and,

WHEREAS, the Community Relations Commission has, in furtherance of its stated intent and purpose, developed a Diversity, Equity and Inclusion Policy.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, that the Village hereby affirms the following:

SECTION 1: The Village of Glen Ellyn is fully committed to Diversity, Equity, and Inclusion (DEI) in principle and in practice. The Village strives to be an inclusive and equitable community that embraces and champions diversity and welcomes, respects and engages all people in all aspects of Village life, including employment, commerce, housing, recreation, faith practices, access to resources, and civic engagement. Diversity, Equity, and Inclusion are central to the Village's current and future success.

SECTION 2: The following definitions shall apply:

- a. Diversity: Psychological, physical, and social differences that occur among any and all individuals.
- b. Equity: The guarantee of fair treatment, access, opportunity, and advancement while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.
- c. Equality: The state of being equal, especially in status, rights, and opportunities.
- d. Inclusion: The act of creating environments in which any individual or group can be and feel fully welcomed, respected, supported, and valued in order to bring their full authentic selves to the community. An inclusive and welcoming climate embraces differences and offers respect in the words, actions, and thoughts of all people.

SECTION 3: There shall be no barriers to full participation in the Village.

PASSED by the President and Board of Trustees of the Village of Glen Ellyn, Illinois this 14th day of March, 2022.

Ayes:

Nays:

Absent:

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

_____.

Village President

Attest:

Village Clerk

AFFIX VILLAGE SEAL

(Published in pamphlet form and posted on the _____ day of _____, 20____.)



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

Meeting 3/14/2022 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

**AGENDA ITEM (ID # 2022-
2003)**

DOC ID: 2022-2003

Motion to Incorporate the Village of Glen Ellyn Diversity, Equity and Inclusion Policy, as Approved by Resolution No. 22-05 in the Draft Comprehensive Plan (Assistant Village Manager Rodman)

Statement of the Issue:

The Community Relations Commission recommends the Village Board include the Village's Diversity, Equity and Inclusion Policy in the Draft Comprehensive Plan.

Analysis:

The Community Relations Commission has prepared and brought forward for adoption by the Village Board a Diversity, Equity and Inclusion Policy. If adopted by the Village Board, the Commission recommends the Policy be incorporated in the Draft Comprehensive Plan.

Budget Impact:

None

Action Requested:

The Community Relations Commission requestes the adopted Diversity, Equity and Inclusion Policy be incorporated into the Draft Comprehensive Plan.

Attachments:



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

Meeting 3/14/2022 7:00 PM
Department: Community Development
Department Head: Staci Springer
Category: Amendment
Prepared By: Atrin Fard, Kelly Purvis

**AGENDA ITEM (ID
2022-1995)**

DOC ID: 2022-1995

Motion to Approve an Amendment to Ordinance No. 6944 - An Ordinance Denying a Request for a Construction Necessitated Zoning Variation from the Maximum Permitted Lot Coverage Requirement of the Zoning Code to Maintain a Pavilion on the Property Located at 298 Oak Street, to Allow an Additional 60 Days for the Removal of the Nonconforming Pavilion (Community Development Director Springer)

Statement of the Issue:

Not applicable.

Analysis:

On February 28, 2022, the Village Board approved Ordinance No. 6944 denying a request for a Construction Necessitated Variation to allow an existing pavilion to remain on the property located at 298 Oak Street. One of the conditions listed in the Ordinance was that the nonconforming roofed-over structure be removed, and the property be brought into full compliance with the Zoning Code no later than March 28, 2022. The property owner, Maureen Wallace, is requesting that this condition in Ordinance No. 6944 be amended to allow an additional 60 days for the removal of the pavilion. Ordinance No. 6944 is attached for the Village Board's reference.

On March 2, 2022, upon being made aware of the conditions of the Ordinance, the property owners requested the 60-day extension from the original deadline outlined in Ordinance No. 6944. The property owner has indicated that the requested extension is due to ongoing medical issues that would not allow the family to remove the pavilion by the scheduled deadline.

Budget Impact:

Not applicable.

Action Requested:

The Village Board should consider the petitioner's request for a 60 day extension to bring the property into compliance with the Zoning Code and may grant, deny or amend the request.

Attachments:

1. Email Attachment

2. Ordinances - ORType_ ZONING VARIATION - Number_ 6944 - Name_ ORDINANCE
DENYING A REQUEST FOR A CONSTRUCTION NECESSITATED - Date_
2_28_2022

Atrin Khodadadi Fard

From: Maureen Wallace <mofoley21@hotmail.com>
Sent: Wednesday, March 2, 2022 9:43 AM
To: Atrin Khodadadi Fard
Cc: Anthony montalto; Laura Tisinai; Staci Springer; Kelly Purvis; Paula Moritz; Rick Cholewinski
Subject: Re: 298 Oak CNZV Request Denied - Next Steps

[EXTERNAL EMAIL]

Hi Atrin

May I request a 60 day extension on the removal? As I am having major surgery in a few weeks to remove a brain tumor.

Also at what point can we do a permit for the pergola? Can I do that now or do I need to wait?

Thanks
Maureen

Get [Outlook for iOS](#)

From: Atrin Khodadadi Fard <afard@glenellyn.org>
Sent: Wednesday, March 2, 2022 9:23:25 AM
To: Maureen Wallace <mofoley21@hotmail.com>; kevin@addlawn.com <kevin@addlawn.com>
Cc: Anthony montalto <montaltoanthony@yahoo.com>; Laura Tisinai <ltisinai@glenellyn.org>; Staci Springer <sspringer@glenellyn.org>; Kelly Purvis <kpurvis@glenellyn.org>; Paula Moritz <pmoritz@glenellyn.org>; Rick Cholewinski <rickcholewinski@gmail.com>
Subject: 298 Oak CNZV Request Denied - Next Steps

Hello Mr. and Mrs. Wallace,

I would like to share the attached letter with you regarding the next steps. You will be receiving a paper copy in the mail as well. Please let me know if I could be of any help at this point. Thank you.

Atrian Fard

Village Planner

Village of Glen Ellyn

535 Duane Street, Glen Ellyn, IL 60137

Phone: (630) 547-5249 | Email: afard@glenellyn.org



Village of Glen Ellyn

Ordinance No. 6944

**An Ordinance Denying a Request for a Construction Necessitated
Zoning Variation from the Maximum Permitted Lot Coverage
Requirement of the Zoning Code to Maintain a Pavilion
on the Property Located at 298 Oak Street, Glen Ellyn, IL 60137**

Adopted by the
President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This 28 Day of February, 2022.

Published in pamphlet form by the authority
of the President and Board of Trustees of the
Village of Glen Ellyn, DuPage County, Illinois,
this 1 day of March, 2022.

PREPARED BY AND MAIL TO:
VILLAGE OF GLEN ELLYN
ATTN: VILLAGE CLERK
535 DUANE STREET
GLEN ELLYN, IL 60137

Ordinance No. 6944

**An Ordinance Denying a Request for a Construction Necessitated
Zoning Variation from the Maximum Permitted Lot Coverage
Requirement of the Zoning Code to Maintain a Pavilion
on the Property Located at 298 Oak Street, Glen Ellyn, IL 60137**

Whereas, Maureen Wallace, owner of the property located at 298 Oak Street, Glen Ellyn, Illinois, which is legally described as follows:

OF LOT 14 (EXCEPT THE WEST 25 FEET THEREOF) AND LOT 15 IN BLOCK 2 IN L. O. FARNSWORTH'S RESUBDIVISION, BEING A RESUBDIVISION OF BLOCKS 1,2 AND LOTS 1 TO 4, BLOCK 5 OF L. O. FARNSWORTH'S SUBDIVISION, A SUBDIVISION OF LOTS 39 AND 40, COUNTY CLERKS'S SEVENTH ASSESSMENT DIVISION IN SECTIONS 3 AND 10, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, "ACCORDING-TO THE PLAT OF SAID L. O. FARNSWORTH'S RESUBDIVISION RECORDED APRIL 17, 1924 AS DOCUMENT 176475, IN DUPAGE COUNTY, ILLINOIS.

P.I.N.: 05-10-207-064

has petitioned the President and Board of Trustees of the Village of Glen Ellyn for a Construction Necessitated Zoning Variation from Section 10-4-8(E)(1), to allow a lot coverage of 21.8 percent where a maximum lot coverage of 20 percent is permitted, to allow an existing pavilion to remain on the property herein described above, in the R2 Residential District; and

Whereas, following due notice by publication in the Daily Herald not less than fifteen (15) nor more than thirty (30) days prior thereto, and by mailing notice to all property owners within 250 feet of the subject property at least ten (10) days prior thereto, and following the placement of a placard on the subject property not less than fifteen (15) days prior thereto, the Glen Ellyn Zoning Board of Appeals conducted a public hearing on February 1, 2022, at which the petitioner presented evidence and testimony in support of the request for the Construction Necessitated Zoning Variation and zero (0) persons appeared in favor of the variation request and zero (0) persons appeared in opposition thereto; and

Whereas, included in the evidence presented by the petitioner were twenty-four letters of

support for the Construction Necessitated Zoning Variation, submitted by the neighbors, friends, and the petitioner's children's physician, two of which were read into the record during the public hearing on February 1, 2022; and

Whereas, based upon the evidence, testimony, and exhibits presented at the public hearing on February 1, 2022, the Zoning Board of Appeals adopted findings of fact and voted on a motion to recommend denial of the Construction Necessitated Zoning Variation, which carried by a roll call vote of five (5) "yes" and one (1) "no" with one (1) "abstention", resulting in a recommendation for denial as set forth in its Approved Minutes dated February 1, 2022, appended hereto as Exhibit "A"; and

Whereas, included in the evidence presented by the petitioner, was a plat of survey of the as-built conditions on the subject property dated November 30, 2021, attached hereto as Exhibit "B", illustrating the location and size of existing pavilion requiring the requested Construction Necessitated Zoning Variation; and

Whereas, the President and Board of Trustees have reviewed the Draft Minutes of the February 1, 2022 Zoning Board of Appeals public hearing, attached hereto as Exhibit "A", and the evidence presented at the aforementioned public hearing and have considered the findings of fact and recommendations of the Zoning Board of Appeals; and

Whereas, the President and Board of Trustees make the following findings of fact:

- A. That the circumstances are not unique and that there is not a practical difficulty or particular hardship related to the property; and
- B. That the property owner and the contractor removed the conforming pergola and replaced it with a solid roofed structure, knowing it was not permitted by Zoning Code, which created the need for the variation; and
- C. That granting the variation would set a precedent for other Construction Necessitated

Variations to be granted in the future; and

- D. That a Construction Necessitated Zoning Variation is not necessary to make possible the reasonable use of the land, building or structure since the homeowner could have used the permitted pergola to address family's outdoor needs; and

Whereas, the President and Board of Trustees, based on the aforementioned findings of fact, find it appropriate to deny the Construction Necessitated Zoning Variation as recommended by the Zoning Board of Appeals.

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

Section One: The Draft Minutes of the February 1, 2022, Glen Ellyn Zoning Board of Appeals meeting, Exhibit "A" appended hereto, are hereby accepted, and the findings of fact and conclusions set forth in the preambles above are hereby adopted as the findings of fact and conclusions of the corporate authorities of the Village of Glen Ellyn.

Section Two: Based upon the above findings of fact, the President and Board of Trustees hereby deny a Construction Necessitated Zoning Variation from the Glen Ellyn Zoning Code, Section 10-4-8(E)(1), to allow a lot coverage of 21.8 percent where a maximum lot coverage of 20 percent is permitted, to allow an existing pavilion to remain on the property at 298 Oak Street, Glen Ellyn, Illinois, in the R2 Residential District which is legally described as follows:

OF LOT 14 (EXCEPT THE WEST 25 FEET THEREOF) AND LOT 15 IN BLOCK 2 IN L. O. FARNSWORTH'S RESUBDIVISION, BEING A RESUBDIVISION OF BLOCKS 1,2 AND LOTS 1 TO 4, BLOCK 5 OF L. O. FARNSWORTH'S SUBDIVISION, A SUBDIVISION OF LOTS 39 AND 40, COUNTY CLERKS'S SEVENTH ASSESSMENT DIVISION IN SECTIONS 3 AND 10, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, "ACCORDING-TO THE PLAT OF SAID L. O. FARNSWORTH'S RESUBDIVISION RECORDED APRIL 17, 1924 AS DOCUMENT 176475, IN DUPAGE COUNTY, ILLINOIS.

P.I.N.: 05-10-207-064

Section Three: The Glen Ellyn Village Board of Trustees also wish to require that the

following conditions be met:

1. That the roofed over structure be removed and the property be brought into full compliance with the Zoning Code no later than March 28, 2022;
2. That the property owner receive all required inspections following the removal of the pavilion;
3. That should the property owner wish to reinstall the pergola, that a new building permit be applied for.

Section Four: The Village Clerk is hereby authorized and directed to cause a copy of this Ordinance denying the Construction Necessitated Zoning Variation to be recorded with the DuPage County Recorder of Deeds.

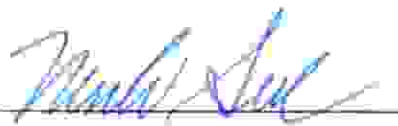
Section Five: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form.

Section Six: Failure of the owners or other party in interest or a subsequent owner(s) or other party in interest to comply with the terms of this Ordinance, after execution of said Ordinance, shall subject the owner or party in interest to the penalties set forth in Section 10-10-18 "A" and "B" of the Village of Glen Ellyn Zoning Code.

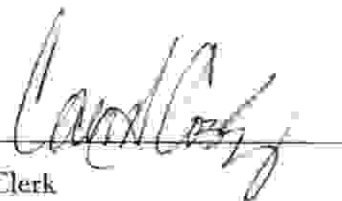
Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois this 28
day of February 2022

Ayes	☐	Mark Senak	☒	Anne Gould	☒	Bill Payne
	☒	Kelli Christiansen	☒	Kelley Kalinich	☒	Steve Thompson
	☒	Gary Fasules	☐		☐	
Nays	☐	Mark Senak	☐	Anne Gould	☐	Bill Payne
	☐	Kelli Christiansen	☐	Kelley Kalinich	☐	Steve Thompson
	☐	Gary Fasules	☐		☐	
Absent	☐	Mark Senak	☐	Anne Gould	☐	Bill Payne
	☐	Kelli Christiansen	☐	Kelley Kalinich	☐	Steve Thompson
	☐	Gary Fasules	☐		☐	

Approved by the Village President of the Village of Glen Ellyn, Illinois this 28 day of
February 2022


Village President

Attest:


Village Clerk

AFFIX VILLAGE SEAL

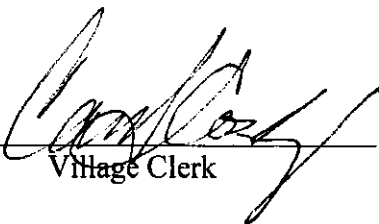
(Published in pamphlet form and posted on the 1 day of March, 2022.)

CERTIFICATION

I, Caren Cosby, duly elected Village Clerk of the Village of Glen Ellyn, Illinois, do hereby certify that the attached is a true and correct copy of Ordinance No. 6944, passed by the Board of Trustees of the Village of Glen Ellyn, Illinois, at the Board Meeting of said Board held on the 28 day of February 2022, and that the same was signed and approved by the President of said Village on the 28 day of February 2022.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as Village Clerk of said Village for safekeeping and that I am the lawful custodian and keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Glen Ellyn, Illinois, this 28 day of February, 2022.


Village Clerk

CORPORATE SEAL



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

Meeting 3/14/2022 7:00 PM
Department: Community Development
Department Head: Staci Springer
Category: Ordinance
Prepared By: Taylor Gendel

AGENDA ITEM (ID
2022-2008)

DOC ID: 2022-2008

Motion to Approve Ordinance No. 6946 , An Ordinance Granting Approval of a Special Use Permit to Allow Outdoor Sales and Storage on the Property located at 339 Roosevelt Road Glen Ellyn, IL 60137 (Community Development Director Springer)

Statement of the Issue:

Brian D. Wentz of Graham Enterprise, Inc., lessee of property located at 339 Roosevelt Road, is requesting approval of a Special Use Permit to allow outdoor sales and storage on the property located at 339 Roosevelt Road. The subject property is located on the south side of Roosevelt Road, east of South Lambert Road in the C3 Commercial District. To accommodate the project, the petitioner is specifically requesting approval of a Special Use Permit in accordance with Section 10-4-15(B) of the Glen Ellyn Zoning Code to allow outdoor merchandise on the north side of their building.

Analysis:

Request: Outdoor merchandise, storage, promotional activities, or tents require a special use in the C3 Zoning District. BP Trio is requesting a Special Use Permit to allow outdoor seasonal storage on the site which will include two ice merchandisers, firewood, and windshield wiper fluid. These products will be offered year-round and will be maintained daily and restocked regularly. See the attached site plan/sketch in the petitioner's packet which shows proposed areas for storage highlighted in yellow and pink. These locations include a display area for firewood to the east of the store entrance alongside two ice merchandisers, and designated areas between the four canopy columns adjacent to the gas pumps for windshield wiper fluid.

Dimensions of each proposed display have been included on the petitioner's site plans. The two outdoor ice merchandisers located to the east of the store entrance have a total length of 13 feet and width of 36 inches. There are 37 inches from the edge of the sidewalk to the face of the ice merchandisers. The firewood display located to the east of the store entrance has a total length of 16 feet and a width of 14 inches. There are 63.5 inches from the edge of the sidewalk to the face of the firewood. The windshield washer fluid merchandise stations each have a total length of 4 feet by a width of 2 feet. There are nine total display stations.

Staff has confirmed that the firewood displays would still allow a clear walking path of at least four feet. The sidewalk clearance by the ice machines is slightly less than two feet. The ADA accessible parking stall is located to the west of the display areas, so the displays will not interfere with the

accessible route into the building. There are no permanent improvements being proposed on the site.

Plan Commission Recommendation: The Plan Commission considered the request at a public hearing on February 10, 2022. No public comments were received prior to the hearing and no residents spoke on behalf or against the project during the public hearing. The petitioner spoke in support. By a vote of 6-0, the Plan Commission recommended approval of the request, subject to the following conditions:

1. That the site remain in substantial conformance with the plans and testimony presented at the Plan Commission public hearing and before the Village Board of Trustees;
2. That the outdoor sale and storage of merchandise shall be limited to the locations outlined on the petitioner's site plan;
3. That the outdoor display of firewood shall be limited to a maximum height of 40 inches, as outlined in the petitioner's narrative statement; and
4. That no part of the displays shall cover the emergency shutoff for the gas pumps. The emergency shutoff should always remain accessible.

The Plan Commission's discussion focused primarily on access to the emergency shutoff and whether the special use permit would allow for the storage of materials other than what was proposed in the future. Commissioners did not have any concerns after their questions were addressed.

Budget Impact:

N/A

Action Requested:

The Village Board may approve, approve with conditions or deny the petitioner's request for approval of a Special Use Permit to allow outdoor sales and storage on the property located at 339 Roosevelt Road. In accordance with the Plan Commission's recommendation, Village Staff has prepared an Ordinance to approve the request for consideration at the March 14, 2022 Village Board meeting.

Attachments:

1. 1. Draft Ordinance - 339 Roosevelt
2. 2. Plan Commission Meeting Minutes February 10, 2022
3. 3. Petitioner's Application
4. 4. Site Plan for Outdoor Merchandise
5. 5. Photos of Site



Village Of Glen Ellyn

Ordinance No. _____

**An Ordinance Granting Approval of a Special Use Permit
to Allow Outdoor Sales and Storage on the
Property located at 339 Roosevelt Road
Glen Ellyn, IL 60137**

**Adopted by the
President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This ____ Day of _____, 20____.**

Published in pamphlet form by the authority of the
President and Board of Trustees of the Village of
Glen Ellyn, DuPage County, Illinois, this ____
day of _____, 20____.

Ordinance No. _____

**An Ordinance Granting Approval of a Special Use Permit
to Allow Outdoor Sales and Storage on the
Property located at 339 Roosevelt Road
Glen Ellyn, IL 60137**

Whereas, Brian D. Wentz of Graham Enterprise, Inc., lessee of property located at 339 Roosevelt Road, has petitioned the Village President and Board of Trustees for approval of a Special Use Permit in accordance with Section 10-4-15(B) of the Glen Ellyn Zoning Code to allow outdoor merchandise on the north side of the property located at 339 Roosevelt Road; and

Whereas, the subject property is located on the south side of Roosevelt Road east of Lambert Road in the C3 Service Commercial District and;

Whereas, the property is legally described as follows:

LOT 1 IN FINAL PLAT OF MASON SUBDIVISION, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 22, 2004 AS DOCUMENT NO. R2004-105818, BEING A RESUBDIVISION OF LOTS 6, 7, 8, 9, 10 AND 11 (EXCEPT THAT PART OF SAID LOTS 6, 7, 8, 9, 10 AND 11 TAKEN FOR HIGHWAY BY 88ED-121) TOGETHER WITH ALL OF LOTS 12, 13, AND 14 IN BLOCK 49 IN WHEATON ESTATES, BEING A SUBDIVISION IN SECTIONS 22 AND 23, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 7, 1925 AS DOCUMENT 197515 IN DUPAGE COUNTY, ILLINOIS.

PIN: 05-22-202-028; and

Whereas, following due and proper publication of notice in the Daily Herald not less than fifteen (15) nor more than thirty (30) days prior thereto, and following written notice to all property owners within 250 feet, and following the placement of a placard on the subject property not less than fifteen (15) days prior thereto, the Plan Commission of the Village of Glen Ellyn conducted a public hearing on February 10, 2022 at which hearing the Plan Commission considered the petitioner's request for approval of a Special Use Permit; and

Whereas, at the February 10, 2022 public hearing, the petitioner presented evidence and testimony in support of the request, and zero (0) letters for or against the request were read into the

public record; and

Whereas, after having considered the evidence presented, including the exhibits and materials submitted, the Plan Commission made its findings of fact and recommendations as set forth in the minutes from the February 10, 2022 Plan Commission meeting, a draft of which is attached hereto as Exhibit “A”, and pursuant to 10-4-15 (B) of the Zoning Code, by a vote of six (6) “yes” and zero (0) “no,” the Plan Commission recommended approval of the requested Special Use Permit; and

Whereas, the Village President and Board of Trustees have reviewed the evidence, exhibits, and materials presented at the February 10, 2022 Plan Commission public hearing and have considered the findings and recommendations of the Plan Commission and hereby make the following findings of fact related to the request:

1. The proposed use will be harmonious and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or Zoning Code, because it will help promotion of quality retail, convenience, and auto-oriented commercial uses on Roosevelt Road. The Comprehensive Plan and the Downtown Strategic Plan suggest that Roosevelt Road should continue to be improved since it carries large numbers of motorists on a daily basis, and is perhaps the most highly visible part of the Village. Additionally, outdoor storage and outdoor merchandise in the C3 Service Commercial District zoning district is permitted with a Special Use Permit.
2. The proposed project will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area because this is an existing business and there are no changes proposed to the building or the site as part of the Special Use request. The proposed merchandise to be sold will be maintained in a neat and orderly manner.
3. The proposed use will not be hazardous or disturbing to existing or future neighborhood uses of the property because the proposed area for outdoor merchandise and outdoor storage is located directly in front of BP Trio and a clear path will be maintained to allow pedestrians to pass in front of the store. The items are typical of what would be displayed for sale at gas stations.
4. The proposed use will be served adequately by existing public facilities and services such as highways, streets, police, fire protection, drainage structure, refuse disposal, water, sewers and schools because the proposed use should have little to no impact on the public facilities and services currently serving the site.

5. The proposed use will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the Village because the proposed merchandise and storage will be controlled by BP Trio and can be easily removed when necessary. Outdoor merchandise creates a potential for increased sales which will assist in improving the economic welfare of the Village of Glen Ellyn.
6. The use will not involve activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare and odors because the merchandise and storage will not create an environment where an increase of any of the aforementioned items will occur.
7. The development will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads because the site layout is not changing because of the special use permit and its current design is functional.
8. The development will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief because the property is not a flood risk and there are no changes proposed to the building or the site.
9. The development will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community because there are no major changes proposed to the building or the site that would cause any damage to the character, environment, or community resources.

Whereas, the President and Board of Trustees have determined that granting the requested Special Use Permit is consistent with the goals of the Glen Ellyn Zoning Code.

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 minutes from the February 10, 2022 Plan Commission meeting, a draft of which is attached hereto as Exhibit “A”, and the findings of fact set forth therein and in the preambles above are hereby adopted as the findings of fact of the Village President and Board of Trustees based upon their review of the evidence, exhibits, and materials presented at the February 10, 2022 public hearing before the Plan Commission.

Section Two: Based upon the findings of fact and recommendations of the Plan

Commission, as adopted herein, and the findings of fact and conclusions set forth in the preambles above, the Village President and Board of Trustees hereby grant approval of the requested Special Use Permit to allow outdoor merchandise on the north side of the property located at 339 Roosevelt Road.

Section Three: This grant of approval of the requested Special Use Permit is subject to the following conditions:

A. That the site remain in substantial conformance with the plans and testimony presented at the February 10, 2022 Plan Commission public hearing and before the Village Board of Trustees, including the following plans and documents referenced below, all of which are incorporated into this Ordinance as though they were attached hereto:

1. Special Use Permit Application dated November 9, 2021
2. Site Plan sketch for Outdoor Merchandise, no date, attached hereto as Exhibit “B”
3. Photos of the site

and these plans and documents shall be filed with and made part of the permanent records of the Glen Ellyn Community Development Department;

B. That the outdoor sale and storage of merchandise shall be limited to the locations outlined on the petitioner’s site plan;

C. That the outdoor display of firewood shall be limited to a maximum height of 40 inches, as outlined in the petitioner’s narrative statement;

D. That no part of the displays shall cover the emergency shutoff for the gas pumps and the emergency shutoff should always remain accessible;

Section Four: This Ordinance shall be in full force and effect from and after the passage, approval, and publication in pamphlet form.

Section Five: Failure of the owners or other party in interest or a subsequent owner or

other party in interest to comply with the terms of this Ordinance, after execution of such Ordinance, shall subject the owners or party in interest to the penalties set forth in Section 10-10-18 (A) and (B) of the Village of Glen Ellyn Zoning Code.

Section Six. The Village Clerk is hereby authorized to record to this Ordinance with the DuPage County Recorder.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20____.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20____.

Village President of the
Village of Glen Ellyn, Illinois

Attest:

Village Clerk of the
Village of Glen Ellyn, Illinois

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

MINUTES
REGULAR PLAN COMMISSION MEETING
February 10, 2022

Call to Order and Roll Call

Explaining the proceedings format for the meeting held remotely due to the disaster declaration associated with Covid-19, Chairperson Tim Loftus called the meeting to order at 7:01 p.m. He explained the Plan Commission's function and operations, and reviewed public hearing procedures, including protocols for public comments, which, he said, would be recorded. He introduced Village Board Trustee Liaison Steve Thompson, Village Planning Manager Kelly Purvis, Planner Atrian Fard, Associate Planner Taylor Gendel and Recording Secretary Barbara Dutton-Thomas, and later noted the presence of Community Development Director Staci Springer.

Roll was called. Besides the Chairperson, Commissioners Berry, Fanella, Cooper, Saeed and Vondruska were present. Commissioners Brown and Halkyard were absent.

Motion to Conduct Public Hearing Remotely

A motion to conduct the Public Hearing remotely was made by Commissioner Cooper and seconded by Commissioner Vondruska. The motion carried unanimously by roll call vote.

Public Comment Non-Agenda Items

None.

Chairperson Loftus announced that the pre-app for 534 Duane Street (Compass Realty) was dropped from the evening's agenda. Ms. Purvis said the item has been rescheduled for the March 10th meeting.

Approval of January 13, 2022 Draft Minutes

A motion to approve the draft minutes of the January 13, 2022 meeting was made by Commissioner Berry; seconded by Commissioner Cooper, the motion passed unanimously by roll call vote.

Public Hearing – 339 Roosevelt Road – BP Trio

A motion made by Commissioner Vondruska and seconded by Commissioner Saeed to open the Public Hearing carried unanimously by roll call vote.

Staff Introduction

Sworn in, Taylor Gendel, Village Associate Planner, 535 Duane, stated that Missy Quirke and Brian D. Wente of Graham Enterprise Inc. are petitioning on behalf of Glen Ellyn BP Trio for a Special Use Permit for the site located at 339 Roosevelt Road to allow outdoor seasonal storage on the site, including two ice merchandisers, firewood, and windshield wiper fluid. These products, she continued, will be offered year-round and will be maintained daily and restocked regularly. The subject property, explained Ms. Gendel, is located on the south side of Roosevelt Road, east of Lambert Road in the C3 Commercial District. Surrounding land uses to the north, east and west are C3 Commercial, she said, adding that to the south is a conservation/recreation district (Village Links).

Firewood, she explained, is to be displayed to the east of the store entrance alongside the two ice merchandisers. The designated areas for the windshield wiper fluid are between the four canopy columns adjacent to the gas pumps.

The two outdoor ice merchandisers located to the east of the store entrance have a total length of 13 feet and width of 36 inches, stated Ms. Gendel, adding that there are 37 inches from the edge of the sidewalk to the face of the ice merchandisers. The firewood display located to the east of the store entrance has a total length of 16 feet and a width of 14 inches, she continued, adding that there are 63.5 inches from the edge of the sidewalk to the face of the firewood. The ADA accessible parking stall is located to the west of the display areas, so the displays will not interfere with the accessible route into the building, she stated. There are no permanent improvements being proposed on the site, she said. The windshield washer fluid merchandise stations each have a total length of 4 feet and a width of 2 feet, explained Ms. Gendel, saying there are nine total stations. A suggested condition is that no part of the display shall cover the emergency shut-off for the gas pumps, stated Ms. Gendel, who outlined other suggested conditions of approval, as well.

Regarding the condition to make sure the emergency shut-off remains accessible, Chairperson Loftus asked if there is any Code-specified dimension for front access to a device like that. Planning Manager Purvis replied that she asked Village Building & Zoning Official Steve Witt about the Knox Box situation (but not specifically the emergency shut-off for the gas pumps), and he said there's no code provision, but that it's best that those things are clear. (Chairperson Loftus noted reading "accessible" in the Fire Code.) Noting that the plan now is for firewood, ice and windshield washer solvent as items, Mr. Loftus asked if the Petitioner wants to change merchandise, whether they would have to come back to the Plan Commission for approval. Ms. Purvis responded that the Petitioner could change out merchandise within reason, that is if it will be in the same type of container and placed in the same location.

Petitioner's Presentation

Sworn in, Brian Wente, 750 Bunker Court, Vernon Hills, Ill., said that, as he noted a favorable recommendation, he didn't intend to make a large presentation but would entertain questions. He continued by addressing questions voiced: Regarding the emergency stop location accessibility, he stated that, while there's not a defined space as to what that accessible area looks like, it is in the Code and it needs to be accessible. Concerning restrictions on other products/future offerings, he said, he's comfortable with what is written and that the Petitioner doesn't anticipate any changes (quipping that the color of windshield washer fluid might change from blue to green). He stated, for example, that the operation would not offer mulch. Chairperson Loftus asked if the Petitioner has any corporate guideline on the access that the Petitioner needs to maintain. Mr. Wente said there is no corporate standard, but that the Petitioner goes by the EPA and the Illinois State Fire Marshall's Office which, he said, are usually looking for more requirements inside. He added that customer service representative access is the most important piece these governing bodies assess, but that outside on the front of the building is not.

A motion made by Commissioner Vondruska and seconded by Commissioner Fanella to close the Public Hearing passed unanimously by roll call vote.

