COVID-19 REQUIREMENTS
Due to COVID-19, new requirements are in place for the use of the Village Boardroom. Charges include:

- **Registration**: To ensure the Village does not exceed capacity requirements of Phase 4, members of the public wishing to attend any in-person meeting, must pre-register with the Village Hall. Please email your name, telephone number, number of attendees, and the date and meeting name you wish to attend to deputy clerk@itasca.com. Submissions should be made no later than 3:00 p.m. on the day of the meeting. A confirmation email will be sent if approved.

- **Face Coverings and Social Distancing Requirements**: All members of the public will be required to wear a face covering when inside Village Hall for the duration of their visit. Visitors must also maintain social distancing requirements when in the presence of non-household members.

Questions & Comments may also be emailed to prior to the meeting to deputy clerk@itasca.com. In order to be read into the record, statements must be received no later than 3:00 p.m. on the day of the meeting.

1. Call to Order; Roll Call
2. Pledge of Allegiance
3. Audience Participation
4. Presentation of Meeting Minutes
   a) Village Board Meeting – August 4, 2020
5. Presentations
6. President’s Comments
7. Community Development Committee Report
   *Chair Trustee Latoria; Co-Chair Trustee Gavanes*
   a) Discussion and possible action regarding a Zoning Certificate Request for the Beauty Lounge Salon and Boutique, 320 W. Irving Park Road, Suite 2
   b) Discussion and possible action regarding PC 20-005, Text Amendment to Zoning Code, Dynamic Sign Regulations (Ord. 1945-20)
c) Discussion and possible action regarding PC 20-006, Southeast Corner of Rohlwing Rd. and Devon Ave., Special Use and Preliminary and Final Plat of Subdivision (Ord. 1946-20)

8. Capital and Infrastructure Committee Report  
Chair Trustee Aiani; Co-Chair Trustee Latoria

a) Discussion and possible action regarding 2020 Design Engineers Service for Lead Service Line Replacement Project (Res. 1226-20)

9. Finance and Operations Committee Report  
Chair Trustee Madaras; Co-Chair Trustee Linsner

10. Intergovernmental Committee Report  
Chair Trustee Leahy; Co-Chair Trustee Aiani

a) Discussion and possible action regarding Approving an Intergovernmental Agreement (IGA) with DuPage County Concerning Local Government COVID-19 Reimbursement Program” for the Reimbursement of Eligible COVID-19 Expenses Through Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds (Res. 1224-20)

b) Discussion and possible action regarding Approving an Intergovernmental Agreement with the Regional Transportation Authority (RTA) concerning Local Technical Assistance Grant Award for drafting of a new Downtown Strategic Action Plan (Res. 1225-20)

11. Consent Agenda:

a) Approving Ordinance 1947-20 regarding PC 20-007, 870 and 900 N. Arlington Heights Road, Preliminary and Final Plat of Subdivision

b) Approving Ordinance 1948-20 regarding PC 20-009, 1133 N. Prospect, Wall Sign Variances

c) Approving Ordinance 1949-20 regarding PC 20-010, 340 Home Ave., Lot Coverage Variance

d) Approving Resolution 1227-20 regarding Awarding the 2020 Pavement Maintenance Program to Schroeder Asphalt Services

e) Approving Resolution 1228-20 regarding Awarding the 2020 Sidewalk Trip Hazard and Concrete Program to Schroeder and Schroeder Inc.

f) Approving Resolution 1229-20 regarding Approving a Contract for the Purpose of Outsourcing the Reading of Water Meters in the Village of Itasca

12. Payment of Bills through August 18, 2020

13. Department Head Reports

14. Village Administrator Report
15. Old Business
16. New Business
17. Closed Session
18. Adjournment
1. **Call to Order**
Mayor Pruyn called to order the Village Board of Trustees Regular Meeting at 7:04 p.m.

**Roll Call**

PRESENT: Mayor Jeff Pruyn, Trustee Dino Gavanes, Trustee Ellen Leahy, Trustee Jeff Aiani, Trustee Frank Madaras, Trustee Kathy Linsner, Trustee Mike Latoria.

ABSENT: None.


2. **Pledge of Allegiance**
Mayor Pruyn led the Pledge of Allegiance.

3. **Audience Participation**
No Audience Participation.

4. **Meeting Minutes**

   a. **Village Board of Trustees Meeting Minutes – July 21, 2020**
Trustee Gavanes moved to approve the Village Board of Trustees Meeting Minutes of July 21, 2020. Trustee Latoria seconded. **Motion carried by unanimous voice vote.**

5. **Presentations**
No Presentations.

6. **President Comments**
Mayor Pruyn reported posting a letter to residents regarding Starbucks on the Village website. Starbucks is closing the business on August 9, 2020 and vacating the building in November 2020. The Village is following up with the landlord about a new business opening in the building as soon as possible. Village Administrator Ergo reported Starbucks lease ends in March 2021 but the building can be released after Starbucks vacates.

7. **Community Development Committee Report**
Chair: Trustee Latoria, Co-Chair: Trustee Gavanes

   a. **Zoning Certificate Request – Avital Limousine**
Trustee Latoria moved to approve a Zoning Certificate Request for Avital Limousine, 1431 Harmony Court, providing transportation services. Trustee Gavanes seconded. **Motion carried by unanimous voice vote.**
b. **Zoning Certificate Request – Keyence Corporation of America**  
Trustee Latoria moved to approve a Zoning Certificate Request for Keyence Corporation of America, 1050 West Devon Avenue, providing manufacturing of various sensors, controllers, and measurement equipment. Keyence Corporation’s corporate offices will remain in the Hamilton Lakes Business Park. Trustee Gavanes seconded. *Motion carried by unanimous voice vote.*

8. **Capital and Infrastructure Committee Report**  
Chair: Trustee Aiani, Co-Chair: Trustee Latoria  
Trustee Aiani had no report.

9. **Finance and Operations Committee Report**  
Chair: Trustee Madaras, Co-Chair: Trustee Linsner  
Trustee Madaras had no report.

10. **Intergovernmental Committee Report**  
Chair: Trustee Leahy, Co-Chair: Trustee Aiani

   a. **DuPage County COVID-19 Reimbursement – Intergovernmental Agreement**  
   Trustee Leahy reported Resolution FI-R-0420-20, "Intergovernmental Agreement Between the County of DuPage and Various Municipalities for the Reimbursement of Eligible COVID-19 Expenses", was removed from the agenda until the next Village Board of Trustees Meeting on Tuesday, August 18, 2020.

   Mayor Pruyn reported Anthony Santoro, owner of Tree Guys Pizza Pub, 101 East Irving Park Road, is extremely thankful for the Itasca Bucks Program. Trustee Leahy reported Bessie Alexopoulos, owner of Daddy O's Diner, 219 North Walnut Street, also expressed gratitude for the program. Trustee Latoria requested a reminder for residents to use the Itasca Bucks be posted on the dynamic sign. Mayor Pruyn reminded restaurants the first round of Itasca Bucks expired July 31, 2020 and to only accept the new Itasca Bucks expiring December 31, 2020.

11. **Consent Agenda**

   a. Ordinance 1943-20 Amending Chapter 112: Alcoholic Beverages, §112.20 – Decreasing the Number of Authorized Class “B-1” Liquor Licenses from Five to Three

   b. Ordinance 1944-20 regarding Regulating the Hours of Operation of Retail Sales Businesses in the Downtown Business District

   c. Resolution 1222-20 regarding Authorizing Robinson Engineering Task Order 20-R0582 for Day to Day Management Assistance at the Wastewater Treatment Plant

   d. Approving 2020 Wastewater Treatment Plant Additional Work Partial Payment 4 and 5 to J.J. Henderson

   e. Resolution 1223-20 regarding 2020 Wastewater Treatment Plant Additional Work – Change Order JH-1
Trustee Aiani moved to approve the Consent Agenda. Trustee Leahy seconded.

**Roll Call:**
Aye – Trustees Aiani, Gavanes, Latoria, Leahy, Linsner, Madaras.
No – None.
Absent – None.
**MOTION APPROVED.**

12. **Payment of Bills – August 4, 2020**
Trustee Madaras moved to approve the payment of bills through August 4, 2020 in the amount of $200,481.22. Trustee Linsner seconded.

**Roll Call:**
Aye – Trustees Aiani, Gavanes, Latoria, Leahy, Linsner, Madaras.
No – None.
Absent – None.
**MOTION APPROVED.**

13. **Department Head Reports**
Mayor Pruyn will hear Department Head Reports at the Committee of the Whole Meeting immediately following the Village Board of Trustees Meeting

14. **Village Administrator Report**
Mayor Pruyn will hear the Village Administrator Report at the Committee of the Whole Meeting immediately following the Village Board of Trustees Meeting

15. **Old Business**
No Old Business.

16. **New Business**
No New Business.

17. **Closed Session**
No Closed Session.

18. **Adjournment**
Trustee Leahy moved to adjourn the Village Board of Trustees Regular Meeting at 7:19 p.m. Trustee Latoria seconded. **Motion carried by unanimous voice vote.**

**Roll Call:**
Aye – Trustees Aiani, Gavanes, Latoria, Leahy, Linsner, Madaras.
No – None.
Absent – None.
**MOTION APPROVED.**

Submitted this 4th day of August 2020.

______________________________
Jody A. Conidi, Village Clerk
MEMORANDUM

TO: President Jeff Pruyn  
Village Board of Trustees  

RE: Zoning Certificate Request  
The Beauty Lounge Salon & Boutique  
320 W. Irving Park Rd. Suite# 2  

FROM: Mo Khan  
Village Planner  

VB Date: August 18, 2020  

CC: Jodi Conidi, Village Clerk  
Shannon Malik Jarmusz,  
Director of Community Development  

ENCL: Business License Application  

I recommend approval of the following Zoning Certificate Request:

Company Name: The Beauty Lounge Salon & Boutique  

Zoning: B-6 – Irving Park Rd District  

The Beauty Lounge Salon & Boutique will provide various salon services including haircuts, coloring and will also sell various hair products and hair related accessories. The business will be occupying Suite #2 at the multi-unit building located at 320 W. Irving Park Rd. The Suite is approximately 700 ft.\(^2\). The business has one employee. Regarding parking, the business is assigned two parking spaces with additional parking spaces on-site available for overflow parking for all businesses located at the multi-tenant building.  

The proposed use is consistent with the Zoning District the business will be located in and will be compatible with the surrounding area and existing businesses and any potential future businesses to be located in this area.
Village of Itasca – New Business Application

Please Note: The business name, address, phone, fax, e-mail, website, and description will be listed in the Itasca Online Business Directory.

Business Information

Business Name: The Beauty Lounge, salon & Boutique
Proposed Itasca Address: 320 W. Irving Park Rd. Itasca IL 60143 Suite 2
Current Address: 
Mailing Address (if different from Proposed Itasca Address): 
Parent Company and Address (if applicable): 
Phone: 
Illinois Business Tax Number: 85-2095081
Email: beautyloungebychiara@comcast.net
Website: www.beautyloungechicago.com
Does your business collect retail sales tax: Yes ☒ No ☐ Does your business sell tobacco products: Yes ☐ No ☒

Does your business have live entertainment: Yes ☐ No ☒

Select a Single Business Category Based on the Principal Business Use at the Local Location

| ☐ Restaurant/ Bar | ☐ Medical Office | ☐ Laboratory/ Testing Facility | ☐ Warehouse | ☐ Manufacturing |
| ☐ Business Office | ☒ Retail | ☐ Personal Services | ☐ Day Care/ School | ☐ Lodging |

Detailed Description of Business Activities: Hair salon – haircuts – color – sales will be hair products and accessories.

Business Owner / Local Manager Information

Name: Chiara Lazzara
Title: Owner
Phone: 708 698-0205
E-mail: beautyloungebychiara@comcast.net

Invoice Billing Contact Information

Name: Chiara Lazzara
Title: Owner
Phone: 708 698-0205
E-mail: beautyloungebychiara@comcast.net

Site Information

Sq. Ft. of Retail Space: 700
Sq. Ft. of Office Space: 
Sq. Ft. of Warehousing / Industrial Space: 
Sq. Ft. of Other Space: 
Total Sq. Ft. of Facility: 700
Number of Company Vehicles Parked On-Site: 2
Number of Vending Machines On-Site: 0
Total # of Parking Spaces Assigned to Your Business: 2
Total # of Employees at Location: 1
Number of Shifts: 1
Number of Employees On-Site During Peak Shift: 1

Zoning: B-6, IRVING PATRIC ROAD DISTRICT
Co-Tenant Information

Will you be a Co-Tenant with another company at the proposed Itasca location? Yes ___ No [X]

If yes, please provide the name and phone number of each company. Please attach additional sheets if necessary.

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Use</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Other Itasca Sites (if applicable)

Do you occupy more than one location in Itasca? Yes ___ No [X]

If yes, please list the other addresses and square footage. Please attach additional sheets if necessary.

<table>
<thead>
<tr>
<th>Address</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Certification

Under the penalties as provided by law, I declare that to the best of my knowledge and belief, the information on this form is true, correct, and complete, and the proposed use(s) is/are in full compliance with Section 11.02 of the Itasca Zoning Ordinance, a copy of which is available online at www.itasca.com/comdev.

Name: [Signature]

Title: Owner/President

Date: 7-23-20

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount Paid/Due</th>
<th>Date</th>
<th>Received By</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Tenant Inspection</td>
<td>$130.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Business License</td>
<td>$37.50</td>
<td></td>
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Licensing Fees

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<thead>
<tr>
<th></th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business License Fee</td>
<td>1</td>
<td>$37.50</td>
</tr>
<tr>
<td>Vending License Fee</td>
<td>na</td>
<td>$0</td>
</tr>
<tr>
<td>Tobacco License Fee</td>
<td>na</td>
<td>$0</td>
</tr>
<tr>
<td>Live Entertainment License Fee</td>
<td>na</td>
<td>$0</td>
</tr>
</tbody>
</table>

Total: $37.50

License Number

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business License</td>
</tr>
<tr>
<td>Vending License</td>
</tr>
<tr>
<td>Tobacco License</td>
</tr>
<tr>
<td>Live Entertainment License</td>
</tr>
</tbody>
</table>

n/a
MEMORANDUM

TO: President Jeff Pruyn
   Village Board of Trustees

FROM: Mo Khan
      Village Planner

RE: PC 20-005
    Text Amendments
    Dynamic Sign Regulations

VB: August 18, 2020

CC: Carie Anne Ergo, Village Administrator
    Shannon Malik Jarmusz, AICP, Community Development Director
    File

ENCL: Committee of the Whole Memo,
      Plan Commission Staff Report,
      Proposed Text Amendments (COTW Revisions)

BACKGROUND

The Village of Itasca is proposing the following text amendment to the Zoning Ordinance:

1. Amendment to Sec. 13.01-27-h to reduce the time a message must remain static from 60-seconds to 15-seconds.
2. Amendment to Sec. 13.01-27-i to require dynamic signs in or adjacent to residential uses or districts to be off between the hours of 8 PM to 7 AM rather than 10 PM to 7 AM.

At the July 17, 2020 Plan Commission Meeting, the Plan Commission made the following recommendations:

1. The Plan Commission Recommended Unanimous Approval (6-0) of the proposed text amendment to Sec. 13.01-27-i to change the turn-off time from 10 PM to 8 PM.
2. The Plan Commission Recommended Unanimous Denial (6-0) of the proposed text amendment to Sec. 13.01-27-h to decrease the minimum time a single message must be static from 60-seconds to 15-seconds.
COMMITTEE OF THE WHOLE RECOMMENDATION

The Committee of the Whole discussed the proposed text amendments to the dynamic sign regulations. The Committee of the Whole generally agreed that since there have not been complaints from adjacent property owners for those signs in or adjacent to residential uses it does not make sense to require those signs to be turned off earlier than what the code already allows. The Committee of the Whole were also concerned about having the rules applied consistently across the board since the existing dynamic signs would be “grandfathered” in and would not have to abide by the earlier shut-off times.

She signs at the two churches were dimmed the Village has not received complaints. As a result of that the Committee of the Whole suggested allowing all dynamic signs to be on 24-hours a day, regardless of the district they are in or what uses are adjacent to them provided that those signs adjacent to residential uses be dimmed at nighttime.

The Committee of the Whole **Recommended Unanimous Approval (6-0)** of the following proposed text amendment to the Zoning Ordinance:

3. Sec. 13.01-27-h to reduce the time a message must remain static from 60-seconds to 15-seconds.
4. Sec. 13.01-27-h to allow dynamic signs in or adjacent to residential zoning districts or uses to be on 24-hours but require them to be dimmed between the hours of 10 PM – 7 AM.
Exhibit A
Red-Line Copy – Committee of the Whole Revisions
PC 20-005

27. Dynamic Display signs, as defined in Section 3 of the Zoning Ordinance, are subject to the following, in addition to other applicable regulations and restrictions contained in this ordinance, regardless of the content of the messages on said signs:

   a. Dynamic Display signs are permitted by right in B-1, B-2, B-3, ROC, O-R, and M Zoning Districts when lot lines do not directly adjoin an existing residential use or property.

   b. Dynamic Display signs may be allowed by Special Use Permit in accordance with the provisions of Section 14 of the Zoning Ordinance on property featuring school, church, governmental, or other similar institutional uses in R-1, R-2, and R-3 zoning districts and those lots in the B-1, B-2, B-3, ROC, O-R, and M Zoning Districts which are adjacent to existing residential use or property.

   c. The dynamic display component of a sign shall comprise no more than 40% of the total allowable sign face area and may only be installed in monument style signs. Such panels may not be installed in other types of signs such as pole, pylon, wall, window signs, etc.

   d. The dynamic display component of a sign must be accessory to the primary ground sign; the panel must be mounted or located below the primary business/location identification area.

   e. All messages, images, and transitions must be static- without motion, illusion of motion, animation, flashing, video, or other special effects. No live or pre-recorded video is permitted.

   f. All transitions between messages must be instantaneous.

   g. Messages must be complete in and of themselves, without continuation of content or sequencing from one message to the next.

   h. Messages cannot change more than once every 1560 seconds.

   i. Dynamic display signs adjacent to or located within residential district or uses or property are to be powered off between the hours of 10pm and 7am.

   j. The dynamic display portion of the sign shall include a control panel to regulate the intensity of illumination. The module must include dimmer controls which can be adjusted to meet Village light emission standards and eliminate any light spillover at the lot line. Proof of such module controls must be presented at the time of permit application. The dynamic display portion of the sign shall have the same appearance in terms of brightness as non-dynamic display signs at all times of day and under all weather conditions. No dynamic display sign shall be of such intensity or brilliance as to impair the driver’s operation of a motor vehicle or interfere with the effectiveness of an official traffic sign, control device, or signal. Dynamic display signs shall be dimmed after sunset and adjusted seasonally to account for dusk.

   k. The dynamic display sign shall be designed and equipped so that if the display should fail, the display shall immediately discontinue, turn black, or shut off until the appropriate repair can be made.
I. Off premise advertising is prohibited by Section 13.01(13) of the Zoning Ordinance.