Commissioner Vondruska moved for the following:

After conducting a public hearing and deliberating on the request of the petitioner, Missy Quirke of Graham Enterprise, Inc., for approval of a Special Use Permit to allow outdoor sales and storage of merchandise at 339 Roosevelt Road (BP Trio) in the C3 Commercial District, the Plan Commission hereby recommends approval based on the findings of fact, as discussed or amended at the Plan Commission public hearing on February 10, 2022, which are hereby incorporated into the Motion by reference as though fully set forth herein, and a copy of which will be attached to the minutes of this meeting and kept on file as part of the permanent records of the Village. The Plan Commission makes this recommendation of approval with the following conditions:

1. That the site remain in substantial conformance with the plans and testimony presented at the Plan Commission public hearing and before the Village Board of Trustees;
2. That the outdoor sale and storage of merchandise shall be limited to the locations outlined on the petitioner's site plan.
3. That the outdoor display of firewood shall be limited to a maximum height of 40 inches, as outlined in the petitioner's narrative statement.
4. That no part of the displays shall cover the emergency shutoff for the gas pumps. The emergency shutoff should always remain accessible.

Seconded by Commissioner Saeed, the motion passed unanimously by roll call vote.

Public Hearing – 880 Roosevelt Road – Pete's Market

A motion made by Commissioner Vondruska and seconded by Commissioner Saeed to open the Public Hearing passed unanimously by roll call vote.

Staff Introduction

Sworn in, Atrian Fard, Village Planner, 535 Duane St., stated that the petitioner is Pete's Market, tenant in the building located at 880 Roosevelt Road and represented by Nick Liarikos. The Petitioner, she stated, is requesting approval of an amendment to the Planned Unit Development (PUD) Plan for the Baker Hill shopping center approved on June 4, 2018 by the adoption of Ordinance No. 6605, an amendment to the PUD Plan that was originally approved on March 3, 1997 by Ordinance No. 4467. The proposed amendment would allow outdoor sales and storage in front of the Pete's Market grocery store, continued Ms. Fard, who described the subject site: It is in the Baker Hill shopping center on the north side of Roosevelt Road, east of Baker Hill Drive; the site is approximately one-quarter mile west of Interstate 355, and is in the C6 Commercial/Multiuse Planned Development District. C6 zoning is to the north, east and west; with C4 commercial and R3 residential to the south.

There have been a variety of Ordinances passed for the Baker Hill Shopping Center, related Planner Fard. The most relevant Ordinances pertaining to the proposal are Ordinance No. 4467 and Ordinance No. 6605, she said. Ordinance No. 4467 was adopted in 1997 and granted Preliminary PUD Plan approval for Dominick's grocery store, which occupied the space until 2013. Ordinance No. 6605 adopted in 2018, approved an amendment to Ordinance No. 4467 PUD plans to accommodate the remodeling and

expansion of the tenant space, previously occupied by Dominick's, for the Pete's Market grocery store. The passage of Ordinance No. 6605 was subject to a few conditions, one of which prohibited outdoor sales or storage of merchandise at Pete's Market until a Special Use Permit is granted.

In September 2021, related Ms. Fard, it came to Staff's attention that Pete's Market was utilizing a portion of the private sidewalk in front of the store for the outdoor display of merchandise. Village Staff, she explained, informed the Petitioner of safety concerns regarding the location of the storage area adjacent to the parking lot that also obstructed the sidewalk. In response, said Ms. Fard, Pete's Market staff moved the displays to maintain five-foot-wide clear area for pedestrian use. The Petitioner also notified the Village that they intend to file for a Special Use Permit to maintain outdoor displays on the site, she noted. While Ordinance No. 6605 explicitly identifies the granting of a Special Use Permit as the required path to allow outdoor sales and storage at the subject site, continued Ms. Fard, the Zoning Code permits outdoor storage and merchandise in C6 Zoning District by right, which is subject to the review and approval of the development plan. With the use being permitted by right in the C6 District, she stated, Pete's Market is now seeking approval to amend the Preliminary PUD Plan approved by Ordinance No. 6605 for the allowance of outdoor merchandise and storage.

The proposed display area, explained Ms. Fard, will be on the private sidewalk, between front entrances, on the south of the Pete's Market building. The display area will measure 75 feet long by 7 feet wide and will be set back approximately 5.5 feet from the curb to allow for a clear walking path and handicapped access, she said. According to the Petitioner, said Ms. Fard, the height of the displays will vary from 3.75 feet to 4.66 feet, based on the daily sales fluctuations and the quantity of merchandise to be displayed. The Petitioner has confirmed that the displays will not cover any part of the front windows, stated Planner Fard, who added that the outdoor merchandise may include seasonal plants and produce such as charcoal bags in the summer, pumpkins in the fall, firewood in the winter. There are no permanent improvements being proposed on the site, she noted, and outlined Plan Commission action sought.

Chairperson Loftus requested clarification of the area of display, saying he perceived a discrepancy between plan and elevation drawings. Planner Fard said it's the 70-ft. wide area between the "bump-outs" on the building. Chairperson Loftus suggested that the Petitioner could explain the intention.

Petitioner's Presentation

Sworn in Nick Liarikos, 4333 S. Pulaski Rd., Chicago, Ill., confirmed the discrepancy pointed out by Chairperson Loftus, and said the area denoted in blue represents the true dimensions. He stated that items displayed will be along the entire wall, and said that he can get the drawing edited to be correct.

Noting that, as of this morning at the site, windshield washer fluid was "piled up" in front of the Knox box, Chairperson Loftus asked who is responsible for maintaining and policing the area in which the Petitioner is seeking to place merchandise. Mr. Liarikos said the general manager and other store managers are responsible for keeping the area in check. He indicated that they should be aware that it's necessary to keep that space open, but he can let them know of Mr. Loftus' concern. Calling the placement of rock salt and product beneath the Knox Box a safety hazard for the Fire Department, Mr.

Loftus stressed the need to limit product to the area delineated in blue in the elevation drawing. Mr. Liarikos promised to follow up with staff the next day.

Commissioner Cooper asked if, the Village grants this modification, the store would still have about a 5-foot distance between the edge of roadway and the usable sidewalk. Responding affirmatively, Mr. Liarikos stated that he would make sure the managers are aware that there needs to be a 5-foot space. Planner Fard interjected that the building chief said it is recommended that the Knox box be visible, and suggested adding a condition asking for 1.5-ft. clear space around the Knox box. Responding to a query from Commissioner Vondruska as to how to proceed with a motion given the drawing inaccuracy, Planning Manager Purvis Commissioner said Staff will “ensure this is all tightened up for the Village Board, and suggested language stating “in accordance with approved elevation and site plan as revised as discussed at the Plan Commission meeting.” Chairperson Loftus expressed confidence that appropriate documentation would provide sufficient assurance, while Commissioner Vondruska submitted that routine fire inspection would provide policing.

A motion made by Commissioner Vondruska and seconded by Commissioner Fanella to close the Public Hearing passed unanimously by roll call vote.

Commissioner Discussion

Indicating that he can support the Petitioner’s request, Chairperson Loftus reiterated the desire that “certain items don’t get blocked off.” Commissioner Berry asked what the policing body would be to ensure compliance, should the Commission agree to the proposed. Planning Manger Purvis replied that policing would be accomplished through Code enforcement as well as Staff monitoring. After Commissioner Saeed emphasized that the motion has to be modified in consideration of the change in the drawing, Commissioner Cooper moved for the following:

After conducting a public hearing and deliberating on the request of the petitioner, Pete’s Market, for approval of a PUD Amendment for 880 Roosevelt Road, the Plan Commission hereby recommends approval based on the findings of fact, as discussed or amended at the Plan Commission public hearing on February 10, 2022, which are hereby incorporated into the Motion by reference as though fully set forth herein, and a copy of which will be attached to the minutes of this meeting and kept on file as part of the permanent records of the Village. The Plan Commission makes this recommendation of approval with the following conditions:

1. That the outdoor merchandise and storage shall remain in substantial conformance with the plans as amended as discussed at the Plan Commission this evening; the plans will be amended prior to being presented to the Village Board.
2. That the outdoor sale and storage of merchandise shall be limited to the location outlined on the petitioner’s site plan as amended and discussed during the open hearing.
3. That the outdoor displays shall be limited to the height outlined in the petitioner’s statement and as clarified at the open hearing.
4. That a 1.5-foot diameter clear space shall be maintained around the Knox box.

Seconded by Commissioner Saeed, the motion passed unanimously by roll call vote.

Trustee's Report

Steve Thompson said the Village Board approved the Harding-Glen Townhomes project, and that water billing changes are in the making. Uses for American Rescue Plan Act funds are being considered, he reported, and the Village's lead pipe infrastructure will be inventoried. To be discussed imminently, he said, is the process surrounding development of the hotel site property. With regard to the architectural review process, Mr. Thompson wondered if someone from the Plan Commission might be interested in serving on the reconstituted commission. Depending on whether he thought he could contribute something worthwhile, Commissioner Vondruska indicated that he might consider volunteering.

Chairman's Report

Chairperson Loftus said that three candidates were interviewed for the two open positions on the Commission, four names were submitted to President Senak, and feedback is awaited.

Staff Report

In response to a query from Commissioner Berry about the status of the (former) McChesney site, Planning Manager Purvis replied that construction is on schedule for a spring start. Ms. Purvis reported that the Official Zoning Map, a pre-app for the Butterfield Townhomes, and a sign variation for Parkview Church are slated for the February 24th meeting. The March 10th meeting, she said, is to feature the pre-app discussion (dropped from tonight's agenda) concerning 534 Duane Street, as well as a minor subdivision pre-app for 322 Taylor. She said she'd be issuing new (replacement) links for recurring Zoom meetings, and said she expects at least the next meeting, and possibly the one after that, to be held remotely.

Adjournment

Chairperson Loftus adjourned the meeting at 8:18 p.m., following passage by roll call vote of a motion to adjourn made by Commissioner Vondruska and seconded by Commissioner Fanella.

Respectfully submitted,

Barbara Dutton-Thomas
Recording Secretary

Reviewed by,
Planning Manager Purvis

APPLICATION FOR SPECIAL USE PERMIT**CLEAR PAGE**

The undersigned petitions the President and Village Board of Trustees of the Village of Glen Ellyn, Illinois, to consider the Special Use described in this application.

Date Filed: 11/9/2021 Application No: _____

Name of Applicant: Graham Enterprise, Inc., dba Glen Ellyn BP (GEI-162)

Address of Applicant: 339 Roosevelt Rd., Glen Ellyn, IL 60137

Business Phone: 630-790-3901 Fax: _____

Corporate Office Home Phone: 847-837-0777 Mobile Phone: n/a

Email: licenses@grahamei.com

Property Interest of Applicant: Owner

(Owner, Contract Purchaser, Owner Representative)

Name of Owner: Graham Enterprise, Inc.

Address of Owner: 750 Bunker Court, Suite 100, Vernon Hills, IL 60061

Business Phone: 847-837-0777 Fax: 847-837-0778

Home Phone: n/a Mobile Phone: n/a

Email: licenses@grahamei.com

Property Address: 339 Roosevelt Rd., Glen Ellyn, IL 60137

Legal Description of Property:

Lot 1 in Final Plat of Mason Subdivision, according to the plat thereof recorded April 22, 2004 as Document No. R2004-105818, being a Resubdivision of Lots 6, 7, 8, 9, 10 and 11 (except that part of said Lots 6, 7, 8, 9, 10 and 11 taken for Highway by 88ED-121) together with all of Lots 12, 13 and 14 in Block 49 in Wheaton Estates, being a Subdivision in Sections 22 and 23, Township 39 North, Range 10, East of the Third Principal Meridian, according to the Plat thereof recorded August 7, 1925 as Document 197515 in DuPage County, Illinois.

Permanent Index No. (PIN): 05-22-202-026 Zoning: C3 - Service Commerical

Lot Dimensions: 191.30x132.12x136.37x127.01x332.85x21.29x224.18x31.80 Lot Area: 71980 square feet more or less

Present Use:

gas station/convenience store/car wash

Requested Use/Construction:

no change to present use, but request Special Use Permit for outdoor merchandise and storage

Estimated Date to Begin New Use/Construction: n/a

Name(s), Address(es) and Phone No(s). of Experts (architects, engineers, etc.):

CLEAR PAGE

n/a

Narrative Statement evaluating the economic effects on adjoining property, the effect of such elements as noise, glare, odor, fumes and vibration on adjoining property, a discussion of the general compatibility with the adjacent and other properties in the district, the effect of traffic, and the relationship of the proposed use to the Comprehensive Plan, and how it fulfills the requirements of paragraph (E) of Section 10-10-14 of the Zoning Code:

Special Use Permit is hereby requested for outside storage and merchandise (i.e. firewood and windshield washer fluid).

Describe How the Special Use:

1. Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or this Zoning Code:

The Special Use Permit will allow us to provide additional items for our customers that they may typically look for at a gas station/convenience store.

2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area:

The outside storage and merchandise will be maintained by the site and will be harmonious with the convenience store.

3. Will not be hazardous or disturbing to existing or future neighborhood uses:

The outside storage and merchandise will not be hazardous or disturbing to the existing Service Commercial zoning.

4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services:

n/a

5. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village:

n/a

6. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors:

n/a

7. Will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads:

n/a

8. Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief:

n/a

9. Will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community:

n/a

CLEAR PAGE

I (We) certify that all of the statements and documents submitted as part of this application are true to the best of my (our) knowledge and belief.

I (We) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Glen Ellyn for the purpose of inspection.

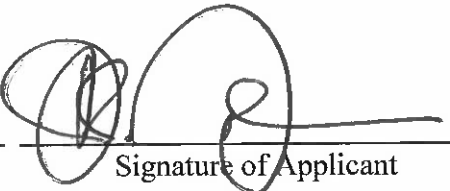
I (We) consent to pay the Village of Glen Ellyn all costs incurred for transcribing the public hearing on this application.

I (We) understand that no final action shall be taken by the Village Board subsequent to the public hearing until and upon payment of transcribing fees.

11/5/2021.
Date

Graham Enterprise, Inc.
by John C. Graham

Print Name


Signature of Applicant

Date

Print Name

Signature of Applicant

Date

Print Name

Signature of Applicant

**THE BEST INTERESTS OF THE APPLICANT WILL BE SERVED
BY COMPLETING THIS APPLICATION IN DETAIL**

OWNERSHIP BY A CORPORATION

CLEAR PAGE

Date: 11/9/2021

Address: 339 Roosevelt Rd., Glen Ellyn

Legal Description:

Lot 1 in Final Plat of Mason Subdivision, according to the plat thereof recorded April 22, 2004 as Document No. R2004-105818, being a Resubdivision of Lots 6, 7, 8, 9, 10 and 11 (except that part of said Lots 6, 7, 8, 9, 10 and 11 taken for Highway by 88ED-121) together with all of Lots 12, 13 and 14 in Block 49 in Wheaton Estates, being a Subdivision in Sections 22 and 23, Township 39 North, Range 10, East of Third Principal Meridian, according to the plat thereof recorded August 7, 1925 as Document 197515, in DuPage County, Illinois.

LIST ALL SHAREHOLDERS AND OFFICERS/DIRECTORS (AND % OF INTEREST OWNED IN EXCESS OF 5% OF STOCK)

Name: John C. Graham Address: 750 Bunker Ct., Suite 100, Vernon Hills, IL 60061 % 25

Name: Eugene W. Graham III Address: 750 Bunker Ct., Suite 100, Vernon Hills, IL 60061 % 25

Name: Matthew X. Graham Address: 750 Bunker Ct., Suite 100, Vernon Hills, IL 60061 % 25

Name: Patrick T. Graham Address: 750 Bunker Ct., Suite 100, Vernon Hills, IL 60061 % 25

Name: Address: %

Name: Address: %

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Name: Address: %

Name: Address: %

AFFIDAVIT OF AUTHORIZATION

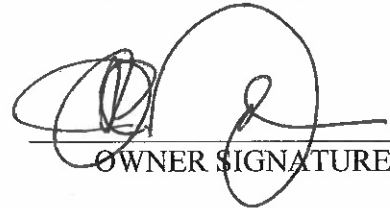
CLEAR PAGE

I, Graham Enterprise, Inc. owner of the property described as

339 Roosevelt Rd., Glen Ellyn

verify that Brian D. Wentz

is duly authorized to apply and represent my interests before the Glen Ellyn Plan Commission, Zoning Board of Appeals, and/or Village Board of Trustees. Owner acknowledges that any notice given applicant is actual notice to owner.


OWNER SIGNATURE

Subscribed and sworn to before me this

9 day of November, 2021

Melissa Quirke

Notary Public





750 Bunker Court
Suite 100
Vernon Hills, Illinois 60061
Phone: (847) 837-0777
Fax: (847) 837-0778

Taylor Gendel
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Re: Special Use Permit Application for outdoor storage
Glen Ellyn BP (GEI-162), 339 Roosevelt Rd., Glen Ellyn, IL

NARRATIVE STATEMENT

Special Use Permit is hereby requested for outside storage and merchandise. Outside storage/merchandise includes windshield wiper fluid, firewood and ice. These type of product offerings are common in our industry and customers would expect to find these offerings. These products will be offered year-round. The windshield wiper fluid will be stacked and stored at the fuel stations. The firewood will be stacked and stored adjacent to the convenience store. The maximum height of the firewood and windshield wiper fluid storage will be 40 inches. The ice will be stored in two Outdoor Ice Merchandisers adjacent to the convenience store. The Outdoor Ice Merchandisers are next to each other and each one contains two doors and is 73 inches long, with a height of 49 ½ inches and depth of 35 ½ inches. The merchandise will be maintained daily. Ice and firewood is re-stocked approximately once a week. The windshield wiper fluid is re-stocked approximately every other week.

PAVEMENT REPLACEMENT
GRAHAM ENTERPRISES
339 ROOSEVELT RD.
GLEN ELLYN, IL

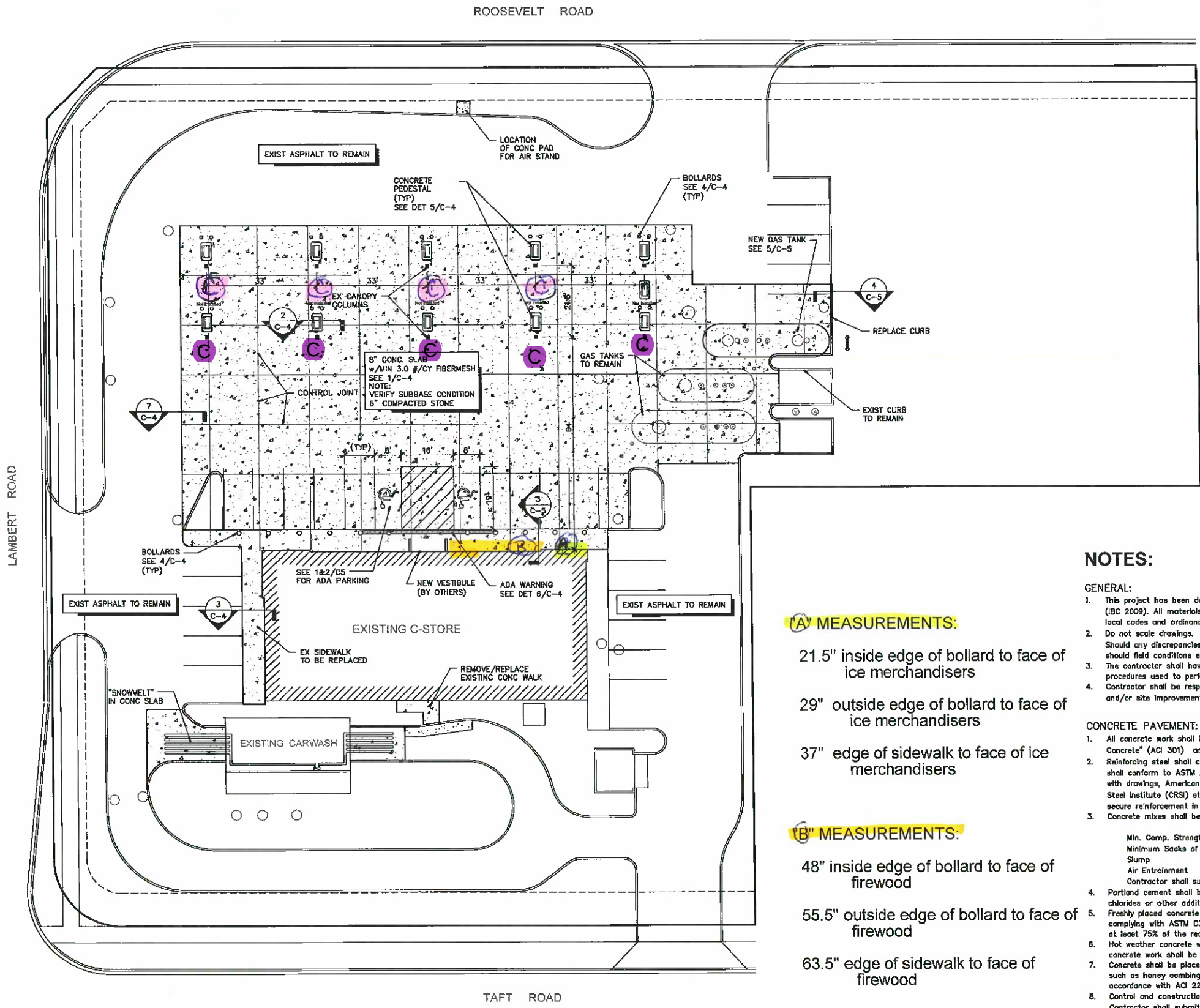


RALPH SCHMIDT, P.E., S.E.
LICENSED PROFESSIONAL ENGINEER
ILLINOIS NO. 62-43720
EXP. DATE: 11-30-21
FIRM NO. 184-006368-0006

NO	DATE	ISSUED
—	5/25/20	FOR PERMIT
1	9/23/20	REV PER CITY
2	10/15/20	REV PER CITY
3	10/29/20	REV PER CITY
4	5/21/21	ADD TOPO SURVEY
5	9/10/21	AS BUILT SURVEY

TITLE
SITE PLAN

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SCHMIDT ENGINEERING, INC.
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SHEET
C-1
120084



- KEY:
- OUTDOOR ICE MERCHANDISERS
LOCATION (A)
TOTAL LENGTH & WIDTH 13' X 36"
 - OUTDOOR STORAGE OF FIREWOOD
FOR RETAIL SALE (B)
TOTAL LENGTH & WIDTH 26' X 14"
 - OUTDOOR STORAGE OF WINDSHIELD
WASHER FLUID (C)
TOTAL LENGTH & WIDTH 4' X 2' EA.

NOTES:

- GENERAL:
- This project has been designed in accordance with the International Building Code, (IBC 2009). All materials and construction shall comply with the requirements of local codes and ordinances.
 - Do not scale drawings. Contractor(s) shall verify all dimensions prior to construction. Should any discrepancies be found between any of the construction documents and/or should field conditions encountered differ, notify the engineer.
 - The contractor shall have sole responsibility for the means, methods and safety procedures used to perform the work, including OSHA regulations.
 - Contractor shall be responsible for repairing any damage to existing construction and/or site improvements.
- CONCRETE PAVEMENT:
- All concrete work shall be in accordance with the "Specifications for Structural Concrete" (ACI 301) and the "Guide for Concrete Parking Lots" (ACI 330) as applicable.
 - Reinforcing steel shall conform to ASTM A615, grade 60. Welded wire fabric (WWF) shall conform to ASTM A185. Fabrication and placement shall be in accordance with drawings, American Concrete Institute (ACI 315) and the Concrete Reinforcing Steel Institute (CRSI) standards. Provide necessary chairs, bolsters, and ties to secure reinforcement in position.
 - Concrete mixes shall be proportioned to provide normal weight concrete as follows:

Min. Comp. Strength, f _c (28 days)	Ext. Slabs
Minimum Sacks of Cement	4000psi
Slump	6
Air Entrainment	3"±1"
	5% to 7%

Contractor shall submit: Concrete mix design(s) prior to construction
 - Portland cement shall be type I. Aggregate shall conform to ASTM C33. No flyash, chlorides or other additives shall be used unless approved by the engineer. Freshly placed concrete shall be protected and cured with a liquid curing compound complying with ASTM C309 or similar. Formwork shall not be removed until concrete attains at least 75% of the required design strength.
 - Hot weather concrete work shall be done in accordance with ACI 305. Cold weather concrete work shall be done in accordance with ACI 306.
 - Concrete shall be placed monolithically and mechanically vibrated. Surface defects such as honey combing or similar shall be repaired by approved patching methods in accordance with ACI 224.
 - Control and construction joints shall be installed in accordance with ACE and/or PCA standards. Contractor shall submit layout pattern prior to construction.
 - Subgrade shall be proof-rolled or tested to verify proper allowable bearing capacity. Any unsuitable areas shall be removed and replaced, compacted to minimum 90% modified proctor (ASTM D1557).

(A) MEASUREMENTS:

- 21.5" inside edge of bollard to face of ice merchandisers
- 29" outside edge of bollard to face of ice merchandisers
- 37" edge of sidewalk to face of ice merchandisers

(B) MEASUREMENTS:

- 48" inside edge of bollard to face of firewood
- 55.5" outside edge of bollard to face of firewood
- 63.5" edge of sidewalk to face of firewood

SITE PLAN

SCALE: 1/16"=1'-0"



**PAVEMENT REPLACEMENT
GRAHAM ENTERPRISES
339 ROOSEVELT RD.
GLEN ELLYN, IL**



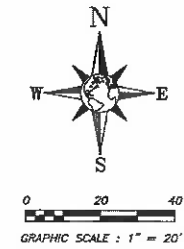
RALPH SCHMIDT, P.E., S.E.
LICENSED PROFESSIONAL ENGINEER
ILLINOIS NO. 62-43720
EXP. DATE: 11-30-21
FIRM NO. 184-006368-0005

NO	DATE	ISSUED
—	5/25/20	FOR PERMIT
1	9/23/20	REV PER CITY
2	10/15/20	REV PER CITY
3	10/29/20	REV PER CITY
4	5/21/21	ADD TOPO SURVEY
5	9/10/21	AS BUILT SURVEY

TITLE
**TOPOGRAPHIC
SURVEY**

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C-1
120084



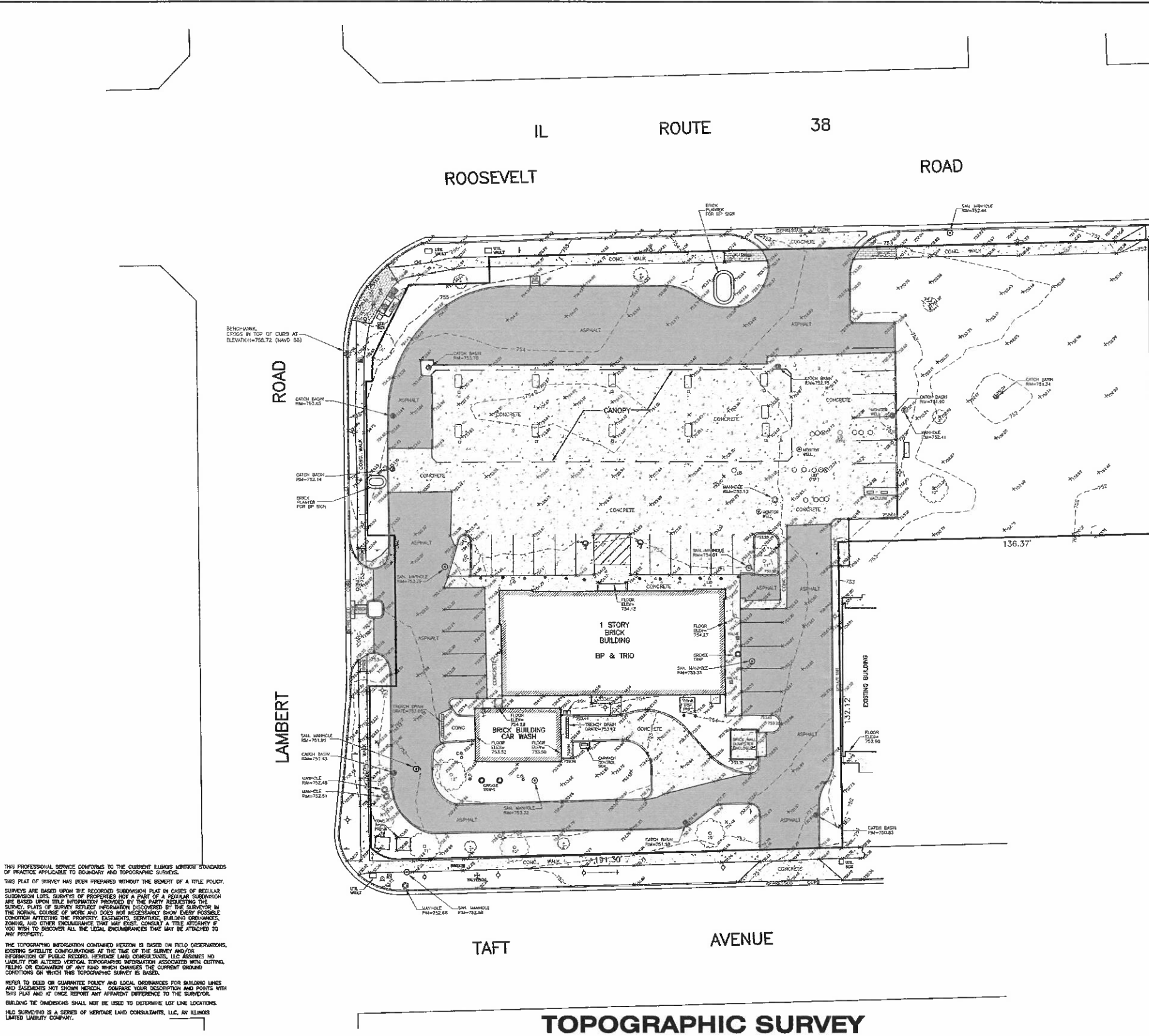
SYMBOLS LEGEND

- ✦ LIGHT POLE
- ✧ UTILITY POLE
- BOLLARD
- ✦ UTILITY POLE /LIGHT POLE
- ✦ UTILITY POLE W/ GYE WIRE ANCHOR
- ⊙ TRAFFIC SIGNAL
- ⊞ TRAFFIC SIGNAL CONTROL BOX
- △ TRAFFIC SIGN
- MAIL BOX
- ☎ TELEPHONE BOX
- ⊕ GAS VALVE
- ⊕ WATER VALVE VAULT
- ⊕ FIRE HYDRANT
- ⊕ SANITARY MANHOLE
- ⊕ STORM MANHOLE
- ⊕ STORM INLET
- ⊕ STORM CATCH BASIN
- ⊕ A.T. & T. VAULT
- BLOCK RETAINING WALL

STATE OF ILLINOIS S.S.
COUNTY OF MCHENRY
WE, HERITAGE LAND CONSULTANTS, LLC, DO HEREBY CERTIFY THAT WE
HAVE PREPARED THIS PLAT OF TOPOGRAPHY BASED ON N.A.S.D. 1988
DATUM
GIVEN UNDER MY HAND AND SEAL AT MCHENRY, ILLINOIS
THIS 21st DAY OF MAY 2021
MARK T. BEAUMONT
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 35-3025
LICENSE RENEWAL DATE: 11-30-2022

PAVEMENT REPLACEMENT ASBUILT TOPOGRAPHY

PREPARED FOR:	SCALE: 1" = 20'	REVISIONS
SCHMIDT ENGINEERING, INC.	DATE: 5-21-2021	
	DATE OF FIELD WORK: 5-18-2021	
	DRAWN BY: MWR	
SITE ADDRESS:	CHECKED BY: MTR	
339 ROOSEVELT ROAD		
GLEN ELLYN, IL		
	JOB NO. 2021-045 TOP	



THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MORTON STANDARDS
OF PRACTICE APPLICABLE TO TOPOGRAPHIC SURVEYS.
THIS PLAT OF SURVEY HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE POLICY.
SURVEYS ARE BASED UPON THE RECORDED SUBDIVISION PLAT IN CASES OF REGULAR
SUBDIVISION LOTS. SURVEYS OF PROPERTIES NOT A PART OF A REGULAR SUBDIVISION
ARE BASED UPON TITLE INFORMATION PROVIDED BY THE PARTY REQUESTING THE
SURVEY. PLATS OF SURVEY REFLECT INFORMATION DISCOVERED BY THE SURVEYOR IN
THE NORMAL COURSE OF WORK AND DOES NOT NECESSARILY SHOW EVERY POSSIBLE
CONDICTION AFFECTING THE PROPERTY. ELEVATIONS, DISTANCES, BUILDING DIMENSIONS,
ZONING, AND OTHER ENCUMBRANCES THAT MAY EXIST, CONSULT A TITLE ATTORNEY IF
YOU WISH TO DISCOVER ALL THE LEGAL ENCUMBRANCES THAT MAY BE ATTACHED TO
ANY PROPERTY.
THE TOPOGRAPHIC INFORMATION CONTAINED HEREON IS BASED ON FIELD OBSERVATIONS.
EXISTING SURVEY INFORMATION AT THE TIME OF THE SURVEY AND/OR
INFORMATION OF PUBLIC RECORDS. HERITAGE LAND CONSULTANTS, LLC ASSUMES NO
LIABILITY FOR ALTERED VERTICAL TOPOGRAPHIC INFORMATION ASSOCIATED WITH CUTTING,
FILLING OR EXCAVATION OF ANY FUND WHICH CHANGES THE CURRENT DATUM
CONDITIONS ON WHICH THIS TOPOGRAPHIC SURVEY IS BASED.
REFER TO BOLD OR QUANTIFIED POLICY AND LOCAL ORDINANCES FOR BUILDING LINES
AND ELEVATIONS NOT SHOWN HEREON. COMPARE YOUR DESCRIPTION AND POINTS WITH
THIS PLAT AND AT ONCE REPORT ANY APPARENT DIFFERENCE TO THE SURVEYOR.
BUILDING DIMENSIONS SHALL NOT BE USED TO DETERMINE LOT LINE LOCATIONS.
THIS SURVEYOR IS A MEMBER OF HERITAGE LAND CONSULTANTS, LLC, AN ILLINOIS
LIMITED LIABILITY COMPANY.