m. Failure to comply with the standards of the Village ordinances and conditions of approval will require that the owner immediately discontinue the use of the dynamic display portion of the sign.
27. Dynamic Display signs, as defined in Section 3 of the Zoning Ordinance, are subject to the following, in addition to other applicable regulations and restrictions contained in this ordinance, regardless of the content of the messages on said signs:

a. Dynamic Display signs are permitted by right in B-1, B-2, B-3, ROC, O-R, and M Zoning Districts when lot lines do not directly adjoin an existing residential use or property.

b. Dynamic Display signs may be allowed by Special Use Permit in accordance with the provisions of Section 14 of the Zoning Ordinance on property featuring school, church, governmental, or other similar institutional uses in R-1, R-2, and R-3 zoning districts and those lots in the B-1, B-2, B-3, ROC, O-R, and M Zoning Districts which are adjacent to existing residential use or property.

c. The dynamic display component of a sign shall comprise no more than 40% of the total allowable sign face area and may only be installed in monument style signs. Such panels may not be installed in other types of signs such as pole, pylon, wall, window signs, etc.

d. The dynamic display component of a sign must be accessory to the primary ground sign; the panel must be mounted or located below the primary business/location identification area.

e. All messages, images, and transitions must be static- without motion, illusion of motion, animation, flashing, video, or other special effects. No live or pre-recorded video is permitted.

f. All transitions between messages must be instantaneous.

g. Messages must be complete in and of themselves, without continuation of content or sequencing from one message to the next.

h. Messages cannot change more than once every 15 seconds.

i. Dynamic display signs adjacent to or located within residential district or uses must be dimmed between the hours of 10pm and 7am.

j. The dynamic display portion of the sign shall include a control panel to regulate the intensity of illumination. The module must include dimmer controls which can be adjusted to meet Village light emission standards and eliminate any light spillover at the lot line. Proof of such module controls must be presented at the time of permit application. The dynamic display portion of the sign shall have the same appearance in terms of brightness as non-dynamic display signs at all times of day and under all weather conditions. No dynamic display sign shall be of such intensity or brilliance as to impair the driver’s operation of a motor vehicle or interfere with the effectiveness of an official traffic sign, control device, or signal. Dynamic display signs shall be dimmed after sunset and adjusted seasonally to account for dusk.

k. The dynamic display sign shall be designed and equipped so that if the display should fail, the display shall immediately discontinue, turn black, or shut off until the appropriate repair can be made.

l. Off premise advertising is prohibited by Section 13.01(13) of the Zoning
Ordinance.

m. Failure to comply with the standards of the Village ordinances and conditions of approval will require that the owner immediately discontinue the use of the dynamic display portion of the sign.
MEMORANDUM

TO: President Jeff Pruyn
   Village Board of Trustees

RE: PC 20-005
   Text Amendments
   Dynamic Sign Regulations

FROM: Mo Khan
   Village Planner

COTW: August 4, 2020

CC: Carie Anne Ergo, Village Administrator
    Shannon Malik Jarmusz,
    AICP, Community Development Director
    File

ENCL: Plan Commission Staff Report,
      Proposed Text Amendments

BACKGROUND

The Village of Itasca is proposing the following text amendment to the Zoning Ordinance:

1. Amendment to Sec. 13.01-27-h to reduce the time a message must remain static from 60-seconds to 15-seconds.
2. Amendment to Sec. 13.01-27-i to require dynamic signs in or adjacent to residential uses or districts to be off between the hours of 8 PM to 7 AM rather than 10 PM to 7 AM.

The Village Board directed Staff to draft text amendments to the dynamic sign regulations in order to help businesses better advertise their services and to lessen the impact of dynamic signs adjacent to residential uses.

Based on the research and for consistency with the previously granted variance for H20 Auto Spa which allowed a 15 second display time, Village Staff recommended a reducing the static display period for messages on new dynamic signs from 60 seconds to 15 seconds.

The proposed shut-off times for dynamic signs in or adjacent to residential uses/district was based on conditions of approval and feedback provided by the Village Board and Plan Commission for previously approved dynamic signs for St. Luke’s Church and St. Peter’s Catholic Church.
During the meeting staff provided the Plan Commission a summary of dynamic signs reviewed and approved by the Village:

<table>
<thead>
<tr>
<th>Year of Approval</th>
<th>Business/Location</th>
<th>Address</th>
<th>Zoning</th>
<th>Min. Display Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>Village of Itasca</td>
<td>550 W. Irving Park Rd.</td>
<td>R-1</td>
<td>N/A</td>
</tr>
<tr>
<td>2010</td>
<td>Itasca Park District</td>
<td>350 E. Irving Park Rd.</td>
<td>R-2</td>
<td>60 seconds</td>
</tr>
<tr>
<td>2014</td>
<td>McDonald’s</td>
<td>1301 E. Irving Park Rd.</td>
<td>B-2</td>
<td>60 seconds</td>
</tr>
<tr>
<td>2015</td>
<td>Crawford Supply</td>
<td>751 N. Rohlwing Rd.</td>
<td>M</td>
<td>60 seconds</td>
</tr>
<tr>
<td>2017</td>
<td>Lion’s Club</td>
<td>128 W. Orchard St.</td>
<td>B-5</td>
<td>60 seconds</td>
</tr>
<tr>
<td>2018</td>
<td>H₂O Auto Spa</td>
<td>1365 N. Arlington Heights Rd.</td>
<td>B-3</td>
<td>15 seconds</td>
</tr>
<tr>
<td>2018</td>
<td>St. Peter Church</td>
<td>524 N. Rush St.</td>
<td>R-2</td>
<td>60 seconds</td>
</tr>
<tr>
<td>2019</td>
<td>Hamilton Lakes Business Park</td>
<td>300 Park Blvd.</td>
<td>ROC</td>
<td>60 seconds</td>
</tr>
<tr>
<td>2019</td>
<td>St. Luke Church</td>
<td>410 S. Rush St.</td>
<td>R-2</td>
<td>60 seconds</td>
</tr>
<tr>
<td>2020</td>
<td>Itasca Bank &amp; Trust</td>
<td>308 W. Irving Park Rd.</td>
<td>B-6</td>
<td>60 seconds</td>
</tr>
</tbody>
</table>

**PLAN COMMISSION RECOMMENDATION**

The Plan Commission conducted the initial Public Hearing on this matter on June 17, 2020 and continued the hearing to July 15, 2020. There were no comments or questions by the Public regarding the case. The Plan Commission were supportive of changing the shut-off times for those dynamic signs in or adjacent to residential uses/district as proposed by Village Staff.

The Plan Commission were not supportive of decreasing the minimum time a single message had to remain static. The Plan Commission stated their reasoning to be: one, lack of variance requests from businesses to reduce the time; two, potential safety concerns; three, concern with Irving Park Rd. becoming proliferated with dynamic signages with constantly changing messaging.

The Plan Commission *Recommended Unanimous Approval (6-0)* of the proposed text amendment to Sec. 13.01-27-i to change the turn-off time from 10 PM to 8 PM.

The Plan Commission *Recommended Unanimous Denial (6-0)* of the proposed text amendment to Sec. 13.01-27-h to decrease the minimum time a single message must be static from 60-seconds to 15-seconds.
AMENDED STAFF REPORT: JULY 10, 2020

TITLE: Text Amendments to Dynamic Sign Regulations

PROPOSAL: The Village of Itasca is requesting the following:

1. Text Amendment to Section 13.01-27 of the Zoning Ordinance regarding Dynamic Sign Regulations pertaining to the following:
   a. Minimum required duration/time of a single message.
   b. Shut-off times for Dynamic Signs in or adjacent to residential zoning or uses.

BACKGROUND

In November 2018, the Village Board approved Ordinance 1894-18 amending Chapter 13 of the Itasca Zoning Ordinance related to Sign Regulations to permit either by right or special use Dynamic Signs in various parts of the community as well as associated regulations regarding the design/construction of such a sign and the manner in which dynamic signs can be operated.

Since the approval of the text amendment, there have been a number of dynamic signs that have been installed. There also have been a number of Special Use and Variance requests for the installation of dynamic signs, including:

1. Itasca Bank & Trust – 308 W. Irving Park Rd.
4. Lion’s Club – 128 W. Orchard

The construction of the dynamic signs at the above listed properties have raised concerns regarding whether they can effectively be used as dynamic signs and impacts the signs have on adjacent and nearby properties, especially in residential areas.

The current regulation requires that the sign remain static for a minimum of one minute before changing the messaging/image. The concern with this time period is that it does not allow for the sign to be effectively used as a dynamic sign since the messaging/image has to remain static for a minimum of one minute.
The one-minute restriction was placed based on safety concerns that signs changing too fast will distract drivers and lead to a higher number of vehicle crashes and pose a danger to other motorists and pedestrians.

The U.S. Department of Transportation – Federal Highway Administration conducted a recent study on the impact of dynamic (or electronic signage) on a driver’s attention and the potential safety impacts of such signage. The study found that signage that changed approximately every 10 seconds did not provide enough of a distraction to prevent the driver from focusing on their main task of operating a vehicle. However, the study acknowledges that there a multitude of variables that can occur and the study does not take into consideration all these variables and the impacts they have on a driver’s ability to safely operate the vehicle.

The second concern raised with the recent construction of dynamic signs specifically in or adjacent to residential zoning or uses is the brightness of the signs and the adverse impact they may have on residents. The current required shut-off time of 10 PM allows for the sign to be on sun set, especially in the winter months.

**TEXT AMENDMENTS**

Village Staff are proposing the following two text amendments to the dynamic sign regulations:

1. Amend Section 13.01-27-h to allow for messages to be static for a minimum of fifteen (15) seconds.
2. Amend Section 13.01-27-i to require dynamic signs in or adjacent to residential zoning or uses to be powered off between 8 pm and 7 am.

**STAFF RECOMMENDATION**

Staff recommends approval of the draft text amendments regarding dynamic sign regulations pertaining to the minimum time limit messages must be static and the shut-off times for signs in or adjacent to residential zoning or uses.

**DOCUMENTS ATTACHED**

1. Exhibit A: Red-Line Zoning Ordinance Text Amendments – Section 13.01-27
2. Exhibit B: Clean Copy Zoning Ordinance Text Amendments – Section 13.01-27
3. Exhibit C: Excerpt of CEVMS and Driver Visual Behavior Study - Peer reviewed report
4. Data Review Memo, dated July 10, 2020
27. Dynamic Display signs, as defined in Section 3 of the Zoning Ordinance, are subject to the following, in addition to other applicable regulations and restrictions contained in this ordinance, regardless of the content of the messages on said signs:

a. Dynamic Display signs are permitted by right in B-1, B-2, B-3, ROC, O-R, and M Zoning Districts when lot lines do not directly adjoin an existing residential use or property.

b. Dynamic Display signs may be allowed by Special Use Permit in accordance with the provisions of Section 14 of the Zoning Ordinance on property featuring school, church, governmental, or other similar institutional uses in R-1, R-2, and R-3 zoning districts and those lots in the B-1, B-2, B-3, ROC, O-R, and M Zoning Districts which are adjacent to existing residential use or property.

c. The dynamic display component of a sign shall comprise no more than 40% of the total allowable sign face area and may only be installed in monument style signs. Such panels may not be installed in other types of signs such as pole, pylon, wall, window signs, etc.

d. The dynamic display component of a sign must be accessory to the primary ground sign; the panel must be mounted or located below the primary business/location identification area.

e. All messages, images, and transitions must be static- without motion, illusion of motion, animation, flashing, video, or other special effects. No live or pre-recorded video is permitted.

f. All transitions between messages must be instantaneous.

g. Messages must be complete in and of themselves, without continuation of content or sequencing from one message to the next.

h. Messages cannot change more than once every 1560 seconds.

i. Dynamic display signs adjacent to or located within residential uses or property are to be powered off between the hours of 8 P.M. and 7 A.M., 10 pm and 7 am.

j. The dynamic display portion of the sign shall include a control panel to regulate the intensity of illumination. The module must include dimmer controls which can be adjusted to meet Village light emission standards and eliminate any light spillover at the lot line. Proof of such module controls must be presented at the time of permit application. The dynamic display portion of the sign shall have the same appearance in terms of brightness as non-dynamic display signs at all times of day and under all weather conditions. No dynamic display sign shall be of such intensity or brilliance as to impair the driver’s operation of a motor vehicle or interfere with the effectiveness of an official traffic sign, control device, or signal. Dynamic display signs shall be dimmed after sunset and adjusted seasonally to account for dusk.

k. The dynamic display sign shall be designed and equipped so that if the display should fail, the display shall immediately discontinue, turn black, or shut off until the appropriate repair can be made.

l. Off premise advertising is prohibited by Section 13.01(13) of the Zoning Ordinance.
Ordinance.

m. Failure to comply with the standards of the Village ordinances and conditions of approval will require that the owner immediately discontinue the use of the dynamic display portion of the sign.
27. Dynamic Display signs, as defined in Section 3 of the Zoning Ordinance, are subject to the following, in addition to other applicable regulations and restrictions contained in this ordinance, regardless of the content of the messages on said signs:

a. Dynamic Display signs are permitted by right in B-1, B-2, B-3, ROC, O-R, and M Zoning Districts when lot lines do not directly adjoin an existing residential use or property.

b. Dynamic Display signs may be allowed by Special Use Permit in accordance with the provisions of Section 14 of the Zoning Ordinance on property featuring school, church, governmental, or other similar institutional uses in R-1, R-2, and R-3 zoning districts and those lots in the B-1, B-2, B-3, ROC, O-R, and M Zoning Districts which are adjacent to existing residential use or property.

c. The dynamic display component of a sign shall comprise no more than 40% of the total allowable sign face area and may only be installed in monument style signs. Such panels may not be installed in other types of signs such as pole, pylon, wall, window signs, etc.

d. The dynamic display component of a sign must be accessory to the primary ground sign; the panel must be mounted or located below the primary business/location identification area.

e. All messages, images, and transitions must be static- without motion, illusion of motion, animation, flashing, video, or other special effects. No live or pre-recorded video is permitted.

f. All transitions between messages must be instantaneous.

g. Messages must be complete in and of themselves, without continuation of content or sequencing from one message to the next.

h. Messages cannot change more than once every 15 seconds.

i. Dynamic display signs adjacent to or located within residential uses or property are to be powered off between the hours of 8 P.M. and 7 A.M.

j. The dynamic display portion of the sign shall include a control panel to regulate the intensity of illumination. The module must include dimmer controls which can be adjusted to meet Village light emission standards and eliminate any light spillover at the lot line. Proof of such module controls must be presented at the time of permit application. The dynamic display portion of the sign shall have the same appearance in terms of brightness as non-dynamic display signs at all times of day and under all weather conditions. No dynamic display sign shall be of such intensity or brilliance as to impair the driver’s operation of a motor vehicle or interfere with the effectiveness of an official traffic sign, control device, or signal. Dynamic display signs shall be dimmed after sunset and adjusted seasonally to account for dusk.

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l. Off premise advertising is prohibited by Section 13.01(13) of the Zoning
Ordinance.

m. Failure to comply with the standards of the Village ordinances and conditions of approval will require that the owner immediately discontinue the use of the dynamic display portion of the sign.
CEVMS and Driver Visual Behavior Study - Peer reviewed report

General Discussion

This study was conducted to investigate the effect of CEVMS on driver visual behavior in a roadway driving environment. An instrumented vehicle with an eye tracking system was used. Roads containing CEVMS, standard billboards, and control areas with no off-premise advertising were selected. The CEVMS and standard billboards were measured with respect to luminance, location, size, and other relevant variables to characterize these visual stimuli. Unlike previous studies on digital billboards, the present study examined CEVMS as deployed in two United States cities and did not contain dynamic video or other dynamic elements. The CEVMS changed content approximately every 8 to 10 seconds, consistent with the limits provided by FHWA guidance. In addition, the eye tracking system used had nearly a 2-degree level of resolution that provided significantly more accuracy in determining what objects the drivers were gazing or fixating on as compared to some previous field studies examining CEVMS.

Conclusions

Do CEVMS attract drivers’ attention away from the forward roadway and other driving relevant stimuli?

Overall, the probability of looking at the road ahead was high across all conditions. In Reading, the CEVMS condition had a lower proportion of gazes to the road ahead than the standard billboard condition on the freeways. Both of the off-premise advertising conditions had a lower proportion of gazes to the road ahead than the control condition on the freeway. The lower proportion of gazes to the road ahead can be attributed to the overall distribution of gazes away from the road ahead and not just to the CEVMS. On the other hand, for the arterials the CEVMS and standard billboard conditions did not differ from each other, but both had a lower proportion of gazes to the road ahead compared to the control. In Richmond there were no differences among the three advertising conditions on the arterials. However, for the freeways the CEVMS and standard billboard conditions did not differ from each other but had a lower proportion of gazes to the road ahead than the control.

The control conditions differed across studies. In Reading, the control condition on arterials showed 92 percent for gazing at the road ahead while on the freeway it was 86 percent. On the other hand, in Richmond the control condition for arterials was 78 percent and for the freeway it was 92 percent. The control conditions on the freeway differed across the two studies. In Reading there were businesses off to the side of the road; whereas in Richmond the sides of the road were mostly covered with trees. The control conditions on the arterials also differed across cities in that both contained businesses and on-premise advertising; however, in Reading arterials had four lanes and in Richmond arterials had six lanes. The reason for these differences across cities was that these control conditions were selected to match the other conditions (CEVMS and standard billboards) that the drivers would experience in the two respective cities. Also, the selection of DCZs was obviously constrained by what was available on the ground in these cities.

The results for the off-premise advertising conditions are consistent with Lee et al., who observed that 76 percent of drivers’ time was spent looking at the road ahead in the CEVMS scenario and 75 percent in the standard billboard scenario. However, it should be kept in mind that drivers did gaze away from the road ahead even when no off-premise advertising was present and that the presence of clutter or salient visual stimuli did not necessarily control where drivers gazed.

Do glances to CEVMS occur that would suggest a decrease in safety?

In DCZs containing CEVMS, about 2.5 percent of the fixations were to CEVMS (about 2.4 percent to standard billboards). The results for fixations are similar to those reported in other field data collection efforts that included advertising signs. Fixations greater than 2,000 ms were not observed for CEVMS or standards billboards.

However, an analysis of dwell times to CEVMS showed a mean dwell time of 994 ms (maximum of 1,467 ms) for Reading and a mean of 1,039 ms (maximum of 2,270 ms) for Richmond. Statistical comparisons of average dwell times between CEVMS and standard billboards were not significant in Reading; however, in Richmond the average dwell times to CEVMS were significantly longer than to standard billboards, though below 2,000 ms. There was one dwell time greater than 2,000 ms to a CEVMS across the two cities. On the other hand, for standard billboards there were three long dwell times in Reading; there were no long dwell times to these billboards in Richmond. Review of the video data for these four long dwell times showed that the signs were not far from the forward view when participants were fixating. Therefore, the drivers still had access to information about what was in front of them through peripheral vision.

As the analyses of gazes to the road ahead showed, drivers distributed their gazes away from the road ahead even when there were no off-premise billboards present. Also, drivers gazed and fixated on off-premise signs even though they were generally irrelevant to the driving task. However, the results did not provide evidence indicating that CEVMS were associated with long glances away from the road that may reflect an increase in risk. When long dwell times occurred to CEVMS or standard billboards, the road ahead was still in the driver’s field of view.
Do drivers look at CEVMS more than at standard billboards?