TOPOGRAPHIC SURVEY



RECEIVED
10/15/2023

ALL TAKE N'
BAKE PIZZAS
\$6

ICE ICE

7LB \$1.99 +tax

22LB \$4.99 +tax

TRIO



ICE

7LB / \$1.99
+tax

ICE

22LB / \$4.99
+tax

ICE

7LB / \$1.99
+tax

ICE

22LB / \$4.99
+tax

TRIO

PUMP SWITCH
EMERGENCY





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

Meeting 3/14/2022 7:00 PM
Department: Community Development
Department Head: Staci Springer
Category: Discussion Item
Prepared By: Kelly Purvis

AGENDA ITEM (ID
2022-2028)

DOC ID: 2022-2028

Motion to Authorize the Village Manager to Enter into a Contract with SB Friedman in an Amount Not-to-Exceed \$93,735 for Consulting Services to Develop a Housing Plan and Policies for the Village, to be Expensed to ARPA Funds (Community Development Director Springer)

(Under the Treasury guidelines related to ARPA Funds, the Village claims the standard revenue loss deduction of up to \$10M and this expense qualifies as an acceptable expense under that deduction.)

Statement of the Issue:

As the Plan Commission and Village Board have recently considered larger, mixed-use development projects in the downtown with market-rate housing, questions have arisen regarding the Village's future provisions of affordable/attainable housing. Affordable housing has been a conversation topic nationally, as the growth in home and property values have outpaced the growth of household incomes. At the local level, the affordability and diversity of the existing housing stock in Glen Ellyn and available options for young professionals, older-adult residents, and middle-income households in the community have been of interest.

Analysis:

In November of 2020, staff presented some basic information about the different types of affordable housing, the Village's stock of affordable housing (15.9%) and the requirements of the Affordable Housing Planning and Appeals Act (AHPAA). As noted in the staff memo for the November 16, 2020 meeting (attached), the Village of Glen Ellyn is in compliance with the AHPAA and is not mandated by the State to prepare an affordable housing plan.

At the November 2020 Village Board meeting, the Trustees indicated a desire for the following related to the creation of an affordable housing policy/plan for the Village:

- Public engagement
- The creation of a steering committee
- More information about the Village's supply and demand for work force, age in place, entry level, senior and missing middle housing types
- More information about demand for housing at different age levels
- More research on tools to incentivize development of affordable housing
- Information about "pocket housing" development (i.e., bungalow courts, cluster developments)

Realizing the breadth of this topic and the time and expertise that it will take to properly develop an

affordable housing plan with policies tailored for Glen Ellyn, staff issued a Request for Proposals (RFP) to firms that specialize in this kind of work. We sent the RFP to 8 organizations and received two responsive proposals. We interviewed both firms. Each of the proposals are attached for the Village Board's review. Below is staff's analysis of each of the proposals and our recommendation for an affordable housing consultant to assist the Village in preparing an affordable housing plan and policies for the Village.

Valerie Kretchmer & Associates (VKA)

VKA proposes a 7 Step process that would include: data collection; review of existing plans, ordinances and Village Codes; public engagement; a housing needs assessment; discussion of affordable housing recommendations; preparation of an affordable housing plan; and presentation of the plan to the Village Board. Highlights of the proposal include the housing needs assessment and the public engagement strategy. More information about these two sections of the proposal is provided below.

Housing Needs Assessment:

The housing needs assessment will provide a demographic analysis of the current and future population of the market area and Glen Ellyn. It will focus on trends for the next 5-10 years. VKA will prepare an inventory of the Village's supply of affordable family housing, senior housing and special needs properties. They will analyze the Village's existing housing stock, characteristics of owners and renters (including age and income) and provide a housing cost burden analysis. They will also analyze employment trends, where residents of Glen Ellyn work and where employees of Glen Ellyn live. They will identify sites appropriate for affordable housing types and estimate the demand for the following affordable housing types: rentals for families, seniors, special needs, and for-sale housing.

Public Engagement Strategy:

The public engagement strategy for the project would include focus groups comprised of community stakeholders (20 stakeholder interviews conducted in 4 focus groups would be included in the budget), a steering committee (three meetings are included), and participation in two community meetings or events.

Based upon the housing needs analysis and the public engagement VKA will offer the Village a range of tools from which to choose. A few examples of what those tools might include are revisions to our codes to make affordable housing easier to develop, rental assistance programs, creation of a land trust, incentives (bonuses, fee waivers, parking requirement reduction, etc.) inclusionary housing requirements, etc.

The budget for their proposal is \$50,800 with a range of costs associated with add-ons (a community survey, additional participation in meetings, etc.). An estimated timeline for project completion of 4-6 months was provided.

SB Friedman (SBF)

SBF proposes a two-phase, multi-step process. Phase one of the process would include: data collection and analysis of existing plans and studies; preparation of a public engagement plan, brand, website and social media; establishment of a steering committee; fieldwork/windshield survey; an economic analysis; housing affordability and cost burden analyses; an inventory and analysis of existing housing stock; evaluating Village policies and regulations; preparation of a residential

demand forecast model; preparation of a housing needs assessment; and presentation of the findings to the Village Board. Notable pieces of their proposal for phase one include the proposed public engagement and the various proposed analyses which are described below.

Public Engagement:

The public engagement plan includes the creation of a website and social media content. A project brand logo and tagline will also be created for the project. SBF will assist the Village with setting up a Steering committee (2 meetings included) and conducting stakeholder interviews (3 focus group interviews included). They will also advise the Village staff on conducting a public input survey for residents, employees and other community members to solicit feedback about housing conditions, housing needs, preferred types of housing, etc. Representatives from the project team will attend two community events to spread awareness about the housing study, collect public input, and publicize the upcoming public meeting. One public meeting is included in the budget. The meeting will be an opportunity for SBF to share their findings on existing conditions and key housing challenges with the community. Comments from the public (along with other public engagement) will supplement the results of their various analyses.

Assess Socioeconomic Characteristics and Evaluate Projections:

SBF will analyze the socioeconomic characteristics of the community including demographics of age, income, household change and housing preferences of current residents and how these variables have changed over the last 10 years. They will map the spatial distribution of key variables by Census tract to show geographic trends and assist in identifying concentrations of household types or populations that may have particular housing needs.

Fieldwork/Windshield Survey:

The SBF team will drive/walk through various Village neighborhoods to experience the Village's housing market, evaluate existing conditions and assess how the local market is responding to evolving real estate trends.

Economic Analysis:

SBF will analyze the economic base of Glen Ellyn by industry sector and evaluate commuting pattern data to determine where Glen Ellyn residents work and where employees at Glen Ellyn businesses live. This information will be used to identify gaps in workforce housing and projected impacts of economic growth on the housing market.

Conduct Housing Affordability and Cost Burden Analyses:

SBF will develop a housing affordability model which will be used to evaluate whether a mismatch is occurring between the affordability of the existing housing stock (both for-sale and rental) and current residents' incomes in Glen Ellyn. They will map the number and spatial distribution of cost-burdened households.

Inventory and Analyze Existing Housing Stock:

SBF will evaluate the existing Village housing supply. Key variables will include housing profile (age, tenure, occupancy); housing units by typology (single-family, condo, townhome, etc.); housing values and rental levels; historic housing permit activity; inventory of legally restrictive affordable housing; inventory of market-rate and senior multifamily housing (unit mix, average size, occupancy, rents, etc.). With this information they will analyze housing market trends for the past 10 years. The analysis will include a comparison of housing pricing relative to comparable communities in the

County.

Evaluate Village Policies and Regulations:

The project team will review the current policies and regulations in the zoning and building codes, future land use designations, and other regulations/policies which incentivize or deter applicants from developing a variety of housing types and housing for residents with a range of incomes.

Prepare Residential Demand Forecast:

SBF will develop a housing demand forecast model at various age and income levels. They will determine the types of housing that are currently underrepresented and those that are anticipated to be needed in the future.

The final work product for the first phase of the project will be a Housing Needs Assessment briefing book, which will be presented to the Village Board. The briefing book will document their approach and methodology, findings of the analyses, and feedback from public engagement. The briefing book will be data-driven and communicate information through infographics, maps and other data visualizations, with summary text.

The budget for the completion of phase one is \$93,735 with a range of costs associated with additions (additional participation in meetings or additional substantive revisions to final work products). The estimated timeline for completion of phase one is 6 months.

In phase two of the project, SBF will develop a briefing book outlining a menu of proven and innovative policy, strategy and program options based on the Village's goals, their analysis, the expected demographic and economic changes, and regulatory and financial considerations. They will identify sites that are suitable for affordable housing while considering transit accessibility, walkability, amenities, current use, ownership and other factors identified during the study. Two Steering committee meetings and a presentation to the Village Board are included in the budget for phase two. A toolkit and briefing book will be the final work products associated with phase two. The total cost for this part of the project is \$33,010 and it is anticipated that phase two would take about three months to complete. The SBF proposal is responsive to the RFP and would provide more information than was requested by the Village Board at the November 2020 meeting.

Staff Evaluation of the Proposals

The VKA proposal offers more robust stakeholder interviews (4 meetings with up to 20 participants). Their proposal offers more flexibility in terms of meetings and revisions at an affordable price. They do have experience with putting together studies related to affordable housing and with affordable housing development, but they have not completed an affordable housing policy and plan for a municipality. Their budget is less expensive than SBF's. Overall, VKA can give us a good idea of what we have, what we need, and provide us with some tools to achieve the goals established as part of this process. Their proposal is responsive to our RFP and to the desires outlined by the Village Board in November 2020.

While SBF's proposal has a higher budget, they have more experience preparing affordable housing policies and plans for municipalities. They are detailed in their approach and their recommendations are data-driven. Their proposal is more specific, providing details about what they will do, how they will do it, and how much it will cost. From Staff's perspective, their previous experience with creating these kinds of plans will be extremely beneficial in helping to guide us through this process

for the first time. Notably, SBF has developed similar plans for the City of Naperville, the City of Sun Prairie, WI and the City of Wauwatosa, WI. From the details provided in their proposal, it appears they will provide the Village with a more robust analysis that will assist in identifying the needs of the community. Their proposal offers a few things that the VKA proposal does not: fieldwork/window survey (for firsthand community data collection), trends from the last 10 years, geospatial distribution maps of the data findings, project branding, logo and tagline. While some of the tasks identified for each of the proposals seem to be the same, VKA has not provided their methodology, so it is difficult to determine if we would be getting the same end product.

Below is a chart with a weighted ranking for each of the following proposal components: the firm's previous experience, references included in the proposal, qualifications of the personnel that would be assigned to the project, the firm's understanding of the scope of work, the thoroughness of the proposal, the robustness of the public engagement process, an acceptable project timeline, and the overall project cost. The maximum number of points available is 100. With a score of 96/100, staff would suggest that the Village hire SB Friedman to assist with our affordable housing plan. This recommendation is due to SBF having explicit experience putting together affordable housing plans for municipalities, having a specific methodology for collecting the data to create such a plan, and having a very detailed and data-driven approach.

Weighted Scores for Affordable Housing Proposals from VKA and SBF

	Weight	Kretchmer Teska	SB Friedman Lakota
Previous Experience	20	4	5
References Included	5	5	5
Qualifications of Assigned Personnel	10	5	5
Understanding of scope of work	15	4	5
Thoroughness of proposal	15	3	5
Robust Public Engagement	15	5	5
Project schedule	10	5	5
Project cost	10	5	3
Overall Score	100	91	96
Each Firm is rated 1-5; 5 being the most desirable, 1 being the least desirable			
Total Score = sum of the (weight X Firm score) / 5 (possible points)			
Maximum point value = 100			

Budget Impact:

The costs associated with preparation of the Village's affordable housing plan and policy will be paid for with ARPA funds.

Action Requested:

Staff requests that the Village Board review the proposals and staff's recommendation for an

affordable housing consultant to assist with the Village's affordable housing plan and policies and select a firm to assist with the development of the plan. A motion should be made to allow the Village Manager to execute a contract in accordance with the attached proposal for the selected firm.

Attachments:

1. Request for Proposals
2. VKA Proposal_Final
3. SBF Proposal_Final
4. Staff Memo VB Meeting - Nov 16, 2020
5. Minutes VB Meeting - Nov 16, 2020

REQUEST FOR PROPOSALS

FOR CONSULTANT ASSISTANCE ON AN AFFORDABLE HOUSING PLAN

FOR THE VILLAGE OF GLEN ELLYN
GLEN ELLYN, IL 60137



VILLAGE OF GLEN ELLYN 535
DUANE STREET

GLEN ELLYN, IL 60137

www.glenellyn.org

(630) 469-5000

December 14, 2021

Background

The Illinois General Assembly passed the Affordable Housing Planning and Appeal Act (AHPAA) (310 ILCS 67) in 2003 to address the lack of moderately-priced housing that exists in many Illinois communities. The Act requires that local governments with a population of over 1,000 people must have at least 10% year-round housing stock that meets the above affordability criteria. Those communities that meet the requirement are referred to as exempt.

The 2018 Report of Statewide Local Government Affordability is the most recent list prepared by the IHDA as required by the Act, which shows that Glen Ellyn has 10,406 total year-round housing units, 1,659 of which are considered affordable, making the amount of affordable housing in Glen Ellyn 15.9%. Glen Ellyn complies with the requirements of the Act and is considered exempt.

In November 2020, the Glen Ellyn Village Board prioritized housing affordability and requested to expand such housing to enhance the diversity of the existing Village's housing stock and create further options for young professionals, older-adult residents, and middle-income households in the community. Income limitations and other lesser-known barriers may also be preventing long-term Glen Ellyn residents from remaining in the community as they age, including but not limited to the lack of diverse housing options.

Character of Glen Ellyn

The Village of Glen Ellyn is a suburban community of approximately 28,000 residents located 25 miles west of Downtown Chicago. The Village is known for its attractive and well-maintained residential neighborhoods, viable commercial and business districts, quality parks, schools and public facilities, and responsive public services. It is home to a diverse population and is desirable to young families and senior citizens alike.

Glen Ellyn is within DuPage County, the second-most populous county in Illinois, and shares borders with Wheaton to the west, Lombard to the east, Carol Stream to the northwest, and unincorporated areas to the north and south. Glendale Heights and Lisle lie beyond these unincorporated areas to the north and south, respectively.

Scope of Work

The Village of Glen Ellyn seeks a qualified consultant to complete a housing needs assessment and affordable housing plan. The Village anticipates that the scope of work will include the following:

1. Housing Needs Assessment. The consultant shall determine the housing market area, and specifically evaluate Glen Ellyn's share of the market area with respect to housing needs at varying price points and with varying tenures.
 - A report of existing conditions shall be included and should address topics such as Village demographics and geographic conditions, such as areas of need for affordable housing.

- A report of existing housing characteristics in the Village such as ownership, type and age of dwellings, availability of affordable and subsidized housing, as well as an identification of where renter and owner-occupied housing is located.
- A demand analysis, assessing the needs of housing at various price points based on the housing market and labor market. The analysis should also include the demand for both owner and renter occupied housing.
- A review of existing Village plans and Ordinances should be conducted.
- Projected housing trends to 2030 should be provided.

2. Affordable Housing Plan or Policy.

- Assist the Village in creating an affordable housing policy and plan.
- Provide a range of tools that can be explored to reach the identified goals.
- Develop realistic goals for Glen Ellyn related to types, prices, condition, and location of affordable housing.
- Identify sites suitable for affordable housing.
- Develop strategies to achieve stated goals, including:
 - Type and price point of affordable housing as well as methods of achieving such housing
 - Recommendations on affordable housing maintenance programs aimed at the Village's older housing stock
 - Recommendations of programs that could be implemented to further the stated goals, such as incentives or Zoning Code changes, etc.

Evaluation Process

Village staff will review qualifications and proposals, schedule interviews, and check references for the most qualified firms.

Proposal Content

Provide the following for the primary firm and any subcontractor firms who will work on this project:

- Letter of interest
- Description of specialized experience in the type of work herein described
- Firm's demonstrated understanding of local conditions and project needs
- Project approach
- Proposed public involvement / engagement experience
- Experience of individual personnel that will be assigned to this project
- A minimum of three references, including names, titles, and contact information for comparable clients

Evaluation Criteria

The following list of criteria is representative of what the Village of Glen Ellyn will use to evaluate proposals:

- Previous experience of the firm with related work. Positive references shall be considered.

- Technical competencies as evidenced by the professional qualifications and related work experience of the firm. Specific professional qualifications, training, and experience of the assigned personnel.
- The firm's understanding of the Services to be performed and the approach to accomplish the Services.
- Project schedule, cost, and anticipated project completion.

Reference Documents

Consultants may wish to review several relevant documents related to the Village's housing and development environment.

- 2001 Comprehensive Plan
- 2021 Draft Comprehensive Plan
- 2020-2022 Strategic Plan
- 2009 Downtown Strategic Plan

Submission of Proposals

- The deadline to submit responses to this RFP is 4:30 p.m. CST, January 14, 2022.
- All questions and responses must be submitted in writing to:

Staci Springer
 Director of Community Development
 535 Duane Street
 Glen Ellyn, IL 60137

or sspringer@glenellyn.org



**Kretchmer
Associates**

REAL ESTATE AND PLANNING CONSULTING

807 Davis Street #2004,
Evanston, IL 60201
847.864.8895
vsk@kretchmerassociates.com

PROPOSAL

**Glen Ellyn Affordable Housing
Analysis and Plan**

DATE

January 2022

PREPARED FOR

Village of Glen Ellyn

.....



Kretchmer Associates

REAL ESTATE AND PLANNING CONSULTING

807 Davis Street #2004,
Evanston, IL 60201
847.864.8895
vsk@kretchmerassociates.com

January 11, 2022

Ms. Staci Springer
Director of Community Development
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Dear Staci:

Thank you very much for contacting us about assisting the Village of Glen Ellyn in preparing an affordable housing plan. Valerie S. Kretchmer Associates and Teska Associates are pleased to submit this proposal.

We applaud the Village staff and officials for their interest in affordable housing. Glen Ellyn is one of the most desirable communities in the Chicago metro area, benefiting from quality housing, excellent schools, and proximity to jobs, regional highways, and mass transit to get residents to these jobs. Your interest in diversifying the housing stock to provide for a broader range of options has been incorporated into the recently completed draft comprehensive plan.

We are excited at the prospect of working with you on this plan. As you know, Kretchmer Associates is currently working with the Village on the plan for the Roosevelt Road/Exmoor site, and market-rate and affordable housing were land uses we examined for this location. In addition, we already looked at other potential sites in the village for affordable housing, and prepared an analysis of the potential demand for affordable housing in the village. We will be able to build on that work for this assignment.

Kretchmer Associates and Teska Associates have collaborated on many projects throughout the Chicago metro area, including Homes for a Changing Region in Glendale Heights, West Chicago, and Hanover Park. Teska has vast experience in community engagement and all aspects of plan development and implementation.

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**Kretchmer
Associates**

The pages that follow provide our qualifications, understanding of the project, scope of services, proposed public involvement/engagement, staff resumes, references, schedule, and budget. This is a starting point. We are happy to revise this to make sure we meet your needs.

We look forward to working with you on this important project.

Sincerely,

Valerie Sandler Kretchmer
President, Valerie S. Kretchmer Associates, Inc.

Michael Blue
Principal, Teska Associates, Inc.

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TEAM EXPERIENCE

Kretchmer Associates

Valerie S. Kretchmer Associates (VSKA) is a corporation based in Evanston, Illinois. The company was founded in 1985 and has been owned since its founding by Valerie Kretchmer, President of the firm.

Over the past 37 years, Kretchmer Associates has provided real estate and planning consulting services to municipalities, counties, regional planning agencies, housing authorities, state housing finance authorities, transit agencies, developers, property owners and lenders. In addition to numerous municipalities, public clients include the Chicago Metropolitan Agency for Planning (CMAP), the Regional Transportation Authority, South Suburban Mayors and Managers Association, the Metropolitan Mayors Caucus, the Housing Authority of Cook County, Chicago Housing Authority, Housing Authority of Joliet, Aurora Housing Authority, Housing Authority of Champaign County, and Rockford Housing Authority, among others.

We have worked for numerous municipalities on housing and other market analysis assignments including the Village of Woodridge, City of Wheaton, City of Evanston, Village of Wilmette, City of Park Ridge, City of West Chicago, Village of Glendale Heights, Village of Hanover Park, City of Chicago, City of Joliet, City of Harvey, and Village of Phoenix. The

company also assisted the City of Chicago Heights with a detailed market analysis as part of the planning for its HUD Choice Neighborhoods planning grant.

VSKA has extensive experience working on all types of residential projects throughout the Midwest including recent affordable development projects in the western suburbs in Naperville, Warrenville, Lombard and Aurora. We are currently working with CMAP and the villages of Lombard, Downers Grove and Oak Brook on a housing market analysis for the Butterfield Road corridor.

VSKA has performed hundreds of market studies for developers and owners in suburban, urban and rural locations for market-rate and affordable housing for families, senior citizens, veterans, persons with disabilities and other special needs populations. The firm is approved by the Illinois Housing Development Authority, Indiana Housing and Community Development Authority, the Wisconsin Housing and Economic Development Authority, Michigan State Housing Development Authority, and HUD to prepare market studies for developers applying for Low-Income Housing Tax Credits and other affordable housing programs. In addition, we are members of and have the professional designation from the National Council of Housing Market Analysts.



VSKA prides itself on its attention to clients' needs, meeting client deadlines, and high-quality analysis and deliverables. Our work is highly regarded by state funding agencies, private lenders, and HUD. This is important, because without financing, even the best of projects won't be built.

The pages that follow provide examples of our experience in housing market analysis, particularly for affordable and mixed-income housing, as well as municipal plans that incorporate housing elements. Also included is a map that shows communities in the Chicago metro area in which we have worked.

Teska Associates

Teska Associates, Inc., founded in 1975, is a planning, landscape design and place making firm with offices in Evanston and Plainfield, Illinois. The firm specializes in community planning, development economics, landscape architecture, and site design. Over the years, the firm has completed dozens of comprehensive plans, neighborhood and corridor plans, special area and downtown plans, Tax Increment Finance assignments and development code updates - all of which have incorporated cutting edge designs, new media, and visualization graphics to enhance the clarity and usability of the plans.

The firm believes strongly in community participation and stakeholder processes that help understand issues and build consensus.

An integral part of this process is utilizing a variety of techniques and interactive mediums to communicate with people in the way they are most comfortable. This is especially so given the Village's recent planning and engagement efforts, and outreach issues that may continue to arise around Covid. Bottom line, not everyone likes to stand at a podium and share a comment. Engagement includes a range of tools like on line surveys, interviews with key stakeholders, and traditional focus groups. Our emphasis is always on customizing a community input approach that reflects the community and the project. As appropriate for Glen Ellyn, public input or working with Village Boards and Commissions may include some of the following:



Mind Mapping: To make the most of workshops, we often use Mind Mapping to track and report out from discussions. The process involves sketching—rather than listing—ideas and points made during a discussion, highlighting graphically how they relate to one

another. This technique is engaging for participants and emphasizes connections between ideas, rather than linear note taking.

Mentimeter: Where appropriate, we use a keypad polling system that is just plain fun and encourages resident and stakeholder participation. At one level this is a real time polling tool (in which participants can vote from their phones) and we certainly use it that way. However, we have also started to use it as an educational tool, helping participants not just vote on topics, but learn more about them and be better engaged in the process.

Local Events: We understand well that people will not always have (or make) time to participate in a planning study. So, we don't just wait for residents to participate at a meeting or on the website, we go to them. This has proven to be an effective and fun outreach step. For comprehensive plans we often attend farmers markets, community concerts, or kid soccer games. For a more focused process like a housing plan, we might attend meetings of local groups in the community (Rotary, League of Women Voters, etc.) to share the intent of the project and invite their perspective on local housing issues. Obviously, any in-person events are subject to COVID protocols in place.



Results of a Community Visioning Mentimeter as part of Park Ridge's Comprehensive Plan





Our Services

We're a WBE-certified business that delivers comprehensive service and data-driven advice.

With extensive experience in affordable, senior, and market-rate housing – as well as across the commercial, retail, and industrial sectors – we help public, private, and non-profit clients obtain approvals, secure financing, and enhance marketability.

Working to your deadlines, we can help you with:

- » Real estate project feasibility analysis
- » Business district and commercial corridor strategies
- » Real estate development and redevelopment strategies
- » Community planning and zoning
- » Economic development strategies
- » Transit-oriented development planning
- » Consumer research and surveys

Our Services



We work both as project lead and subcontractor, adding value to projects of all types.



Our Process

You get the comprehensive analysis you need – when you need it.

Whether you're searching for ways to secure project financing, trying to decide how best to use land, or on the hunt for strategies to enhance your community's and development's marketability – we know you need to meet deadlines and move the project forward. We're easy to work with and responsive – and our process is designed to help you achieve your objectives.



REQUIREMENTS GATHERING

Our process starts with a detailed discussion about what you want to achieve from our engagement, including any specific concerns or problems you're looking to solve.

For example, you might need a quick response to whether a project has potential. Or you could be looking for a detailed analysis of commercial, retail, or industrial competition.

We take the time to delve into your project so that we develop a comprehensive understanding of your aims and objectives. Then we'll deliver a proposal which confirms that your expectations align with our understanding.



RESEARCH & ANALYSIS

Next, we conduct primary and secondary research. We understand that our work is crucial to the success of your project. The more comprehensive we are, the greater the likelihood that you'll be able to move your project forward quickly – in terms of targeting the development to the right market, securing financing, or obtaining municipal approvals.

That's why we'll always tailor our research to your needs, covering everything from overall marketability to competition and price points.



REPORT & RECOMMENDATIONS

Leveraging our research – and combining it with our extensive experience and knowledge of the local area – we collate our market data, analyze it, and draft our recommendations.

Our recommendations won't always show overwhelming support for your project – one client referred to us as “the development police,” though we prefer “economic reality check.” However, we always suggest changes that will enhance marketability and – if your project isn't viable – let you know at the earliest possible stage to save you money.

You receive a thorough report in your desired format, for example, an easy to read summary document or detailed report that meets your requirements. We always meet your deadlines and address the concerns and issues you outlined at the outset of the process.



What Our Clients Say

“I worked with Kretchmer Associates over a 3-year period on nearly 20 market analysis assignments. I was continually impressed by the ability of Valerie and her team to work on a variety of assignments, the quality and timeliness of their work, their responsiveness to our requests, and the value that she and her team provided. I would recommend Kretchmer Associates to any local government or community organization seeking to better understand the development market in their area.”

—Bob Dean
Center for Neighborhood Technology

“We selected Kretchmer Associates to conduct a downtown residential market study in 2016. Kretchmer Associates identified the true market demand at market rates that would encourage development. Based on this report, within 18 months we had 5 completed projects, and best of all: Kretchmer Associates’s analysis was spot on. Our development community has confidence in their analysis.”

—Michael J. Freilinger
Downtown Development Corporation of Peoria

“We love working with Kretchmer Associates. They’re incredibly thorough in their research and good at communicating with us. We know we can put trust in their work, and as developers, nothing is more important.”

—Erik Cooper
Community Reinvestment Foundation

“Kretchmer Associates provided a valuable assessment of senior housing needs across 5 northwest suburban communities. Their recommendations laid the foundation for future collaborative work across the 5 communities to develop innovative strategies for residents to age in place, including launching a senior home repair program and widely-used service resource guide. The data analysis, research, and interviews with key stakeholders conducted by Kretchmer Associates were invaluable in helping these communities understand the needs of their senior residents and develop new programs and services.”

—Allison Milld Clements
former Director, Metropolitan Mayors Caucus

“I have worked with Kretchmer Associates for many, many years and never make a site decision without their expertise. Valerie and her team understand market dynamics and how to measure need and demand. They are thoughtful, detail-oriented, and big-picture smart.”

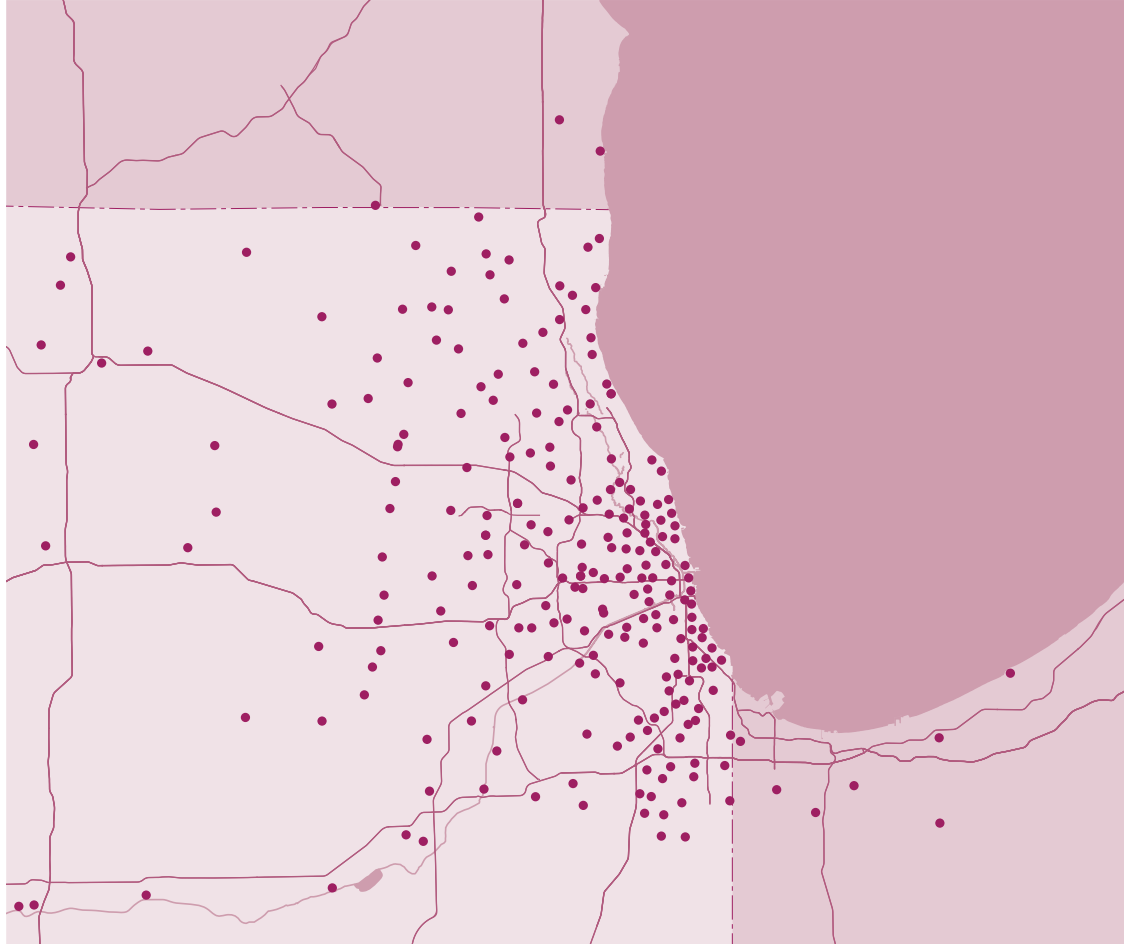
—Beth Demes
The Alden Foundation

“We can’t stress enough how appreciative we are that you came along with all the last-minute changes to the project, and yet still sent us a market study that reads as if the project had been set from day 1.”