The drivers were generally more likely to gaze at CEVMS than at standard billboards. However, there was some variability between the two locations and between type of roadway (arterial or freeway). In Reading, the participants looked more often at CEVMS when on arterials, whereas they looked more often at standard billboards when on freeways. In Richmond, the drivers looked at CEVMS more than standard billboards no matter the type of road they were on, but as in Reading the preference for gazing at CEVMS was greater on arterials (68 percent on arterials and 55 percent on freeways). The slower speed on arterials and sign placement may present drivers with more opportunities to gaze at the signs.

In Richmond, the results showed that drivers gazed more at CEVMS than standard billboards at night; however, for Reading no effect for time of day was found. CEVMS do have higher luminance and contrast than standard billboards at night. The results showed mean luminance of about 56 cd/m² in the two cities where testing was conducted. These signs would appear clearly visible but not overly bright.

Summary

The results of these studies are consistent with a wealth of research that has been conducted on vision in natural environments. (26, 22, 21) In the driving environment, gaze allocation is principally controlled by the requirements of the task. Consistent results were shown for the proportion of gazes to the road ahead for off-premise advertising conditions across the two cities. Average fixations were similar to CEVMS and standard billboards with no long single fixations evident for either condition. Across the two cities, four long dwell times were observed: one to a CEVMS on a freeway in the day, two to the same standard billboard on a freeway (once at night and once in the daytime), and one to a standard billboard on an arterial at night. Examination of the scene video and eye tracking data indicated that these long dwell times occurred when the billboards were close to the forward field of view where peripheral vision could still be used to gather visual information on the forward roadway.

The present data suggest that the drivers in this study directed the majority of their visual attention to areas of the roadway that were relevant to the task at hand (i.e., the driving task). Furthermore, it is possible, and likely, that in the time that the drivers looked away from the forward roadway, they may have elected to glance at other objects in the surrounding environment (in the absence of billboards) that were not relevant to the driving task. When billboards were present, the drivers in this study sometimes looked at them, but not such that overall attention to the forward roadway decreased.

Limitations of the Research

In this study the participants drove a research vehicle with two experimenters on board. The participants were provided with audio turn-by-turn directions and consequently did not have a taxiing navigation task to perform. The participants were instructed to drive as they normally would. However, the presence of researchers in the vehicle and the nature of the driving task do limit the degree to which one may generalize the current results to other driving situations. This is a general limitation of instrumented vehicle research.

The two cities employed in the study appeared to follow common practices with respect to the content change frequency (every 8 to 10 seconds) and the brightness of the CEVMS. The current results would not generalize to situations where these guidelines are not being followed.

Participant recruiting was done through libraries, community centers and at a university. This recruiting procedure resulted in a participant demographic distribution that may not be representative of the general driving population.

The study employed a head-free eye tracking device to increase the realism of the driving situation (no head-mounted gear). However, the eye tracker had a sampling rate of 60 Hz, which made determining saccades problematic. The eye tracker and analyses software employed in this effort represents a significant improvement in technology over previous similar efforts in this area.

The study focused on objects that were 1,000 feet or less from the drivers. This was dictated by the accuracy of the eye tracking system and the ability to resolve objects for data reduction. In addition, the geometry of the roadway precluded the consideration of objects at great distances.

The study was performed on actual roadways, and this limited the control of the visual scenes except via the route selection process. In an ideal case, one would have had roadways with CEVMS, standard billboards, and no off-premise advertising and in which the context surrounding digital and standard billboards did not differ. This was not the case in this study, although such an exclusive environment would be inconsistent with the experience of most drivers. This presents issues with the interpretation of the specific contributions made by billboards and the environment to the driver’s behavior.

Sign content was not investigated (or controlled) in the present study, but may be an important factor to consider in future studies that investigate the distraction potential of advertising signs. Investigations about the effect of content could potentially be performed in driving simulators where this variable could be systematically controlled and manipulated.
MEMORANDUM

TO: Shannon Malik Jarmusz, Director of Community Development
RE: PC 20-005 Text Amendment Dynamic Sign Regulations

FROM: Mo Khan, Village Planner
DATE: July 6, 2020

CC: File
ENCL: Ord. # 1885-18

On June 17, 2020, Village Staff presented the Village of Itasca Plan Commission with a Text Amendment request regarding Dynamic Sign Regulations, which included:

1. Amending the shut-off time of dynamic signs in or adjacent to residential zoning districts or uses from 10 PM to 8 PM.
2. Amending the duration of which dynamic signs must remain static from 60-seconds to 15-seconds.

The Plan Commission was not comfortable voting on the proposed request without obtaining further data and requested such from Village Staff due to that the data provided in the Staff Report for PC 20-005 stated that the study included a number of variables that could not be isolated and such should be taken into considering when reviewing and applying the data and conclusion of the study to regulations.

Village Staff researched and found several various studies related to the impact of digital or electronic signage have on motorist’s attention and the safety to the public. However, these studies similar to the one included in the Staff Report for PC 20-005 all provided disclaimer stating that though assumptions could be made from the data collected there are too many variables in these studies to provide a conclusive result and decision on the impact digital or electronic signage have on motorist’s attention and the safety to the general public. The variables often listed in these studies included the weather, road conditions, road types, types of cars, impact of other motorist on the control subject and different types of digital or electronic signage.

The study included as part of Staff Report for PC 20-005 stated that requiring digital or electronic signs to remain static for 10-seconds was generally effective at maintaining the motorist’s attention to their primary activity of driving and the maintain safety to the general
public. Staff has requested 15-seconds for the sign to remain static for a longer period compared to the study. The 15-seconds request is also consistent with what was approved by the Village Board for H20 Auto Spa at 1445-1465 N. Arlington Heights Rd.

Sources:


ORDINANCE NO. 1885-18

AN ORDINANCE APPROVING THE REZONING, A SPECIAL USE PERMIT, VARIANCES, A PLAT OF SUBDIVISION, AND A CLASS I SITE PLAN FOR 1345 AND 1365 NORTH ARLINGTON HEIGHTS ROAD (Rocky’s Car Wash)

WHEREAS, Antonio Costa, d/b/a H2O Autospa, and Jacosta Properties, LLC (hereinafter jointly referred to as “Petitioner”) has filed a Petition requesting (1) rezoning; (2) an amended special use; (3) variances from the Itasca Zoning Ordinance; (4) approval of a Plat of Subdivision; and (5) approval of a Class I Site Plan for the property at 1345 and 1365 North Arlington Heights Road in the Village of Itasca (hereinafter “Subject Property”):

WHEREAS, Petitioner seeks rezoning of the south lot of the Subject Property from R-1 Single Family Residence District to B-3 Service Business District;

WHEREAS, Petitioner seeks a special use permit pursuant to Section 8.05(2)(d) of the Itasca Zoning Ordinance to allow an automotive laundry use in the B-3 Community Business District in order to expand the existing car wash use; and

WHEREAS, Petitioner seeks variances from Sections 4.06(8)(p), 13.03(2)(b)(7), and 12.09(1)(b) of the Itasca Zoning Ordinance in order allow a rear yard setback of 5.35 feet, a dynamic display sign measuring 67.35 square feet located approximately 9-feet from the Arlington Heights Property line, and to waive the bicycle parking requirements; and

WHEREAS, Petitioner seeks a continuation of previously granted variances (Ordinance 1998-01) from Section 8.04(6) of the Itasca Zoning Ordinance in order allow a side yard of less than 5 feet, a parking and drive aisle within the first 5 feet of the side and rear yard; and

WHEREAS, Petitioner seeks approval of a Plat of Subdivision to consolidate two parcels into one lot of record; and

WHEREAS, Petitioner proposed a Class I Site Plan, attached hereto as Exhibit A; and

WHEREAS, Petitioner submitted an application, attached hereto as Exhibit B, for the rezoning, special use permit, variances from the Itasca Zoning Ordinance, and approval of the Plat of Subdivision, and a public hearing was held by the Itasca Plan Commission on May 16, 2018, pursuant to public notice as required by law, with respect to Petitioner’s application; and

WHEREAS the Plan Commission made the following findings of fact with respect to Petitioner’s application for the rezoning of the Subject Property:

1. The proposed rezoning of the Subject Property is compatible with the surrounding land uses and the general area;

2. The proposed rezoning of the Subject Property within the general area of the property in question is suitable and appropriate;
3. The suitability of the Subject Property to the uses permitted in the existing zoning classification supports the rezoning of the property;

4. The trend of development in the general area of the Subject Property supports the rezoning of the property;

5. The rezoning of the Subject Property is compatible with the official Comprehensive Plan of the Village of Itasca, adopted in October 1997, as amended;

6. The proposed rezoning is in the public interest and is not solely in the interest of the Petitioner; and,

7. The proposed rezoning of the Subject Property will correct an existing error, or changing conditions make the proposed rezoning necessary and desirable.

WHEREAS, the Plan Commission recommended to the Village Board of Trustees that the Subject Property be rezoned from the R-1 Single Family Residence District to B-3 Service Business District; and,

WHEREAS, the Plan Commission made the following findings of facts with respect to the special use permit:

1. The approval of the special use is in the public interest and not solely for the interest of the applicant.

2. The proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.

3. Such use will not under the circumstances of the particular case be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or injurious to property values or improvements in the vicinity.

4. The proposed use will comply with the regulations and conditions specified in the Zoning Ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.

WHEREAS, the Plan Commission made the following findings of fact with respect to the recommended variances:

1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located.

2. The plight of the owner is due to unique circumstances.
3. The variation, if granted, will not alter the essential character of the locality.

WHEREAS, the Itasca Plan Commission voted to recommend that the Village authorities grant the special use permit and approve the variances, subject to the following conditions:

1. Permit documents must be in substantial compliance with the Plan Commission and Village Board submittals.

2. The project must comply with all Village Ordinances, Building Codes, Standard Specifications, and the DuPage County Stormwater Ordinance in place at the time of permit application.

3. The variances will become null and void if permits have not been applied for within one year.

4. These approvals are granted to Jacosta Properties, LLC. Any future property owner will be required to affirm the associated ordinances before the Village Board.

5. Approval is subject to final engineering approval and the recommendations within the engineering memo prepared by Amy S. McKenna, PE, dated May 2, 2018.

6. Approval is subject to finalization of turning radius diagram and reinforced pavement standards to be worked out during permitting and final engineering, consistent with concerns raised by Michael Lisek, Fire Prevention Bureau Director, Itasca Fire District.

7. The dynamic display sign will require a permit. That submittal is to include a site plan clearly delineating the sign footprint, setbacks, and clear line of site triangle and be substantially similar to the sign plan included here.

8. The dynamic display portion of the sign shall include a control panel to regulate the intensity of illumination.

9. All messages, images, and transitions must be static- without motion, animation, video, or other special effects. All messages must be held for a minimum period of 15 seconds each before transitioning to a new message.

10. All transitions between messages must be instantaneous.

11. Messages shall be complete in and of themselves, without continuation in content from one message to the next.

12. The dynamic display portion of the sign shall have the same appearance in terms of brightness as non-dynamic display signs at all times of day and under all weather conditions. No dynamic display sign shall be of such intensity or
brilliance as to impair the driver's operation of a motor vehicle or interfere with the effectiveness of an official traffic sign, control device, or signal.

13. The dynamic display sign shall be designed and equipped so that if the displays should fail, the display shall immediately discontinue, turn black, or shut off until the appropriate repair can be made.

14. Failure to operate the dynamic display sign in compliance with the standards of the Village ordinances and conditions of approval will require that the sign owner immediately discontinue the use of the dynamic display portion of the sign.

15. Approval is conditioned upon modifying the proposed 19' drive aisle connection in the front yard to 24' in width.

16. Temporary signs require permits and are limited to a single sign for up to four weeks, three times per year with a new permit required for each display period. Pennant flags, inflatables, spinning signs, and similar will not be permitted.

17. Any wall sign will require a permit and be subject to Section 13.03(2)(b) of the Zoning Ordinance. The sign shown on the architectural exhibit marked “CAR WASH” on the front building elevation was considered informational only, as the dimensions were not included.

18. Lighting information for pay stations and vacuum terminals is required at the time of permit application. One additional light standard will be required on the southern portion of the newly created lot.

19. Plans for ground sign landscaping are required at the time of permit application.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The corporate authorities accept the findings of fact and recommendation of the Itasca Plan Commission concerning Petitioner's application for rezoning, and hereby rezone the south lot of the Subject Property to the B-3 Service Business District.

SECTION TWO: The corporate authorities accept the findings of fact and recommendation of the Itasca Plan Commission and hereby grant Petitioner a special use permit, subject to the conditions below, to allow a special use permit pursuant to Section 8.05(2)(d) of the Itasca Zoning Ordinance to allow an automotive laundry use in the B-3 Community Business District in order to expand the existing car wash use.

SECTION THREE: The corporate authorities accept the findings of fact and recommendation of the Itasca Plan Commission and hereby grant Petitioner variances, subject to the conditions below, from Sections 4.06(8)(p), 13.03(2)(b)(7), and 12.09(1)(b) of the Itasca Zoning Ordinance in order allow a rear yard setback of 5.35 feet, a dynamic display sign
measuring 67.35 square feet located approximately 9-feet from the Arlington Heights Property line, and to waive the bicycle parking requirements; and hereby grant a continuation of previously granted variances (Ordinance 1098-01) from Section 8.04(6) of the Itasca Zoning Ordinance in order allow a side yard of less than 5 feet, a parking and drive aisle within the first 5 feet of the side and rear yard.

SECTION FOUR: The corporate authorities hereby approve Petitioner’s Class I Site Plan.

SECTION FIVE: The corporate authorities hereby approve Petitioner’s Preliminary Plat of Subdivision, attached hereto and incorporated herein as Exhibit C.

SECTION SIX: The special use and variance approved in Section Two and Section Three are subject to the following conditions:

1. Permit documents must be in substantial compliance with the Plan Commission and Village Board submittals.

2. The project must comply with all Village Ordinances, Building Codes, Standard Specifications, and the DuPage County Stormwater Ordinance in place at the time of permit application.

3. The variances will become null and void if permits have not been applied for within one year.

4. These approvals are granted to Jacosta Properties, LLC. Any future property owner will be required to affirm the associated ordinances before the Village Board.

5. Approval is subject to final engineering approval and the recommendations within the engineering memo prepared by Amy S. McKenna, PE, dated May 2, 2018.

6. Approval is subject to finalization of turning radius diagram and reinforced pavement standards to be worked out during permitting and final engineering, consistent with concerns raised by Michael Lisek, Fire Prevention Bureau Director, Itasca Fire District.

7. The dynamic display sign will require a permit. That submittal is to include a site plan clearly delineating the sign footprint, setbacks, and clear line of site triangle and be substantially similar to the sign plan included here.

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9. All messages, images, and transitions must be static- without motion, animation, video, or other special effects. All messages must be held for a minimum period of 15 seconds each before transitioning to a new message.

10. All transitions between messages must be instantaneous.

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12. The dynamic display portion of the sign shall have the same appearance in terms of brightness as non-dynamic display signs at all times of day and under all weather conditions. No dynamic display sign shall be of such intensity or brilliance as to impair the driver's operation of a motor vehicle or interfere with the effectiveness of an official traffic sign, control device, or signal.

13. The dynamic display sign shall be designed and equipped so that if the displays should fail, the display shall immediately discontinue, turn black, or shut off until the appropriate repair can be made.

14. Failure to operate the dynamic display sign in compliance with the standards of the Village ordinances and conditions of approval will require that the sign owner immediately discontinue the use of the dynamic display portion of the sign.

15. Approval is conditioned upon modifying the proposed 19' drive aisle connection in the front yard to 24' in width.

16. Temporary signs require permits and are limited to a single sign for up to four weeks, three times per year, with a new permit required for each display period. Pennant flags, inflatables, spinning signs, and similar will not be permitted.

17. Any wall sign will require a permit and be subject to Section 13.03(2)(b) of the Zoning Ordinance. The sign shown on the architectural exhibit marked "CAR WASH" on the front building elevation was considered informational only, as the dimensions were not included.

18. Lighting information for pay stations and vacuum terminals is required at the time of permit application. One additional light standard will be required on the southern portion of the newly created lot.

19. Plans for ground sign landscaping are required at the time of permit application.

SECTION SEVEN: All other aspects of the Subject Property are to be in compliance with all Village ordinances, including, but not limited to, the Itasca Zoning Ordinance, unless otherwise modified by ordinance.
SECTION EIGHT: SEVERABILITY. The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION NINE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION TEN: EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

AYES: HOWER LEAHY AIANI MADARAS LATORIA SANTOROSLA

NAYS: __________________________

ABSENT: _________________________

ABSTAIN: _________________________

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 19th day of June, 2018.

APPROVED:

[Signature]
Village President Jeffery J. Pruyn

ATTEST:

[Signature]
Village Clerk Judy Conidi
ORDINANCE NO. 1945-20

AN ORDINANCE AMENDING THE ZONING ORDINANCE REGARDING DYNAMIC SIGN REGULATIONS

WHEREAS, the Village of Itasca wishes to amend § 13.01 of the Itasca Zoning Ordinance concerning dynamic sign regulations; and

WHEREAS, a public hearing was held before the Itasca Plan Commission on July 15, 2020, pursuant to public notice as required by law, to consider the following text amendments:

1. Amendment to Sec. 13.01(27)(h) to reduce the time a message must remain static from 60-seconds to 15-seconds.
2. Amendment to Sec. 13.01(27)(i) to require dynamic signs in or adjacent to residential uses or districts to be off between the hours of 8:00 PM to 7:00 AM, rather than 10:00 PM to 7:00 AM.

WHEREAS, the Village of Itasca Plan Commission voted to recommend that the Village authorities deny proposed text amendment 1 (to decrease the minimum time a single message must be static) and voted to recommend approval of text amendment 2 (to change the turn-off time to the hours of 8:00 PM to 7:00 AM).