—Carl Kunda
Full Circle Communities



Project Locations



This map shows the breadth of our experience in northern Illinois, northwest Indiana and southern Wisconsin, but we work extensively throughout the Midwest.

We've worked in

211

Municipalities
and Chicago
community
areas in the
Chicago region
(out of 361)

73

Municipalities
in Illinois
outside of the
Chicago metro
area

32

Municipalities
in Indiana

29

Municipalities
in WI, MI, IA,
KS, MO, NE,
MN, AZ, NC,
TX, MD and
CA

Teska Associates, Inc. | Company Profile



TESKA LEAD CONSULTANT

- Zoning
- Planning
- Engagement
- Design
- Economics
- Placemaking
- Project Management

EVANSTON OFFICE
627 Grove St.
Evanston, IL 60621
847.869.2015

PLAINFIELD OFFICE
24103 Lockport St. #107
Plainfield, IL 60544



TESKA ASSOCIATES, INC., founded in 1975, is a planning and landscape architecture firm with a twenty-one person professional staff based in Evanston and Plainfield, Illinois. The firm specializes in community planning, creative engagement, economic development, landscape architecture, and site design. Teska has completed hundreds of zoning updates, comprehensive plans, corridor/sub-corridor plans, special area, neighborhood and downtown plans, and transit-oriented/urban redevelopment projects - all of which incorporate cutting edge designs, new media, outreach tools, and visualization graphics to enhance the clarity and usability of plans.

BUILDING RELATIONSHIPS

We cherish long-term client-consultant relationships built by listening intently to client needs, maintaining clear and frequent contact, providing timely and responsive service, and exceeding expectations.

CREATING LIVABLE COMMUNITIES

We are passionate about creating livable communities; places with a strong economy, walkable and safe streets, and great venues to play and interact with neighbors.

GOING THE EXTRA MILE

We know that our success is based on the quality of our service. At Teska, quality service is based on responsiveness, anticipation of needs, maintaining flexibility, and creative and efficient problem solving.

HONEST ANSWERS TO TOUGH QUESTIONS

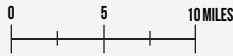
We provide solutions that are creative and realistic. Based on our experience and analysis, we sometimes have to tell a client that in our opinion an idea won't work - but that rejection is quickly followed by a solution that works.

TESKA

CHICAGO AREA CLIENT MAP

● MUNICIPAL CLIENTS

📍 TESKA OFFICES



DATE UPDATED: 3/20/2020

CLIENT COMMUNITIES

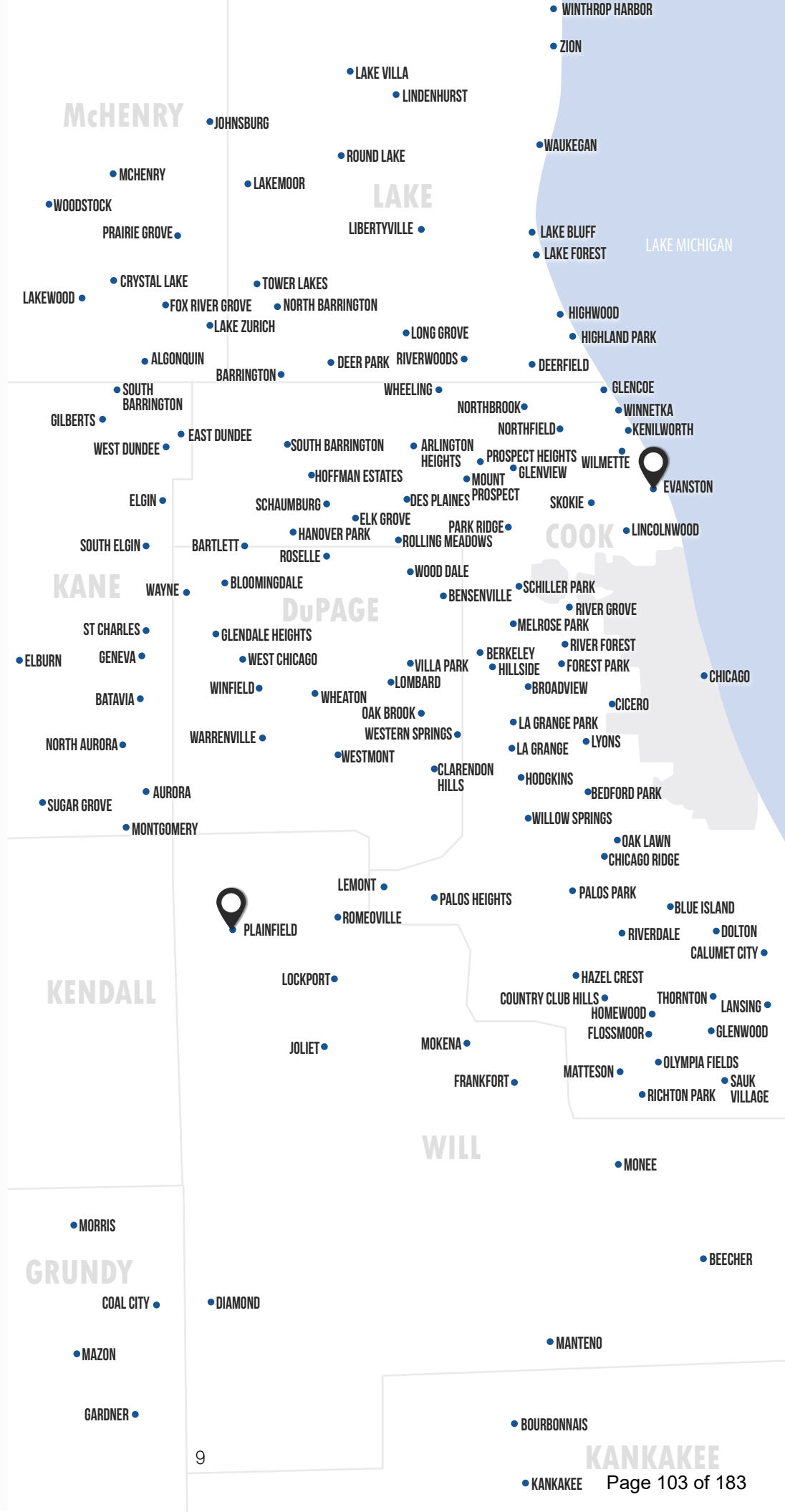
ALGONQUIN, IL
ARLINGTON HEIGHTS, IL
AURORA, IL
BARRINGTON, IL
BARRINGTON HILLS, IL
BARTLETT, IL
BATAVIA, IL
BEECHER, IL
BEDFORD PARK, IL
BENSENVILLE, IL
BERKELEY, IL
BLOOMINGDALE, IL
BLUE ISLAND, IL
BOURBONNAIS, IL
BROADVIEW, IL
CALUMET CITY, IL
CHICAGO, IL
CHICAGO RIDGE, IL
CICERO, IL
CLARENDON HILLS, IL
COAL CITY, IL
COUNTRY CLUB HILLS, IL
CRYSTAL LAKE, IL
DEER PARK, IL
DEERFIELD, IL
DES PLAINES, IL
DIAMOND, IL
DOLTON, IL
EAST DUNDEE, IL
ELBURN, IL
ELGIN, IL
ELK GROVE, IL
EVANSTON, IL
FLOSSMOOR, IL
FOREST PARK, IL
FOX RIVE GROVE, IL
FRANKFORT, IL
GARDNER, IL
GENEVA, IL
GENOA, IL
GILBERTS, IL
GLENCOE, IL
GLENDALE HEIGHTS, IL
GLENVIEW, IL
GLENWOOD, IL
HAMPSHIRE, IL
HANOVER PARK, IL
HAZEL CREST, IL
HIGHLAND PARK, IL
HIGHWOOD, IL
HILLSIDE, IL
HODGKINS, IL
HOFFMAN ESTATES, IL
HOMWOOD, IL
JOHNSBURG, IL
JOLIET, IL
KANKAKEE, IL

KENILWORTH, IL
LA GRANGE, IL
LA GRANGE PARK, IL
LAKE BLUFF, IL
LAKE FOREST, IL
LAKE VILLA, IL
LAKE ZURICH, IL
LAKEWOOD, IL
LANSING, IL
LEMON, IL
LIBERTYVILLE, IL
LINCOLNWOOD, IL
LINDENHURST, IL
LOMBARD, IL
LONG GROVE, IL
LYONS, IL
MANTENO, IL
MAPLE PARK, IL
MARENGO, IL
MATTESON, IL
MAZON, IL
MCHENRY, IL
MELROSE PARK, IL
MOKENA, IL
MONEE, IL
MONTGOMERY, IL
MORRIS, IL
MOUNT PROSPECT, IL
NORTH AURORA, IL
NORTH BARRINGTON, IL
NORTHBROOK, IL
NORTHFIELD, IL
OAK BROOK, IL
OAK LAWN, IL
OLYMPIA FIELDS, IL
OTTAWA, IL
PALOS HEIGHTS, IL
PALOS PARK, IL
PARK RIDGE, IL
PLAINFIELD, IL
PLANO, IL
PRAIRIE GROVE, IL
PROSPECT HEIGHTS, IL
ROCHELLE, IL
RICHTON PARK, IL
RIVER FOREST, IL
RIVER GROVE, IL
RIVERDALE, IL
RIVERWOODS, IL
ROCKTON, IL
ROLLING MEADOWS, IL
ROMEOLVILLE, IL
ROSELLE, IL
ROUND LAKE, IL
SAUK VILLAGE, IL

SCHAUMBURG, IL
SCHILLER PARK, IL
SENECA, IL
SKOKIE, IL
SOUTH BARRINGTON, IL
SOUTH ELGIN, IL
ST. CHARLES, IL
SUGAR GROVE, IL
THORNTON, IL
TOWER LAKES, IL
VILLA PARK, IL
WARRENVILLE, IL
WAUKEGAN, IL
WAYNE, IL
WEST CHICAGO, IL
WEST DUNDEE, IL
WESTMONT, IL
WHEATON, IL
WHEELING, IL
WILLOW SPRINGS, IL
WILMETTE, IL
WINFIELD, IL
WINNETKA, IL
WINTHROP HARBOR, IL
WOOD DALE, IL
WOODSTOCK, IL
ZION, IL

CHICAGO CLIENTS

AUBURN GRESHAM
AUSTIN
ARCHER AVENUE
BELMONT CRAGIN
BUCKTOWN
CHATHAM
CHICAGO LAWN
ENGLEWOOD
FAR SOUTH
HERMOSA
JEFFERSON PARK
LAKEVIEW
LAWNDALE
LINCOLN SQUARE
LOGAN SQUARE
NEAR NORTH
NORTH PARK
PULLMAN
RIVERDALE
ROGERS PARK
SOUTHWEST CORRIDOR
WEST PULLMAN
WICKER PARK

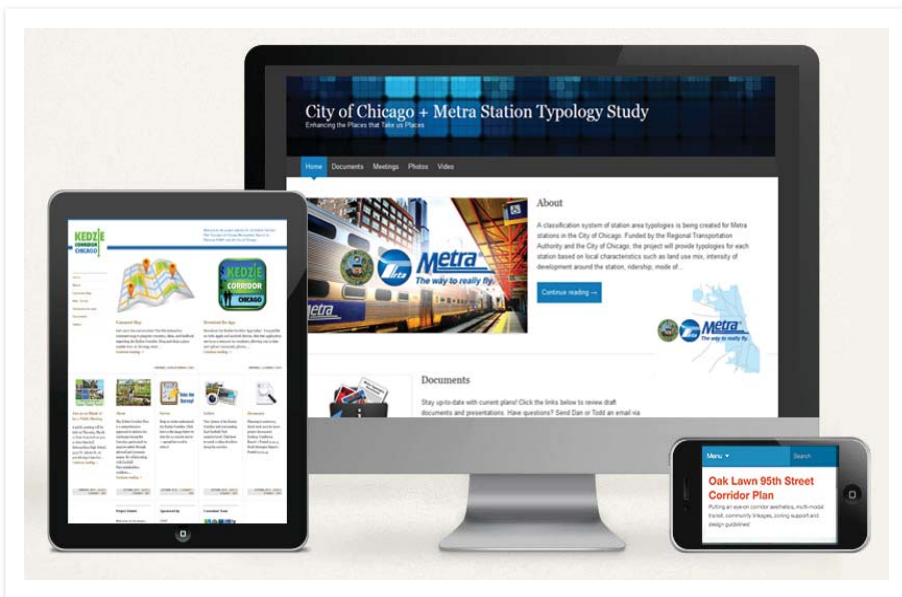




COMMUNITY PARTICIPATION

COMMUNITY PARTICIPATION

People are comfortable contributing in different ways. Some prefer to attend meetings and workshops to share ideas whereas others may opt to interact using web tools, social media and mobile apps. Whether it's at a community event, local festival or online via our project websites and comment tools – we reach out to the community rather than hoping they find us. Our outreach strategy is simple and effective – we provide a variety of interactive tools and in-person events so that residents, businesses, and community leaders can choose how they want to engage. While our methods may vary (because all communities are different) we are consistent in making participation interesting, fun, relevant and engaging.



Ferris Bueller said it first, “Life moves pretty fast...,” and we get that. That’s why all of our project websites and tools are mobile optimized, to ensure we’re able to reach residents whether they’re at home or on-the-go using their desktop, tablet or phone.



Zion Comprehensive Plan | Nostalgia Days Event Booth



Oak Lawn Corridor Plan | Oak Lawn High School Workshop



HOMES FOR A CHANGING REGION

Dupage County, Illinois

Teska Associates, Inc, teamed with Valerie S. Kretchmer Associates (VSKA), prepared a Homes for a Changing Region study for the NW DuPage County Cluster of West Chicago, Hanover Park, and Glendale Heights. HOMES is a project of the Chicago Metropolitan Agency for Planning (CMAP), the Metropolitan Mayor's Caucus, and the Metropolitan Planning Council. The effort develops housing policies and action plans for the communities to address current issues and future needs. The HOMES plan provides individual housing plans for each of the communities, plus a sub-regional plan. Topics addressed include the mix of housing types, understanding the needs of current and future residents and workers, and improving overall quality of life. The HOMES plan process supports the goals of CMAP's Regional Plans by advancing livable communities, diverse housing and efficient governance through inter-jurisdictional collaboration. Some fifty communities in northeastern Illinois have participated in the program to date, with this program being the first done by a consultant team.

Work on the HOMES plan included an in-depth market assessment for the cluster to understand existing condition and develop preliminary findings. Public engagement efforts included a website developed for the project, with a separate section for each community, in order to share information about the project and provide residents opportunities for input. Public outreach also included community workshops in each municipality, visual preference surveys, and stakeholder interviews. The plan making process included working with each of the communities to prepare implementation recommendations for housing related matters. By working with community, the HOMES process ensured that the recommendations and implementation steps reflect the goals and policies of the individual communities participating in the effort. Plan recommendations included programs to support continued home ownership for older residents and community wide efforts at overall quality of life.



Where do Hanover Park Workers Live, 2011?



Where do Hanover Park Residents Work, 2011?





Case Study

Housing Market Studies Across the Chicago Region



Photo: Independence Apartments

Affordable and market-rate studies in city and suburban locations

Performed comprehensive market analyses for family, senior and special needs housing for developers, lenders, and property owners.

Studies conducted for project financing through City of Chicago, IHDA, HUD, private lenders and equity investors.

Identified important factors for project feasibility and planning.

REQUIREMENT

Among hundreds of housing market studies across the region and beyond, Kretchmer Associates has performed fully documented market studies and feasibility assessments for developers and property owners in most of Chicago's Community Areas and in suburban Cook, DuPage, Lake, Will, Kane, and McHenry counties. Projects included apartments, condominiums, and single-family homes in low-, middle- and high-income areas. The studies identified demand, achievable rents and sale prices, unit sizes and types, amenities, and recommendations where appropriate to better meet the market.

APPROACH

- + Analyzed the attributes of the sites and surrounding areas for the targeted tenancy.
- + Delineated market areas and analyzed demographic and economic trends relative to the demand for specific housing types.
- + Surveyed competitive properties to assess overall condition, rents, unit mix, unit sizes, amenities, occupancy, and wait lists.
- + Analyzed rent levels (including affordability if applicable), unit sizes, and amenities.
- + Analyzed market demand, penetration, and capture rates for proposed developments.

RESULTS

Our market studies have assisted clients in making sound investment decisions, alerting them when a plan is not feasible or when great demand exists. Our attention to detail has contributed to high quality development and competitive funding awards to projects across the city of Chicago and suburbs.



Case Study

Market Analysis for Roosevelt Road Corridor in Wheaton



Retail and office market analysis + affordable housing needs and opportunities analysis

Provided background information for corridor zoning decisions as subcontractor to Camiros

Area with many functionally obsolete buildings and nonconforming uses

Recommendations for changes to facilitate development/redevelopment

Provided development options for specific sites and actions to improve the area

Prepared update in mid-2021 to reflect impact of COVID-19 on market conditions

REQUIREMENT

Performed a market analysis focusing on the retail and office markets along Roosevelt Road, as well as affordable housing needs and opportunities in the city. The market analysis provided background information zoning ordinance changes being prepared by Camiros. The area has many functionally obsolete office buildings, homes used for offices, and zoning that restricts non-office uses. The City was interested in identifying potential development opportunities for vacant sites, redevelopment opportunities for underutilized office buildings, strategies for improving distressed apartments, and the potential for affordable housing.

APPROACH

- + Stakeholder interviews with property owners, developers, and realtors active in the area.
- + Demographic and economic data analysis.
- + Real estate data analysis on residential, retail, and office markets for Wheaton and the market area.
- + Affordable housing analysis of stock in Wheaton, including along the Roosevelt Road corridor.

RESULTS

Our analysis provided a realistic assessment of redevelopment opportunities along the corridor and the extent to which current zoning impedes development. It included recommendations for changes that would facilitate development/redevelopment, detailed development options for specific sites, and actions the City could take to improve the area.



Case Study

Senior Housing Needs Assessment for Five Suburbs



Prepared for Arlington Heights, Buffalo Grove, Mount Prospect, Palatine and Rolling Meadows in Chicago's Northwest Suburbs

Detailed assessment of existing senior housing and future needs

Analysis of senior population trends by community

Analysis and recommendations of programs each community could implement to better serve the aging population

REQUIREMENT

Under the auspices of the Metropolitan Mayors Caucus, the five communities wanted to understand the future housing needs of their aging residents, characteristics of existing senior housing, programs available to help seniors age in place, and the demand for more independent living, assisted living and memory care in each community.

APPROACH

- + Identified existing senior housing and interviewed managers at each property.
- + Interviewed senior service providers and municipal officials about existing programs and unmet needs.
- + Conducted group interviews with seniors in each community about housing preferences, likelihood of moving, type of housing desired, and unmet needs.
- + Assembled and analyzed data on senior population, income and housing trends, including ability to afford different types of senior housing.
- + Determined the number of housing units needed by type in each community, as well as the needed price points for affordability.
- + Made recommendations on programs that could be implemented to help seniors age in place.

RESULTS

VSKA's report provided the information each community needed to serve their growing senior population. Several communities implemented new programs, such as a handyman program, and actively sought out developers to build new senior housing.

UNDERSTANDING OF LOCAL CONDITIONS AND PROJECT NEEDS

Local Conditions

Glen Ellyn is a mature suburban community with a limited amount of land for new development. Most new development involves infill of passed over sites or redevelopment of obsolete properties. The Village staff has already identified a number of potential sites for affordable housing and we have already looked at them for their suitability. We understand the criteria that funders such as the Illinois Housing Development Authority (IHDA) have in evaluating affordable housing projects. IHDA uses a point system for scoring projects, so that developers select sites and design their buildings to maximize their score. Points are awarded for the site's proximity to grocery stores, schools, jobs, parks, etc., as well as the qualifications of the developer, building design, and affordability.

Apartments financed with Low-Income Housing Tax Credits (LIHTCs), the most commonly used tool for affordable rental housing, are required to have rents that keep most, if not all, of the units affordable to households with incomes less than 60% of the Area Median Income (AMI). Maximum allowable rents and incomes are set by HUD each year and are used by IHDA to determine affordability. Maximum incomes are based on household size, so for two people the maximum is currently \$44,760 in DuPage County. For four

people, it is \$55,920. Maximum rents that can be charged are \$1,049 for a one-bedroom apartment or \$1,258 for a two-bedroom, for example.

Additionally, the law in the last two years was changed to allow tax credits for affordable properties that serve a limited number of households with incomes up to 80% AMI, or \$74,550 for a family of four, with maximum rents of \$1,398 for one-bedroom and \$1,677 for two-bedrooms. Average rents for apartments built in the past ten years are considerably higher. As such, it is difficult not just for low and moderate income households, but also for those with incomes at 80% AMI, to find an affordable apartment in Glen Ellyn.

According to a recent report from Reis/Moody's Analytics on the submarket that includes Glen Ellyn and Wheaton, average rents for properties of all ages are \$1,093 for studios, \$1,198 for one-bedrooms, \$1,519 for two-bedrooms, and \$2,279 for three-bedrooms. These are higher than the 60% AMI rents, and the two and three-bedroom rents exceed the 80% AMI level.

The for-sale home market is even less affordable. In 2020, the median single-family home price in Glen Ellyn was \$462,500, and prices were higher in 2021 due to the limited for-sale inventory and high demand. Even single-family attached units are too expensive for most households at 80-100% AMI, with a median price of \$352,950 in 2021. Condos offer a less expensive alternative with a median of



\$156,550, but they are usually smaller and may not have the space needed for a family with children.

From our recent work, we know that the Roosevelt Road site would be very suitable for affordable family or senior housing. However, other sites you have identified for potential affordable housing could also be good.

We analyzed the market potential for hypothetical affordable family and senior developments in Glen Ellyn. The tables below are from the Roosevelt Road market analysis and show significant demand for housing of both types. This analysis applies to any affordable housing site in Glen Ellyn, not just the one on Roosevelt and Exmoor.

Project Needs

To assist the Village in developing an affordable housing plan, analyzing affordable housing needs and sites is only one piece of the project. Public engagement is important in understanding priorities and gaining

consensus on the best approaches moving forward. We will work with Village staff to come up with an engagement plan that will generate good input, but not result in "meeting fatigue," since the Comprehensive Plan process involved numerous meetings.

We are extremely familiar with a range of affordable housing programs at the local, county, state and federal levels that offer funding for new development, property rehabilitation, rental assistance, and first-time homebuyer assistance, among others. In addition, there are a number of administrative and legislative actions that can facilitate development or redevelopment of affordable housing. These include revisions to zoning and subdivision regulations, accessory dwelling units, inclusionary housing requirements, community land trusts, and senior handyman programs, among others. These have worked in many municipalities, but Glen Ellyn needs a plan that works for the residents of the community. We can assist you in developing such a plan.



GLEN ELLYN AFFORDABLE APARTMENT PENETRATION AND CAPTURE RATES

	2021	2026
Market Area Households - Householder < 65 Years	7,196	6,779
Income Under \$15,000	323	240
Income \$15,000-\$24,999	226	165
Income \$25,000-\$34,999	265	196
Income \$35,000-\$49,999	381	305
Income \$50,000-\$54,999	<u>121</u>	<u>104</u>
Total with income < \$55,000 (approx. 60% AMI for 4 people)	1,316	1,010
Income \$55,000+	5,880	5,769
Example Development		75
Total affordable units		50
Market rate units		25
Development Capture Rates		
Affordable units' capture rate of MA households < 65 with incomes < \$55,000		4.9%
Market Area Penetration Rates		
Existing and planned family affordable units with development affordable units	19	69
Market penetration of affordable family units and all development units of MA households < 65 with incomes under \$55,000	1.4%	6.8%

Note: A specific development proposal would require a full market study defining a market area including places outside Glen Ellyn and determining detailed income targets.

Source: Kretchmer Associates based on estimates & projections from Esri

GLEN ELLYN AFFORDABLE SENIOR APARTMENT PENETRATION AND CAPTURE RATES

	2021	2026
Market Area Households - Householder 65+ Years	3,345	3,777
Income Under \$15,000	243	233
Income \$15,000-\$24,999	316	289
Income \$25,000-\$34,999	223	218
Income \$35,000-\$44,999	267	269
Total with income < \$45,000 (approx. 60% AMI for 2 people)	1,049	1,009
Income \$45,000+	2,296	2,768
Example Development		75
Total affordable units		50
Market rate units		25
Development Capture Rates		
Affordable units' capture rate of MA households < 65 with incomes < \$45,000		5.0%
Market Area Penetration Rates		
Existing and planned family affordable units with development affordable units	80	130
Market penetration of affordable family units and all development units of MA households < 65 with incomes under \$45,000	7.6%	12.9%

Note: A specific development proposal would require a full market study defining a market area including places outside Glen Ellyn and determining detailed income targets.

Source: Kretchmer Associates based on estimates & projections from Esri

STAFFING

This assignment will be managed by **Valerie Kretchmer, President**. She has over 40 years of real estate and planning experience as a consultant, real estate analyst and city planner. She has particular expertise in real estate market analysis for all types of housing, including affordable, market-rate, senior, family, and special needs, as well as retail, office, and industrial developments.

Prior to forming Valerie S. Kretchmer Associates in 1985, she was an Assistant Vice President at VMS Realty Partners, a real estate investment and syndication company, where she was responsible for acquisitions and due diligence for apartment buildings, shopping centers, office buildings, and hotels across the country.

In addition, Valerie is active in numerous professional and civic organizations, including the Urban Land Institute, American Planning Association, Lambda Alpha International land economics honorary society, Illinois Housing Council, National Council of Housing Market Analysts (Professional Designation), and the Affordable Assisted Living Coalition. She served on CMAP's On to 2050 Housing Committee, as a member of the Evanston, Illinois Plan Commission for seven years, and as a public member of the city's Joint Review Board for a tax increment finance district.

Ryan Holmes, Project Manager, will be a key

staff member on this project. He has worked in urban planning and related fields in the public and private sector for 12 years. His consulting experience includes market studies for Low-Income Housing Tax Credit (LIHTC) developments, market-rate housing, and supportive and assisted living for families, seniors, and special needs populations. He has also conducted retail, office, and industrial market analyses for comprehensive, downtown, corridor and economic development plans for municipalities and regional planning agencies. Ryan was very involved in the Roosevelt Road analysis.

Ryan is a member of the American Planning Association and the Urban and Regional Information Systems Association.

Adrian Brizuela, Real Estate Market Analyst, will assist in the project. Adrian has been at VSKA for 7 months and has worked on a wide range of residential market studies for developers, as well as projects for CMAP and the RTA on TOD and community plans in south suburban Harvey and Phoenix.

Prior to joining VSKA, he worked as the economic development director for one of Chicago's south side aldermen, in which he engaged with neighborhood residents, businesses and city staff to bring new development to the area.

Teska Associates will be a subconsultant to VSKA on this project, helping with public



engagement, analysis of zoning and other local ordinances, housing strategy, mapping, and graphics. Teska and VSKA have worked on numerous projects together, providing complementary services to our public sector clients. We worked together on the Homes for a Changing Region project under CMAP's auspices in West Chicago, Glendale Heights, and Hanover Park. The two firms also collaborated on a plan for several corridors in the Belmont Cragin neighborhood of Chicago, and a TOD plan for the Jefferson Park neighborhood of Chicago.

Teska Associates staff will include **Michael Blue, FAICP, Principal, Erin Cigliano, AICP, Principal, and Benito Garcia, Associate.** Michael will lead Teska's effort on this project.

Michael Blue brings 35 years of public and private sector planning, housing, fiscal analysis, and public engagement experience to this assignment. Michael served as Community Development Director of Highland Park when the City adopted and implemented one of the State's first affordable housing ordinances. He managed the efforts, working with elected officials, staff, developers, and non-profits to help establish that program. Lessons from that experience will be applied to the stakeholder engagement and Plan/Policy development elements of the project.

Michael currently is Project Manager for Teska's work on the Comprehensive Plan update for the Village of Wilmette, for which

affordable housing is a primary theme. While the plan is still ongoing, community and stakeholder engagement tasks are progressing and already providing insights into housing issues and needs, including a workshop with the Village's Housing Commission.

Erin Cigliano will co-lead the public engagement efforts and assist in meetings and designing graphic materials. Since 2006, she has been working with communities and developing interactive design, communications and materials that make planning issues understandable and meetings fun. She has led numerous engagement efforts, each customized, for projects including the Winnetka Downtown Plan and Wilmette Comprehensive Plan. Her work includes award winning engagement projects in Wicker Park/Bucktown and Dubuque, IA.

Benito Garcia will assist with analysis and engagement. His work at Teska has included a range of planning, engagement and housing projects, including work in Lake Villa, Madison, WI, and Carborro, NC.

Resumes are on the following pages.



REVISED SCOPE OF SERVICES

VSKA and Teska will conduct the following:

Task 1: Meet with City Staff and Tour the Area

We will meet with the Project Manager and other Village staff to review existing housing policies, goals, prior work, and work in progress, as well as plans for new residential development and potential development sites. With staff, we will tour potential sites and opportunities.

We will also discuss the appropriate type of public engagement for this project.

Task 2: Review Reports, Ordinances and Relevant City Data

We have already reviewed most of the recent plans and data, but will make sure we have all that could be relevant. This includes zoning and other ordinances pertaining to residential development.

Task 3: Public Engagement

It is important to gather input from residents, businesses, property owners and others interested in affordable housing. In conjunction with you, we will discuss the most effective way(s) to do this. We recommend focus groups, stakeholder interviews, and working with a Steering Committee, but are open to other means that might better suit the village.

Task 3a: Conduct Stakeholder Interviews and Focus Groups

In conjunction with Village staff, we will identify key stakeholders to interview to gain a better understanding of affordable housing needs and market conditions. These should include (but not necessarily be limited to) elected officials, members of the Plan Commission and others that the Village suggests, local residents, developers, realtors, landlords, local business representatives, representatives of the school districts, not-for-profit organizations involved in affordable housing, DuPage County and the Housing Authority.

We will interview up to 20 stakeholders, which can be conducted in 4 focus groups virtually or in person, or individually for ones that may be more confidential. We will adapt our interviews to COVID protocols at the time. We find that participation is best when the Village staff invites people and explains why their input is requested. We will follow up with telephone interviews for those who can't participate in a group session.