NOW, THEREFORE, BE IT ORDAINED by the Village President and Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: Section 13.01(27) of the Village Zoning Ordinance shall be amended as follows:

27. Dynamic Display signs, as defined in Section 3 of the Zoning Ordinance, are subject to the following, in addition to other applicable regulations and restrictions contained in this ordinance, regardless of the content of the messages on said signs:

a. Dynamic Display signs are permitted by right in B-1, B-2, B-3, ROC, O-R, and M Zoning Districts when lot lines do not directly adjoin an existing residential use or property.

b. Dynamic Display signs may be allowed by Special Use Permit in accordance with the provisions of Section 14 of the Zoning Ordinance on property featuring school, church, governmental, or other similar institutional uses in R-1, R-2, and R-3 zoning districts and those lots in the B-1, B-2, B-3, ROC, O-R, and M Zoning Districts which are adjacent to existing residential use or property.

c. The dynamic display component of a sign shall comprise no more than 40% of the total allowable sign face area and may only be installed in monument style signs. Such panels may not be installed in other types of signs such as pole, pylon, wall, window signs, etc.
d. The dynamic display component of a sign must be accessory to the primary ground sign; the panel must be mounted or located below the primary business/location identification area.

e. All messages, images, and transitions must be static- without motion, illusion of motion, animation, flashing, video, or other special effects. No live or pre-recorded video is permitted.

f. All transitions between messages must be instantaneous.

g. Messages must be complete in and of themselves, without continuation of content or sequencing from one message to the next.

h. Messages cannot change more than once every 1560 seconds.

i. Dynamic display signs adjacent to or located within residential district or uses or property are to be powered off must be dimmed between the hours of 10pm and 7am.

j. The dynamic display portion of the sign shall include a control panel to regulate the intensity of illumination. The module must include dimmer controls which can be adjusted to meet Village light emission standards and eliminate any light spillover at the lot line. Proof of such module controls must be presented at the time of permit application. The dynamic display portion of the sign shall have the same appearance in terms of brightness as non-dynamic display signs at all times of day and under all weather conditions. No dynamic display sign shall be of such intensity or brilliance as to impair the driver’s operation of a motor vehicle or interfere with the effectiveness of an official traffic sign, control device, or signal. Dynamic display signs shall be dimmed after sunset and adjusted seasonally to account for dusk.

k. The dynamic display sign shall be designed and equipped so that if the display should fail, the display shall immediately discontinue, turn black, or shut off until the appropriate repair can be made.

l. Off premise advertising is prohibited by Section 13.01(13) of the Zoning Ordinance.

m. Failure to comply with the standards of the Village ordinances and conditions of approval will require that the owner immediately discontinue the use of the dynamic display portion of the sign.

SECTION THREE: SEVERABILITY. The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provision of this Ordinance.

SECTION FOUR: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.
SECTION FIVE: EFFECTIVE DATE. This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form.

AYES:______________________________

NAYES:______________________________

ABSENT:______________________________

ABSTAIN:______________________________

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 18th day of August 2020.

APPROVED:

______________________________
Village President Jeffery J. Pruyn

ATTEST:

______________________________
Village Clerk Jody Conidi
MEMORANDUM

TO: President Jeff Pruyn
    Village Board of Trustees

RE: PC 20-006
    SEC Rohlwing Rd. & Devon Ave.
    Planned Development for 3-Site
    Retail/Restaurant, Hotel & Gas
    Station and Preliminary & Final Plat
    of Subdivision

FROM: Mo Khan
      Village Planner

COTW: August 4, 2020

CC: Carie Anne Ergo, Village Administrator
    Shannon Malik Jarmusz,
    AICP, Community Development Director
    File

ENCL: Plan Commission Staff Report,
      Petition for Special Use, Petition for
      Subdivision, Site Plan Development
      Submittals, & Bridge Itasca, LLC
      Development Agreement

BACKGROUND

The Petitioner and Contract Owner, BSTP Midwest, LLC, and as representative of the property owner, Bridge Itasca, LLC, are requesting the following:

1. Approval of a Planned Development by Special Use in accordance with Section 14.12 of the Zoning Ordinance for the construction of a hotel, gas station, and multi-tenant retail/restaurant building, with the noted requested exceptions to the Zoning Ordinance:
   A. Exception to Section 8.02-1 to allow Outdoor Storage/Sales in the B-3, Service Business, Zoning District.
   B. Exception to Section 13.03-2-b-5 to allow Gas Station Front Entrance Sign to project 51", whereas the maximum allowed is 18 in.
   C. Exception to Section 13.03-2-b-7 to allow 3 ground signs on Lot 2, whereas the maximum allowed is 2 signs.
   D. Exception to Section 13.03-2-b-8 to allow for the Gas Station Pole Sign to be a height of 80 ft., whereas the maximum allowed is 20 ft.*
   E. Exception to Section 13.03-2-b-8 to allow for the Gas Station Pole Sign to have a sign area of 330 ft.², whereas the maximum allowed is 48 ft.².*
F. Exception to Section 13.03-2-b-2 to allow for total gross surface area for wall signs on Lot 1B to be 420 ft.², whereas the maximum allowed is 300 ft.².

G. Exception to Section 13.02-2-b-6 to allow for a Hotel Wall Sign height to be 42 ft. 4 in., whereas the maximum allowed is 30 ft.

2. Approval of a Class I Site Plan Review in accordance with 14.13 of the Zoning Ordinance.

3. Approval of a Final Plat of Subdivision in accordance with Section 7.09 of the Subdivision Ordinance.

* Petitioner rescinded the Zoning Exception Requests due to the lack of support by the Plan Commission.

This proposed development came up for informal discussion at the Community Development Committee Meetings on December 17, 2019 and February 11, 2020. The Village Board were generally supportive of the gas station/convenience store development with Mayor Pruyn and Trustee Aiani supporting if only the proposed development included all three sites. At the Community Development Committee Meeting, Mr. Claes of Bluestone stated it can take up to 3-7 years to fill the site if only looking for retail/restaurant users.

Res. 1110-19 Executed the Development Agreement with Bridge Itasca, LLC regarding the Bridge Itasca Development, which included both the manufacturing/warehouse and commercial portions of the development.

Res. 1110-19 requires that construction of the entire development (manufacturing/warehouse and commercial) be completed within 36-months (or by September 26, 2022) from the issuance of the first permit issued by the Village, which was issued on September 26, 2019.

**PLAN COMMISSION RECOMMENDATION**

The Plan Commission conducted a Public Hearing on this matter on July 15, 2020. There were no comments or questions by the Public regarding the case. The Plan Commission did discuss the following items regarding the proposed development:

1. **Zoning Exception Request to Permit a Pole Sign Height of 80 ft.:**

   The Plan Commission were split in their support of the proposed pole sign with a height of 80 ft. Commissioner Swets, Drummond and Ray were not supportive of the proposed sign height as they did not think it was necessary for adequate signage needs as well as the sign height being out of place compared to other signage in the area. Commissioner Daly and Carello were generally supportive of the signage due to that the site has a grade of approximately 15 ft. lower than the adjacent roadway needing a taller sign in order for it to be visible. The Petitioner stated that in order to allow for the project to move forward they would voluntarily rescind the zoning exception request.

2. **Zoning Exception Request to Permit Two Signs on the Pole Sign:**

   The Zoning Exception was rescinded by the Petitioner due to the mix support for the pole sign height.
3. **Location of Trash Enclosure for Gas Station Site:**

Commissioner Holmes asked the Petitioner if the trash enclosure could be relocated to the side or rear of the building rather than being along Rohlwing Rd. Petitioner stated that due to site grading it would require construction of a significant retaining wall to create a level grading for the trash enclosure if it was to be relocated nearer to the building. The Petitioner stated that the trash enclosure would be constructed of the same exterior materials of the main building making it blend in with the site. Staff also stated there would be significant landscaping around the trash enclosure to screen it from Rohlwing Rd.

4. **Development Schedule:**

Commissioner Holmes asked the Petitioner what the development schedule for the project is. The Petitioner stated that their goal is to construct both the hotel and gas station building and all site improvements for three lots at the same time using the same contractor. However, the Petitioner further added that at this time they could not commit to that due to the current economic situation but that both users (Holiday Inn & Thornton’s) are still signed on to be the final end users of the hotel and gas station respectively. Members of the Plan Commission stated they would not want the gas station built and the other two sites to remain undeveloped. Commissioner Daly stated that even if the hotel site is not developed it would still allow for some type of commercial development to occur since the site improvements would be completed leaving just a pad for the building. The Petitioner also stated that if a condition was placed on the approval that both buildings be constructed at the same time it may result in one or both users pulling out of the development.

Although staff and the Village Board understand the Petitioner’s position that tying the construction schedule to one another may be challenging due to current economic conditions and other factors, the Village Board may wish to deliberate on adding a condition that the two sites be built within a certain time frame and/or requiring permit submittal and/or permit issuance of the hotel site prior to the gas station in order to meet the Village Board’s desire to ensure that the gas station is not the only site developed along the commercial portion based on the conversation held at the Community Development Committee Meeting.

The Plan Commission reviewed the Required Findings of Fact and **Recommended Unanimous Approval (6-0)** of the Planned Development by Special Use for a three lot development for a retail/restaurant site, hotel & gas station, with the noted zoning exceptions except for D and E, Class I Site Plan Review, and Preliminary and Final Plat of Subdivision Requests, subject to the following conditions as recommend by staff:

1. Final Plat of Subdivision, Final Engineering Plans, and Final Building Elevations must be in substantial compliance with the Plan Commission and Village Board Submittals.
2. Final Plat of Subdivision shall be reviewed and approved by Village’s Community Development and Engineering Staff prior to recording the Plat with DuPage County’s Recorder’s Office.
3. The project must comply with all Village Ordinances, Building Codes, Subdivision Regulations, Standards Specifications, and the DuPage County Stormwater Ordinance in place at the time of permit application.

4. The project must comply with the approved Development Agreement (Ord. # 1889-18) governing this mixed-use industrial and commercial site.

5. Any favorable recommendation is subject to final building permit approval.

6. The proposal is subject to adherence to previously issued review comments.

7. Ordinarily, project approvals of this nature are conditioned to be valid for one year. Staff recommends that the phasing schedule and timeline of the proposed development be consistent with the approved Development Agreement.

8. If the project does not commence within three years of Village Board approval, the requests shall return to the Board for reauthorization. Furthermore, if for any reason BSTP Midwest, LLC is not able to complete this project, any future assignees will be required to obtain Village Board approval to amend the approvals for the new ownership entity.
TITLE: Blue Stone Planned Development & Subdivision  
ADDRESS: Southeast Corner of Rohlwing Rd. & Devon Ave.  
PIN: 03-06-100-010; 03-06-200-013  

PROPOSAL: BSTP Midwest, LLC, Petitioner, and as representative of the property owner, Bridge Itasca, LLC, is requesting the following:

1. Approval of a Planned Development by Special Use in accordance with Section 14.12 of the Zoning Ordinance for the construction of a hotel, gas station, and multi-tenant retail/restaurant building, with the noted requested exceptions to the Zoning Ordinance:
   A. Exception to Section 8.02-1 to allow Outdoor Storage/Sales in the B-3, Service Business, Zoning District.
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   E. Exception to Section 13.03-2-b-8 to allow for the Gas Station Pole Sign to have a sign area of 330 ft.², whereas the maximum allowed is 48 ft.².
   F. Exception to Section 13.03-2-b-2 to allow for total gross surface area for wall signs on Lot 1B to be 420 ft.², whereas the maximum allowed is 300 ft.².
   G. Exception to Section 13.02-2-b-6 to allow for a Hotel Wall Sign height to be 42 ft. 4 in., whereas the maximum allowed is 30 ft.

2. Approval of a Class I Site Plan Review in accordance with 14.13 of the Zoning Ordinance.

3. Approval of a Final Plat of Subdivision in accordance with Section 7.09 of the Subdivision Ordinance.

BACKGROUND

The Village Board approved Ordinance # 1893.3-19 in June 2019 which granted a Planned Development by Special Use, Final Plat of Subdivision, and a Final Class I Site Plan Review for the construction of three warehouse buildings and the designation of an approximately 7-acre site along Rohlwing Rd. for the construction of a multi-tenant retail building, two free-standing restaurant sites, a hotel, and stormwater/common area open space.

The construction of the building shell for all three industrial building are nearing completion, with a portion of Building #2 currently being built out of a tenant.
The property owner, Bridge Itasca, LLC, along with their real estate brokers have marketed the commercial portion of the development to various end-users and developers. BSTP Midwest, LLC is under contract to purchase the commercial portion of the development pending approval of their request.

The commercial components of the overall Planned Development were negotiated as a condition of approval for the industrial portion of the development, all of which is governed and generally consistent with the Village Board approved Planned Development agreement.

**PLANNING & ZONING ANALYSIS**

The proposed development is approximately 7-acres and located on the east side of Rohlwing Rd. between Devon Ave. and Illinois Route 390. The property is zoned B-3 Service Business District. The adjacent property zoning and uses are as follows:

- North: Automotive Service, Hotel, and Restaurant (Elk Grove Village)
- South: Illinois Route 390
- East: M Limited Manufacturing – Warehouse
- West: M Limited Manufacturing – Office

The B-3 Service Business District is, “designed to provide for automotive, service, and freestanding commercial activities which require limited comparison shopping. Customers usually arrive by automobile, making a separate stop for each errand. Uses permitted in this district usually require larger sites and buildings and often provide services which are not compatible with other commercial or residential districts. These commercial areas are usually located along major arterials or adjacent to limited access highway interchanges.”

The proposed uses of a gas station (including a truck fueling station) with a convenience store, hotel, and a multi-tenant retail/restaurant building are consistent with the intention of the B-3 Service Business District, as it provides for a variety of automotive, service and commercial uses.

The proposed uses are also complementary to the adjacent property uses as they will provide services that will be in need and in use by adjacent and nearby office and warehouse businesses. The proposed location of the three uses are also ideal for both the developer and the Village as the gas station will be located along the IL-390 frontage and reserve the corner lot for the multi-tenant restaurant/retail building per the originally approved conceptual plans.

The proposed Thornton’s Gas Station will provide an approximately 5,600 ft.² convenience store, 20 gas station pumps for passenger vehicles, and 4 truck fueling stations. The proposed gas station site will also have a limited outdoor storage/sale area where they will have materials/goods for sales common to be found at gas stations, including but not limited to an ice box machine, propane tank storage, car accessories, etc.

The proposed Holiday Inn Express & Suites Hotel will be approximately 54,233 ft.² and provide a total of 93 rooms, a business center, fitness center, pool, and other amenities.
The proposed multi-tenant restaurant/retail building will be approximately 8,400 ft.\(^2\) and is proposed to have two tenant spaces, one each for restaurant and retail. The site plan proposes to locate the restaurant on the northern portion of the building where a drive-through lane can be constructed if the user requires one. This allows for the developer to market the restaurant site to a variety of restaurant users. Once a user is identified, the developer will have to return for a Class I Site Plan Approval and if necessary, a Special Use approval dependent on the type of user.

**Bulk Standards & Off-Street Parking Requirements**

The following table provides a summary of the proposed development’s compliance with the B-3 Zoning Bulk Standards and Off-Street Parking Requirements:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Required</th>
<th>Multi-Tenant Restaurant/ Retail (Lot 1A)</th>
<th>Hotel (Lot 1B)</th>
<th>Gas Station (Lot 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.05-4</td>
<td>FAR</td>
<td>≤ 0.8</td>
<td>0.1</td>
<td>0.48</td>
<td>0.04</td>
</tr>
<tr>
<td>8.05-5</td>
<td>Lot Size</td>
<td>No Minimum</td>
<td>85,949 ft.(^2)</td>
<td>113,502 ft.(^2)</td>
<td>148,150 ft.(^2)</td>
</tr>
<tr>
<td>8.05-6</td>
<td>Front-Yard Setback(^1)</td>
<td>≥ 25 ft.</td>
<td>156 ft.</td>
<td>116 ft.</td>
<td>148 ft.</td>
</tr>
<tr>
<td>8.05-6</td>
<td>Side-Yard Setback(^1)</td>
<td>≥ 5 ft.</td>
<td>83 ft.</td>
<td>76 ft. / 93 ft.</td>
<td>83 ft.</td>
</tr>
<tr>
<td>8.05-6</td>
<td>Corner-Side Yard Setback(^1)</td>
<td>≥ 25 ft.</td>
<td>88 ft.</td>
<td>N/A</td>
<td>378 ft.</td>
</tr>
<tr>
<td>8.05-6</td>
<td>Rear-Yard Setback(^1)</td>
<td>≥ 20 ft.</td>
<td>74 ft.</td>
<td>102 ft.</td>
<td>76 ft.</td>
</tr>
<tr>
<td>8.05-8</td>
<td>Building Height</td>
<td>≤ 45 ft. or 3 Stories, whichever is less</td>
<td>N/A(^3)</td>
<td>45 ft. 4’’ 4 stories(^2)</td>
<td>24 ft.</td>
</tr>
<tr>
<td>12.03-1-a-(3)</td>
<td>Parking Lot Setback</td>
<td>≥ 5 ft.</td>
<td>15 ft.</td>
<td>10 ft.</td>
<td>119 ft.</td>
</tr>
<tr>
<td>12.03-5</td>
<td>Parking Stall Dimension</td>
<td>≥ 9 ft. Wide x 18 ft. Length</td>
<td>9 ft. x 18 ft.</td>
<td>9 ft. x 18 ft.</td>
<td>9 ft. x 20.5 ft.</td>
</tr>
<tr>
<td>12.03-5</td>
<td>ADA Stall Dimension</td>
<td>≥ 16 ft. Wide x 18 ft. Length</td>
<td>16 ft. x 18 ft.</td>
<td>16 ft. x 18 ft.</td>
<td>16 ft. x 18 ft.</td>
</tr>
<tr>
<td>12.06</td>
<td>Drive Aisle Width</td>
<td>≥ 24 ft.</td>
<td>24 ft.</td>
<td>24 ft.</td>
<td>24 ft.</td>
</tr>
<tr>
<td>12.05</td>
<td>Min. # of Parking Stalls</td>
<td>≥ 70 /107 / 24</td>
<td>75</td>
<td>108</td>
<td>24</td>
</tr>
<tr>
<td>12.05</td>
<td>Min. # of ADA Stalls</td>
<td>4 / 5 / 1</td>
<td>4</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>14.12-7-c-(2)-(c)</td>
<td>Building Coverage</td>
<td>≤ 25%</td>
<td>9.7%</td>
<td>12.2%</td>
<td>8%</td>
</tr>
<tr>
<td>-----------------</td>
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</tr>
<tr>
<td>14.12-7-(2)-(d)</td>
<td>Open Space</td>
<td>≥ 15%</td>
<td>28.4%</td>
<td>31.2%</td>
<td>47%</td>
</tr>
</tbody>
</table>

1 Yard setbacks: Each front, side, and rear setback or required yard shall be increased by two (2) feet for each additional one (1) foot of building height over thirty (30) feet.

2 Ordinance # 1889-18 approved a building height and stories for the hotel to exceed maximum height of 45 ft. and maximum of 3 stories.

3 Construction of the Multi-Tenant Restaurant/Retail Building is not proposed now as the end users have not been identified. Developer will return for amended Final Approval once users are identified and building plans have been drafted.

Site Access

Site Access will be provided by a right-in and right-out curb cut on Devon Ave., right-in curb-cut and a full access curb-cut along Rohlwinger Rd. Access easements will be provided on the Plat of Subdivision to allow for internal access between all three lots as well as access to the warehouse development to the east with access to the curb-cut with the newly planned traffic light at Devon Ave. & Nerge Rd.

Landscaping Requirements

Section 14.19 requires that a Landscaping Plan be provided with any proposed development for review and approval. Section 14.19-3 states when drafting the landscape plan, “landscape materials shall be selected and sited to produce a hardy drought resistant landscape area. Selection shall include: consideration of soil type and depth; spacing for opacity; exposure to sun, wind and water; slope and contours of the site; building walls, overhangs and compatibility with existing native vegetation preserved on site.”

The proposed landscape plan provides for a variety of coniferous and deciduous trees, shrubs, plantings, and ground cover. Appropriate landscaping is being provided at the base of the monument signage as well as appropriate landscaping and fence screening around trash enclosure areas. Trees are being provided in the parking lot islands as well as shrubs along the perimeter of parking areas that have street frontage.