Task 3b: Steering Committee

We recommend a steering committee comprised of Village staff, possibly Plan Commission member(s), and others, to gain insights into the issues, and to identify the types of strategies that meet the Village's goals. At a minimum, we will conduct 3 Steering

committee meetings that could take place at the beginning of the project, once the market assessment is completed, and to present a draft of the plan for comment. We can add more meetings for an additional fee.

Task 3c: Community Meetings/Events

We propose 2 meetings or participation in local events. These can include presentations or outreach to specific organizations or community groups, setting up a table at an event such as a festival or farmer's market. The groups and format will be discussed with staff at the kick-off meeting. We can add more meetings for an additional fee.

Task 3d: Optional On-line Survey

We will compose an on-line survey that can be hosted on the Village website. We will submit a draft to Village staff for review, and will make up to two rounds of edits. The Village will be responsible for publicizing the survey.

We will analyze the survey results and prepare a memo with the findings. It must be noted that on-line surveys are not statistically valid and the results do not necessarily represent the opinions of village residents overall. Typically individuals with strong feelings about a particular issue will respond, while others do not.

A statistically valid survey is more expensive. However, quotas are established by geographic area and age of respondents, to make sure the

the responses are representative.

Task 4: Housing Needs Assessment

We will expand upon the market assessment that we did for the Roosevelt/Exmoor site. Specifically this will include:

- Identify a realistic housing market area that includes Glen Ellyn and neighboring communities and prepare a demographic analysis of the current and future population of the market area compared to Glen Ellyn. We will incorporate CMAP's long-term projections, but will focus on trends within the next 5-10 years.
- Prepare an inventory of affordable family, senior and special needs properties in the market area and Glen Ellyn. We will contact managers at properties to learn more about their tenancy, and the need for more affordable housing.
- Analyze housing tenure, characteristics of owners and renters by age and income, housing type and age, rents, housing prices, and housing cost burden for owners and renters.
- Obtain data on the for-sale market in other market area communities. We have already collected this data for Glen Ellyn, but will update it for all of 2021.
- Survey a sample of market-rate properties about their rents, occupancy, and tenancy.
- Analyze employment trends, where residents of Glen Ellyn work, and where employees in Glen Ellyn live, to better understand commuting patterns.

- Analyze the attributes of specific sites for affordable housing, and make recommendations as to which ones are most appropriate for different housing types. The sites will include ones the staff identifies, as well as ones that are brought to our attention during our interviews.
- Based on an analysis of the above data, interviews, and field work, estimate the potential demand for different types of affordable housing, including rentals for family, seniors, and special needs populations, as well as for-sale housing by type and price points.

We will prepare a draft market assessment in electronic format that incorporates the demographics, existing housing conditions, site recommendations, and depth of demand for different types of affordable housing. We will meet with staff to review the report, and discuss key issues relative to the housing plan.

Task 5: Housing Plan and Policies

We will identify a range of tools that have been used successfully by other communities to increase the supply of affordable and attainable housing, and will assess their suitability for Glen Ellyn. We know that each municipality has its own personality and views on issues such as these. While not all of these may be suitable for Glen Ellyn, they could include:

- Revisions to zoning, building and other ordinances that may place undue costs on

developing affordable housing.

- Prioritizing the type of affordable housing, rent and price points, and which sites are most suitable for different types of affordable housing.
- Identifying potential funding sources for new development and rehabilitation, including county, state, federal, and private sources.
- Programs to assist seniors with home maintenance and repairs (e.g., handyman program).
- Rental assistance programs.
- First-time homebuyer assistance and low down payment mortgages.
- Community land trust.
- Inclusionary housing requirements.
- Incentives including density bonuses, fee waivers, parking reductions, or others to encourage affordable housing.
- Use of TIF or other local funding, such as municipal affordable housing fund.
- Employer assisted housing programs.

We will provide the Village with descriptions of possible tools, and will review these with staff to narrow the list to ones that have the most likelihood of being adopted. Once this has been completed, we will prepare a draft plan for staff review and discussion with the Steering Committee.

Task 6: Final Report

After receiving input from staff and the Steering Committee, we will revise the plan accordingly. The final plan will include the following

elements, though it will be tailored to the specific needs of the Village. The exact format will be discussed in advance to make sure the final document meets the Village's requirements.

- Demographics, including population and household trends by age and income
- Housing characteristics, including tenure by age, housing stock, vacancy, rents, prices, and affordability
- Analysis of affordable housing demand by type
- Public participation
- Recommendations of potential sites for new affordable housing
- Recommendations of the most appropriate strategies for the Village to pursue to meet the need, along with a matrix showing responsibilities and timing
- Appendix with more detailed data and summaries of interviews and on-line survey (if conducted).

Task 7: Presentation to Village Board

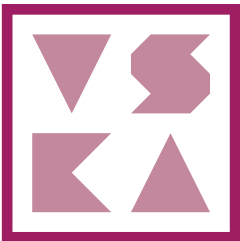
We will make a presentation to the Village Board at the conclusion of the project. For an additional fee, we can make additional presentations to the Board during the course of the project.

Valerie S. Kretchmer

President

vsk@kretchmerassociates.com | 847.864.8895

Valerie is a real estate and planning consultant with 40+ years of experience. Particular expertise in real estate market analysis for affordable, and market-rate housing, senior housing, retail, office, and industrial development. Formerly responsible for acquisitions and due diligence market analysis for real estate investments nationwide. Served on Evanston Plan Commission for 7 years and as public member of city TIF Joint Review Board.



PROJECT EXPERIENCE

Senior Housing Needs Assessment for Five Chicago Suburbs

Prepared analysis of existing senior housing and future needs in five northwest suburbs - Arlington Heights, Buffalo Grove, Palatine, Rolling Meadows and Mount Prospect. Determined the number of new units by type and income target for each.

Market Studies for New Residential Developments

Studies for market-rate and affordable apartments, condos, townhouses, single-family homes and senior housing for developers, lenders, public housing authorities, state housing finance agencies, and municipalities throughout the Midwest.

Homes for a Changing Region - Housing Analysis for Three Chicago Suburbs

As part of a regional housing initiative, analyzed current issues and future housing needs in Hanover Park, Glendale Heights and West Chicago. Focused on each town's key concerns with recommendations to deal with them.

WORK EXPERIENCE

Kretchmer Associates: 1985-Present
President

VMS Realty Partners: 1982-1985
Assistant Vice President, Director of Real Estate Analysis/Due Diligence,
Senior Real Estate Analyst

Real Estate Research Corporation: 1978-1981
Senior Analyst, Analyst

Community Improvement Agency (New Orleans): 1976-1977
Project Planner

Housing 123: A Workbook for Local Officials and Community Leaders (MPC)
Principal Author

Real Estate Market Analysis: Methods and Case Studies (ULI)
Contributing Author

EDUCATION

MPA, 1976
Wagner School of Public Service,
New York University

BA (Phi Beta Kappa), 1974
Washington University in St. Louis

AFFILIATIONS

Urban Land Institute (ULI)

Lambda Alpha International Land
Economics Society

American Planning Association

Illinois Housing Council

Affordable Assisted Living Coalition

National Council of Housing Market
Analysts (NCHMA), Professional
Designation

Chicago Metropolitan Agency for Planning
Housing Committee for ON TO 2050
Regional Plan

Kretchmer Associates

Ryan Holmes

Project Manager

rholmes@kretchmerassociates.com | 847.563.5278

Ryan is an urban planner with 11 years of public and private experience. Conducts market studies for market rate, affordable, supportive, and assisted housing for families, seniors, and people with special needs. Analyzes retail, office and industrial markets for comprehensive, downtown, corridor, and economic development plans for municipalities, regional planning, and transportation agencies.

PROJECT EXPERIENCE

Market Studies for Family and Senior Housing for Developers and Municipalities

Market studies throughout Illinois, Indiana, and Wisconsin including Morton Grove, Mount Prospect, Woodridge, Forest Park, Waukegan, Elgin, New Lenox, Huntley, Thornton, Algonquin, Cary, Westchester, Oak Park, Arlington Heights, Buffalo Grove, Palatine, Rolling Meadows, and Chicago.

Market Analysis for Site on Roosevelt Road in Glen Ellyn, IL

Market analysis for former hotel site acquired by the Village of Glen Ellyn for redevelopment. Analyzed the most marketable options including market-rate and affordable apartments, condominiums, townhouses, retail, and office uses, given the site size and configuration.

Homes for a Changing Region - West Chicago, Glendale Heights, and Hanover Park, IL

Housing market analysis, demographic analysis, and recommendations to deal with housing problems for the Chicago Metropolitan Agency for Planning (CMAP) and partner municipalities.

WORK EXPERIENCE

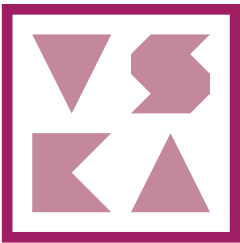
Kretchmer Associates
Project Manager, Senior Planner, Planner

Army Corps of Engineers Construction Engineering Research Lab
Research Assistant

University of Illinois at Urbana-Champaign
Research Assistant, Teaching Assistant

Community Preservation Corporation Resources
Asset Management Assistant

Town of Bethel, Connecticut
Assistant to the First Selectman



EDUCATION

Master of Urban Planning (MUP), 2010
University of Illinois Urbana-Champaign

Bachelor of Arts, English, 2003
St. Joseph's University, Philadelphia

AFFILIATIONS

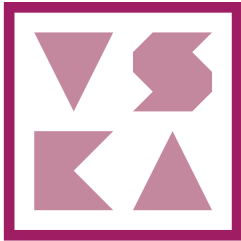
American Planning Association (APA)

Illinois Housing Council (IHC)

Kretchmer
Associates

Adrian Brizuela

Real Estate Market Analyst



abrizuela@kretchmerassociates.com | 773-633-9525

Adrian is an urban planner with over 3 years of public & private sector experience. Performs market studies for market rate and affordable housing for families, seniors, & people with special needs for public, private, and non-profit sector clients. Conducts retail, office & industrial market analyses for economic development plans for municipalities, regional planning and transportation agencies.

PROJECT EXPERIENCE

Market Studies for Family and Senior Apartments - Illinois & Indiana

Assisted with research and field work for market studies in communities including Chicago, Arlington Heights, Elgin, DeKalb, Phoenix, Mundelein, Wheaton, Peoria, New Lenox and Deerfield, IL and suburban Indianapolis and Terre Haute, IN.

Market Analysis for City of Harvey Transit-Oriented Development Plan

Performed research and field work for market analysis as part of a plan to identify retail and housing opportunities in Downtown Harvey and the adjoining TOD area. Provided recommendations for most feasible developments, specific sites and implementation strategies.

Market Analysis for Lansing Country Club in Munster, IN

Obtained market data on office and multi-family rents and occupancies and analyzed demographic and economic data including population, incomes, housing, jobs, and businesses to determine the demand for office and apartment development on the site.

WORK EXPERIENCE

Kretchmer Associates, June 2021 - Present

Real Estate Market Analyst

City of Chicago - 10th Ward, May 2019 - May 2021

Director of Economic Development

Developed the South Chicago RFP via the City's Invest South/West initiative and reviewed submissions from developers as part of the \$75 million planned in economic revitalization for the Commercial Avenue Corridor.

Conducted feasibility and market analysis studies for zoning and real estate matters to provide recommendations to the Zoning Board of Appeals.

The Hartford Financial Services, September 2018 - May 2019

Solutions Analyst

EDUCATION

Master of Urban Planning and Policy, 2020
University of Illinois at Chicago

BA, Urban Studies & Planning, 2018
University of Illinois at Urbana Champaign

AFFILIATIONS

American Planning Association (APA)

Illinois Housing Council (IHC)

Kretchmer
Associates

SELECTED EXPERIENCE

Mr. Blue has a unique background working in both the public and private sectors of planning. He started his career as a consultant working in the areas of comprehensive and commercial area plans, development land use and economic impacts, and public engagement. After more than a decade, he moved to the public sector and spent 15 years working as a community development department manager, where his focus shifted to the day to day operations of development approval, economic development, managing public commission processes, personnel, and municipal governance. Having returned to consulting, these experiences afford Mr. Blue a wide-ranging perspective when conducting planning assignments, helping him to appreciate the viewpoints of multiple stakeholders and understanding their expectations regarding different situations and issues.

Prior to joining Teska Associates in 2013, for eleven years Mr. Blue was the Director of Community Development in Highland Park, IL. There he managed a department of 30 staff and focused on long range planning, review and approval of proposed development projects, building permit approval, and support of City Council and Commission activities. The Department served nine City Commissions addressing issues of development, housing, historic preservation, cultural arts, and the natural environment. While in Highland Park, Mr. Blue managed passage and implementation of the City's affordable housing ordinance. Before his position in Highland Park, Mr. Blue served as Deputy Community Development Director in the Village of Mount Prospect, IL for five years, managing staff in day to day operations related to planning, building permits and code enforcement.

Mr. Blue is actively involved in local and national leadership of the American Planning Association, and is currently the Planning Officials Development Officer for the IL - APA. In this role he aided in developing a curriculum for training plan commissioners throughout the State; a program for which he and others received the organization's 2013 Distinguished Service Award. In 2008 Michael was selected to the College of Fellows of the American Institute of Certified Planners. He regularly speaks at local, state, and national conferences on a range of planning themes, most recently on topics related to the development approval process, economic development, and local government organizational management. He also has been a guest lecturer at a number of university classes on topics like the development approval process and affordable housing.

PROFESSIONAL AFFILIATIONS

College of Fellows of the American Institute of Certified Planners (FAICP)
American Planning Association (APA)
Lambda Alpha Economics Society
Planning Officials Development Officer for the Illinois Chapter of the APA



MICHAEL BLUE, FAICP
PRINCIPAL

EDUCATION

B.A. Urban Planning

University of Illinois (Urbana)

M.U.P. Urban Planning

University of Illinois (Urbana)

REPRESENTATIVE PROJECTS

Development Ordinances

Drafted zoning ordinance updates for Bourbonnais, Elk Grove Village, and Des Plaines, IL, and Elkhorn WI. Prepared zoning ordinance evaluations to identify code strengths and needs for Edwardsville, Rolling Meadows, and Wood Dale, IL, leading to working with Edwardsville staff to update deficient code elements and a full update in Rolling Meadows. Worked with Champaign, IL to revise select commercial and residential zoning districts to facilitate desired development forms; and with Glenview, IL to make regulations easier to understand for the public and staff (included scripts for informational videos and zoning review checklists). Drafted a zoning district adopted jointly by Mattoon and Charleston, IL to facilitate development in the corridor between the communities (district won an award from the IL-APA). While working for the City of Highland Park, oversaw numerous amendments to zoning and subdivision ordinances related to planned developments, signs, permitted uses, bulk regulations, and development approval procedures.

Economic Development / Strategic Planning

Worked with Warrenville, IL to prepare a Strategic Plan that focused on economic development and addressed community character, natural resources, and public services. As follow-up, prepared the Southwest District Plan for the City, which along with a TIF has supported new development in the area. Prepared the first Strategic Plan for Round Lake, IL. Prepared market studies for Winfield, and Urbandale, IA. Developed land use guidelines for Metra Commuter Rail for optimal land use configurations that encourage economic development around commuter stations. Prepared CMAP Homes for a Changing Region Plan for NW DuPage cluster. Developed unique “market studies” to determine growth opportunities for the Salvation Army and the Rosenwald religious school in Chicago. As Deputy Community Development Director for Mount Prospect, worked with Village’s Economic Development Commission and conducted business retention / attraction assignments.

Comprehensive Plans

Conducted comprehensive plans for Illinois communities including Wood Dale, Round Lake, Rolling Meadows, Des Plaines, Manteno, Mokena, New Lenox, Glencoe, Carbondale, and Darien (village and park district). Also prepared comprehensive plans for Brownsberg, IN, Dublin, OH, Urbandale and West Des Moines, IA, and Elkhorn, WI.

Current Planning and Development Review

Managed all aspects of development zoning approval and building permit application review while working in Mount Prospect and Highland Park. Conducts plan development review services for Salem Lakes, WI and served as outside planning consultant to Villages of Round Lake, Mokena and River Forest. Have also provided development support services / zoning testimony for private sector clients.

Downtown & Commercial Area Planning

Prepared downtown, business district and corridor plans, including in Winnetka, Libertyville, Northfield, Des Plaines, Kenilworth, River Forest, and Melrose Park, IL and Toledo, OH. Led downtown planning projects while working for Mount Prospect and Highland Park. In Mount Prospect, plan was geared toward implementing the Tax Increment Finance (TIF) District and highlighted redevelopment opportunities. For Highland Park, downtown plan involved extensive public input and a large working committee structure. The work created a new vision of the downtown and considered potential for redevelopment. In Highland Park, also led establishment of TIF District and development plan for the Ravinia Business District.

Development Review Process Evaluation

Prepared audit of new Development Services function for Greensboro, NC to identify system enhancements and opportunities to use new technologies. Also worked with the Greensboro Planning Department to develop a Strategic Plan, Work Program, and revised job designations. In Lake Forest, IL, conducted an assessment of Community Development plan review functions, including, building permits, design review, and zoning entitlements. While working for Mount Prospect, prepared assessment of development review functions conducted over multiple departments. In Highland Park, oversaw evaluation of permitting functions and review of commission operations, with intent of consolidating those functions where appropriate.

SELECTED EXPERIENCE

People Place Planner + Creative Strategist · Erin creatively engages communities using her experience in planning, communication and interactive design. Grounded in the basics of solid planning and community engagement, and brought to life via dynamic visuals and storytelling, her abilities span from data visualization, web design, and online outreach to in-person workshop facilitation, youth engagement, and mind mapping. By merging the application of outreach mediums with creative thinking, Erin builds project momentum and ensures processes and plans are inviting, inclusive, and inspired.

Recent projects include the Frankfort Comprehensive Plan (APA-IL Daniel Burnham Award for Comprehensive Plan), Imagine Dubuque Comprehensive Plan (APA-IA Outreach Award Winner), Wicker Park Bucktown Master Plan (APA-IL Outreach Award Winner), Winnetka Downtown Master Plan, Historic West Des Moines Master Plan, Park Ridge Comprehensive Plan (outreach), and Lincoln Square Master Plan (outreach). Erin also serves as the planner for the Village of Deer Park, Illinois.

Erin graduated from the University of Illinois, Urbana-Champaign, with a Bachelors in Urban Planning. She is an active member of the American Planning Association Illinois Chapter and serves as the Advisory Board Co-Chair for The Wabash Lights, a non-profit public arts initiative on the Wabash Avenue elevated train tracks in Chicago's loop.



ERIN CIGLIANO, AICP
PRINCIPAL

EDUCATION

B.U.P. Urban Planning
University of Illinois (Urbana)

Edward Tufte Design Training:
Presenting Data and Information

PROFESSIONAL AFFILIATIONS

AICP | American Institute of Certified Planners
APA | American Planning Association
AIGA | American Institute of Graphic Artists

SELECTED SPEAKING ENGAGEMENTS

Creative Community Revitalization + Strategic Financing | APA National Conference | 2019
Design + Layout Training | Champaign County Regional Plan Commission | 2018
APA-Chicago Metro Section | Beyond the Meeting Panelist | 2018
UIUC Wetmore Visiting Practitioner | Art + Zen of Creative Engagement | 2018
New Voices, New Ideas | APA Upper Midwest Conference Session | 2017
Information Architecture: Moving Beyond the Template | 2017 APA-IL
Zoning 101 - Making Documents User Friendly | 2016 IML
Using Video + Visuals to Tell Your Story | 2015 IML and APA-IL

SKILLS + PROGRAMS

+ Adobe Creative Suite: Illustrator, Photoshop, InDesign, AfterEffects
+ Mindmapping | Graphic + Verbal Facilitation | Photography | SketchUp | Print Production
+ Video: Stop Motion Animation | AfterEffects | Windows Movie Maker | iMovie

CIVIC ACTIVITIES

The Wabash Lights | Advisory Board Co-Chair
2018 Marketing Chair/Designer for the APA-IL State Conference
2016 Marketing Chair/Designer for the APA-IL State Conference
2014 Marketing Chair/Designer for the APA-IL State Conference

REPRESENTATIVE PROJECTS

Outreach + Engagement

Develop activities and materials for community workshops, idea booths, and pop-up events; build and maintain project websites and/or tech-tools for: Frankfort Comprehensive Plan (Frankfort, IL), Park Ridge Comprehensive Plan (Park Ridge, IL), West Des Moines Comprehensive Plan (West Des Moines, IA), Lincoln Square Master Plan (Chicago, IL), Central Street SSA Feasibility Study (Evanston, IL), Neighborhood Housing Services Strategic Plan (Chicago, IL), Frankfort Comprehensive Plan (Frankfort, IL), Dubuque Implementation Plan (Dubuque, IA), Cape Girardeau Comprehensive Plan (Cape Girardeau, MO), Historic West Des Moines Master Plan (West Des Moines, IA), Dubuque Comprehensive Plan (Dubuque, IA), Villa Park Comprehensive Plan (Villa Park, IL), Winnetka Downtown Master Plan (Winnetka, IL), Wicker Park Bucktown SSA #33 Master Plan (Winnetka, IL), Wicker Park Bucktown SSA #33 Master Plan (Winnetka, IL), Cape Girardeau Comprehensive Plan (Cape Girardeau, MO), Glencoe Downtown TuneUp (Glencoe, IL)

Mindmapping

Frankfort Comprehensive Plan (Frankfort, IL), Deer Park Board of Trustees Strategic Plan (Deer Park, IL), West Des Moines Comprehensive Plan (West Des Moines, IA), Lincoln Square Master Plan (Chicago, IL), DuPage County Route 83 Corridor Plan (DuPage County, IL), Neighborhood Housing Services Strategic Plan (Chicago, IL), Imagine Dubuque Comprehensive Plan (Dubuque, IA), Historic West Des Moines Master Plan (West Des Moines, IA) Orland Park Wayfinding and Branding (Orland Park, IL), Palos Park Bikeway + Trails Plan (Palos Park, IL), Crown Point Comprehensive Plan (Crown Point, IN)

Youth Engagement

Frankfort Comprehensive Plan (Frankfort, IL), Park Ridge Comprehensive Plan (Park Ridge, IL), West Des Moines Comprehensive Plan (West Des Moines, IA), Imagine Dubuque Comprehensive Plan (Dubuque, IA), Beecher Comprehensive Plan (Beecher, IL), Austin By The Hand Club (Chicago, IL)

Lead Planner + Designer

Served as lead planner and plan designer for Deer Park Comprehensive Plan / On-Going Continuing Services and Development Review (Deer Park, IL), Central Street SSA Feasibility Study (Evanston, IL), Neighborhood Housing Services Strategic Plan (Chicago, IL), Frankfort Comprehensive Plan (Frankfort, IL), Dubuque Implementation Plan (Dubuque, IA), Cape Girardeau Comprehensive Plan (Cape Girardeau, MO), Historic West Des Moines Master Plan (West Des Moines, IA), Dubuque Comprehensive Plan (Dubuque, IA), Villa Park Comprehensive Plan (Villa Park, IL), Winnetka Downtown Master Plan (Winnetka, IL), Wicker Park Bucktown SSA #33 Master Plan

Graphic Design

Cape Girardeau Comprehensive Plan (Cape Girardeau, MO), Frankfort Comprehensive Plan (Frankfort, IL), West Des Moines Comprehensive Plan (West Des Moines, IA), Wicker Park Bucktown Annual Reports 2016, 2017, 2018, 2019 (Chicago, IL), Wicker Park Bucktown Marketing Brochure (Chicago, IL), Lake Villa Marketing Brochures (Lake Villa, IL), Olympia Fields Developer Recruitment (Olympia Fields, IL), Glenview Development Review Brochure, Glenview Zoning Checklist Guide (Glenview, IL), Glencoe Historic Preservation Award Banners (Glencoe, IL)

Video Work

Austin By The Hand Youth Engagement (Chicago, IL), Glenview Development Review YouTube Chapter Series (Glenview, IL); Historic West Des Moines Master Plan Outreach Video and Executive Summary Video (West Des Moines, IA), Imagine Dubuque Comprehensive Plan Outreach Video (Dubuque, IA); Englewood Elevated Trail Line Outreach Video (Chicago, IL); Mindmapping Timelapse Videos (various); Teska Holiday / Promotional Videos

SELECTED EXPERIENCE

Benito's experience spans from community development to LEED sustainability and planning/design. Working with local nonprofits and with teams on new construction projects in Mexico and South America, his experience with communication, transparency, and bilingual services provide a range of skillsets for articulating concepts and connecting with people in different environments. Benito has training in land use planning and spatial analysis. He is proficient with several visual aid programs, such as Adobe Creative Suite, Sketchup, ESRI Business Analyst, and ArcGIS.

Joining Teska in 2019, Benito served as project planner for public realm improvements, land use planning, corridor visions, urban design, and public engagement initiatives. Examples include developing a comprehensive plan for Carrboro, North Carolina, SSA #59 Renewal in Chicago, and drafting building design guidelines. Benito focuses on examining spatial interactions in different settings, sketching, and using emerging technologies/practices that help to better understand and interact with our built and natural environment.

Before Teska, Benito worked at the West Town Chamber of Commerce carrying out sustainability initiatives and streetscape improvements as part of the West Town Five - Year Master Plan. Benito also worked with a sustainability firm, managing new construction projects pursuing LEED certification to create efficient and cost-saving buildings.

PROFESSIONAL AFFILIATIONS

Member, American Planning Association
United States Green Building Council - LEED AP BD+C

REPRESENTATIVE PROJECTS

Corridor Plans

INVEST South/West Chicago
79th Street Corridor in:
• Chatham
• Auburn Gresham
• South Shore
Chicago, IL

Route 60 Corridor Plan
Data and Land Use Research
City of Lake Forest, IL

Community Design Development

Design Guidelines
City of Edwardsville, IL

Sign Code Graphics Update
Lockport, Illinois

Comprehensive Plans

City of Park Ridge Comprehensive Plan Update
Housing and Outreach
Park Ridge, IL

City of Rolling Meadows Comprehensive Plan
Translation
Rolling Meadows, IL

Town of Carrboro Comprehensive Plan
Plan Development
Carrboro, NC

Village of Lake Villa Comprehensive Plan
Plan Development
Lake Villa, IL

Special Service Area (SSA)

SSA #59 Establishment
Chicago, IL

Market Studies

South Madison Market Study
Madison, WI

Workforce Market Study
Chicago, IL

Enterprise Zones

Lincoln 394 Enterprise Zone
South Suburbs – Chicago, IL

Tax Increment Financing

Long Grove TIF
Village of Long Grove, IL



BENITO GARCIA
ASSOCIATE

EDUCATION

M.A. Urban Planning + Policy
- Spatial Planning + Design
University of Illinois at Chicago

B.A Urban and Public Affairs
University of Illinois at Chicago

2018 Student Project Award
American Planning Association, IL

LANGUAGES

Spanish
French
Portuguese

REFERENCES

Kretchmer Associates

Allison Milld Clements, Executive Director
Illinois Housing Council
310 S. Peoria Street
Chicago, IL 60607
773-609-2757
aclement@ilhousing.org

Project: Senior housing needs assessment in Arlington Heights, Mount Prospect, Rolling Meadows, Palatine, and Buffalo Grove for the Metropolitan Mayors Caucus. One of the key issues was affordable senior housing and programs to help seniors remain in their homes. Allison was director of the Metropolitan Mayors Caucus at the time.

Jim Kozik, Director of Planning and Economic Development
303 W. Wesley Street
Wheaton, IL 60187
(630) 260-2008
JKozik@wheaton.il.us

Project: Market assessment for the Roosevelt Road corridor in Wheaton, which included an analysis of affordable housing along the corridor, and potential locations for more affordable housing.

Beth Demes, President
The Alden Foundation
4200 W. Peterson Avenue
Chicago, IL 60646
773-724-6374
beth.demes@thealdennetwork.com

Projects: Multiple market studies for applications for affordable senior housing in Woodridge, Bloomingdale, Warrenville, Addison, Shorewood, Aurora, Mount Prospect, and Huntley.

Kretchmer Associates and Teska Associates

Drew Williams-Clark
Center for Neighborhood Technology
17 N. State Street
Chicago, IL 60602
773-278-4800
Drewwilliams-clark@cnt.org

Jonathan Burch, Principal
CMAP
433 W. Van Buren Street, Suite 450
Chicago, IL 60607
312-386-8690
jburch@cmap.illinois.gov

Project: Teska Associates was the prime consultant on Homes for a Changing Region in Hanover Park, Glendale Heights, and West Chicago for CMAP. Kretchmer Associates was a sub-consultant. Drew was the project manager at CMAP for this. Jonathan was also involved.

Glen Ellyn Affordable Housing Plan Budget

Tasks	Fee	Hours
Kick-off Meeting and Tour	\$3,040	20
Review Reports/Ordinances	\$2,320	16
Conduct Stakeholder Interviews and Focus Groups	\$10,160	68
Housing Market Assessment	\$6,850	50
Affordable Housing Policies and Plan	\$9,460	59
Draft and Final Reports	\$5,590	38
<u>Public Engagement</u>		
Steering Committee/Board Meetings (3)	\$8,060	53
Other Engagement -2 local events	\$1,740	12
Presentation to Village Board	<u>\$2,580</u>	<u>16</u>
Total Professional Fees	\$49,800	332
<u>Expenses</u>		
Data, Reproduction, Travel	<u>\$1,000</u>	
TOTAL	\$50,800	

.....

BUDGET

The base budget is \$50,800 inclusive of out-of-pocket expenses for travel, data, and materials, as outlined in the proposal.

The costs associated with the options described in the revised scope are:

On-line Survey	\$5,000
Each Additional Focus Group	\$350-700 depending on whether it's in-person or Zoom*
Each Additional Individual Interview	\$100-400 depending upon whether it's in-person, phone call or Zoom**
Each Additional Steering Committee Meeting	\$2,000
Each Additional Public Meeting or Event	\$750
Each Additional Presentation to the Village Board	\$750/Person Attending

* Zoom focus groups are less expensive than in-person ones. The budget assumes two consultants per group, one to lead and one to take detailed notes. However, if in-person focus groups are scheduled back to back, the cost will be lower than if additional trips are required.

** Phone and Zoom interviews are less expensive than in-person ones. However, if in-person interviews are scheduled back to back, the cost will be lower than if additional trips are required.



**VILLAGE OF GLEN ELLYN
REQUEST FOR PROPOSALS:
CONSULTANT ASSISTANCE ON AN AFFORDABLE HOUSING PLAN
DEADLINE: JANUARY 14, 2022, 4:30 PM**

January 14, 2022

Ms. Staci Springer
Director of Community Development
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137
sspringer@glenellyn.org

Re: RFP: Consultant Assistance on an Affordable Housing Plan

Dear Ms. Springer:

SB Friedman Development Advisors (SB Friedman), joined by The Lakota Group (Lakota), is pleased to present this proposal to the Village of Glen Ellyn to conduct a housing needs assessment and prepare an affordable housing plan to address housing priorities in the Village.

SB Friedman is a specialized real estate, community and economic development, and public-private finance advisory firm based in Chicago. We bring in-depth experience in conducting community-wide and site-specific housing needs analyses, formulating housing strategies, and leading policy planning assignments across the country, with a focus on the Midwest. Our clients include, among others, the Cities of Chicago, IL, Naperville, IL, Wauwatosa, WI, Kansas City, MO, and Sun Prairie, WI, as well as Pinellas County, FL, and the Berkeley-Charleston-Dorchester Council of Governments in South Carolina. Our work builds upon our extensive experience in analyzing the market and financial feasibility of all types of residential development, including demand for market-rate and affordable housing. Leveraging our in-depth knowledge of available financial and regulatory tools, we formulate strategies, policies and programs to implement community housing objectives, promote inclusive and equitable development, and discourage displacement.

Lakota brings creative engagement and outreach strategies that are tailored to individual community needs and dynamics. SB Friedman and Lakota have partnered on a range of housing and planning studies over the last three decades, and are excited to bring our collaborative approach to the Village to prepare a visionary and achievable affordable housing plan that reflects community needs and wishes.

We appreciate the opportunity to present our qualifications and are excited at the prospect of working with the Village of Glen Ellyn to help clarify and advance your vision to ensure there is suitable housing for all residents. Please do not hesitate to contact us with any questions.

Sincerely,



Fran Lefor Rood, AICP
Senior Vice President
(312) 424-4253, frood@sbfriedman.com



Lance Dorn
Vice President
(312) 424-4255, ldorn@sbfriedman.com

Village of Glen Ellyn, Illinois

RFP: CONSULTANT ASSISTANCE ON AN AFFORDABLE HOUSING PLAN

COVER LETTER

1 TEAM OVERVIEW

2 RELEVANT EXPERIENCE

3 PROJECT UNDERSTANDING AND APPROACH

4 PROPOSED BUDGET AND SCHEDULE

5 KEY PERSONNEL QUALIFICATIONS

6 REFERENCES

SB FRIEDMAN DEVELOPMENT ADVISORS

221 North LaSalle Street, Suite 820

Chicago, IL 60601-1317

T: (312) 424-4250

E: info@sbfriedman.com

sbfriedman.com

1 TEAM OVERVIEW

WHY OUR TEAM

We have thoughtfully assembled a team of housing / economic development specialists, planners and public engagement professionals. The team will be led by SB Friedman Development Advisors, LLC (SB Friedman), a real estate and economic development advisory firm with expertise in housing studies, strategies and policies. SB Friedman has over 30 years of experience providing innovative and customized community and economic development advice to public and private sector clients and has worked on many projects throughout the Midwest aimed to enhance equity and quality of life. SB Friedman will work closely with The Lakota Group (Lakota), a leading urban planning firm with extensive experience in creative public engagement. SB Friedman and Lakota have a deep working relationship, having collaborated on numerous planning projects throughout the country over the last three decades.

SB FRIEDMAN

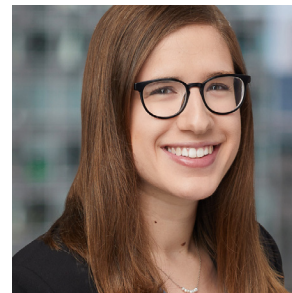
PRIME CONTRACTOR • HOUSING ANALYSIS/STRATEGY



Fran Lefor Rood, AICP
Senior Vice President



Lance Dorn
Vice President



Elena Caminer
Associate Project Manager

LAKOTA

PUBLIC ENGAGEMENT LEAD • LAND USE SUPPORT



Siraj Asfahani, AIA
Senior Associate



Hannah Bader
Associate

FIRM OVERVIEW

SB Friedman Development Advisors, LLC (SB Friedman) is a specialized real estate, community and economic development, and public-private finance advisory firm in Chicago. Now in our 32nd year of operation, we work closely with our clients to:

- » Evaluate development potential;
- » Project market and financial feasibility;
- » Identify innovative public-private development solutions; and
- » Prepare implementable development strategies and policies.

We provide both strategic and technical services in such areas as:

- » Community and Economic Development
- » Housing Needs and Programs
- » Market and Economic Feasibility
- » Urban Economic and Policy Studies
- » Public-Private Partnerships
- » Public-Private Development Finance
- » Impact Analysis

OUR MISSION IS TO HELP OUR CLIENTS CREATE EQUITABLE, RESILIENT AND WELL-DESIGNED COMMUNITIES THROUGH THE PRACTICE OF REAL ESTATE ECONOMICS, DEVELOPMENT FINANCE AND URBAN PLANNING.

We are a mission-driven firm that believes in:

- » Inclusive development that supports social equity, economic mobility, sustainability, economic revitalization, multimodal transportation, and quality urban design;
- » Objective analysis that allows our clients to make informed decisions and achieve ambitious goals; and
- » Fair and judicious use of public resources to support publicly beneficial development outcomes.

For more information about our firm's qualifications, please visit our website at: sbfriedman.com.

EXPERTISE IN HOUSING ANALYSIS & STRATEGIES

SB Friedman brings in-depth experience in conducting community-wide and site-specific housing needs analyses, formulating housing strategies, and leading policy planning assignments. Our clients include, among others, the Cities of Chicago, IL, Naperville, IL, Wauwatosa, WI, Kansas City, MO, and Sun Prairie, WI, as well as Pinellas County, FL, and the Berkeley-Charleston-Dorchester Council of Governments in South Carolina. Our work builds upon our extensive experience in analyzing the market and financial feasibility of residential development, including demand for market-rate and affordable housing. We have conducted residential market assessments throughout the country and in various locational contexts.

Our firm is proud of our broad housing-related experience, which includes:

- » **Residential market feasibility analyses**, for both market-rate and affordable product, for sites, corridors and entire communities;
- » **Financial deal structuring** on behalf of affordable housing developers and organizations, including assisting with structuring a loan fund focused on the preservation of naturally occurring affordable housing; and
- » **Implementation assistance** for communities seeking to develop action plans, policies, programs and strategies to address housing challenges and unmet needs.

Our experience allows us to think holistically about the state of Glen Ellyn's housing market and understand housing-related challenges from both the public and private perspectives. This is especially important as the Village considers policies, programs and strategies to address housing issues and unmet needs identified through this study. We consider market and financial feasibility in all aspects of our work and understand the impact of public interventions on real estate markets.

Heart & Soul

The Lakota Group is a team of talented and visionary designers, planners and communicators powered by a passion to offer creative solutions.

We are driven to seek sustainable, meaningful change. Our quest is simple – we want to foster healthy, safe, and vibrant communities for all people.

Our defining attribute is our team-based approach. We know that a successful plan is based upon a collaborative and consensus-focused process. From the beginning, we work to establish authentic relationships with Village staff, elected and appointed officials, community members and area stakeholders through positive, open and honest dialogue.

We will place ourselves in your shoes – what it's like to live, work, play and learn in your unique community. Our asset-based approach will focus on the unique strengths and qualities of your community. We will work to bolster what the community holds near and dear to its heart to address the issues that may be holding the community back from reaching its full potential. We will partner with you to tap into that existing and latent potential to bring your community to the next level. After all, we thrive when our clients thrive.

We are creative planners and urban designers. We're skilled at activating districts, downtowns, neighborhoods and community spaces, as well as engage diverse communities. Using a variety of visual tools and techniques, we are facilitators who can drive change through inspiration, placemaking, consensus building and policy.

We are multi-faceted. We're interdisciplinary professionals skilled with the tools and knowledge to address a full range of issues. We have significant experience in planning, community engagement, multi-modal transportation, economic development, sustainability and resiliency, community health and urban design.

We balance regional and national experience with local context. Our team has worked extensively around the Midwest, which allows us to bring experience, objective thought and lessons learned from a wide variety of community types and geographies. But we take the time to get to know a community on an intimate level.

We roll up our sleeves and get the job done. We partner with community leaders, organizations, business owners, residents, and developers to foster positive dialogue from the beginning. We're a team of doers who bring a visionary yet pragmatic approach to our work.

We ensure our plans can be implemented. A plan that sits on a shelf is not useful to anyone. Our plans and concepts generate excitement through consensus and vision. And we craft plans that incorporate realistic implementation actions to ensure the community's vision comes to life. We will identify and recommend the policies, projects, plans, programs, practices, partnerships, and other activities that will move plans into action.

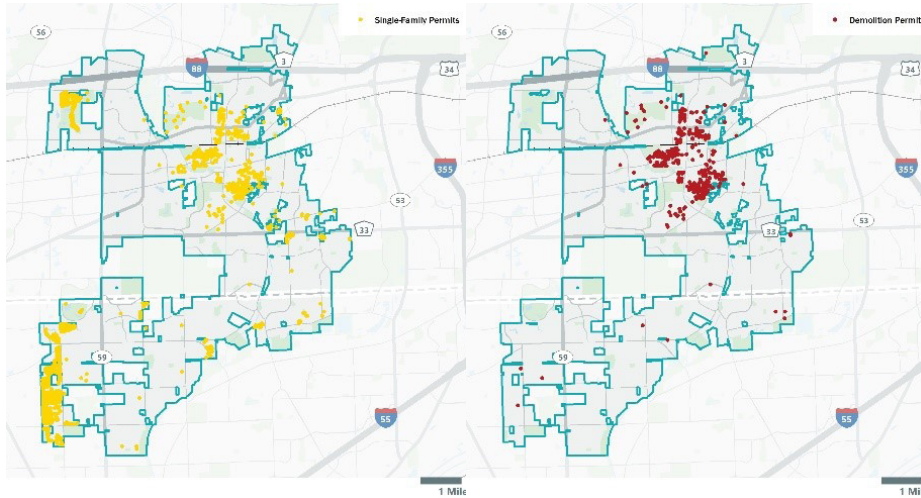
Since the firm was established in 1993, Lakota has completed award-winning plans in more than 500 towns and cities across the country, gaining recognition for its work in comprehensive, downtown, corridor and preservation planning.

The Lakota Group enjoys the opportunity to work with local communities, which is reflected in its name: "Allies," the English translation of the Native American word, Lakota. We work together with our clients as **allies** for positive change.



2 RELEVANT EXPERIENCE

CITYWIDE HOUSING NEEDS ASSESSMENT AND TOOLKIT CITY OF NAPERVILLE, IL



LOCATION

Naperville, IL

Seeking to preserve and promote a diverse housing stock affordable to a range of residents and employees, the City of Naperville engaged SB Friedman to analyze the City's existing housing and project housing needs in the short and long terms. Based on our analysis, we provided the City a menu of policy options to address housing challenges and capitalize on opportunities to create diverse housing options at various price points.

The City sought to: understand whether its existing housing stock met current and future needs; identify key housing issues and unmet needs across all populations; and lay out policies, strategies and objectives to address existing and anticipated housing challenges and opportunities. Our work included:

- » Synthesizing data from public and private sources to understand existing socioeconomic, workforce, and housing characteristics;
- » Estimating the number of households that are cost-burdened or experiencing affordability challenges;
- » Projecting unmet housing needs over the next 20 years; and
- » Interviewing key stakeholders to understand unmet housing needs that were not apparent through the quantitative analyses.

SB Friedman then prepared a toolkit consisting of a variety of programs, policies and strategies that could be implemented to achieve the City's goal of a diverse, affordable housing stock.

Results: Eight of our recommendations went to the City Council in August 2020, including creation of an inclusionary zoning policy, establishing a housing trust fund, and creating a City staff position to address housing issues. In early 2021, City Council voted unanimously to continue work to address unmet housing needs included in the set of recommendations. The decision was covered in [The Chicago Tribune here](#). SB Friedman is currently working with the City to evaluate and structure an affordable housing incentive program to create more affordable housing units in the city.

AFFORDABLE HOUSING PROGRAM STRUCTURING

CITY OF NAPERVILLE, IL

KEY PROGRAM PARAMETERS

Parameters can be further refined based on Council feedback and financial testing



LOCATION

Naperville, IL

SB Friedman is currently engaged by the City of Naperville to assist in the formulation and implementation of an affordable housing program. The program seeks to address the City's priority housing challenges identified in our 2020 housing needs assessment.

The City is seeking to implement an affordable housing program to incentivize the construction of affordable housing in Naperville. SB Friedman partnered with Duncan Associates to identify and evaluate various affordable housing program parameters and prepare an ordinance for City Council review. Our work to date has included:

- » Researching affordable housing programs;
- » Interviewing the development community to discuss development challenges in Naperville;
- » Meeting with the City Council to discuss program parameters; and
- » Conducting financial analyses to understand the impacts of the potential affordable housing program on prototypical developments.

Results: In 2021, we presented a draft policy to the City Council and will be meeting with developers before preparing an ordinance for City Council consideration in early 2022.

CITYWIDE HOUSING STUDY AND STRATEGY

CITY OF SUN PRAIRIE, WI



LOCATION

Sun Prairie, WI

SB Friedman is conducting a citywide residential market assessment to project residential demand and identify key housing issues facing the City of Sun Prairie, a rapidly growing suburb of Madison. Despite annual delivery of a large number of units across a range of typologies, housing production has not kept up with population growth and shifting demographics, leading to affordability challenges.

Sun Prairie has experienced rapid growth and diversification in recent years and would like to better understand and proactively plan for the housing market, housing challenges, and current and future unmet housing needs. SB Friedman is working as a part of a team led by The Lakota Group to assist City staff, elected officials and the greater Sun Prairie community in understanding existing housing conditions and identifying strategies to advance the future of housing in the community. Our scope of work includes:

- » Assessing the socioeconomic characteristics of the area;
- » Conducting an economic analysis of the residents and jobs in Sun Prairie;
- » Conducting housing affordability and cost burden analyses;
- » Taking a detailed housing inventory and analyzing existing housing stock;
- » Conducting stakeholder and key informant interviews;
- » Engaging with the community to better understand housing challenges and opportunities for residents of all incomes and backgrounds;
- » Preparing a residential demand forecast model; and
- » Crafting policy, strategy and program recommendations.

Results: SB Friedman has conducted multiple stakeholder interviews and engaged with community members to better understand the residential market and housing challenges in Sun Prairie. Our firm conducted the baseline analysis of demographic trends and existing housing conditions, which were presented at a Community Development Authority (CDA) meeting in June 2021. We identified priority housing needs through engagement, which were further refined through data and analysis. The team presented the priority housing needs and recommended strategies to the CDA in November 2021. We will have one more public engagement meeting to obtain feedback on the strategies before completing the study in early 2022.

HOUSING NEEDS ASSESSMENT, POLICY & ACTION PLAN

CITY OF WAUWATOSA, WI



LOCATION

Wauwatosa, WI

SB Friedman prepared a housing assessment, policy and action plan to help the City of Wauwatosa proactively address the housing needs of current and future residents.

The City of Wauwatosa, a desirable inner-ring suburb of Milwaukee and major regional employment center, sought a comprehensive housing policy to ensure the City is meeting the housing needs of current and future residents. As a first step, SB Friedman conducted a Comprehensive Housing Study and Needs Analysis, which identified the following housing issues:

- » Lack of available and/or affordable housing options for the local workforce, lower-income families, seniors, and people with special needs;
- » Accessibility and deferred maintenance issues related to aging housing stock;
- » Challenges to the ability of current residents to age in place; and
- » Limited availability of a mix of housing types.

SB Friedman then crafted a Housing Policy and Action Plan for the City to address each housing issue, including:

- » Detailed case studies;
- » A menu of strategies that have proven effective in similar communities;
- » Evaluation of the impacts of an inclusionary housing policy on development;
- » An implementation toolkit identifying available financial and regulatory tools; and
- » Potential alterations to City policies and practices that could aid in implementation.

Results: Since adoption of the Housing Policy and Action Plan, several residential projects have been developed or are in the development pipeline, including mixed-income, senior and affordable housing projects. The City also adopted an accessory dwelling unit ordinance and is updating its zoning to allow for a range of housing options and ensure discrimination is not a barrier to living in Wauwatosa.

AFFORDABLE HOUSING FINANCING AND MARKET ANALYSIS SERVICES

VARIOUS CLIENTS



LOCATION

Chicago, IL

SB Friedman works with non-profit affordable housing developers to resolve financial gaps and structure transactions that are financially feasible. We also conduct market analyses in support of applications to funding entities, including the City of Chicago, Illinois Housing Development Authority (IHDA), US Department of Housing and Urban Development (HUD) and Chicago Housing Authority (CHA).

Affordable Housing Financing Services. SB Friedman worked with the Resurrection Project to update a supplemental TIF application to the City of Chicago and structure the pro forma for the Casa Querétaro (“Casa Q”) project in the gentrifying Pilsen neighborhood. We projected available TIF revenue for the project, identified TIF-eligible costs, developed a pro forma, and assisted in outreach between financial entities. SB Friedman also assisted Bickerdike Redevelopment Corporation (“Bickerdike”) in structuring a pro forma and preparing a TIF application for the City of Chicago for the Emmett House affordable housing project in Logan Square, which is currently under construction. Additionally, we assisted Lawndale Christian Development Corporation (LCDC) in developing a pro forma for the Lazarus Apartments, a project that included 48 units of affordable housing in North Lawndale. We conducted outreach to lenders and potential financial partners, developed a pro forma to evaluate financing sources, and prepared applications to IHDA, the City and CHA.

Affordable Housing Market Analysis Services. SB Friedman has prepared numerous site and market studies for proposed multifamily housing developments that included funding from the National Housing Trust Fund, Section 202, HOME, LIHTC or other IHDA sources. SB Friedman conducts these studies on behalf of developers for submittal to IHDA and other providers of affordable housing financing. For example, we conducted studies for the Preservation of Affordable Housing for the Lafayette Terrace Apartments in Englewood and conducted a market study of the Lawn Terrace Apartments in the Chicago Lawn neighborhood for the Greater Southwest Development Corporation.

PENNY IV: POLICY GUIDELINES AND PROGRAM IMPLEMENTATION SUPPORT

PINELLAS COUNTY, FL



LOCATION

Pinellas County, FL

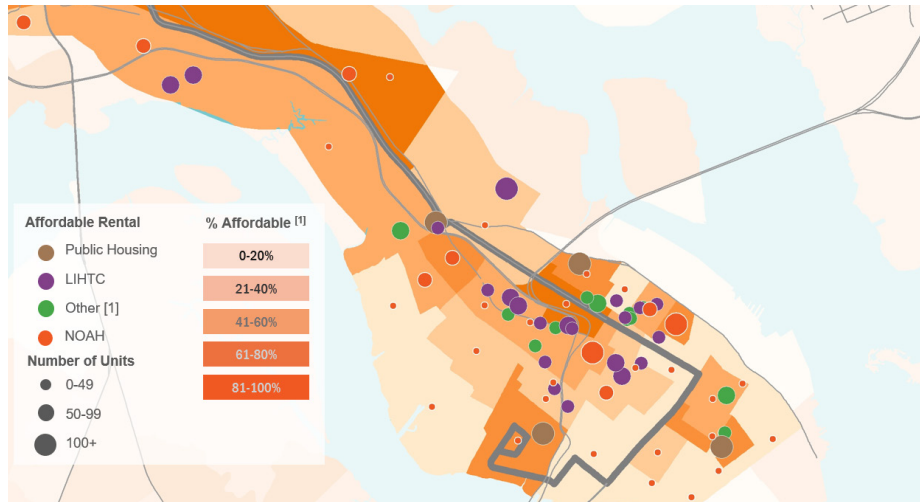
Pinellas County has limited land for new residential, office and/or industrial development. Recognizing these challenges, SB Friedman was engaged to assist in crafting policy and implementation strategies for the deployment of Penny IV Funds, a voter-approved 1.0% sales tax, to support redevelopment.

In 2017, voters approved a referendum to allow some of the county's Penny sales tax to support investments in affordable housing and economic development capital projects. We provided the following services to Pinellas County Economic Development (PCED) support the strategic deployment of Penny IV Funds:

- » Conducted market analyses to inform policy regarding the deployment of Penny IV Funds to support housing for 60% Area Median Income (AMI), 80% AMI and 120% AMI households;
- » Utilized a customized market analysis approach to estimate economic development potential of and identify barriers to target industry office and industrial development;
- » Crafted policy guidelines to invest in capital projects to ameliorate barriers to workforce housing and economic development;
- » Supported PCED staff in the development of more specific procedures for the review/scoring of projects seeking the use of Penny IV Funds for economic development capital projects; and
- » Assisted the County in creating the Penny IV Employment Sites Program, the first major economic development initiative to fund capital projects that support real estate redevelopment to attract target industry employers.

Results: Our findings were presented to the County in April 2019. Our analysis informed the policy guidelines for Penny for Pinellas IV, adopted December 2019. In January 2021, four affordable housing projects received conditional approval from the Board of County Commissioners through the Penny for Pinellas Affordable Housing Program. In a subsequent engagement SB Friedman evaluated the financial feasibility of a workforce housing project requesting these funds from the County.

LOWCOUNTRY RAPID TRANSIT TOD PLANNING & AFFORDABLE HOUSING ASSESSMENT BERKELEY-CHARLESTON-DORCHESTER COUNCIL OF GOVERNMENTS (BCDCOG)



LOCATION

BCD Region, SC

SB Friedman played a key role in creating a transit-oriented development (TOD) plan along a proposed 26-mile bus rapid transit (BRT) line that would connect the communities of Charleston, North Charleston and Summerville. Our contributions to the TOD plan included a demographic analysis, 20-year real estate market forecast, affordable housing assessment and value capture strategy development.

Working as part of a consulting team, SB Friedman provided multiple core services to inform the final TOD plan:

- » Prepared a market assessment that projected residential, industrial, office, retail and hotel development in the region and the BRT study area in 2040.
- » Developed a value capture toolkit which identified available value capture tools and potential opportunities for use within the study area.
- » Analyzed the affordable housing inventory in the region and study area, estimating the number of legally-restricted and naturally-occurring affordable housing units currently available.
- » Examined recent household trends including shifts in housing cost burden by age, income, race and occupation.
- » Inventoried the existing policies and programs available in the region which pertain to affordable housing.
- » Identified national affordable housing best practices in peer communities that could be used to inform local policy.
- » Developed a regional affordable housing demand forecast for 2040.
- » Engaged with jurisdictional representatives and non-profit stakeholders to identify targeted affordable housing solutions for multiple community areas.

Results: SB Friedman completed market projections, value capture strategy, affordable housing assessments and housing policy recommendations. The BCDCOG is prepared a New Starts application, which included components of the TOD plan, to submit to the FTA in fall 2021 to secure funding for the LCRT.



Sun Prairie Housing for All

The City of Sun Prairie has initiated a housing needs assessment, working with The Lakota Group, alongside SB Friedman. This housing study provides City staff, elected officials, and the Sun Prairie community a better understanding of the housing market, housing challenges, and current and future unmet needs. Housing for All considers ways to manage change and balance community needs, while embracing the Sun Prairie history and heritage moving forward, to ensure there are housing opportunities for all.

As part of this initiative, the City of Sun Prairie undertook a meaningful, all-inclusive, public participation program that engages community members, residents, and property owners, among other interested stakeholders. An open and transparent public engagement effort helped gather input and feedback throughout the process to envision the future of housing in Sun Prairie.

The process included stakeholder interviews and focus group discussions, virtual interactive open houses, online surveys, and pop up workshops at a vaccination site, among others. To ensure maximum engagement, the team translated marketing and information exhibits to Spanish.

SUN PRAIRIE, WI 

STATISTICS

Start Date: February 2021

Completed: Ongoing

REFERENCE

Taylor Brown,
Economic Development Director
City of Sun Prairie
(608) 286-5853
tbrown@cityofsunprairie.com

PLANNING URBAN DESIGN LANDSCAPE ARCHITECTURE HISTORIC PRESERVATION COMMUNITY ENGAGEMENT

**THE
LAKOTA
GROUP.**



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TAKE THIS SHORT SURVEY!



Sun Prairie Stronger Plan

The City of Sun Prairie embarked on the creation of a vision and redevelopment plan for the corner of Main Street and Bristol Street, the site of a 2018 gas leak and explosion. The planning process built on that collective coming together to celebrate the heritage of the area and traditions of the community. Though born out of tragedy, the process provided a once-in-a-hundred-year opportunity to define the future of Sun Prairie. The Lakota Group engaged Sun Prairie stakeholders in a robust community engagement effort, ensuring proposed redevelopment plan concepts would be supported by community leaders, City Staff, elected officials, property owners, and local partners. Given the diverse population in Sun Prairie, our team partnered with local Hmong and Hispanic community groups early in the process to help translate outreach materials. More than 1,800 respondents shared their vision for the site over three open houses, three surveys, and multiple stakeholder and focus group discussions. The process created a flexible and creative plan to produce a successful and economically viable outcome for both the community and property owners. The Master Plan includes a baseline concept, preferred concept, and an alternative concept, as well as a phasing strategy and associated costs to ensure a realistic approach to developing the site. Additional design guidelines help solidify the vision that the community has voiced throughout this process.

PLANNING URBAN DESIGN LANDSCAPE ARCHITECTURE HISTORIC PRESERVATION COMMUNITY ENGAGEMENT

SUN PRAIRIE, WI

STATISTICS

Start Date: April 2019
Completed: January 2020

REFERENCE

Scott Kugler, Community Development
Director
City of Sun Prairie
(608) 825-0851
skugler@cityofsunprairie.com

**THE
LAKOTA
GROUP.**



Vision Clark Street Corridor Plan

The Lakota Group was engaged by Rogers Park Business Alliance to create a corridor plan for Clark Street in the heart of the Rogers Park neighborhood. Significant bilingual outreach to residents and business owners was performed to ensure the plan reflected the vision of the overall community. Over 350 people attended the first two community meetings and 500 online and in-person surveys were completed. The final Corridor Master Plan synthesized all of the feedback received throughout the plan and graphically illustrates the issues and opportunities of the corridor and the vision for its future. Concepts outlined in the plan include economic development strategies, design, signage and wayfinding improvements, multi-modal transportation improvements and the enhancement and preservation of neighborhood character and history. An extensive implementation action plan was included to guide the community in achieving this vision.

CHICAGO, IL

STATISTICS

Start Date: March 2017

Completed: December 2017

REFERENCE

Sandi Price, Executive Director
Rogers Park Business Alliance
(773) 508-5885
sprice@rpba.org

PLANNING URBAN DESIGN LANDSCAPE ARCHITECTURE HISTORIC PRESERVATION COMMUNITY ENGAGEMENT

**THE
LAKOTA
GROUP.**



Local Historic District Community Engagement

The City of Stoughton and the Stoughton Landmarks Commission initiated a community engagement process to gauge community support for a Downtown Stoughton Local Historic District. The City engaged The Lakota Group to conduct an inclusive community engagement process, assess the City's historic preservation review process, design guidelines and downtown planning overlay district. The community engagement process included interviews with stakeholders and downtown property owners, a public open house, online workshop and survey, and a final presentation of the findings. Going forward, the City of Stoughton will use the results of the community engagement process to make important planning decisions regarding future preservation efforts in Downtown Stoughton.

STOUGHTON, WI 

STATISTICS

Start Date: October 2019

Completed: January 2021

REFERENCE

Peggy Veregin, Chairperson
Stoughton Landmarks Commission, City of
Stoughton
(847) 323-1622
peggyveregin.hp@gmail.com

PLANNING URBAN DESIGN LANDSCAPE ARCHITECTURE HISTORIC PRESERVATION COMMUNITY ENGAGEMENT

**THE
LAKOTA
GROUP.**

3 PROJECT UNDERSTANDING AND APPROACH

SB FRIEDMAN UPDATED SCOPE OF SERVICES – MARCH 9, 2022

Village of Glen Ellyn - Affordable Housing Assessment

Outlined below is our proposed adjusted scope of services based on our discussions to date.

PHASE 1 SCOPE OF SERVICES

1. **Review Existing Housing Studies/Data and Prepare Data Request.** We will obtain and review background materials and previous studies, including any socioeconomic and housing-related data available through the Village and DuPage County. Following a review of these materials, we will prepare a data request outlining additional information and materials that would be helpful or necessary for our analysis, including property-level data, historic housing permit data, affordable housing inventory data, information on any residential developments in the pipeline, and other Village data sources.
2. **Prepare Engagement Plan, Brand, Website and Social Media.** In collaboration with the Village, Lakota will craft an engagement plan that outlines all engagement activities during the planning process, mutual responsibilities, and timeline/sequence. We anticipate that a list of key stakeholders and stakeholder groups will be provided by the Village. Lakota will create a project brand logo and tagline, as well as a project-specific website and/or social media pages (i.e., Facebook, Instagram, etc.) for communicating throughout the study. Lakota will collaborate with the Village marketing and communication personnel to ensure consistent messaging.
3. **Advise Village on Establishing a Steering Committee.** We will provide guidance to the Village on the establishment of a Steering Committee. Based on our recent experience, we recommend a Steering Committee of 8-10 members that would represent a diversity of backgrounds and experience. The Steering Committee could include elected officials, representatives of local taxing agencies (e.g., school, park and library districts), key institutions or employers, engaged residents, affordable housing developers and advocates, and other real estate professionals. The Steering Committee would:
 - Serve as key informants, as well as technical and strategic advisors during the study
 - Assist with public outreach efforts
 - Review the deliverable and meeting materials

Our proposed budget assumes two virtual meetings with the Steering Committee. In our experience, virtual steering committee meetings result in higher participation rates. Our budget assumes the Village will coordinate meeting scheduling.

4. **Conduct Virtual Project Kickoff Meeting with Village Staff.** We will coordinate with the Village to schedule a virtual kickoff meeting. The purpose of the meeting will be to introduce the project team; confirm project goals and objectives; and discuss the overall timeline, key milestones, and points at which we will check in with Village staff.

5. **Conduct Virtual Project Kickoff Meeting with Steering Committee.** We will then conduct a kickoff meeting with the Steering Committee to confirm goals and objectives for the study and collect information from Steering Committee members regarding housing challenges and opportunities. We will also discuss the overall project timeline and future touchpoints with the Steering Committee and Village Board. Our budget assumes the Village will schedule the virtual Steering Committee meetings.
6. **Conduct Fieldwork/Windshield Survey.** Members of our team will drive/walk through various neighborhoods to experience the Village's housing market, evaluate existing conditions and assess how the local market is responding to evolving real estate trends.
7. **Conduct Virtual Stakeholder and Key Informant Interviews.** SB Friedman and Lakota, working with the Village, will conduct up to three virtual input sessions with a variety of stakeholders and key informants to identify core issues, collect primary data and gain a deeper understanding of Glen Ellyn. We anticipate that Village staff will schedule the virtual input sessions. Key informant interviews are likely to include the following:
 - **Realtors and Developers.** We will discuss recent and planned new construction development, housing demand, market activity, obstacles to homeownership, and population cohorts that are unable to find appropriate housing in the Village with selected realtors, homebuilders and/or developers. These interviews will also provide important information on the regional context.
 - **Affordable Housing Organizations and Operators.** We will discuss demand for affordable housing and obstacles to development and homeownership.
 - **Specialty Housing Resources.** We will discuss housing barriers for those with special needs, including the homeless, seniors, and people with disabilities.
8. **Assess Demographic and Socioeconomic Characteristics.** Demographics of age, income, household change and housing preferences will provide a profile of current residents and how these variables have changed over the past 10 years. We will aggregate and analyze the following data points:
 - Population and household counts
 - Population by race/ethnicity, foreign-born status, veteran status and disability
 - Historical population and household change
 - Households by age and income of householder (current and change over the last 10 years)
 - Household size
 - Median household income (total and for owner- and renter-occupied households)
 - Housing preferences by age and income

We will map the spatial distribution of key variables by Census tract to understand geographic trends and assist in identifying any concentrations of household types or populations (e.g., lower income, seniors) that may have particular housing needs.

We will review population and employment projections prepared by several sources and will discuss the various sources with the Village to determine which projections should be included in our analysis of future housing needs.

9. **Conduct Economic Analysis.** We will analyze the economic base of Glen Ellyn by industry sector using EMSI, Longitudinal Employer-Household Dynamics (LEHD) data, U.S. Census Bureau Center for Economic Studies and other available data sources. We will evaluate current commuting patterns using LEHD data to determine where

Glen Ellyn residents work and where employees at Glen Ellyn businesses live. Information assembled in this step will be used to identify gaps in workforce housing and projected impacts of economic growth on the housing market.

10. Conduct Housing Affordability and Cost Burden Analyses. We will develop a housing affordability model which will be used to evaluate whether a mismatch is occurring between the affordability of the existing housing stock (both for-sale and rental) and current residents' incomes in Glen Ellyn. The model will compare the number of households by income cohort to the housing stock affordable at 30% of a household's gross income. The affordability assessment will be based on Census data on housing units, home values and rents, household income, and tenure. We will also review and map the number and spatial distribution of cost-burdened households. For comparison purposes, we may consider the share of cost-burdened renters and owners in the County and nearby municipalities.