Signage

Site Signage Matrix Exhibit provides a summary of the proposed development’s compliance with Section 13.03 of the Zoning Ordinance related to sign regulations. The proposed signage for the development is in scale with the size of the development. The majority of exceptions being requested as part of the Planned Development are related to signage and this is to allow for the signage to be easily visible to motorists on IL Route 390.

SUMMARY

The proposed development is consistent with B-3 Zoning District and will bring a diverse development with significant economic development impact to the this previously undeveloped
parcel. It will work towards the Village’s Comprehensive goal of bringing more commercial uses and activity along the Rohlwing Rd. / IL-53 Corridor. Adequate access to the site will be provided along both Rohlwing Rd. and Devon Ave. as well as internal drive aisles. Significant landscaping will be provided to balance hardscape and greenspace on the site. Signage proposed is consistent with those for developments located next to major highway systems.

PUBLIC COMMENTS

As of July 8, 2020, Village Staff has received no public comments regarding this petition.

STAFF RECOMMENDED CONDITIONS OF APPROVAL

Staff recommends the following conditions be included if a favorable recommendation is made by the Plan Commission:

1. Final Plat of Subdivision, Final Engineering Plans, and Final Building Elevations must be in substantial compliance with the Plan Commission and Village Board Submittals.
2. Final Plat of Subdivision shall be reviewed and approved by Village’s Community Development and Engineering Staff prior to recording the Plat with DuPage County’s Recorder’s Office.
3. The project must comply with all Village Ordinances, Building Codes, Subdivision Regulations, Standards Specifications, and the DuPage County Stormwater Ordinance in place at the time of permit application.
4. The project must comply with the approved Development Agreement (Ord. # 1889-18) governing this mixed-use industrial and commercial site.
5. Any favorable recommendation is subject to final building permit approval.
6. The proposal is subject to adherence to previously issued review comments.
7. Ordinarily, project approvals of this nature are conditioned to be valid for one year. Staff recommends that the phasing schedule and timeline of the proposed development be consistent with the approved Development Agreement.
8. If the project does not commence within three years of Village Board approval, the requests shall return to the Board for reauthorization. Furthermore, if for any reason BSTP Midwest, LLC is not able to complete this project, any future assignees will be required to obtain Village Board approval to amend the approvals for the new ownership entity.

REQUIRED STANDARDS OF APPROVAL FOR PLANNED DEVELOPMENTS

Section 14.12-7 of the Zoning Ordinance states no planned development shall be authorized unless the Plan Commission shall find and recommend, in addition to those standards established herein for Special Uses, that the following standards shall be met:

General:

1. The uses permitted by such exceptions as may be requested or recommended are necessary or desirable and appropriate to the purpose of the development.
2. The uses permitted in such development are not of such nature or so located as to exercise an undue detrimental influence or effect upon the surrounding neighborhood.

3. That any industrial park areas established in the planned development conform to all requirements therefore, as set forth elsewhere in this Ordinance.

4. That all minimum requirements pertaining to commercial, residential, institutional, or other uses established in the planned development shall be subject to the requirements for each individual classification as established elsewhere in this Ordinance, except as may be specifically varied in the Ordinance granting and establishing a planned development use.

5. When private streets and common driveways are made a part of the planned development or private common open space recreational facilities are provided, the applicant shall submit, as part of the application, the method and arrangement whereby these private facilities shall be operated and maintained. Such arrangements for operating and maintaining private facilities shall be subject to the approval of the Village Board.

6. That any bulk exceptions shall be solely for the purpose of promoting an integrated site plan more beneficial to the residents or occupants of such development as well as neighboring property, that would be obtained under the bulk regulations of this Ordinance for building developed on separate zoning lots.

7. Architectural Consistency. The architectural style and features established for an approved planned development shall be maintained throughout the entire project unless otherwise recommended by the Plan Commission and approved by the Village Board.

Business:

That in a planned business development, the following additional requirements are hereby specified:

1. All buildings shall be set back not less than fifty (50) feet from all street rights-of-way lines bounding the site; and set back forty (40) feet from any residentially zoned land.

2. Required off-street parking spaces shall be provided in accordance with Section 12.00 of this Ordinance and set back not less than twenty-five (25) feet from any residentially zoned land.

3. All walks within the planned development shall be paved with a hard-surfaced material meeting the specification of the Village.

4. Any part of the planned development not used for buildings, loading and access ways, shall be attractively landscaped with grass, trees, shrubs, or pedestrian walkways, according to a landscape plan, as approved by the Plan Commission.

5. The overall floor area ratio for the Planned Development shall not exceed by more than twenty (20) percent the maximum floor area ratio which would be determined on the basis of the amount required for the individual uses in such Planned Development as stipulated in each district.

6. The buildings in the planned development shall be planned and designed as a unified and single project.
Variation of Minimum Requirements:

1. Wherever the applicant proposes to provide and set out, by platting, deeding, dedication, restriction, or covenant, any land or space separate from single-family or multi-family residential districts to be used for parks, playgrounds, commons, greenways or open areas, the Plan Commission may consider and recommend to the Village Board, and the Village Board may vary the applicable minimum requirements of the subdivision regulations and the zoning ordinance which may include but not necessarily be limited to the following:
   a. Front Yard
   b. Rear Yard
   c. Side Yard
   d. Lot Area
   e. Bulk
   f. Intensity of Use
   g. Street Width
   h. Sidewalks
   i. Public Utilities
   j. Off-Street Parking

2. Business
   a. Business uses shall be as prescribed by the Plan Commission.
   b. All business shall be conducted, and material shall be stored within a completed enclosed building.
   c. Not more than twenty-five (25) percent of the lot area shall be covered by buildings or structures.
   d. Not less than fifteen (15) percent of the lot shall be provided or landscaping and open space purposes.
   e. No building shall be more than sixty-five (65) feet in height.

REQUIRED STANDARDS OF REVIEW FOR SUBDIVISIONS

Section 2.00 of the Subdivision Ordinance sets the following standards for review when considering a Subdivision Request.

1. To ensure sound, harmonious subdivision development including Planned Developments and community growth, and to safeguard the interest of the homeowner, the subdivider, the investor, and the Village.

   To assure that no subdivisions shall be approved that is not energy efficient as practicable in terms of density, mixture of use, site selections, building layout and orientation and landscaping.

2. To provide permanent assets to the locality and to the Village.
3. To prevent scattered development beyond existing public utilities and prevent excessive development costs.
4. To assure development of land for optimum use with necessary protection against deterioration and obsolescence.
5. To limit and control the pollution of the environment that can be caused by inadequate or incomplete urban development.
6. To provide common grounds of understanding and a sound working relationship between the Village and Subdivider.
7. To lessen congestion in the streets and highways.
8. To provide for adequate light and air.
9. To facilitate adequate provision for transportation, water, sewerage, schools, and other public necessities.
10. To ensure proper legal description and proper monumenting of subdivided land.

DOCUMENTS ATTACHED

1. Petition for Special Use, dated March 6, 2020
2. Petition for Subdivision, dated March 6, 2020
3. Project Narrative, dated July 6, 2020
4. Plat of Survey, revision date of November 27, 2018
5. Plat of Subdivision, revision date of March 5, 2020
6. Civil Site Plans, revision date of July 6, 2020
7. Landscape Plan, revision date of July 2, 2020
8. Photometric Plan, dated February 28, 2020
9. Traffic Analysis / Trip Generation Memo, dated March 5, 2020
10. Truck Turn Exhibit, dated July 6, 2020
11. Holiday Inn Building Elevation & Floor Plan, dated July 6, 2020
12. Thornton’s Building Elevation, dated July 6, 2020
13. Site Signage Drawings, dated July 6, 2020
14. Site Signage Matrix
PETITION FOR SPECIAL USE

Village of Itasca Plan Commission
C/O Community Development Department
550 W. Irving Park Rd.
Itasca, IL 60143
(Ph): 630-773-5568    (F): 630-773-0852
comdev@itasca.com

Date Submitted: 3/6/20

ALL ITEMS MUST BE COMPLETE TO PROCESS APPLICATION

Address(es) of Property: 7N771 RT. 53 Itasca, IL 60143

Owner(s) of Property: Bridge Itasca LLC

Petitioner(s) (If other than owners): BSTP Midwest, LLC

Existing Use: Vacant

Zoning: B-3

P.I.N. #: Portion of PIN 0306100010

Lot Size (sq. ft.): 348,654.24

Please answer the following questions (you may attach additional sheets if needed):

1.) Please provide a detailed description of the use requested.
   See attached narrative

2.) Please explain how the special use requested is in the interest of the public and is not solely for the interest of the applicant.
   See attached narrative

3.) Explain the reasons why the special use is necessary or desirable for the public convenience and how it will contribute to the general welfare of the neighborhood or community at this location.
   See attached narrative
4.) Will the special use be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity? Please explain your answer.
   See attached narrative

5.) What effect will the use have on property values and improvements in the vicinity? Please explain your answer.
   See attached narrative

Owner's Name(s): Bridge Itasca, LLC c/o Bridge Development Partners, LLC - Attn. Nick Siegel
Address: 1000 W. Irving Park Road, Suite 150 Itasca, IL 60143
Phone: 312-683-7230
Email: nsiegel@bridgedev.com

Petitioner's Name(s): BSTP Midwest, LLC
Address(es): 410 North Michigan Avenue, Suite 850 Chicago, IL 60611
Phone: 617-320-2759
Email: drew@bluestonestp.com

Agent or Attorney (if applicable)  Site Planner or Engineer (if applicable)
Name: _______________ Name: Brett Duffy
Firm: _______________ Firm: SpaceCo
Address: _______________ Address: 9575 W. Higgins Road, Suite 750 Rosemont, IL 60018
Phone: _______________ Phone: 847-696-4060
Email: _______________ Email: bduffy@spacecoin.com

Please attach the following:
☒ Legal description of property (from title policy or plat of survey) – required for all variances.
☒ Current plat of survey (showing all site improvements/structures and easements).
☒ Architectural renderings of new or altered structures (if applicable).
☒ Site Plan (drawn to scale showing buildings, parking spaces, storm water detention and all other significant data with all pertinent dimensions fully noted).
☐ If held in trust, letter naming all beneficiaries of the trust and authorizing the below signed person to act on the matters related to the petition request. The letter must be signed by all beneficiaries of the trust.
THE LEGAL TITLEHOLDER MUST SIGN THE PETITION. Where the property is held in trust, the trust officer must sign the petition and include a letter naming all beneficiaries of the trust and authorizing the below signed person to act on the matters related to this petition request. The undersigned acknowledges and agrees that this application and all documentation submitted becomes public record and may be viewed by the public.

I WE, Bridge Ilasca, LLC, DO HEREBY CERTIFY OR AFFIRM THAT I/WE ARE THE OWNER(S) OF RECORD OF THE AFORESAID DESCRIBED PROPERTY AND HEREBY MADE APPLICATION AS SUCH.

Signature: [Signature] Date: 2/26/20

SUBSCRIBED AND SWORN TO
BEFORE ME THIS 28th DAY OF February, 2020

[Signature]
NOTARY PUBLIC

[Official Seal]
AMY MCMURRAY
Notary Public – State of Illinois
My Commission Expires November 12, 2022
CONSULTANT SERVICES AGREEMENT

Pursuant to Section 4.05(5) of the Village of Itasca Zoning Ordinance, the Village of Itasca may use the services of professional consultants for research, investigation and professional opinion in the processing of any application.

Section 4.04(5) of the Itasca Zoning Ordinance:

CONSULTANTS: The Plan Commission/Zoning Board of Appeals and the Village Board may utilize the services of professional consultants for research, investigation, and professional opinion, for assistance in arriving at recommendations or decisions. The applicant whose request to the Plan Commission/Zoning Board of Appeals, or Village Board, requires the use of such professional services, shall reimburse the Village the reasonable cost incurred for the services rendered by its consultants within ten (10) days after the submission of the bill by the Village. The consultants shall bill for their services at the same hourly rate which they normally charge municipal clients. The Village consultants shall include but not be limited to the persons who provide the Village with advice in the field of engineering, law, planning, traffic, design, finance, and court reporters.

I/We the applicant(s) understand that when the services of a consultant are utilized in accordance with the above section for research, investigation, professional opinion or other assistance, I/we shall pay all costs incurred within ten (10) days of submission of a bill by the Village of Itasca.

BSTP Midwest, LLC
Name of Applicant

410 Michigan Avenue, Suite 410
Street Address

Chicago, IL 60611
City State Zip

617-320-2759
Telephone
drew@bluestonestp.com
E-Mail

Agent or Attorney (if applicable)

Signature of Applicant

Please indicate who the bills for the costs incurred for the petition should be sent to.

Applicant: ☒ Agent: ☐ Other: ☐

If other, please complete the below information.

Name:

Address:

City, State, Zip:

Phone: E-Mail:

Date:

E-Mail:
# PETITION FOR SUBDIVISION

VILLAGE OF ITASCA PLAN COMMISSION  
Community Development Department  
111 Line Street  
Itasca, IL 60143  
(630) 773-6556  
Fax: (630) 773-0652

DATE ___ / ___ / ___

ALL ITEMS MUST BE COMPLETE TO PROCESS APPLICATION

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Attach preliminary plat of subdivision with legal description

---

THE LEGAL TITLE-HOLDER MUST SIGN THIS PETITION: Where the property is held in trust, the trust officer must sign the petition and include a letter naming all beneficiaries of the trust and authorizing the beneficiaries to act on the matters related to this petition request. The undersigned acknowledges and agrees that any information submitted becomes public record and may be viewed by the public.

Owner's Name(s): Bridge Itasca, LLC & Bridge Development Partners, LLC  
Name: Nick Seigel
Address(es): 1020 W Irving Park Road, Suite 150  
Itasca, IL 60143  
Phone: 312-693-7230  
Fax:

Petitioner(s): BSTP Midwest, LLC  
Name: Brett Duffy
Address(es): 410 North Michigan Avenue, Suite 650  
Chicago, IL 60611  
Phone: 617-320-6758  
Fax:

Agent or Attorney Information:
Name:  
Firm:  
Address:  
Phone:  

I/WE Bridge Itasca, LLC  
DO HEREBY CERTIFY OR AFFIRM THAT I/WE ARE THE OWNER(S) OF RECORD OF THE AFORESAID DESCRIBED PROPERTY AND HEREBY MADE APPLICATION AS SUCH

Signature:  
Date: 2/24/20

SUBSCRIBED AND SWORN TO

BEFORE ME THIS ___ DAY OF ___ 20__

Amy McMurray  
NOTARY PUBLIC

---

OFFICIAL SEAL  
AMY McMURRAY  
Notary Public – State of Illinois  
My Commission Expires November 12, 2022
July 6, 2020

Mo Khan  
Village Planner  
Village of Itasca  
550 W. Irving Park Road  
Itasca, IL 60143

Re: Commercial Development (IL-53 & Devon)  
Petition for Planned Development by Special Use

Mr. Khan,

BSTP Midwest, LLC is proposing a mixed-use commercial development on the southeast corner of N. Rohling Road (IL-53) and Devon Avenue. The development on the approximately 8 acre tract will consist of three individual lots as shown on the attached Plat of Subdivision: Lot 1B will contain a 93 room Holiday Inn Express & Suites, and Lot 2 will contain a 5,500 square foot convenience store and fuel center. We are actively marketing Lot 1A to retail and/or restaurant users, and we will submit a formal plan to the Village upon identification of that end user. The proposed building consists of a 2,000 square foot drive-in eating tenant and a 6,400 square foot retail tenant.

The business class national hotel on Lot 1B, proposed to be a Holiday Inn Express & Suites, will be 4 stories and provide 93 rooms with a fitness center, meeting rooms, indoor pool, breakfast bar, business center and guest laundry. The proposed parking field will wrap the hotel and include a porte-cochere entrance feature along the western elevation (IL-53 frontage) for check-ins. The proposed hotel is expected to create 15 full time and up to 10 part time jobs (approximately 12-14 employees per shift), has an estimated building value of $14-$15 million dollars and is expected to generate $2,800,000 in annual revenue (susceptible to sales tax).

The proposed convenience store on Lot 2 includes an approximately 5,500 square foot convenience store, which will offer pre-packaged and freshly prepared food and drink items. The fuel center provides 20 automobile fueling positions. In the rear of the convenience store, there are three commercial fueling lanes to service commercial vehicles, with a by-pass lane. The commercial vehicles will circulate counterclockwise through the Lot. Our convenience store and fuel center operator, Thorntons, has a very successful track record in the Illinois market and across the Midwest. The proposed Thorntons will generate 15 full time and 10 part time new jobs (mix of part time and full time) and is estimated to generate $150,000 a year in sales tax revenue for the Village of Itasca. The estimated sales tax revenue is based on Thorntons’ fuel and inside sales projections for this location, the 10 year market average retail price of fuel and the Village’s applicable portions of state sales tax, RTA tax and non-home rule tax.

The primary access for the development will be provided via the non-signalized extension of Hamilton Parkway, which will run between Lot 1B and Lot 2. This roadway extension will have a full access intersection with Rohling Road. Lot 1B and Lot 2 will have access off this internal roadway. Lot 2 will have no direct access to IL-53. Access points to the fuel center on Lot 2 will be segregated into passenger and commercial vehicle driveways as shown on the attached site plan. Lot 1A/1B will also be served by a right-in only driveway along Rohling Road. Finally, a right-in/right-out driveway to Lot 1A is proposed along Devon Avenue. The Devon Avenue access is currently approved by Cook County to be located on the
adjacent industrial property; however, to make Lot 1A more viable for retail development, we are requesting from Cook County to move the access driveway further west as shown on the site plan.

There will be cross-access between the Lots as shown on the attached site plan. The previously approved Development Agreement between the Village of Itasca and Bridge Itasca (the current landowner) contained reference to a Traffic Impact Study prepared by KLOA dated June 8, 2018. This traffic study contained initial trip generation projections for the commercial outlots referenced in this application. A revised trip generation memo has been prepared by KLOA which includes updated trip generation projections based on the site plan included in this application. The revised study indicates a reduction in overall daily trips to the site including during the AM and PM peak periods. As such, the original off-site roadway infrastructure recommendations remain unchanged.

The proposed signage for the development is as shown on the enclosed plans. Additionally, the development has designated a Village gateway signage feature on the northeast corner of Lot 1A (hard corner of IL-53 & Devon) and a Development sign located in the median of the Rohlwing Road entrance. These signs will be constructed by Bridge Itasca. The ultimate design and configuration of the Village’s gateway feature and Development sign will be further discussed with staff as the development progresses.

**PLANNED DEVELOPMENT AMENDMENT VIA SPECIAL USE CRITERIA**

1. **Please provide a detailed description of the use requested**

   See Project Narrative.

2. **Please explain how the special use requested is in the interest of the public and is not solely for the interest of the applicant**

   The proposed fuel center includes a 5,500 square foot convenience store, 10 multi-product dispensers (20 fueling positions) and 3 commercial fueling lanes. The location of the proposed fuel center is located on Lot 2 of the proposed subdivision, directly abutting the IL-390 Elgin-O’Hare Tollway and Rohlwing Road. The Rohlwing Road corridor was identified in the Village’s Comprehensive Plan as an area of increased traffic flow that was repositioned to support retail development and in turn provide a strong and stable source of tax revenue for the Village. This was a key issue found in the community feedback accompanying the Comprehensive Plan, namely to “gain stability of sales tax revenue and overall fiscal health of the Village”. The significant sales tax revenue associated with the fuel center will help expand public facilities and services throughout the Village. The location of the fuel center, at the edge of the Village limits, is capable of drawing traffic from beyond Itasca to diversify the tax base and lessen the tax burden borne by local residents.

   The proposed Holiday Inn Express on Lot 1B will provide appealing amenities to both business and pleasure travelers in a convenient location, west of O’Hare airport. The Holiday Inn Express brand has quickly earned the reputation as the smart choice for business savvy patrons. As part of the world’s most recognized hotel brand family, the Holiday Inn Express brand is one of the largest and most successful limited service brands in the industry.
We have not yet identified a tenant for the multi-tenant retail/restaurant building and as such have not provided building elevations or proposed sign renderings. The search for retail and restaurant users will provide another option for Itasca residents and businesses to dine at and provides for a development with diversified and compatible uses.

3. **Explain the reasons why the special use is necessary or desirable for the public convenience and how it will contribute to the general welfare of the neighborhood or community at this location.**

The proposed fuel station is necessary to fill a strategic void in the trade area and to serve the existing commuter base that exists on the roadway network today. Industrial and business parks should consist of a range of business uses, including service- and consumer-oriented businesses. The fuel center will provide competitively priced fuel and a wide variety of food options including convenience items, gourmet coffee, ready-serve snacks and refreshments. The fuel center will also serve the commercial fueling needs of the adjacent industrial trade area which are severely lacking.

The fuel center use will provide the appropriate landscaping & screening, full cut-off LED lighting with no light trespass, convenient ingress and egress points, and competitive goods that will contribute to the general welfare of the neighborhood and community.

The hotel use will provide an upbeat, dynamic and friendly environment, with varying sightlines that ensure amenities are easily identifiable and accessible. This type of environment allows the smart traveler to control and tailor their experiences to meet their needs, whether interacting with an individual or group, working, or taking a break. The public spaces provide the right mix of flexible area and furnishings to accommodate a wide range of needs and functions simultaneously.

4. **Will the special use be detrimental to the health, safety, morals or general welfare of persons residing or working the vicinity? Please explain your answer.**

The Village's Comprehensive Plan also discusses developing larger tracts of land, with multiple uses, concurrently. The intent of this approach is to leverage end users to pay “their fair share” of roadway and other infrastructure improvements. In this case, the overall development generated several off-site roadway improvements to the adjacent roadway network to minimize the impact of the development and to promote the health, safety and general welfare of the adjacent community. The revised trip generation table (included in the application) shows a reduction in overall traffic to the site compared to the originally approved site plan, thus the development-generated traffic can be accommodated efficiently by the previously approved infrastructure.

Due to the reduction in overall traffic to the site from the previously approved traffic study and quality of the proposed commercial operators we believe this Planned Development amendment will not be detrimental to the health, safety, morals or general welfare of person residing or working in the vicinity.

5. **What effect will the use have on property values and improvements in the vicinity? Please explain your answer.**
The fuel center is situated on the subject property to minimize the impact to the community. Lot 2 is bounded to the north by B-3 commercial zoning, to the east by M limited manufacturing district, to the west by Rohlwing Road (an arterial) with no direct access to the lot, and to the south by IL-390. Based on the adjacent uses and the commercial corridor to which it is adjacent, the fuel center is compatible with the adjacent uses and will not have a negative impact on the property values in the vicinity. In general, the proposed project will increase the property and sales tax base for the Village while maintaining the character of the corridor.

**PROJECT VARIANCES**

1. Variance to Section 13.03-2-b-7 for 3 ground signs, where as the maximum allowed is 2 for the gas station site.
2. Variance to Section 13.03-2-b-8 for a gas station pole sign height of 80 ft., whereas the maximum allowed is 20 ft.
3. Variance to Section 13.03-2-b-8 for a gas station pole sign total surface area of 330 sf., whereas the maximum allowed is 48 sf.
4. Variance to Section 13.03-2-b-2 for a total gross surface area of wall signs of 420 sf, whereas the maximum allowed is 300 sf.
5. Variance to Section 13.03-2-b-6 for a wall sign height of 48 ft., whereas the maximum allowed is 30 ft.
6. Variance to Section 8.02-1 to include an outdoor sales area on proposed Lot 2.

**Signage Variances**

1. Variance to Section 13.03-2-b-7 for 3 ground signs, where as the maximum allowed is 2 for the gas station site.
2. Variance to Section 13.03-2-b-8 for a gas station pole sign height of 80 ft., whereas the maximum allowed is 20 ft.
3. Variance to Section 13.03-2-b-8 for a gas station pole sign total surface area of 330 sf., whereas the maximum allowed is 48 sf.

We respectfully request variances to the Village zoning code outlined in #1 through #3 above. As evidenced by the nature of the variances requested, which are almost all related to signage, signage is a critical element to the viability of this development. Without the requested signage variances, the fuel station and hotel lots will be difficult to develop. Projections for retail sales for a fuel center are based on many factors with visibility and traffic patterns near the top of the list. Due to the location and arrangement of the IL-390 Tollway and IL-53 overpass, visibility to the project is hindered to the following traffic patterns:

- Eastbound IL-390 traffic exiting off of IL-53 to go south
- Northbound IL-53 traffic entering on to IL-390 to go east
- Eastbound and Westbound traffic on IL-390 adjacent to the project site

With no true minor road traffic, maximizing visibility to the movements and traffic patterns on IL-53 and IL-390 described above is required. The decision point for vehicles traveling on IL-390 is just over a mile away and eighty (80) feet is the minimum height necessary for visibility at that decision point.
point. The proposed high-rise sign will be placed at the very southern end of the property at the highest elevation possible which was intended to reduce our variance request as much as possible.

The unique circumstances of the site which include its shared property line with IL-390 right of way combined with the existing grading of the property which sits 15+ feet below the IL-53 overpass and the site’s adjacency to other compatible commercial and industrial uses yields our requested variance.

As outlined in the Village’s zoning code the proposed uses for this PUD allow us to construct up to four (4) twenty (20) foot pole (pylon) signs, two (2) for the fuel station on Lot 2 and two (2) for the retail development at the hard corner of Devon and IL-53 on Lot 1A. Per code, these signs could be up to eighty (80) square feet each totaling 320 square feet in surface area. In lieu of pursuing these signs we have combined the height and square footage into one sign that will maximize visibility for the development and draw traffic from outside the Itasca tax base while minimizing any impact to neighboring properties.

1. Variance to Section 13.03-2-b-2 for a total gross surface area of wall signs of 420 sf, whereas the maximum allowed is 300 sf.
2. Variance to Section 13.03-2-b-6 for a wall sign height of 48 ft., whereas the maximum allowed is 30 ft.

We respectfully request variances to the Village zoning code outlined in #1 and #2 above. The proposed development is an extension of the terms of the Development Agreement dated May 7, 2019 between the Village and Bridge Itasca (the current owner of the subject property). As discussed in the Development Agreement certain variances and relief were granted to entice a hotel development on the subject property. The Development Agreement specifically contemplated a seventy (70) foot tall hotel building. In lieu of a building of this height a more modest forty-five (45) foot tall building is being proposed which is more compatible with the adjacent buildings along this commercial/industrial corridor. The appropriate signage for a hotel of this variety would be located near the top of the building as is prototypical. As the height of the building was recommended for a variance, we believe the associated signage should also be considered for a variance as this is incidental to the height of the overall structure.

Outdoor Sales

We respectfully request a variance to Section 8.02-1 to the Village’s zoning code to allow for outdoor sales at the proposed fuel station located on Lot 2. The outdoor sales area would include seasonal items, ice and propane and would be located in the area shown on the attached site plan labeled “Outdoor Sales”. The sale of seasonal items, ice and propane is consistent with other fuel stations within the Village (including the Bucky’s and Speedway fuel stations located at the Devon Ave and Arlington Heights intersection) and is customary for fuel stations as these items are deemed essential to the typical c-store guest.

Should you have any questions on our application please do not hesitate to contact me.
Respectfully,

*Drew Zazofsky*
Senior Manager of Development

/Enclosures
PRELIMINARY SITE IMPROVEMENT PLANS
for
RETAIL LOTS 1A, 1B AND 2
AT
BRIDGE POINT ITASCA
ITASCA, ILLINOIS
PROJECT NO:10033.03

DEVELOPER
BSTP MIDWEST, LLC
401 N. MICHIGAN AVENUE, SUITE 850
CHICAGO, IL 60611
PHONE: 312-878-4651

CALL JULIE 630-893-6123
WITH THE FOLLOWING:
DEPT
CITY, TOWNSHIP
ST., A.T., S.W., NW
48 HOURS BEFORE YOU DIG.
EXCLUDING SAT., SUN., & HOLIDAYS

INDEX

LOCATION MAP

REVISIONS
ORIGINAL PLAN DATE: MARCH 6, 2020
# SHEET # REMARKS DATE
1 ALL PEP VILLAGE REVIEW 01-05-20

NOTE:
SPACECO, INC. TO BE NOTIFIED AT LEAST
THREE (3) DAYS PRIOR TO STARTING CONSTRUCTION
AND SHALL BE INCLUDED IN THE PRECONSTRUCTION MEETINGS
NOTES:
1. ALL RETAIL AREA PILE FIXTURES ARE MOUNTED AT 20'-0" ABOVE GRADE UNO.
2. ALL TRUCK AREA POLE FIXTURES ARE MOUNTED AT 20'-0" ABOVE GRADE, UNO.
3. ALL FIXTURES EXCEPT THOSE MOUNTED AT 20'-0" ABOVE GRADE, UNO.
4. CABLE, SHUCKER, AND EXHAUST CAN CAUSE REDUCED LIGHT LEVELS FROM WHAT IS EXPECTED.
5. CALCULATIONS PERFORMED ARE NOT A GUARANTEE OF PERFORMANCE. ACTUAL LIGHT LEVELS MAY VARY.
6. FIELD VERIFICATION REQUIRED.

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MEMORANDUM TO: Drew Zazofsky, PE
Bluestone Single Tenant Properties, LLC

FROM: Michael A. Werthmann, PE, PTOE
Principal

DATE: March 5, 2020

SUBJECT: Trip Generation Comparison
Proposed Business Park
Itasca, Illinois

This memorandum is an addendum to the January 16, 2020 traffic study conducted by KLOA, Inc.
for the Bridge Development Partners, LLC business park to be located in Itasca, Illinois. The
development is to be located in the southeast quadrant of the intersection of Rohlwing Road (IL
53) with Devon Avenue. The development was approved to contain (1) a warehouse/distribution
development consisting of four buildings totaling 741,621 square feet and (2) a commercial
development to include the following uses:

- A 170-room hotel
- A 13,752 square-foot retail building
- A 2,000 square-foot coffee shop with drive-through lane
- A 7,943 square-foot high turnover restaurant
- A 5,040 square-foot fast-food restaurant with drive-through lane

The commercial portion of the overall development plan has been revised and is now proposed to
contain the following uses:

- A 93-room hotel
- A 6,400 square-foot retail building
- A 2,000-square-foot coffee shop with drive-through lane
- A fuel center and convenience store with 20 passenger vehicle fueling positions and three
truck fueling positions

The purpose of the addendum was to compare the traffic to be generated by the approved
commercial plan and currently proposed commercial plan.

The estimate of the traffic to be generated by the approved and proposed commercial plans were
based on the rates provided in the Institute of Transportation Engineers (ITE) Trip Generation
Manual, 10 Edition. Given the limited traffic generation data available for fuel stations specific to
trucks, the number of truck peak hour trips estimated to be generated by the commercial vehicle
fueling positions was based on previous data from other fueling centers with commercial vehicle
fueling positions. Table 1 shows the estimated weekday morning and evening peak hour and daily
traffic to be generated by the approved commercial plan and the proposed commercial plan.
Table 1
ORIgINAL AND CURRENT PROPOSED COMMERCIAL DEVELOPMENT PLANS
TRIP GENERATION ESTIMATES

<table>
<thead>
<tr>
<th>Land Use/Size</th>
<th>Weekday Morning Peak Hour</th>
<th>Weekday Evening Peak Hour</th>
<th>Weekday Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In</td>
<td>Out</td>
<td>In</td>
</tr>
<tr>
<td>Original Commercial Development Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel – 170 rooms (LUC 310)</td>
<td>47</td>
<td>33</td>
<td>52</td>
</tr>
<tr>
<td>Retail – 13,752 s.f. (LUC 820)</td>
<td>8</td>
<td>5</td>
<td>60</td>
</tr>
<tr>
<td>Coffee Shop with Drive-Through – 2,000 s.f. (LUC 937)</td>
<td>91</td>
<td>87</td>
<td>44</td>
</tr>
<tr>
<td>High-Turnover Restaurant – 7,943 s.f. (LUC 932)</td>
<td>43</td>
<td>36</td>
<td>48</td>
</tr>
<tr>
<td>Fast-Food Restaurant with Drive-Through – 5,040 s.f. (LUC 934)</td>
<td>103</td>
<td>99</td>
<td>86</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>292</td>
<td>260</td>
<td>290</td>
</tr>
<tr>
<td>Current Proposed Commercial Development Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel – 93 rooms (LUC 310)</td>
<td>26</td>
<td>18</td>
<td>28</td>
</tr>
<tr>
<td>Retail – 6,400 s.f. (LUC 820)</td>
<td>6</td>
<td>4</td>
<td>34</td>
</tr>
<tr>
<td>Coffee Shop with Drive-Through – 2,000 s.f. (LUC 937)</td>
<td>91</td>
<td>87</td>
<td>44</td>
</tr>
<tr>
<td>Fuel Center and Convenience Store – 20 fueling positions (LUC 945)</td>
<td>144</td>
<td>139</td>
<td>143</td>
</tr>
<tr>
<td>Truck Fueling Positions – 3</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>279</td>
<td>260</td>
<td>261</td>
</tr>
<tr>
<td><strong>Difference</strong></td>
<td>-13</td>
<td>0</td>
<td>-29</td>
</tr>
</tbody>
</table>

LUC = ITE Trip Generation Manual Land-Use Code
Truck fueling positions based on data from other fueling centers with commercial fueling positions.

From the table it can be seen the proposed commercial plan is estimated to generate approximately 13 fewer trips during the weekday morning peak hour, 38 fewer trips during the weekday evening peak hour, and 50 fewer daily trips compared to the approved commercial plan. As such, the proposed commercial plan is a similar, if not less, traffic-intense development compared to the approved commercial plan and the results and findings of the traffic study are still valid.
## Holiday Inn Express Building Summary

### Guestrooms

<table>
<thead>
<tr>
<th>Guestroom Types</th>
<th>Totals</th>
<th>SF</th>
<th>Total SF</th>
<th>Room Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>King</td>
<td>46</td>
<td>325</td>
<td>14,950</td>
<td>20'-0&quot; x 12'-6&quot;</td>
</tr>
<tr>
<td>Double Queen</td>
<td>22</td>
<td>325</td>
<td>7,150</td>
<td>20'-0&quot; x 12'-6&quot;</td>
</tr>
<tr>
<td>King Suite</td>
<td>9</td>
<td>381</td>
<td>3,429</td>
<td>30'-6&quot; x 12'-6&quot;</td>
</tr>
<tr>
<td>King X Wide</td>
<td>4</td>
<td>385</td>
<td>1,540</td>
<td>26'-0&quot; x 16'-0&quot;</td>
</tr>
<tr>
<td>QQ Suite</td>
<td>7</td>
<td>381</td>
<td>2,566</td>
<td>30'-6&quot; x 12'-6&quot;</td>
</tr>
<tr>
<td>Accessible King</td>
<td>2</td>
<td>416</td>
<td>832</td>
<td>26'-0&quot; x 16'-0&quot;</td>
</tr>
<tr>
<td>Accessible QQ</td>
<td>1</td>
<td>381</td>
<td>381</td>
<td>30'-6&quot; x 12'-6&quot;</td>
</tr>
<tr>
<td>Accessible King Suite</td>
<td>1</td>
<td>381</td>
<td>381</td>
<td>30'-6&quot; x 12'-6&quot;</td>
</tr>
<tr>
<td>Accessible Queen Suite</td>
<td>1</td>
<td>403</td>
<td>403</td>
<td>26'-0&quot; x 12'-6&quot;</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>93</td>
<td>3,378</td>
<td>31,733</td>
</tr>
</tbody>
</table>

### Public Areas 1st Floor

<table>
<thead>
<tr>
<th>Area</th>
<th>SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast Bar Room</td>
<td>325</td>
</tr>
<tr>
<td>Business Center</td>
<td>172</td>
</tr>
<tr>
<td>Registration Area</td>
<td>177</td>
</tr>
<tr>
<td>Corridor</td>
<td>351</td>
</tr>
<tr>
<td>Corridor</td>
<td>287</td>
</tr>
<tr>
<td>Elev. Lobby</td>
<td>805</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>173</td>
</tr>
<tr>
<td>Guest Laundry</td>
<td>511</td>
</tr>
<tr>
<td>Guest Laundry</td>
<td>93</td>
</tr>
<tr>
<td>Great Room</td>
<td>1,875</td>
</tr>
<tr>
<td>Market</td>
<td>90</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>345</td>
</tr>
<tr>
<td>Indoor Pool</td>
<td>1,170</td>
</tr>
<tr>
<td>Pool-Vest.</td>
<td>157</td>
</tr>
<tr>
<td>Toilet Mens</td>
<td>60</td>
</tr>
<tr>
<td>Toilet Womens</td>
<td>60</td>
</tr>
<tr>
<td>Vestibule</td>
<td>128</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>6,779</td>
</tr>
</tbody>
</table>

### Site Summary

<table>
<thead>
<tr>
<th>Site</th>
<th>SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Parking</td>
<td>1.79 Acres</td>
</tr>
<tr>
<td>Typical Space</td>
<td>103</td>
</tr>
<tr>
<td>Accessible Space</td>
<td>5</td>
</tr>
<tr>
<td>Total Spaces</td>
<td>108</td>
</tr>
</tbody>
</table>

### Back of House 1st Floor

<table>
<thead>
<tr>
<th>Area</th>
<th>SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break Room</td>
<td>89</td>
</tr>
<tr>
<td>Laundry Chute</td>
<td>17</td>
</tr>
<tr>
<td>Electrical Room</td>
<td>11</td>
</tr>
<tr>
<td>Elevator</td>
<td>118</td>
</tr>
<tr>
<td>Elev. Equip.</td>
<td>107</td>
</tr>
<tr>
<td>Eng/Maint</td>
<td>97</td>
</tr>
<tr>
<td>Laundry Equip.</td>
<td>59</td>
</tr>
<tr>
<td>General Manager Office</td>
<td>116</td>
</tr>
<tr>
<td>Laundry</td>
<td>212</td>
</tr>
<tr>
<td>Market Storage</td>
<td>36</td>
</tr>
<tr>
<td>Mech/Elec</td>
<td>327</td>
</tr>
<tr>
<td>Pantry</td>
<td>336</td>
</tr>
<tr>
<td>Pool Equip. Room</td>
<td>124</td>
</tr>
<tr>
<td>Sales Office</td>
<td>121</td>
</tr>
<tr>
<td>Server Room</td>
<td>46</td>
</tr>
<tr>
<td>Stairs</td>
<td>350</td>
</tr>
<tr>
<td>Storage</td>
<td>224</td>
</tr>
<tr>
<td>Employee Restroom</td>
<td>38</td>
</tr>
<tr>
<td>Work Area</td>
<td>193</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>2,621</td>
</tr>
</tbody>
</table>