11. Inventory and Analyze Existing Housing Stock. Working with available proprietary private databases, along with federal, state, regional and Village data, we will evaluate the existing Village housing supply. Key variables will include:

- Overall housing profile (i.e., age, tenure, occupancy)
- Housing units by typology (single-family, condominium, town home, multifamily, etc.)
- Housing values and rent levels (for both Glen Ellyn and comparable communities in the County)
- Historic housing permit activity
- Inventory of legally restricted affordable housing
- Inventory of market-rate and senior multifamily housing (unit mix, average size, occupancy, rents, etc.)

We anticipate using the following data sources to collect various datapoints and conduct analyses:

- *U.S. Census, American Community Survey (ACS) and Esri:* Overall metrics on age, tenure, occupancy, typology and housing value
- *Village Residential Building Permits:* Recent and under-construction housing development by type and tenure
- *NIC MAP Data Service:* Inventory of market-rate senior housing, including independent living, assisted living, and memory and nursing care for both the Village and region
- *CoStar:* Data on rental properties, including overall inventory, unit mix, average size, occupancy, rents, amenities, and proposed or under-construction rental developments

Based on our experience, detailed data regarding existing affordable housing often must be obtained directly from affordable housing operators. Working with Village staff, we will identify legally restricted affordable product in the Village. We will conduct limited outreach to operators as needed to obtain information on unit mix, affordability, tenant characteristics, vacancy and waitlists.

We will aggregate the information outlined above to analyze housing market trends over the last 10 years, including trends in rental housing (supply, rents, occupancy, absorption of new product, etc.) and for-sale housing (supply, sales prices, pace of sales, length of time on the market, etc.). Our analysis will also include a comparison of housing pricing (median sales prices and rents) relative to comparable communities in the County.

12. Evaluate Village Policies and Regulations. The project team will review the current policies and regulations in the zoning and buildings codes, future land use designations, and other regulations/policies which incentivize or deter

applicants from developing a variety of housing typologies and suitable housing for residents with a range of incomes.

13. **Advise Village with Public Input Survey.** The study will garner public input via a survey available to residents, employees working in the Village, and other community members. The survey will solicit input from the participants regarding housing conditions, housing needs, preferred types of housing or typologies lacking in the area, and desired residential amenities. Village staff will internally prepare, distribute and aggregate the responses from the survey. A limited amount of time is included without the project team budget to advise the Village on the questions included and strategies for distribution.
14. **Conduct Public Outreach During Two Community Events.** Representatives from the project team will attend up to two community events to spread awareness about the housing study, engage residents through informal discussions, collect public input via paper copies of the survey, and publicize the upcoming public meeting.
15. **Prepare Residential Demand Forecast Model.** We will develop a housing demand forecast model at various age and income levels using detailed U.S. Census and ACS data for the Village of Glen Ellyn. The model will incorporate regional preferences for housing product type by age and income of householder, based on a custom cross-tabulation of ACS data, as well as population and household projections through 2030. Applying historical preference data to future household projections by age and income will provide forecasted future demand for new housing by age group and income level. We will determine the types of housing that are currently underrepresented and those that are anticipated to be needed in the future.
16. **Conduct Virtual Steering Committee Meeting on Existing Conditions and Key Housing Challenges.** The project team will share our findings on existing conditions and key housing challenges identified in our various analyses, stakeholder and key informant interviews and the public input survey. This virtual Committee Meeting will parallel the agenda of the public meeting. This is an opportunity for the Steering Committee Meeting to provide feedback on the aggregated information prior to the public meeting.
17. **Conduct Public Meeting on Existing Conditions and Key Housing Challenges.** The project team will lead a public meeting to share our findings on existing conditions and key housing challenges identified in our various analyses, stakeholder and key informant interviews and the public input survey. The public engagement will be an educational opportunity for both the public and the project team. The stakeholder interviews, public survey, and public meeting will provide an opportunity for community members to share their lived experiences, which will be used to validate/supplement the results of our analyses.
18. **Prepare Slide Deck and Present Findings to Village Board.** We will prepare a condensed slide deck highlighting key findings from our Housing Needs Assessment. We will then present our findings during one Village Board meeting. This meeting is assumed to be in person and our budget reflects travel time.
19. **Prepare Housing Needs Assessment Briefing Book.** We will compile a Housing Needs Assessment briefing book to convey data and findings to the Village. The briefing book will document our approach and methodology, findings of our analyses, and feedback from the stakeholder and key informant interviews, the public input survey and public meeting. The briefing book will be data-driven and communicate information, where appropriate, through infographics, maps and other data visualizations, with summary text. We will provide the draft deliverable to the Village for review and will hold a conference call to discuss comments, questions and suggested revisions. (Our budget assumes one round of substantive edits).

PHASE TWO (OPTIONAL)

1. **Conduct Virtual Steering Committee Meeting.** The project team will reengage the same Steering Committee in a virtual meeting to review unmet housing needs and challenges, both today and in the future. We will lead a discussion on which housing needs are a priority.
2. **Prepare Toolkit of Strategies to Address Priority Housing Needs.** SB Friedman will develop a briefing book outlining a menu of proven and innovative policy, strategy and program options based on the Village's goals, our analysis of the current housing market, expected demographic and economic changes, regulatory and financial considerations, and the vision for suitable housing. These tools will address key aspects of future housing and community development, including relevant policies or strategies related to:
 - Meeting future housing needs through 2030
 - Maintaining affordability and promoting a diverse, suitable housing stock for residents and employees
 - Maintaining/enhancing community character
 - Attracting homebuilders/developers specializing in unmet product types and affordability needs
 - Identifying potential programs or projects to prioritize housing challenges
 - Administering and overseeing progress
 - Addressing other issues that are raised during the study

Policy, strategy and program options will be identified through SB Friedman's relevant experience in similar communities and targeted additional research. The intent of the toolkit is to provide information for the Village Board and staff to decide which tools to advance and implement.

3. **Identify Sites Suitable for Affordable Housing.** The project team, with assistance from the Village, will identify sites suitable for affordable housing. Parcels will be identified by considering transit accessibility, walkability, amenities, current use, ownership and any additional considerations identified through the study. Our findings will be incorporated into the draft briefing book.
4. **Conduct Virtual Steering Committee Meeting.** The project team will prepare a summary slide deck and present the toolkit and site suitability analysis to the Steering Committee. We will then lead a discussion with the Steering Committee focused on identifying which strategies would be feasible and effective given local considerations. We will incorporate any feedback from the Steering Committee presentation into the summary slide deck and draft briefing book.
5. **Present Housing Strategies to Village Board.** We will then present our findings during one Village Board meeting. This meeting is assumed to be in person and our budget reflects travel time.
6. **Finalize Toolkit and Sites Suitable for Affordable Housing.** Following the Village Board meeting, we will provide the draft briefing book to the Village for review and will hold a conference call to discuss comments, questions and suggested revisions. (Our budget assumes one round of substantive edits).

ADDITIONAL SERVICES (BUDGET TO BE DETERMINED)

1. **Additional Meetings.** Our proposal assumes three Steering Committee meetings, one public community meeting, and one Village Board meeting. Should the Village choose to expand their engagement, each additional meeting is estimated to cost the following (including travel time when necessary):

- Steering Committee (virtual): \$1,500-7,500
- Public Community Meeting (in-person): \$6,000-10,000
- Village Board (in-person): \$4,000-8,000

The range is meant to account for variation in terms of the amount of prep time that is needed. If we are presenting content that has already been presented through a different forum, the prep time will be minimal. However, if we are presenting new content, additional time will be needed to prepare materials. Members of the team can also be present at various meetings to answer questions, if requested.

2. **Additional Revisions.** Our proposal assumes one opportunity for the Village to provide feedback to our written deliverable. Our budget assumes Village staff will consolidate the feedback provided by various reviewers. It is difficult to estimate a budget for additional rounds of revisions without knowing the extent of the revisions and the number of reviewers. For budgeting purposes, we estimate approximately \$2,300 per additional round of edits, but we will need to establish a budget at the time of the request.

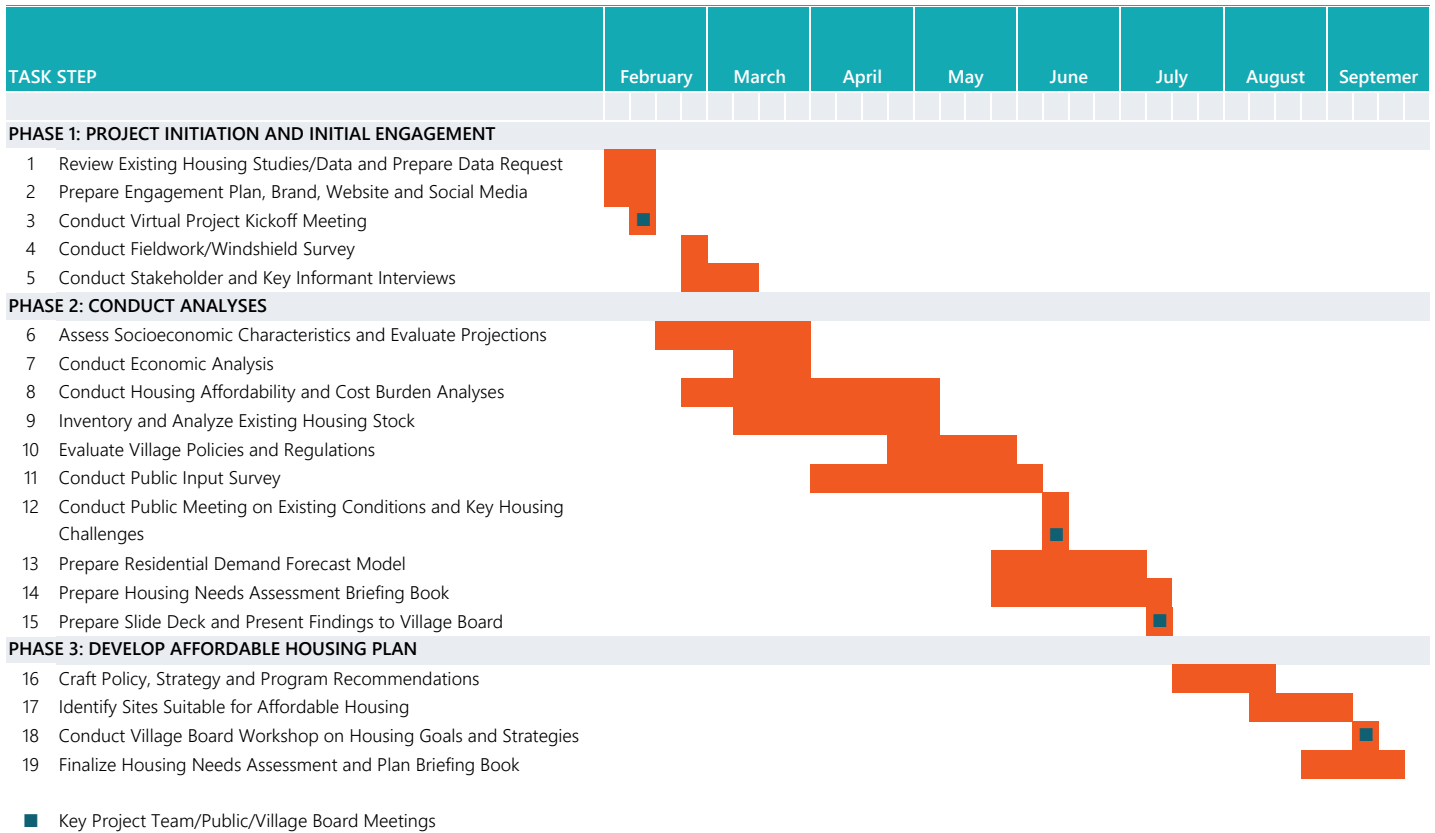
4 PROPOSED BUDGET AND SCHEDULE

ESTIMATED BUDGET		SB Friedman	Lakota
TASK STEP		Total	Total
1	Review Existing Housing Studies/Data and Prepare Data Request	\$1,405	\$0
2	Prepare Engagement Plan, Brand, Website and Social Media	\$685	\$2,630
3	Advise Village on Efforts to Establish a Steering Committee	\$770	\$195
4	Conduct Virtual Project Kickoff Meeting with City Staff	\$1,420	\$670
5	Conduct Virtual Project Kickoff Meeting with Steering Committee	\$1,600	\$670
6	Conduct Fieldwork/Windshield Survey	\$2,600	\$0
7	Conduct Virtual Stakeholder and Key Informant Interviews	\$3,390	\$0
8	Assess Demographic and Socioeconomic Characteristics	\$3,960	\$0
9	Conduct Economic Analysis	\$2,810	\$0
10	Conduct Housing Affordability and Cost Burden Analyses	\$4,750	\$0
11	Inventory and Analyze Existing Housing Stock	\$6,260	\$0
12	Evaluate Village Policies and Regulations	\$3,600	\$0
13	Advise Village with Public Input Survey	\$510	\$390
14	Conduct Public Outreach During Two Community Events	\$1,530	\$4,020
15	Prepare Residential Demand Forecast Model	\$8,010	\$0
16	Conduct Virtual Steering Committee Meeting on Existing Conditions and Key Housing Challenges	\$6,170	\$1,340
17	Conduct Public Meeting on Existing Conditions and Key Housing Challenges	\$4,970	\$3,630
18	Prepare Slide Deck and Present Findings to Village Board	\$7,280	\$780
19	Prepare Housing Needs Assessment	\$15,990	\$0
	Total Hours	369	87
	Total Professional Fees	\$77,710	\$14,325
	Plus Reimbursable Travel and Expenses	\$1,700	
	TOTAL ESTIMATED BUDGET	\$93,735	

ESTIMATED PHASE TWO BUDGET		SB Friedman	Lakota
TASK STEP		Total	Total
1 Conduct Virtual Steering Committee Meeting		\$1,600	
2 Prepare Toolkit of Strategies to Address Priority Housing Needs		\$9,470	
3 Identify Sites Suitable for Affordable Housing		\$5,190	
4 Conduct Virtual Steering Committee		\$6,170	
5 Present Housing Strategies to Village Board		\$6,490	
6 Finalize Toolkit and Sites Suitable for Affordable Housing.		\$3,990	
Total Hours		149	
Total Professional Fees		\$32,910	
Plus Reimbursable Travel and Expenses		\$100	
TOTAL ESTIMATED BUDGET		\$33,010	

ADDITIONAL SERVICES BUDGET: TO BE DETERMINED

SCHEDULE



5 KEY PERSONNEL QUALIFICATIONS

KEY PERSONNEL QUALIFICATIONS

SB Friedman maintains a diverse, highly-trained staff of 27, including two marketing and two administrative staff. All of the professional staff members regularly perform a range of economic development analysis and advisory services for public- and private-sector clients, affording the firm substantial capacity to respond to tight deadlines and challenging assignments. We are committed to recruiting and hiring employees from diverse backgrounds.

Below are summaries of the key individuals who are proposed to work on this assignment. Detailed resumes follow.

FRAN LEFOR ROOD, AICP, SENIOR VICE PRESIDENT

PROJECT ADVISOR

Fran's in-depth understanding of housing— from national housing market dynamics to project-level feasibility— allows her to provide custom advice and assist clients in reaching their development and community goals. Fran has led citywide residential needs analyses and housing action plans/policies to address affordability and other key housing issues in Wauwatosa, Wisconsin and Naperville, Illinois, and currently in Sun Prairie, Wisconsin. She has assisted the City of Kansas City, Missouri in evaluating the potential impacts of an affordable housing set-aside requirement for projects seeking public financial assistance. She also has technical expertise in both financing and analyzing market conditions for affordable housing and has assisted several non-profit housing developers in structuring financing for affordable and mixed-income projects. Fran is a Series-50 Qualified Municipal Advisor Representative.

LANCE DORN, VICE PRESIDENT

PROJECT MANAGER

Lance specializes in market and financial feasibility analysis, public-private development finance, and economic development strategy. Since joining the firm, Lance has assisted in structuring a fund focused on the preservation of naturally-occurring affordable housing for the Community Investment Corporation, and prepared a citywide residential market assessment and housing action plan to address key housing issues facing the City of Wauwatosa, Wisconsin. He has also prepared citywide housing needs analyses in Naperville, Illinois, and equitable retail and residential redevelopment strategies for Grand Rapid's South Division corridor.

ELENA CAMINER, ASSOCIATE PROJECT MANAGER

RESEARCH AND POLICY ANALYST

Elena specializes in market feasibility, real estate economics and economic development. At SB Friedman, she has: assembled an affordable housing strategy toolkit for a citywide housing study in Naperville, Illinois; conducted an assessment of the housing stock and retail development opportunities in the Near West and East Garfield Park neighborhoods in Chicago; completed financial analyses to support Chicago-based affordable housing clients in preparing TIF and other funding applications; and evaluated the market potential for all major land uses including housing as part of major TOD planning efforts in Charleston, South Carolina and Rochester, Minnesota.

SIRAJ ASFAHANI, AIA, SENIOR ASSOCIATE

LAKOTA PROJECT MANAGER / COMMUNITY ENGAGEMENT LEAD

Siraj is an architect and urban planner with experience in different fields of design. His portfolio includes a range of projects, such as downtown planning, placemaking, park and recreational master plans, unconventional public spaces, wayfinding and urban restoration. Siraj believes that good design is innovative, practical, and long lasting. His skill set ranges from computer-aided graphics, rendering, and branding to construction drawings and onsite fieldwork. He also brings expertise in community engagement and has recently managed a public engagement process as part of a housing study for the City of Sun Prairie, Wisconsin.

HANNAH BADER, ASSOCIATE

COMMUNITY ENGAGEMENT AND LAND USE SUPPORT

Hannah is a designer and planner whose background focuses on environmental design and urban planning with an emphasis in equitably driven community and economic development. Her experience has led her to work on a wide range of projects from city park designs and mixed-use developments to comprehensive planning and community engagement. The intersection between design and public engagement fuels her passion to give voice to different groups and ideas, finding innovative solutions to complex problems.



FRAN LEFOR ROOD, AICP

SENIOR VICE PRESIDENT

Fran is an expert in real estate market analysis and development strategy, housing plans and policy, and public-private partnership finance. Her custom advice assists clients in reaching their development and community goals. Fran has technical expertise in both analyzing market conditions and financing for a range of land uses, including affordable and market-rate housing, retail, office and industrial. She has led citywide housing needs analyses in Naperville, IL, and Wauwatosa, WI, and assisted several non-profit housing developers in structuring financing for affordable and mixed-income projects. She has also conducted market studies and other analyses in support of their funding applications. Fran is a Series-50 Qualified Municipal Advisor Representative.

EDUCATION

Master in Urban Planning and Policy,
University of Illinois at Chicago

Bachelor of Arts in Public Policy, University
of Chicago

PROFESSIONAL/CIVIC ORGANIZATIONS

American Planning Association/American
Institute of Certified Planners (AICP)

Council of Development Finance Agencies

The Goldie Initiative

Illinois Housing Council

Illinois Tax Increment Association

Lambda Alpha International-Ely Chapter

SELECT PUBLICATIONS

2019, "The Nexus Between Land Use and
Fiscal Balance" (with R. Bose), American
Planning Association (APA) Zoning Practice

2015, "Will There Be a Resurgence of
Development in 2015," ILCMA Newsletter

2014, "(Re-) Development Strategy: The
Bridge from Goals to Implementation"
(with S. Friedman & G. Dickinson), ILCMA
Newsletter

SELECT PRESENTATIONS

"Future of Housing Trends and the Housing
Market: Housing Affordability and Mixed
Housing Strategies" (IL Financial Forecast
Forum, 2021)

"Financial Feasibility Analysis & Deal
Structuring" (CDFA Summer School, 2019)

"Undertaking Transformative Projects" (ITIA
Conference, 2017)

"Making a Good Deal: Financial Gap
Analysis and Deal Terms" (APA IL
Conference, 2017)

PROJECT EXPERIENCE

Citywide Housing Study & Strategy • Sun Prairie, WI

Leading an analysis the existing housing stock and demographic trends in Sun Prairie to identify housing gaps and conducting stakeholder outreach to better understand local development trends, challenges, and competitiveness with peer communities

Citywide Housing Needs Assessment and Toolkit • Naperville, IL

Conducted data-driven assessment to determine whether existing housing stock meets current and projected needs, identified housing-related issues and unmet needs, and identified programs and policies to address housing issues; currently working with City to evaluate and structure an affordable housing program

Citywide Comprehensive Housing Study & Needs Analysis • Wauwatosa, WI

Led a comprehensive housing study and needs analysis for the City of Wauwatosa, Wisconsin

Citywide Housing Policy & Action Plan • Wauwatosa, WI

Formulated strategies to leverage housing opportunities and address housing challenges

Kansas City Affordable Housing Set-Aside Sensitivity Analysis • Kansas City, MO

Led a review of market conditions and evaluated the impact of a proposed affordable housing set-aside ordinance on a subset of multifamily projects that have received public assistance to determine the ordinance's impact on project financial feasibility

Various Residential Market Analyses • Chicago, IL & Normal, IL

Managed affordable residential market analyses in support of Low Income Housing Tax Credit financing applications throughout Illinois

Affordable Housing Financial Structuring • Chicago, IL

Led or managed the structuring of affordable housing transactions for several non-profit developers in Chicago; projects include Lazarus Apartments in North Lawndale and Casa Queretaro in Pilsen

We Will Chicago Citywide Plan • Chicago, IL

Serving as the research lead for the Housing & Neighborhoods thematic pillar in support of Chicago's first citywide plan in over 50 years

Downtown and Riverfront Crossing Plan • Iowa City, IA

Conducted residential and office market analyses to inform strategic plans for two downtown districts that had seen substantial residential development for students at the University of Iowa

Comprehensive Plan Updates • Various Locations

Led numerous market analyses to evaluate residential mix and future potential, as well as potential for other land uses as part of comprehensive plan updates for multiple communities, including Libertyville and Winnetka, Illinois



LANCE DORN

VICE PRESIDENT

Lance specializes in market and financial feasibility analysis, public-private development finance, and economic development strategy. Since joining the firm, Lance has assisted in structuring a fund focused on the preservation of naturally-occurring affordable housing for the Community Investment Corporation, and prepared a citywide residential market assessment and housing action plan to address key housing issues facing the City of Wauwatosa, Wisconsin. He has also prepared citywide housing needs analyses in Naperville, Illinois, and equitable retail and residential redevelopment strategies for Grand Rapids's South Division corridor.

EDUCATION

Master of Real Estate Development,
University of Maryland

Graduate Certificate, Urban Geographic
Information Systems, University of
Wisconsin-Milwaukee

Bachelor of Arts, with an emphasis
in Urban Development, Urban Planning
and Real Estate, University of Wisconsin-
Milwaukee

PROFESSIONAL/CIVIC ORGANIZATIONS

Chicago Central Area Committee

Urban Land Institute (ULI), ULI Chicago
Product Councils

Urban Land Institute, Building a More
Equitable and Resilient Chicago Region,
Steering Committee

SELECT PUBLICATIONS

2019, "My Community Has
Adopted a Development Plan – What's
Next?" ILCMA Newsletter

2017, "Constructing Effective Public-Private
Partnerships" (with G. Dickinson) American
Planning Association PAS Memo

2016, "Reviewing a Deal: Finding the Right
Size and Structure" (with G. Dickinson),
ILCMA Newsletter

SELECT PRESENTATIONS

"Financial Gap Analysis and Deal Making"
(UIC CUPPA Deal Making & Negotiation
Analysis Course, Spring 2019)

"Public-Private Partnerships for
Development – Best Practices" with S.
Friedman, (Lorman Education Services, April
2018)

PROJECT EXPERIENCE

Citywide Housing Needs Assessment and Toolkit • Naperville, IL

Conducted data-driven assessment to determine whether existing housing stock meets current and projected needs, identified housing-related issues and unmet needs, and identified programs and policies to address housing issues

Citywide Housing Policy & Action Plan • Wauwatosa, WI

Formulated strategies to leverage housing opportunities and address housing challenges

Citywide Comprehensive Housing Study & Needs Analysis • Wauwatosa, WI

Prepared a citywide residential market assessment to identify key housing issues facing the City of Wauwatosa, Wisconsin

Casa Queretaro Financial Structuring • Chicago, IL

Assisted in structuring financing for a 45-unit affordable housing development, which included low income housing tax credits, tax exempt bonds and TIF financing, in the Pilsen neighborhood

CIC Opportunity Investment Fund Structuring • Chicago, IL

Analyzed and assisted in structuring a fund focused on preserving naturally-occurring affordable housing in the Chicago region for the Community Investment Corporation

CIC Opportunity Investment Fund Administration Services • Chicago, IL

Through an ongoing agreement, assisting CIC with administrative tasks related to the OIF, including financial analysis, bookkeeping, and financial reporting

Equitable Growth through TOD Study • Milwaukee, WI

Evaluated programs and policies to facilitate equitable redevelopment along a proposed extension of the Milwaukee Streetcar and analyzing the financial feasibility of redeveloping nine key catalytic sites

South Division Corridor Plan • Grand Rapids, MI

Evaluating the market potential for commercial uses and assisting in preparing equitable retail and residential redevelopment strategies for Grand Rapids's South Division corridor

University Park Housing & Retail Market Feasibility Study • Gary, IN

Analyzed the market potential for residential and commercial uses in the neighborhoods adjacent to Indiana University Northwest

TRP Affordable Housing Financial Advisory Services • Chicago, IL

Assisted The Resurrection Project, a Chicago affordable housing developer, in identifying alternative financing structures to acquire market-rate multifamily properties for future conversion to tax credit projects

Momentum Midland Downtown Redevelopment Advisory Services • Midland, MI

Prepared a downtown redevelopment strategy and provided development advisory and developer solicitation services



ELENA CAMINER

ASSOCIATE PROJECT MANAGER

Elena specializes in market feasibility, real estate economics and economic development. At SB Friedman, she has: assembled an affordable housing strategy toolkit for a citywide housing study in Naperville, Illinois; conducted an assessment of the housing stock and retail development opportunities in the Near West and East Garfield Park neighborhoods in Chicago; completed financial analyses to support Chicago-based affordable housing clients in preparing TIF and other funding applications; and evaluated the market potential for all major land uses including housing as part of major TOD planning efforts in Charleston, South Carolina and Rochester, Minnesota.

EDUCATION

Bachelor of Arts in Urban Studies, Barnard College at Columbia University

Bachelor of Arts in Ethics, The Jewish Theological Seminary of America

PROFESSIONAL/CIVIC ORGANIZATIONS

Women in Planning & Development

PREVIOUS EXPERIENCE

Analyst, AECOM Real Estate Economics

Research Fellow, AECOM Real Estate Economics

Intern, City of Chicago Department of Planning and Development

PROJECT EXPERIENCE

Citywide Housing Study & Strategy • Sun Prairie, WI

Analyzing the existing housing stock and demographic trends in Sun Prairie to identify housing gaps and conducting stakeholder outreach to better understand local development trends, challenges, and competitiveness with peer communities

Citywide Housing Needs Assessment and Toolkit • Naperville, IL

Prepared an affordable housing toolkit with more than 20 programs, policies and strategies to preserve and add affordable housing in Naperville; currently working with City to evaluate and structure an affordable housing program

Chicago Housing Survey and Design Guidelines • Chicago, IL

Evaluated the housing stock and retail development opportunities in the Near West and East Garfield Park neighborhoods in Chicago, conducted a citywide assessment of legally restricted and naturally occurring affordable housing, and provided development recommendations

Market & Feasibility Support for Affordable Housing Developers • Chicago, IL

Evaluated market feasibility for various retail tenants and demand for affordable housing at City-owned site; supported client on analysis and materials for their response to a City RFP

Hispanic Housing Development Corporation Application Support • Chicago, IL

Prepared supplemental TIF applications for an affordable housing project in the Humboldt Park and West Town neighborhoods, including a financial analysis of TIF revenue streams and obligations to evaluate funding feasibility

Lawndale Christian Development Corporation Market Assessment • Chicago, IL

Prepared a site and market assessment for Lazarus Apartments in North Lawndale which included an assessment of the existing inventory within a primary market area, analysis of the existing community penetration rate, and comparison of the amenities, rents, occupancy and target populations for comparable properties; drafted funding applications to the Illinois Housing Development Authority and Chicago Housing Authority for the project

Lowcountry Rapid Transit TOD Planning Study • Charleston, SC Region

Analyzed the Berkeley-Charleston-Dorchester counties' market as part of a TOD plan to project the development impact of a proposed BRT line (the "Lowcountry Rapid Transit"); analyzed existing affordable housing to develop a housing affordability strategy

Rochester Downtown Circulator TOD Planning • Rochester, MN

Evaluated transit-oriented development potential as part of a Downtown Circulator planning effort for the 4-mile BRT line; assessment included evaluation of market potential by land use and considered the multiplier impact that a high-quality BRT system can have on the value, pace and density of development.

Central Virginia Training Center Redevelopment Plan • Lynchburg, WV

Evaluated the real estate market in the Lynchburg MSA to inform redevelopment plan for a former hospital site



SIRAJ ASFHANI AIA

SENIOR ASSOCIATE | 2016 - PRESENT

HOMETOWN

Beirut, Lebanon

EDUCATION

DePaul University

Master of Sustainable Urban
Development
Chicago, IL
(2017)

Harvard School of Design

Master of Sustainable Urban Executive
Studies in Urban Design
Boston, MA
(2016)

Lebanese American University

Bachelor of Architecture
Minor in Graphic Design
Beirut, Lebanon
(2015)

ORGANIZATIONS

- American Institute of Architects
- American Planning Association
- Chicago Architecture Foundation

EXPERIENCE

Years with Lakota: 5
Years of Practice: 8

THE
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PLACE

Siraj is an architect and urban planner with experience in different fields of design. His portfolio includes a range of projects, such as downtown planning, placemaking, park and recreational master plans, unconventional public spaces, wayfinding and urban restoration. Siraj believes that good design is innovative, practical, and long lasting. His skill set ranges from computer-aided graphics, rendering, and branding to construction drawings and onsite fieldwork. Multidisciplinary design is his strong point, as he combines his architectural training with his urban design knowledge.

SIGNATURE PROJECTS

Sun Prairie Housing For All - Sun Prairie, WI

The City of Sun Prairie has embarked on a housing needs assessment, working with The Lakota Group alongside SB Friedman. This housing study will provide City staff, elected officials, and the Sun Prairie community a better understanding of the housing market, housing challenges, and current and future unmet needs. Housing for All will consider ways to manage change and balance community needs, while embracing the Sun Prairie history and heritage moving forward, to ensure there are housing opportunities for all. Siraj managed the engagement and outreach process to ensure meaningful and all-inclusive public participation that engages community members, residents, and property owners, among other interested stakeholders.

Vision Clark Street Master Plan - Chicago, IL

Lakota is working with the Rogers Park Business Alliance to help engage the community and create a shared vision for the revitalization of their downtown. Branded materials created for the project brought visual unity to the engagement and planning process and were woven into concepts for placemaking and urban design improvements. Siraj aided the team in producing renderings, marketing for the public events, and facilitating the community open house.

Sandpoint Arts Culture & Historic Preservation Plan - Sandpoint, ID

The Lakota Group worked on the refinement of preliminary arts and culture planning concepts presented during the Community Speak-Out and the integration of community engagement findings into an Arts and Culture Plan. Siraj assisted in research, graphics creation and public outreach process.

Denton Historic Preservation Plan - Denton, TX

The City of Denton and its Historic Landmark Commission worked with the Lakota Group to update its Historic Preservation Plan that will build on prior preservation programs and initiatives, highlight community-supported preservation planning policies, and provide key strategies for short- and long-term implementation. Siraj managed data, mapping, public outreach process and graphic production, and assisted with research.

Tinley Park Downtown Placemaking Study and Plaza Design - Tinley Park, IL

As part of the overall Placemaking Plan for downtown Tinley Park, The Lakota Group is currently studying and developing several land planning scenarios for key downtown opportunity sites, including mixed-use and multi-family residential buildings. Lakota is designing and illustrating desired and appropriate form, massing, orientation, and character necessary to support functional, attractive and activated public space. After the downtown development phase, Lakota is designing Harmony Square, a plaza in downtown Tinley Park. Siraj is assisting in research, design, graphics production and the public engagement process.