### Back of House Upper Floors

<table>
<thead>
<tr>
<th>Area</th>
<th>SF Per Floor</th>
<th>Total SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laundry Chute</td>
<td>1</td>
<td>28</td>
</tr>
<tr>
<td>Elec</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>Housekeeping</td>
<td>1</td>
<td>152</td>
</tr>
<tr>
<td>PBX/Storage</td>
<td>1</td>
<td>82</td>
</tr>
<tr>
<td>Corridor</td>
<td>1</td>
<td>1,479</td>
</tr>
<tr>
<td>Elevator Shaft</td>
<td>1</td>
<td>118</td>
</tr>
<tr>
<td>Stairs</td>
<td>2</td>
<td>336</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>1,797</td>
</tr>
</tbody>
</table>

### Totals

<table>
<thead>
<tr>
<th>Category</th>
<th>Total SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guestrooms Total</td>
<td>31,733</td>
</tr>
<tr>
<td>Public Areas Total</td>
<td>6,779</td>
</tr>
<tr>
<td>BOH 1st Floor Total</td>
<td>2,621</td>
</tr>
<tr>
<td>BOH Upper Floors</td>
<td>6,618</td>
</tr>
<tr>
<td>Walls, Shafts, Etc.</td>
<td>6,482</td>
</tr>
</tbody>
</table>

### Gross Building

<table>
<thead>
<tr>
<th>Level</th>
<th>Total SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>13,797</td>
</tr>
<tr>
<td>Level 2</td>
<td>13,501</td>
</tr>
<tr>
<td>Level 3</td>
<td>13,443</td>
</tr>
<tr>
<td>Level 4</td>
<td>13,493</td>
</tr>
<tr>
<td><strong>Total Gross SF</strong></td>
<td>54,233</td>
</tr>
<tr>
<td>Gross SF Per Key</td>
<td>584</td>
</tr>
</tbody>
</table>
FACES: 3/16" #7328 White acrylic
TRIMCAP: 1" White jewellite
LETTER BACKS: .063 alum. - pro finish White all sides
RETURNS: 5" deep .040 alum. returns painted GG White
ILLUM.: White GE LED's as required by manufacturer:
Whips to be a minimum of 6'-0" in length;
POWER SUPPLIES TO BE HOUSED WITHIN RACEWAY
INSTALL: Standard 8' high x 8' deep alun. raceway to house all electrical -
Painted to Grip Flex 585 Flame Red match wall surface
Raceway to be thru bolted into 2' alum. framework -
framework provided by others

QUANTITY: 21 One Channel letter as required for rear elevation
CONSTRUCTION NOTES: ALL SIGNAGE IS REQUIRED TO HAVE EXTERNAL DISCONNECT
SWITCHES AS REQUIRED BY NEC
MANUFACTURER NOTES: SIGNAGE MUST BE 3 WIRE

COLOR PALETTE
#7328 White Acrylic
Raceway: GripFlex 585 Red

ELECTRICAL NOTE:
ILLUMS: Any channel letter that must have
seal the connectors and swingset per code
TYPICAL CANOPY VIEW - EXACT MEASUREMENTS OF CANOPY TO BE PROVIDED!

LENGTH TO VARY
- Steel Red LED border top edge of front and short ends of canopy: Installed directly below the red flashing
- No borders within red backer areas

Front Elevation

LENGTH TO VARY
- 14'-6" HP
- 12'-6" HP

Left Side
- Red backer area will be provided by canopy supplier

Right Side
- No borders within red backer areas

THORNTONS

COLOR PALETTE
- PMS 8600 C
ALL PAINT FINISHES TO BE HI-GLOSS UNLESS OTHERWISE SPECIFIED!

SAMPLE PLAN VIEW - CANOPY

CLIENT:

ADDRESS:

PAGE NO:

MC group
Building Better Brands
8959 Tyler Boulevard
Mentor, Ohio 44060
440 209 6200
800 627 4460
theMCgroup.com

CLIENT SIGNATURE:

REVISION HISTORY:

APPROVAL DATE:

PRINTS ARE THE EXCLUSIVE PROPERTY OF MC GROUP. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF MC GROUP.
31 INCH

FACES: 3/16" #7328 White acrylic
TRIMCAP: 1" White jewellite
LETTER BACKS: .063 alum. - prefinish White all sides
RETURNS: 5" deep .040 alum. returns painted GG White
ILLUM.: White GE LED's as required by manufacturer;
Whips to be a minimum of 6'-0" in length
POWER SUPPLIES TO BE HOUSED BEHIND CANOPY FASCIA
INSTALL: Channel letters to be flush mounted to canopy fascia
using 3/8" all thread fasteners as required
QUANTITY: (1) One required for Gas Canopy
MANUFACTURING NOTE: Electric feeds need to be in center of letters
CONSTRUCTION NOTE: All signage required to have external disconnect switches
as required by NEC

COLOR PALETTE
- #7328 White Acrylic

ALL PAINT FINISHES TO BE SATIN
UNLESS OTHERWISE SPECIFIED

FASCIA SECTION - SCALE: 3/4" = 1'-0"

ELECTRICAL NOTE:
ILLINOIS: Any channel letter signs must have
3-wire live connectors and housings
per code
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Required</th>
<th>Gas Station Signage</th>
<th>Hotel Signage</th>
<th>Future Multi-Tenant</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.03-2-b-2</td>
<td>Total Gross Surface Area of Wall Signs</td>
<td>≤ 233 sf (Gas Station) ≤ 300 sf (Hotel) ≤ 285 sf (Retail/Restaurant)</td>
<td>N/A</td>
<td>186 sf</td>
<td>420 sf</td>
</tr>
<tr>
<td>13.03-2-b-2</td>
<td># of Wall Signs per Building Façade with Street Frontage</td>
<td>1</td>
<td>N/A</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>13.03-2-b-2</td>
<td>Wall Signs Surface Area per Building Façade with Street Frontage</td>
<td>≤ 80 sf</td>
<td>N/A</td>
<td>41 sf</td>
<td>41 sf</td>
</tr>
<tr>
<td>13.03-2-b-5</td>
<td>Wall Sign Projection</td>
<td>≤ 18 in.</td>
<td>N/A</td>
<td>5 in.</td>
<td>5 in.</td>
</tr>
<tr>
<td>13.03-2-b-7</td>
<td># of Ground Signs (1 per Street Frontage, Max of 3)</td>
<td>≤ 2</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>13.03-2-b-6</td>
<td>Wall Sign Height</td>
<td>≤ 10 ft. or higher than building height, whichever is less</td>
<td>N/A</td>
<td>20 ft. 4 in</td>
<td>17 ft. 4 in</td>
</tr>
<tr>
<td>13.03-2-b-7</td>
<td>Ground Sign Setback</td>
<td>≥ 15 ft. or 1½ of FY/Seaback, whichever is less</td>
<td>12.6 ft.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>13.03-2-b-7</td>
<td>Ground Sign Height</td>
<td>≤ 8 ft.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>13.03-2-b-7</td>
<td>Ground Sign Surface Area</td>
<td>≤ 48 sf.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>13.03-2-b-8</td>
<td>Gas Station Pole Sign Height</td>
<td>≤ 20 ft.</td>
<td>80 ft.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>13.03-2-b-8</td>
<td>Gas Station Pole Sign Surface Area</td>
<td>≤ 48 sf.</td>
<td>330 sf</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
ORDINANCE NO. 1946-20

AN ORDINANCE APPROVING A PLANNED DEVELOPMENT BY SPECIAL USE WITH EXCEPTIONS, CLASS I SITE PLAN REVIEW, AND APPROVAL OF FINAL PLAT (BSTP MIDWEST, LLC)

WHEREAS, BSTP Midwest, LLC (hereinafter referred to as “Petitioner”) has filed a Petition requesting approval for (1) a planned development by special use to allow for the construction of a hotel, gas station, and multi-tenant retail/restaurant building; (2) a Class I Site Plan; and (3) a final plat of subdivision for the property located on the southeast corner of Route 53 (Rohlwing Road) and Devon Avenue, west of I-290 and north of IL-390, in the Village of Itasca (hereinafter “Subject Property”); and

WHEREAS, Petitioner submitted an application, attached hereto as Exhibit A, for the approval of the planned development by special use; and

WHEREAS, Petitioner proposed a Class I Site Plan, attached hereto as Exhibit B; and

WHEREAS, Petitioner seeks approval of a Final Plat of Subdivision, attached hereto as Exhibit C, to divide the Subject Property into three lots; and

WHEREAS, a public hearing was held by the Itasca Plan Commission on July 15, 2020, on Petitioner’s application, pursuant to public notice as required by law, with respect to Petitioner’s application; and

WHEREAS, during the hearing, the Petitioner withdrew its requests for exceptions to § 13.03(2)(b)(8) to allow for a pole sign, and the Plan Commission accepted this withdrawal; and

WHEREAS, the Plan Commission made the following findings of facts with respect to the preliminary planned development by special use:

1. The approval of the special use is in the public interest and not solely for the interest of the applicant.

2. The proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.

3. Such use will not under the circumstances of the particular case be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity or injurious to property values or improvements in the vicinity.

4. The proposed use will comply with the regulations and conditions specified in the Zoning Ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.
WHEREAS, the Plan Commission recommended to the Village Board of Trustees that Petitioner’s request for (1) a planned development by special use to allow for the construction of a hotel, gas station, and multi-tenant retail/restaurant building (Exhibit A); (2) a Class I Site Plan (Exhibit B); and (3) a final plat of subdivision Preliminary Plat of Subdivision (Exhibit C) be approved subject to the following conditions:

1. Final Plat of Subdivision, Final Engineering Plans, and Final Building Elevations must be in substantial compliance with the Plan Commission and Village Board Submittals.

2. Final Plat of Subdivision shall be reviewed and approved by Village’s Community Development and Engineering Staff prior to recording the Plat with DuPage County’s Recorder’s Office.

3. The project must comply with all Village Ordinances, Building Codes, Subdivision Regulations, Standards Specifications, and the DuPage County Stormwater Ordinance in place at the time of permit application.

4. The project must comply with the approved Development Agreement (Ord. # 1889-18) governing this mixed-use industrial and commercial site.

5. Any favorable recommendation is subject to final building permit approval.

6. The proposal is subject to adherence to previously issued review comments.

7. Ordinarily, project approvals of this nature are conditioned to be valid for one year. Staff recommends that the phasing schedule and timeline of the proposed development be consistent with the approved Development Agreement.

5. If the project does not commence within three years of Village Board approval, the requests shall return to the Board for reauthorization. Furthermore, if for any reason BSTP Midwest, LLC is not able to complete this project, any future assignees will be required to obtain Village Board approval to amend the approvals for the new ownership entity.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The corporate authorities accept the findings of fact and recommendation of the Itasca Plan Commission concerning Petitioner’s application for approval of (1) a planned development by special use to allow for the construction of a hotel, gas station, and multi-tenant retail/restaurant building (Exhibit A); (2) a Class I Site Plan (Exhibit B); and (3) a final plat of subdivision Preliminary Plat of Subdivision (Exhibit C) be approved, subject to the conditions listed above.

SECTION TWO: SEVERABILITY. The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.
SECTION THREE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FOUR: EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 18th day of August, 2020.

APPROVED:

__________________________
Village President Jeffery J. Pruyn

ATTEST:

__________________________
Village Clerk Jody Conidi
MEMORANDUM

To: Carie Anne Ergo, Village Administrator
From: Ross Hitchcock, Director of Public Works
Date: August 11, 2020
Subject: 2020 Design Engineers Services Lead Service Line Replacement Project

Introduction
We have requested and received a task order for Project No. 20-RO354 from Robinson Engineering for the IEPA funding application and design with a one lump sum of $247,000. The project estimate is 5.2 m and if approved will include 100% forgiveness from the IEPA, including engineering.

Discussion
The Village will need to fund $25,000 in fy 2021 and the balance will be invoiced in fy 2022. We anticipate replacing full 256 lead service lines and 413 partial lead service lines.

Staff Recommendation
I recommend this item be forwarded to the Board meeting on August 18, 2020 for consideration and approval.

After Action Steps

Attachments
Task Order Project # 20-RO354 from Robinson Engineering
August 11, 2020

Project No. 20-R0354

Village of Itasca
550 W. Irving Park Road
Itasca, IL 60143

Attn: Mayor Pruyn and Village Board

RE: Proposal for Professional Engineering Services
   Lead Service Line Replacements

Dear Mayor Pruyn and Village Board:

Robinson Engineering, Ltd. (REL) is pleased to present a proposal for the above referenced project for lead service line replacements for the Village of Itasca (Village). REL appreciates this opportunity to participate in this project. We take great pride in partnering with our clients to achieve their goals, and sincerely appreciate the opportunity to offer our expertise and dedication on this project. The services being provided here are for engineering design services for both years of a proposed 2-year program.

Included in this proposal are the following: Project Overview, Scope of Services, Payment Terms, and IEPA Agreement Requirements. Our Standard Terms and Conditions are also enclosed and should be considered as an integral part of this proposal.

1. PROJECT OVERVIEW

The recent events concerning elevated lead levels in Flint, Michigan have spurred public and regulatory agency interest in the lead content of drinking water. One of the potential routes of lead exposure is through lead water service lines that were installed prior to when lead plumbing was banned in 1986. To eliminate this risk to the public the United States Environment Protection Agency (USEPA), the Illinois Environmental Protection Agency (IEPA), and the American Water Works Association (AWWA) are recommending replacement of lead service lines (LSLs) from the public water main to the connection with the plumbing inside the building (typically at the water meter).

To expedite the replacement of LSLs, the IEPA is currently offering very generous terms through their Public Water Supply Loan Program (PWSLP) funding (also known as IEPA low-interest loan funding). For the upcoming fiscal year, lead service line replacements can be funded with loan forgiveness up to $4 million per year. Given these financial incentives, an IEPA low-interest loan is an ideal funding source for the Village to utilize to replace LSLs.
The Village has an anticipated 256 full lead service lines and 413 partial lead service lines. The total project cost to replace these services is anticipated to be approximately $5.2 million. To maximize the opportunity for funding being offered by the IEPA, $4 million of anticipated work will be completed in the first year and $1.2 million of anticipated work will be completed in the second year.

2. SCOPE OF SERVICES

REL has successfully navigated the IEPA PWSLP loan application process for numerous past clients and projects, and our staff keeps up-to-date on current changes to the program requirements. We also enjoy strong working relationships with key project managers and leaders of the IEPA’s Infrastructure Financial Assistance Section, as well as with the various technical project managers who issue construction permits from the Bureau of Water. This results in a smooth project delivery, from the initial planning stages, through design and permitting, the construction phase, and the associated IEPA loan documentation. Over the past ten years REL has prepared project plans; facility plans; detailed construction plans and specifications; performed construction observation; conducted loan administration; and completed loan closeout documentation for more than twenty (20) projects equating to over $65 million construction dollars. Over the same period REL has assisted these clients with obtaining principal loan forgiveness for over $10 million dollars on these projects.

The initial steps in the loan application process are detailed below.

A. PROJECT FUNDING NOMINATION FOR LOAN ASSISTANCE

The first step of the loan application process would be for REL to prepare a Funding Nomination for Loan Assistance form for the LSL replacement project. The funding nomination form supplies basic applicant information and briefly describes the project, lists the project cost, and provides the project schedule. Once submitted the IEPA will be made aware of the Village’s intent to pursue PWSLP funding.

B. PROJECT PLAN

The next step in the loan process is to submit a Project Plan for the Village’s proposed project for which low-interest loan money is requested. The Project Plan presents the following information:

• Project location
• Village population and demographics
• Current and future water service areas
• Estimates of current and future water usages
• Description of existing water facilities:
  • Pumping stations
  • Storage facilities
  • Water distribution mains
• Need for water system improvements
• Description of existing and potential water violations
• Detailed discussion of proposed improvements
• Detailed project cost estimates
• Project schedule
• Assertion of regulatory compliance
• Assessment of environmental impacts
• Financial analysis demonstrating the ability for loan repayment

The Project Plan is an integral component of the loan application process; its development and approval represent a critical path element of the overall loan approval schedule since the IEPA staff typically does not exert a lot of time or energy on reviewing other application items until a project has an approved Project Plan. Planning costs are also eligible for IEPA loan funding.

The Project Plan review process at the IEPA typically varies based on project complexity, and can be seasonal due to the IEPA staff focusing their summer months on finalizing numerous loans prior to their annual June 30 fiscal year end. REL will respond to any comments the IEPA may have. Once these comments have been addressed, the IEPA will request that the Village convene a public information meeting. REL will assist the Village in complying with the public notification requirements, and REL will present the Project Plan and associated exhibits at the public meeting, and respond to public comments. After taking into consideration any public comments received, the IEPA will make a determination on approving the Project Plan.

Project planning costs are eligible for reimbursement by the loan if they are identified in advance within the Project Plan.

C. CONTRACT DOCUMENT PREPARATION AND IEPA LOAN APPLICATION

An IEPA loan is never approved without actual bids for construction being reviewed and approved in advance of the loan agreement being offered to a community. Extensive contract documents, including certifications by bidders, advertising requirements, Disadvantaged Business Enterprise (DBE) subcontractor advertising requirements by prime bidders, Davis-Bacon requirements, etc. are all integral to the loan approval process. Design and construction engineering costs are typically loan-eligible items, as well as costs for legal/financial/administrative costs.

REL will proceed to prepare final contract documents as follows.

1. Project Initiation and Organization Meeting

REL will conduct three project initiation and organization meetings with Village staff. These meetings will establish key objectives and timeframes established by the Village. These initial meetings will (a) confirm the focus and scope of the project; (b) confirm the project schedule, work items and priorities; and (c) identify key project liaisons to establish communication protocols between the Village and REL. Successful project implementation will require not only the proper technical engineering expertise and experience, but also pro-active communications to ensure that the Village’s needs are met.

2. Information Gathering

The Village will provide any information about the locations of known LSLs based on water main replacement records or institutional knowledge. REL will meet with the Village to discuss these areas along with other areas that may contain LSLs based on age of the water infrastructure. REL will then coordinate with the Village to conduct a maximum of thirty-two (32) hours of spot inspections within the program areas suspected to contain LSLs to verify the presence of LSLs. The spot inspections will be performed at buildings representative of the various areas within
the project area. These spot inspections will involve the Village providing water user contact information to REL, REL arranging access to the buildings of water users, and REL observing the plumbing adjacent to the service side of the water meter. After this work is completed, REL will coordinate with the Village to delineate all water services to be replaced with LSLR project.

The Village will provide any information about the locations of the water mains involved with the project (water atlases, design plans, as-built plans, GIS information, etc.). The Village will also paint the locations of the water mains and service shut off valves so that REL can field locate these items. Topographic survey is not necessary for lead service line replacement projects, and therefore is not included in our scope of services.