HANNAH BADER

ASSOCIATE | 2020 - PRESENT

HOMETOWN

Cincinnati, Ohio

EDUCATION

University of Illinois

Master of Urban Planning and Policy
Chicago, IL
(2020)

University of Colorado

Master of Sustainable Urban Executive
Studies in Urban Design
Boulder, CO
(2016)

ORGANIZATIONS

- American Planning Association
- Women in Planning and Development

EXPERIENCE

Years with Lakota: 1
Years of Practice: 4

Hannah is a designer and planner whose background focuses on environmental design and urban planning with an emphasis in equitably driven community and economic development. Her experience has led her to work on a wide range of projects from city park designs and mixed-use developments to comprehensive planning and community engagement. The intersection between design and public engagement fuels her passion to give voice to different groups and ideas, finding innovative solutions to complex problems.

SIGNATURE PROJECTS

City of Burlington Vision 2040 Plan - Burlington, WI

The Lakota Group is leading a collaborative planning process with community residents and stakeholders to create a Comprehensive Plan for the City of Burlington. The plan seeks to visualize and assess the appropriate land use mix, community character, housing, and economic development needs - while considering planning strategies for sustainable growth, enhancing community appearance, and adding new recreational and open space amenities. Hannah was involved with the production of marketing materials for public engagement, facilitating community workshops, and synthesis of findings into illustrious documents and presentations.

Downtown Cary Strategic Plan - Cary, IL

The Village of Downtown Cary is creating a strategic plan to identify, initiate, and implement design and development improvements to create a bustling, welcoming, safe, and fun downtown. Lakota is working through a community-led planning process to create a vision for downtown Cary with a focus on future land uses, connections, and infrastructure improvements that will encourage private investment near the Metra station. Hannah supported the graphic production of concepts, supplemental graphics and maps for findings, and public engagement process.

Cicero Avenue Corridor Study - Chicago, IL

The City of Chicago Department of Transportation (CDOT) is partnering with the Department of Planning and Development (DPD), to create the Cicero Avenue Corridor Study. As a sub-consultant, Lakota will evaluate land use and private developments and investigate potential land use improvements. Hannah assisted with research, analysis, and production of supportive graphics and maps.

Downtown Itasca Strategic Action Plan - Itasca, IL

Lakota is working with the Village of Itasca to create a vision for the Downtown and surrounding area that leverages existing transportation facilities and infrastructure, real estate development opportunities, and community involvement to create a downtown that is a welcoming and an active meeting place for residents and visitors. Hannah was responsible for designing a project brand, creating maps and graphics, and facilitating the public engagement process.

THE
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PLACE

6 REFERENCES

SB FRIEDMAN

Allison Laff, AICP

Deputy Director – Planning & Development – TED Business Group
City of Naperville
(630) 420-6107
laffa@naperville.il.us

Paulette Enders

Development Director
City of Wauwatosa
(414) 479-3531
penders@wauwatosa.net

Scott Kugler

Community Development Director
City of Sun Prairie
(608) 825-0851
skugler@cityofsunprairie.com

Sharon Hollis

Principal Planner
BCD Council of Governments
(843) 529-0400
sharonh@bcdcog.com

LAKOTA

Sandi Price

Executive Director
Rogers Park Business Alliance
(773) 508-5885
sprice@rpba.org

Scott Kugler

Community Development Director
City of Sun Prairie
(608) 825-0851
skugler@cityofsunprairie.com

Peggy Veregin

Chairperson
Stoughton Landmarks Commission, City of Stoughton
(847) 323-1622
peggyveregin.hp@gmail.com



221 N LaSalle St. Suite 820, Chicago, IL 60601
T (312) 424-4250, info@sbfriedman.com
www.sbfriedman.com

MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Staci Springer, AICP, Director of Community Development
Katie Ashbaugh, AICP, Planner
Adrian Diaz, Planning Intern

DATE: November 13, 2020

RE: November 16, 2020, Village Board Workshop
Affordable/Attainable Housing



Background

As the Plan Commission and Village Board have recently considered larger, mixed-use development projects in the downtown with market-rate housing, questions have arisen regarding the Village's future provisions of affordable/attainable housing. Affordable housing has been a conversation topic nationally, as the growth in home and property values have outpaced the growth of household incomes. At the local level, the affordability and diversity of the existing housing stock in Glen Ellyn and available options for young professionals, older-adult residents, and middle-income households in the community have been of interest. Income limitations and other lesser-known barriers may also be preventing long-term Glen Ellyn residents from remaining in the community as they age, including but not limited to the lack of diverse housing options.

"Affordable housing" is a general term that has many different definitions which can include many different types of housing and populations. For discussion purposes, this memo specifically examines affordable housing as defined by the Illinois Affordable Housing Planning and Appeal Act (AHPAA) adopted in 2003, and will summarize policies or regulations enacted by certain comparable communities that either require or encourage the development of diverse and affordable housing. There are many different types of affordable housing. Some definitions are below; please see the Definitions, Attachment 1, for a complete listing.

Affordable Housing. Housing that has a value, cost or rental amount that is within the means of a household that may occupy moderate-income or low-income housing. In the case of owner-occupied dwelling units, housing that is affordable means housing in which mortgage, amortization, taxes, insurance, and condominium or association fees, if any, constitute no more than 30 percent of the gross annual household income for a household of the size that may occupy the unit. In the case of dwelling units for rent, housing that is affordable means housing for which the rent and utilities constitute no more than 30 percent of the gross annual household income for a household of the size that may occupy the unit. *Source: Affordable Housing Planning and Appeal Act, or PA 93-595*

Attainable Housing. There is no universal definition of attainable housing. Some identify the term as equivalent to affordable housing and yet others define it as for-sale housing that is affordable to households with incomes between 80 and 120 of the area median income. Many reports on the US

Department of Housing and Urban Development (HUD), website use the terms interchangeably. For the purposes of this memo, attainable housing is defined as equivalent to affordable housing.

Age-in-Place Housing. Diversity of affordable housing in a community that allows residents to remain in their community without losing quality of life and access to familiar community services as they age. Age-in-place and age-in-community are sometimes used interchangeably, however age-in-place is more focused on people remaining in their current homes.

Low-Income Housing. Housing that is affordable, according to the US Department of Housing and Urban Development, for either home ownership or rental, and that is occupied, reserved, or marketed for occupancy by households with a gross household income that does not exceed 50% of the area median household income. *Source: Affordable Housing Planning and Appeal Act, or PA 93-595*

“Missing Middle” Housing. A type of housing classified by both building type and income bracket of residents; consists of duplexes, townhomes, multi-plexes and other multi-family developments scaled to blend within single-family neighborhoods that are also attainable for single persons, couples, and seniors not living within a senior housing development intended for exclusively seniors.

Affordable Senior Housing. A type of affordable multi-family residential housing or housing subsidy intended for use by people of retirement age, typically benchmarked as age 65 or older, within the middle- or low- income brackets; this can include, but is not limited to, housing developments such as independent living communities, assisted living communities, and memory-care facilities for those experiencing declining memory function; may also consist of programs which subsidize housing costs for qualifying residents (age and income).

Workforce Housing. Broadly considered housing which is ‘affordable’ for moderate or middle income households; specifically considered housing which is no more than 30% of the household income for those households earning 80-120% of the area median income; usually excludes households which do not qualify for housing subsidies; intended for households to live in the communities in which they work. *Paraphrased from various sources; please see Definitions attachment.*

Affordable Housing in Illinois

The AHPAA, or the Act, is intended to address the limited availability of affordable housing in many Illinois communities. The Act defines ‘affordable housing stock’ as year-round housing available to:

- Homebuyers at 80% of the regional median household income; and
- Renters at 60% of the regional median household income.

The Act requires that local governments with a population of over 1,000 people must have at least 10% year-round housing stock that meets the above affordability criteria. Those communities that meet the requirement are referred to as exempt. Local governments that do not meet this requirement are considered non-exempt. The Illinois Housing Development Authority (IHDA) determines which local governments are not in compliance with the Act every 5 years. If a local government has less than 10% affordable housing stock as determined by the IHDA, they are then required to submit an affordable housing plan to the IHDA within 18 months of being notified of non-compliance. The Act does not require that local governments enact regulations or other policies to fulfill the objectives of

their affordable housing plan or come into compliance with the state requirement. The IHDA also does not penalize local governments for non-compliance.

Is Glen Ellyn Exempt or Non-Exempt?

The 2018 Report of Statewide Local Government Affordability is the most recent list prepared by the IHDA as required by the Act. To perform its analysis, the IHDA used data from the 2016 American Community Survey (ACS) 5-year Estimate generated by the U.S. Census Bureau. For the Chicago-Naperville-Elgin Metropolitan Statistical Area (MSA) in which Glen Ellyn is located, the area median income is \$63,327. For the boundaries of the MSA, please see the attached MSA map. The median income for the Chicago region's MSA data is used because the IHDA wants to determine what is affordable for residents across the entire Chicago metropolitan area, as opposed to only Glen Ellyn residents whose median income is higher. Although the IHDA used the 2016 ACS median income to prepare the aforementioned 2018 report, the Chicago Metropolitan Agency for Planning (CMAP) used the 2018 ACS data to prepare Glen Ellyn's Community Data Snapshot released in June 2020. CMAP's Snapshot indicates that the median income for Glen Ellyn is \$110,669, or approximately 75% higher than that of the MSA (see CMAP Snapshot attached).

The 2018 IHDA report shows that Glen Ellyn has 10,406 total year-round housing units, 1,659 of which are considered affordable, making the amount of affordable housing in Glen Ellyn 15.9%. Since the percentage of affordable housing stock exceeds the state minimum requirement, Glen Ellyn complies with the requirements of the Act and is considered exempt. The Village could lose approximately 618 affordable units and still meet the 10% requirement. Alternatively, the Village could add 6,184 market-rate units to the housing stock and still meet the requirement. To see the affordable housing percentages in other DuPage County communities, please see the Affordable Housing Share of DuPage County Communities chart attached.

Existing Conditions in Glen Ellyn

The information within this section is derived from the ESRI Business Analyst through Houseal Lavigne Associates or the 2020 Glen Ellyn Community Snapshot by CMAP.

Community Age

Glen Ellyn currently has an estimated 27,958 residents, which is projected to experience a modest growth through 2023. Of this population, nearly a third are 55-years of age or older, which is the only age cohort that is expected to grow in the next several years.

Housing Stock

Single-family detached homes account for approximately 63% of the housing types in Glen Ellyn, followed by approximately 29% for multi-family housing (apartments, condominiums, etc.) and approximately 8.2% for single-family attached homes (townhomes, duplexes, etc.). Of the existing housing stock, only approximately 13% of units are valued below \$200,000. About a quarter of the existing housing stock is valued between \$500,000 and \$749,000. Additionally, over the next 5 years, the number of homes valued above \$400,000 is projected to increase while those valued below \$400,000 are projected to decrease.

Household Income

The median household income in Glen Ellyn is currently estimated at \$110,669. Only incomes above \$100,000 are expected to grow in the next several years, with the largest percentage increase being seen in households earning above \$200,000.

Affordable Housing in the Region

DuPage County

While the Village of Glen Ellyn currently does not (and is not required to), have an affordable housing policy in place, DuPage County offers the following programs in which Village residents and landlords could participate. However, we understand there may be long wait times for this assistance.

The DuPage Housing Authority (DHA) manages the Housing Choice Voucher (HCV), program, a federally funded rental assistance program that allows income-eligible (low-income), households to rent housing. Participants must pay 30-40% of their household income, while the DHA covers the remaining balance through subsidy payments. Participants are able to remain in the housing of their choice, as long as the housing chosen is in a safe and sanitary condition and the owner/landlord is willing to participate in the program. The participants are able to move and still remain eligible for the HCV program (meaning, the program is not tied to location or a specific development).

The DHA also manages the Project-Based Voucher (PBV) program, which operates similar to HCV in that low-income participants are responsible for 30% of household income to be applied to rent while the DHA covers the balance. However, it differs from the HCV in that participants do not get to choose the unit in which they live, rather they are placed on a wait list for specific privately owned buildings or units.

Surrounding Community Survey

The Community Development Department conducted a surrounding community survey of 23 local governments in the summer of 2020. The local governments surveyed were: Addison, Arlington Heights, Bartlett, Barrington, Batavia, Carol Stream, Clarendon Hills, Downers Grove, Elmhurst, Geneva, Glendale Heights, Hinsdale, La Grange, Lisle, Lombard, Naperville, Northbrook, Oak Brook, River Forest, Saint Charles, Western Springs, Westmont, and Wheaton. Glen Ellyn provides more affordable housing than 15 of the 23 communities surveyed. Ten of the communities have less affordable units than the state required 10%. Only 5 of those 10 have adopted an affordable housing plan as required. Only 2 of the 10 have adopted either regulations or incentives to encourage more affordable housing development (see attached Community Survey Results chart).

Eleven of the 23 local governments surveyed are considered Glen Ellyn's peer communities per the Finance Department's annual financial scorecard. Glen Ellyn provides more affordable housing than 9 of its 11 peer communities surveyed. Seven of the peer communities do not meet the state requirement for affordable units.

In conducting the surrounding community survey, we found that a few communities had adopted regulations or incentives regarding affordable housing. Regulations, as termed in this memo, are laws the local government has adopted to mandate or require developments to provide attainable housing. Incentives differ from regulations in that they are intended to encourage rather than require housing developers to incorporate attainable housing units into their projects. Three local governments surveyed have enacted regulations— Arlington Heights, St. Charles, and Wilmette. Arlington Heights, St. Charles and Geneva provide incentives for affordable housing development. A short description of those regulations and incentives are described below.

Regulations

Arlington Heights

In August 2020, Arlington Heights, an exempt local government, adopted an inclusionary housing ordinance. All developments of new single-family, duplex, or multi-family housing units are required to provide an affordable housing plan at the time of submittal to the Village for review. The Village has different minimum requirements for the number of required affordable units, based on whether the proposed development will consist of rental or owner occupied units. From these two categories, they further determine the minimum number of affordable units that must be provided and any required fees-in-lieu based on the zoning district of the property and whether or not the development is publically assisted. The Village defines ‘publically assisted’ as, but does not limit it to, developments that receive TIF funding or funding from the Village’s Affordable Housing Trust Fund.

St. Charles

In 2016, St. Charles, an exempt local government, adopted an inclusionary housing ordinance. This ordinance requires that any residential development as defined within the code is required to incorporate affordable units. The number of required affordable units is determined by the total number of units proposed. If the applicable ratio of affordable units is not provided, a fee-in-lieu payment is required, as determined by the City Council on an annual basis. Payment of this fee-in-lieu is required before building permit issuance. Should a developer find they are not able to meet these requirements, they may present their financial hardship to the Housing Commission and City Council for consideration.

Wilmette

In 2005, Wilmette, a non-exempt community, formally adopted an Affordable Housing Consultation Procedure. The Affordable Housing Consultation Procedure consists of a meeting with the Community Development Director at least 60 days before the formal application to discuss options to incorporate affordable housing into the development with the developer. If the proposed development has at least 15% affordable units, this procedure is waived. As such, developments and their provisions for affordable housing are reviewed on an individual basis if the developer opts not to meet the aforementioned requirement.

Incentives

Arlington Heights

Arlington Heights has also incorporated policies, or trade-offs, within their regulations to incentivize affordable housing. The incentives are directly tied to the regulations, in effect giving developers a choice to either provide the required affordable units, or pay a fee-in-lieu. Smaller developments of 9 units or less are the only multi-family developments not required to provide affordable units, but must pay a linkage fee of \$3,500 per market rate unit in the development. Linkage fees are intended to “link” the production of a market rate unit to the creation of an affordable unit. However, if the developer opts to voluntarily provide affordable units, the fee is not required for those units that are affordable. The trade-off for larger multi-family developments is dependent upon if the development is located within the downtown, outside the downtown, or is publically assisted. No incentives are offered for publically assisted multi-family developments.

Geneva

In June of 2020, Geneva adopted various incentives within their zoning and subdivision codes. These incentives are only available for eligible residential developments, as defined in their code. The units within the development must meet certain affordability criteria depending on if they are for sale or for

rent. At least 15% of the total units must be considered affordable. Both financial incentives and zoning relief are available for developments meeting this criteria. Specifically, fee waivers, TIF funds, or property donation of municipally-owned property may be considered as financial incentives. In regard to zoning, a development may add one market-rate unit per affordable unit provided, up to 15% above the maximum permitted. Zoning relief from lot area, lot frontage, lot coverage, and setback requirements may also be considered.

St. Charles

St. Charles also offers 'development cost offsets', which include permit fee and school and park fee waivers as well as density bonuses for each affordable unit provided. Developers may apply to the Kane County Affordable Housing Trust Fund for financial assistance in the creation of the required affordable units.

Other Affordable Housing Tools

The local governments surveyed have employed a variety of tools to increase available affordable housing. Some of these methods include housing trust funds, the creation of housing commissions.

Housing Trust Fund

St. Charles and Arlington Heights each maintain a housing trust fund. Although St. Charles' fund is intended solely for the development of new affordable units, Arlington Heights' fund also may be used for the preservation of existing affordable units. Applications are reviewed by the Planning & Community Development Department, Housing Commission, and then Village Board for approval and distribution. The Arlington Heights Affordable Housing Trust Fund is funded in part by the fees-in-lieu paid by developments not providing the otherwise required affordable housing units.

Housing Commission

Five of the local governments surveyed have housing commissions. Housing commissions may serve as an advisory body to determine eligibility for financial assistance related to attainable housing. At the discretion of the Village Board or City Council, they also may be charged with studying the issue of attainable housing in the community, presenting potential methods to alleviate housing concerns and addressing fair housing complaints in the community. For example, the Wheaton Housing Commission manages the Senior Housing Assistance Program funded through the City's General Fund. Although this group does not necessarily encourage or incentivize the creation of new affordable housing units, the Housing Commission does review applications for seniors needing assistance funds. The St. Charles Housing Commission is responsible for reviewing developments that propose an 'alternative affordable housing plan' if the developer does not meet the affordable housing requirements.

The "Missing Middle" Housing

The decrease in availability of housing types other than single-family residential, in conjunction with the decrease in housing considered 'affordable' or 'attainable', is a trend many communities nationwide are experiencing. This has led to a divergence into a subtopic known as the "missing middle". This term refers to a housing type that is appealing to those not yet able to purchase a home, or those with other lifestyle preferences, such as ease of maintenance. Contributing to these financial circumstances and lifestyle preferences, household demographics are also changing, with an increase in cohabitating couples, single parents with children, more people choosing to remain single, an increasing senior population, and a decrease in traditional nuclear families. These populations are often among those seeking workforce housing, senior housing, and age-in-place housing, which also can fall under this

“missing middle” category. “Missing middle” housing is located in single-family neighborhoods and is attainable for middle-income households. It contains more than one dwelling unit and blends into the neighborhoods’ scale and character. Duplexes, four-flats, and townhomes, as well as courtyard apartments, bungalow courts, and multiplexes (apartment complexes with more than four units), each are considered “missing middle” housing types. Accessory dwelling units, or “ADUs”, are also a subgroup of the “missing middle” housing type (see attached Missing Middle Housing Examples).

Some communities allow the types of housing listed above as a permitted use rather than a special use in single-family zoning districts. This allows certain areas to continue offering the benefits of a quieter, less urban part of the community while making housing more attainable for households at different levels of income.

Accessory Dwelling Units

Accessory dwelling units are another sub-group of “missing middle” housing. These are second dwelling units on an otherwise single-family property that may take several forms, including basement units, attic units, units attached to an existing home, units above a garage, or separate stand-alone units on a property. ADUs were common historically and several older homes in the Village have pre-existing ADUs that no longer conform with the Glen Ellyn Zoning Code. ADUs are also called “accessory apartments”, “mother-in-law suites” or “granny flats”, and are commonly used to provide housing for seniors who want to live near their children but would still like privacy. They are also commonly used by caregivers, multi-generation households, and young adults for similar reasons. ADUs can be regulated strictly so that they create no significant visible indication that they exist on a property, or can be regulated loosely providing more flexibility in their placement.

Village Board Action

The above information is intended to be the beginning of a discussion on the topic of attainable housing in Glen Ellyn. As noted in this memo, the Village meets the state requirements for affordable housing and provides a higher percentage of affordable units than 2/3 of the communities surveyed, which include our 11 peer communities. While these statistics seem to indicate that the Village does not need to take any further action, staff realizes that there are some gaps in what the Village currently offers in terms of housing types and affordability.

There are various methods that can be enacted to either allow, require or encourage the development of attainable housing. If the Village Board would like to prioritize housing affordability in Glen Ellyn, staff would suggest doing further research into incentives to encourage attainable housing or investigating possible zoning code changes to allow accessory dwelling units or encourage “missing middle” housing that would be affordable to the local workforce and aging residents that would like to remain in the community. Since affordable housing is a broad topic and there are many different ways to increase attainable housing stock, staff is requesting the Village Board to provide direction as to which, if any, specific objectives they would like to achieve regarding housing in the Village. Once direction is provided, staff plans to conduct additional research and report back to the Village Board, likely early next year.

Attachments

1. Definitions
2. MSA Map
3. Glen Ellyn 2020 CMAP Community Data Snapshot

4. Table 1, Total Affordable Housing Share of DuPage County Communities; Table 2, Total Affordable Housing Share of Peer Communities Outside of DuPage County
5. Community Survey Results
6. Missing Middle Housing Types



Minutes
Village of Glen Ellyn
Glen Ellyn Village Board
Special Meeting
Monday, November 16, 2020
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

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

Also in attendance were Village Manager Franz, Assistant Village Manager Rodman, Village Attorney Mathews, Finance Director Coyle, Community Development Director Springer, Police Chief Norton, Economic Development Coordinator Hannah and Planning Manager Purvis.

D. Audience Participation

None.

**E. Downtown Winter Pop-up Plaza (Presented by Village Manager Franz)
(Trustee Thompson)**

1. Motion to approve the purchase of a synthetic ice rink and other amenities to create a winter pop-up plaza at the Crescent parking lot, in the amount not to exceed \$80,000, to be expenses to the General Fund.

Village Manager Franz provided an overview of the proposed downtown winter pop-up plaza.

Trustee Christiansen asked if we know how much money the Village has allocated from the CARES Act funding. Finance Director Coyle stated the Village has paid between \$350,000 and \$500,000 in COVID-19 expenses. Finance Director Coyle stated currently the CARES Act is expected to cover all COVID-19 expenses with the exception of the \$800,000 shortfall in the budget.

President McGinley asked what other items have the Village targeted with the CARES Act funding. Finance Director Coyle stated the COVID-19 Business Grant program, employee expenses, the tent on Main Street, PPE's and the extra facility cleaning.

Trustee Enright asked how long the ice rink will last. Village Manager Franz stated they are expected to last 10 years.

Trustee Enright asked that if the ice rink can be used in other locations after the pop-up plaza ends. Trustee Enright also asked if the ice rink is easy to put together. Village Manager Franz stated the Park District and Village would be able to use the ice rink throughout the year and that it is easy to put together.

Nathan Troia from the Glen Ellyn Park District stated the Park District is working on putting a base together, which may take a week. Mr. Troia stated the ice rink is expected to take a day or two to install.

Trustee Pryde asked if the skating surface is smooth considering it has connecting pieces. Mr. Troia stated he tested the ice and it felt very smooth.

Trustee Thompson asked if any special skates are needed. Mr. Troia stated no special skates needed for the ice rink.

Trustee Enright asked if the Park District received any CARES Act funding. Mr. Troia stated the Park District received some funding, but most of it has already been accounted for.

Trustee Pryde asked where the ice rink would be stored. Village Manager Franz stated it will be stored at the Park District.

Village Manager Franz stated the Village can create an MOU with the Park District.

Trustee Enright asked if the CARES Act funding will cover the costs related to the ice rink. Finance Director Coyle confirmed this.

RESULT:	APPROVED [6 TO 0]
MOVER:	Steve Thompson, Village Trustee
SECONDER:	Craig Pryde, Village Trustee
AYES:	Enright, Fasules, Pryde, Christiansen, Thompson, Senak
PRESENT:	McGinley

F. 2020 Levy (Presented by Finance Director Coyle) (Discussion Only)

1. Finance Director Coyle will lead a discussion with the Village Board to finalize the 2020 property tax levy.

Finance Director Coyle stated the discussion tonight is to gather a consensus on what the Village Board wants to tax for the 2021 property tax. Finance Director Coyle stated at the last meeting, the Village Board only supported new growth and an abatement in February 2021.

Trustee Senak thanked Village Manager Franz and Finance Director Coyle for meeting with him to discuss the budget. Trustee Senak stated he supports new growth, no CPI and the abatement.

Trustee Thompson stated he is in favor of new growth, no CPI and the abatement.

Trustee Fasules stated the Village will still levy for the CPI and new growth, but will abate the funds that are equal to the CPI. Trustee Fasules stated if the Village is going to zero the levy, the CPI needs to be levied for, and then it would be abated.

Trustee Pryde stated he is in favor of the CPI, new growth and abatement. Trustee Pryde stated the Village needs to keep the CPI so it does not get impacted for future years.

Trustee Christiansen stated she is in favor of the CPI, new growth and abatement.

Trustee Enright stated he is in support of a lower CPI, new growth and abatement.

Trustee Senak stated he does not support the CPI increase.

DISCUSSION ONLY

**G. Village Clerk Referendum Question (Pretend by Village Manager Franz)
(Discussion Only)**

1. Village Manager Franz will lead a discussion regarding a potential referendum question to make the Village Clerk an appointed position, rather than elected.

Village Manager Franz provided a history of the Village Clerk position. Village Manager Franz stated it has been difficult to find individuals who want to run for Village Clerk in the previous years. Village Manager Franz stated this would increase efficiency with the Village Clerk position. Village Manager Franz did note other municipalities have tried to move from an elected Clerk to an appointed Clerk by referendum, but the referendum failed.

Village Clerk Chereskin stated he decided to run for Clerk because he was asked to. Village Clerk Chereskin stated when he first was elected, it was mentioned to him the Village was interested in making the position of Clerk appointed. Village Clerk Chereskin stated he believes it makes sense to have the Village Clerk be an appointed position. Village Clerk Chereskin stated in DuPage County, 75% of Clerks are elected while 25% are appointed. Village Clerk Chereskin stated he does have some concerns that the question would not pass the referendum.

President McGinley asked if the referendum question must be binding. Village Manager Franz confirmed this.

Village Manager Franz stated at this time, they would have the Village Clerk run in the April election, and then if the referendum passed, the position would be eliminated.

Village Clerk Chereskin recommended not to have the referendum question on the same ballot that is electing the Clerk. Village Clerk Chereskin stated residents may not approve the referendum if they just voted for a Clerk position.

President McGinley asked staff to speak to the Village Clerk candidate and see how interested they are in serving as the Clerk. President McGinley stated if they would like to serve, the referendum question could be voted on later.

Trustee Pryde asked if the referendum language can be to make the Village Clerk appointed in four years, after the term of the newly elected Clerk would expire. Village Attorney Mathews stated an effective date can be added to the referendum question.

Trustee Christiansen asked if the Village would be able to find someone to appoint to the position. Village Manager Franz stated the plan would be to appoint staff to the position. Village Manager Franz stated the two Deputy Clerks are already doing 95% of the Clerk responsibilities.

Trustee Christiansen asked if the Village would appoint a Clerk if nobody ran for Clerk. Village Attorney Mathews stated if nobody runs for the Clerk position, the current Clerk can stay in his position or decide to leave. Village Attorney Mathews stated if the Clerk leaves his position, the Village would be required to appoint a Clerk.

Trustee Senak asked if the Clerk and two Deputy Clerk positions can be combined to one position to reduce staff. Village Manager Franz stated this is not possible as staff is already lean. Village Manager Franz stated the Clerk responsibilities were once covered by 6 part-time employees, and now it is only 1.5 positions.

President McGinley asked staff to have a discussion with the Clerk candidate to see her intentions on running and serving as Clerk. President McGinley stated the Board will not take an elected position away if a volunteer wants it.

DISCUSSION ONLY

H. Attainable Housing (Presented by Community Development Director Springer) (Discussion Only)

1. Community Development Director Springer will lead a discussion regarding attainable housing.

Community Development Director Springer presented information on affordable/attainable housing to the Village Board. Community Development Director Springer provided information on affordable housing types, the IL Affordable Housing Planning and Appeal Act, affordable housing medium incomes in Glen Ellyn and other communities, Glen Ellyn affordable housing stock, Glen Ellyn housing stock, community survey results, communities with affordable housing regulations and additional affordable housing tools.

Community Development Director Springer stated staff is looking for the Village Board to provide direction regarding which specific attainable housing objectives they would like staff to conduct additional research on.

Trustee Enright asked if the Village could have adopted regulations for developers. Community Development Director stated the Village could have regulations, but would more likely offer incentives to the developers.

Trustee Pryde stated it can be difficult to find developers who want to offer affordable housing in their developments. Trustee Pryde also noted he believes affordable housing means something different for every person.

Community Development Director Springer did note some communities do not regulate affordable housing because developers will often move to communities without regulations.

Trustee Christiansen stated there is a need for workforce housing. Trustee Christiansen also stated she would like data on the medium income for different age ranges (Gen Z to seniors).

Trustee Thompson would like staff to go back to the Apex and Avere developments and do a backward analysis to see what would have happened if those developments offered affordable housing.

Public Comment

1. Erica Nelson, Glen Ellyn resident and Co-President of the League of Woman Voters, thanked the Village Board for discussion affordable housing. Ms. Nelson stated while Glen Ellyn meets the minimum requirements for affordable housing, it is not enough. Ms. Nelson stated there is a need for increased affordable housing in Glen Ellyn. Ms. Nelson recommended creating a Housing Advisory Group.

Trustee Enright stated he is in support of a **Housing Advisory group** and stated he is willing to serve on this group. Trustee Enright stated he is in support for incentive programs, and that he is interested in all types of affordable housing.

Trustee Pryde stated he is interested in work force housing. Trustee Pryde stated he is in support of a Housing Advisory Group to help compete studies, but not to run the program. Trustee Pryde also noted the Village needs to **set an attainable goal**. Trustee Pryde stated he is also interested adding pocket housing to the R2 district.

Trustee Christiansen stated she is in support of a Housing Advisory Group and that she is most **interested in work force, age in place, entry level and missing middle housing**.

Trustee Thompson stated he agrees with Trustee Pryde and the Village needs to make attainable goals. Trustee Thompson stated he is in support of developer incentives versus regulations. Trustee Thompson stated he is on the fence regarding a Housing Advisory Group. Trustee Thompson stated he would like more information on **senior**, missing middle and workforce housing.

Trustee Fasules stated he agrees with Trustee Pryde and the Village needs to make attainable goals. Trustee Fasules stated this problem has existed for a long time. Trustee Fasules stated he would like more information on **TIF incentives for developers**, middle and pocket housing.

Trustee Senak stated this is a critical issue and a complex topic. Trustee Senak stated staff can't dedicate their full time to this issue, and thinks a Housing Advisory Group is most important first step to make. Trustee Senak stated the Village needs to **engage residents**. Trustee Senak stated he still needs to learn more about the available programs but he does prefer **incentives over regulations for developers**. Trustee Senak also stated he is interested in pocket housing.

DISCUSSION ONLY

I. Other Business

J. Adjournment

RESULT:	APPROVED [6 TO 0]
MOVER:	Craig Pryde, Village Trustee
SECONDER:	Kelli Christiansen, Village Trustee
AYES:	Enright, Fasules, Pryde, Christiansen, Thompson, Senak
PRESENT:	McGinley

Respectfully Submitted, Lindsey Kaminsky Executive Assistant

Village of Glen Ellyn

Reviewed and Approved, Village Manager Franz