A site visit will be conducted by the project’s design engineer. Photographs of the project areas will be taken to document existing conditions. It is our strong opinion gained through experience on similar projects that meticulous data gathering, on-site experience, and face-to-face conversations with Village staff by the design engineer are key components in a successful design process.

3. Preparation of Contract Documents

Based on the above data gathered, the design will proceed and contract documents will be prepared. The project will be designed in accordance with Part 8 – Distribution System Piping and Appurtenances of the Recommended Standards for Water Works and ANSI/AWWA Standard C810-17 – Replacement and Flushing of Lead Service Lines. Village standards will also be utilized to guide the design.

REL will prepare exhibits, construction specifications, bidding/contract documents, and an engineer’s probable cost of construction. REL will prepare contract documents suitable for competitive bidding and that meet all IEPA bidding specification requirements. REL will meet with Village staff to review the 50% complete design documents. REL will again meet with Village staff to review the 90% complete design documents. The Village’s comments will then be integrated to produce final design documents released for bidding.

4. Regulatory Agency Coordination & Permitting

Permitting with the IEPA is not required for LSL replacement projects; therefore, no permitting is included in our scope of services.

5. Loan Application

REL will prepare a loan application package consisting of the following:

- Loan program certifications and resolutions
- Inventory of environmental impacts, and acquisition of signoff agencies such as the Illinois Department of Natural Resources and Illinois Historic Preservation Society
6. Project Bidding

Once the project is designed and permitted, then the project will be bid. REL will assist the Village with advertising the project by contacting contractors who typically perform water system construction. REL will respond to contractor questions during the bidding phase and issue addenda to the contract documents when required. REL will attend the bid opening, prepare the bid tabulation, assist the Village in evaluating the bid proposals, and prepare a letter of recommendation for award of the contract.

3. PAYMENT TERMS

REL proposes to perform the planning and design phases of this lead service line replacement project for a lump sum fee of $247,000. IEPA will forgive a maximum amount of $4,000,000 per year for lead service line replacement projects. As the total project cost including construction of lead service line replacement is estimated to be $5,200,000, the work will be separated into two years. Estimated total project costs are $4,000,000 in the first year and $1,200,000 in the second year. The engineering fee breakdown for lead service line replacement is estimated to be $175,000 for the first year and $72,000 for the second year. The first-year fee includes the estimated $25,000 necessary to obtain an approved Project Plan.

This fee does not include water meter design or the water meter loan application, which will be included under a separate proposal. The fee associated with work related to lead service line replacement is loan eligible, and the IEPA will reimburse the Village if and when the loan is approved with forgiveness. Any other work such as additional lead service line field investigations above the thirty two (32) hours included, out of scope attendance at public meetings, or other services not listed in the scope above requested and authorized by the Village will be billed at our standard hourly rates.

Work associated with completing the Project Plan will be billed in fiscal year 2021 at a lump sum fee of $25,000. REL will withhold billing for the design engineering portion of the work associated with this proposal until Village fiscal year 2022.

Construction Engineering is not included in the above fee. A separate proposal will be provided upon completion of the engineering design.

4. STANDARD TERMS AND CONDITIONS

The Standard Terms and Conditions for this proposal are attached hereto and incorporated herein.
5. IEPA LOAN CONDITIONS

For State Revolving Fund (SRF) loan projects, the IEPA requires specific conditions to be part of the engineering agreement. These requirements are attached, and are to be considered additional terms of the agreement.

To execute this proposal, please sign the signature block below, as well as initial and date the bottom of the Standards Terms and Conditions page.

Again, we thank you for the opportunity to submit this proposal for your consideration. If you have any questions or concerns, feel free to contact me by telephone at (815) 412-2710 or by email at mwesolowski@re ltd.com.

Very truly yours,

ROBINSON ENGINEERING, LTD.

Mark A Wesolowski, PE
Sr. Project Manager
cc: file

Accepted this ______ day of ____________________, 2020.

By: ____________________________________________
   Signature

______________________________________________
   Printed Name, Title
IEPA AGREEMENT REQUIREMENTS

1. Audit, Access to Records
   i) The ENGINEER agrees to include subsections (i) through (iv) below in all contracts and subcontracts directly related to project performances which are in excess of $25,000. To maintain books, records, documents and other evidence directly pertinent to performance of Agency loan work under this agreement consistent with generally accepted accounting principles in accordance with the American Institute of Certified Public Accountants Professional Standards. The IEPA or any of its duly authorized representatives shall have access to such books, records, documents and other evidence for the purpose of inspection, audit and copying. The ENGINEER will provide facilities for such access and inspection.
   ii) Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards.
   iii) The ENGINEER agrees to disclosure of all information and reports resulting from access to records pursuant to subsection (i) above, to the IEPA. Where the audit concerns the ENGINEER, the auditing agency will afford the ENGINEER an opportunity for an audit exit conference to comment on the pertinent portions of the draft audit report. The final audit report will include the written comments, if any, of the audited parties.
   iv) Records under subsection (i) above shall be maintained and made available during performance on IEPA loan work under this agreement and until three years from date of final IEPA loan audit for the project. In addition, those records which relate to any "dispute" appeal under an Agency loan agreement, or litigation, or the settlement of claims arising out of such performance, costs, or items to which an audit exception has been taken, shall be maintained and made available until three years after the date of resolution of such appeal, litigation or exception.

2. Covenant Against Contingent Fees
The ENGINEER warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bonafide employees. For breach or violation of this warranty, the loan recipient shall have the right to annul this agreement without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

3. DBE/MBE/WBE
The ENGINEER agrees to take affirmative steps to assure that disadvantaged business enterprises, minority business enterprises and women's business enterprises are utilized when possible as sources of supplies, equipment, construction and services in accordance with the Clean Water Loan Program rules. As required by the award conditions of USEPA's Assistance Agreement with the IEPA, the ENGINEER acknowledges that the fair share percentages are 5% for MBE's and 12% for WBE's.
4. Non-Discrimination
The ENGINEER shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The ENGINEER shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the ENGINEER to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

5. Certification of no Disbarment or Suspension
The ENGINEER certifies that no person(s) performing services under this agreement has been not been disbarred or suspended in accordance with federal Executive Order 12549.
CONTRACT – These Standard Terms and Conditions may be amended, added to, superseded, or waived only if both REL and Client specifically agree in writing to any amendment of these Terms and Conditions (“Agreement”).

STANDARD OF CARE – The standard of care for all professional engineering, survey or related professional services performed or furnished by REL under this Agreement will be the care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same locality. REL makes no warranties, express or implied, under this Agreement or otherwise, in connection with REL’s services on this Project.

RELIANCE – REL may, without liability, rely on the accuracy and completeness of information provided by Client, Client’s consultants and any contractors, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards without the need for verification.

CHANGES IN SCOPE – The proposed fees constitute REL’s estimate to perform the services required to complete the Project. However, all required services are not always definable in the initial planning. Accordingly, circumstances may dictate a change in the scope of services to be performed. Where this occurs, changes in the Agreement shall be negotiated, and an equitable adjustment shall be made to REL’s compensation and agreed to in writing by REL and Client.

DELAY – REL shall complete its obligations within a reasonable time. If, through no fault of REL, such periods of time or dates are changed, or the orderly and continuous progress of REL’s services is impaired, or REL’s services are delayed or suspended, then the time for completion of REL’s services, and the rates and amounts of REL’s compensation, shall be adjusted equitably.

SUSPENSION & TERMINATION – Client may suspend the Project upon seven (7) days written notice to REL. If REL’s services are substantially delayed through no fault of REL, REL may suspend services after giving seven (7) days written notice to Client. Either party may terminate this agreement upon thirty (30) days written notice to the other party in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

Client shall remain liable for, and shall promptly pay REL for all services rendered to the date of such suspension/termination of services plus suspension/termination charges incurred by REL. Suspension/termination charges include the cost of assembling documents, personnel and equipment rescheduling or reassignment, and commitments made to others on Client’s behalf.

OPINION OF PROBABLE COSTS – REL’s opinions of probable Construction Cost are to be made on the basis of REL’s experience and qualifications and represent REL’s best judgment as an experienced and qualified professional generally familiar with the construction industry. However, since REL has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors’ methods of determining prices, or over competitive bidding or market conditions, REL cannot and does not guarantee that proposals, bids, or actual Construction Cost shall not vary from opinions of probable Construction Cost prepared by REL.

REUSE OF PROJECT MATERIALS – All design documents prepared or furnished by REL are instruments of service, and REL retains all ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Client shall not rely in any way on any Document unless it is in printed form, signed and sealed by REL or one of its Consultants.

RIGHT OF ENTRY – Client agrees to obtain legal right-of-entry on the property when entry to property is required by the work of this Agreement.

ENVIROMENTAL CONDITIONS OF SITE – REL’s scope of services does not include any services related to any environmental issues related to the site including petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, or regulated by any Federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning any hazardous, toxic, or dangerous waste, substance, or material.

RELATIONSHIP WITH CONTRACTORS – REL shall not at any time supervise, direct, or have control over any contractor’s work, nor shall REL have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, nor for safety precautions and programs in connection with the contractor’s work, nor for any failure of any contractor to comply with laws and regulations applicable to contractor’s work. REL neither guarantees the performance of any contractor nor assumes responsibility for any contractor’s failure to furnish and perform its work. REL shall have no authority to stop the work of any contractor on the Project.

LIMITATION OF LIABILITY – REL’s total liability to Client for any and all claims for damages whatsoever arising out of or in any way related to the Project or this Agreement, from any cause or causes, including but not limited to REL’s negligence, errors, omissions, strict liability, or breach of contract, shall be limited as follows: REL’s total liability shall not exceed the lesser of (1) $1,000,000 (one million dollars) or (2) the remaining limits of any policy of insurance which provides coverage for the Client’s cause or causes of action, to the remaining limits to be measured as of the date judgment is entered against REL or the date when REL and Client otherwise settle/resolve the cause or causes of action.

INSURANCE – REL shall maintain insurance coverage for Professional, Commercial General, Automobile, Worker’s Compensation and Employer’s Liability in amounts in accordance with any legal requirements and REL’s business requirements. Certificates of Insurance shall be provided by REL upon written request.

MUTUAL WAIVER – To the fullest extent permitted by law, Client and REL waive against each other, and the other’s employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

GOVERNING LAW, JURISDICTION & VENUE – This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois. Further, the parties agree and consent to the exclusive jurisdiction of the courts of the State of Illinois for all purposes regarding this Agreement and that venue of any action brought hereunder shall be exclusively in Cook County, Ill.

NON-ENFORCEMENT – A party’s non-enforcement of any provision shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

ASSIGNMENT – A party shall not assign its rights or obligations pursuant to this Agreement without the express written permission and consent of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

SURVIVAL – All express representations, waivers, indemnifications, and limitations of liability included in this Agreement shall survive its completion or termination for any reason.

THIRD PARTIES - Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or REL to any Contractor, Contractor’s subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement shall be for the sole and exclusive benefit of Client and REL and not for the benefit of any other party.

SEVERABILITY – Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Client and REL, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intention of the stricken provision.

STATUTE OF LIMITATIONS – to the fullest extent permitted by law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence to run, no later than the date of Substantial Completion of this Agreement.

CONFLICTS – If a conflict exists between the Agreement provisions and these Standard Terms and Conditions then these Standard Terms and Conditions shall prevail and control.
RESOLUTION NO. 1226-20

A RESOLUTION AUTHORIZING ROBINSON ENGINEERING
TASK ORDER 20-RO354 FOR 2020 DESIGN ENGINEERING SERVICES
FOR THE LEAD SERVICE LINE REPLACEMENT PROJECT

WHEREAS, the Village of Itasca has previously entered into a General Professional Services Agreement with Robinson Engineering, Ltd.; and

WHEREAS, the Village now desires to approve Task Order 20-RO354, attached hereto as Exhibit A and incorporated herein by reference, so as to allow for Robinson Engineering to perform design engineering services related to the lead service line replacement project, as more fully described in Exhibit A, not to exceed $247,000.

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:


SECTION TWO: The Village President, or his designee, is hereby authorized to sign and execute Task Order 20-RO354, Exhibit A, on behalf of the Village.

SECTION THREE: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Resolutions and Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in effect immediately upon its passage and approval.

AYES: ________________________________

NAYES: ________________________________

ABSENT: ________________________________

ABSTAIN: ________________________________

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 18th day of August, 2020.

ATTEST: ________________________________

Village Clerk Jody Conidi

APPROVED:

______________________________

Village President Jeffery J. Pruyn
MEMORANDUM

TO: Mayor Pruyn and Village Trustees
FROM: Carie Anne Ergo, Village Administrator
DATE: August 13, 2020

DISCUSSION

DuPage County received Coronavirus Aid, Relief, and Economic Security (CARES) Act funding from the United States Government in the amount of one hundred sixty-one million dollars ($161,000,000). The CARES Act provides for payments to local governments impacted by the COVID-19 outbreak, which were necessary expenditures incurred between March 1, 2020 and ending December 30, 2020.

On July 14, 2020, the DuPage County Board allocated $43 million of these funds to municipalities on a per-capita basis for reimbursement of COVID-19 related expenses. The County Board also approved an Intergovernmental Agreement (IGA) which must be executed to receive the funding.

The key terms of the IGA are as follows:

- The County may reimburse the Village for COVID-19 related expenses up to an amount of $508,291.21 ($51.84 per capita).
  - COVID-19 related expenses include the cost of tangible goods and services consistent with the US Department of Treasury Guidelines.
  - Necessary expenses incurred during the period from March 1 through December 30, 2020.
- Reimbursement is at the sole discretion of the County Board.
  - The Village must submit applications for reimbursement on County provided forms.
  - The Village must provide a certification stating that the reimbursement request complies with the terms and conditions of the CARES Act and the IGA.
  - The Village must maintain records related to the reimbursed expenses for ten years.
  - The Village must repay the County for any reimbursement not consistent with the terms and conditions of the CARES Act and the IGA.
FISCAL IMPACT
Approval of the IGA could provide up to $508,291.21 in additional revenue to the Village.

STAFF RECOMMENDATION
Staff recommends approval of the IGA at the Village Board meeting on August 4, 2020.

ATTACHMENTS
Resolution, Intergovernmental Agreement, & Revised Schedule
June 16, 2020

Dear Village Managers,

Enclosed please find a copy of your municipality’s signed Intergovernmental Agreement that was adopted by the County Board on July 14th.

Once your Village Board has approved this document, please have your Mayor and Village Clerk sign and return this original document to my attention.

Many thanks,

Danna Mundall
County Board Office
421 N. County Farm Road
Wheaton, IL 60187
Resolution
FI-R-0420-20

INTERGOVERNMENTAL AGREEMENT
BETWEEN THE COUNTY OF DUPAGE AND
VARIOUS MUNICIPALITIES
FOR THE REIMBURSEMENT OF ELIGIBLE COVID-19
EXPENSES

WHEREAS, the Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/ et. seq) authorize units of local government, including counties and municipalities, to contract or otherwise associate among themselves in any manner not prohibited by law and to jointly exercise any power, privilege or authority conferred upon them by law; and

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1971 and the Illinois Intergovernmental Cooperation Act 5 ILCS 220/1 et seq. allow units of public entities to enter into intergovernmental agreements in the furtherance of their governmental purposes; and

WHEREAS, the County Board of DuPage County (the County) received approximately one hundred sixty-one million dollars ($161,000,000) from the United States Government pursuant to the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"); and

WHEREAS, the CARES ACT provides for payments to local governments navigating the impact of the COVID-19 outbreak via the Coronavirus Relief Fund; and

WHEREAS, the County, as the jurisdiction responsible for disbursement of funds under the CARES ACT, finds that it is appropriate to use these funds to defray certain costs incurred by the municipalities related to the coronavirus emergency; and

WHEREAS, the County of DuPage believes it is necessary to enter into an Agreement with the following municipalities to govern the reimbursement of COVID-19 related expenses,


WHEREAS, an Agreement has been prepared and attached hereto which outlines the financial arrangement between the County and the municipalities and the process by which municipalities may apply for reimbursement.

NOW, THEREFORE, BE IT RESOLVED by the County Board of DuPage County that the Clerk and Chairman of the Board be hereby directed and authorized to execute the referenced Agreement with the above referenced municipalities; and
Resolution
FI-R-0420-20

BE IT FURTHER RESOLVED, that the DuPage County Clerk be directed to provide copies of this Resolution to the municipalities listed above.

Enacted and approved this 14th day of July, 2020 at Wheaton, Illinois.

DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: JEAN KACZMARER, COUNTY CLERK

AYES 17
NAYS 0
ABSENT 1
INTergovernmental agreement for participation in DuPage county
Local Government COVID-19 reimbursement program.

This agreement is made and entered into on this 14th day of July, 2020 by and between the County of DuPage, a body politic and corporate, hereinafter referred to as "County" and the municipality of Village of Itasca, an unit of municipal government, hereinafter referred to as "Municipality", and collectively referred to as "the Parties".

Recitals

Whereas, the Illinois constitution and the Intergovernmental Cooperation Act (5 ILCS 220/ et. seq) authorize units of local government, including counties and municipalities, to contract or otherwise associate among themselves in any manner not prohibited by law and to jointly exercise any power, privilege or authority conferred upon them by law; and

Whereas, Article 7, Section 10 of the Illinois Constitution of 1971 and the Illinois Intergovernmental Cooperation Act 5 ILCS 220/1 et seq. allow units of public entities to enter into intergovernmental agreements in the furtherance of their governmental purposes; and

Whereas, the County of DuPage received approximately one hundred sixty-one million dollars ($161,000,000) from the United States government pursuant to the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"); and

Whereas, the CARES Act provides for payments to local governments navigating the impact of the COVID-19 outbreak via the Coronavirus Relief Fund; and

Whereas, the CARES Act provides that payments from the Coronavirus Relief Fund may only be used to cover expenses which: (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the local government; and (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020; and

1
WHEREAS, the County of DuPage was eligible to receive payments under the CARES Act, as it is a unit of local government in excess of 500,000 residents; and

WHEREAS, the United States Department of Treasury has issued guidelines with regards to the authorized use of funds allocated to local governments under the CARES Act; and

WHEREAS, neither the CARES Act, the United States Department of Treasury, nor state law, requires that the County disburse any funds to local municipalities within its geographic boundaries; and

WHEREAS, under the CARES Act, the County is ultimately responsible for any expenditures from CARES Act funds; and

WHEREAS, much uncertainty remains regarding future costs the County and local municipalities will be forced to bear related to the coronavirus emergency, and

WHEREAS, much uncertainty exists as to the potential for future allocations of federal or state monies to defray those future costs, and

WHEREAS, this agreement is intended to promote the most efficient distribution of resources which have been made available to the State of Illinois and the County of DuPage to benefit the citizens of DuPage County, and

WHEREAS, under the CARES Act, should the Office of the Inspector General determine that the funds were used in a manner contrary to the intent of the legislature or contrary to the United States’ Department of Treasury guidelines, the CARES ACT provides that the federal government may recoup the improperly spent funds from the County; and

WHEREAS, the County, those municipalities within DuPage County, and their residents, have suffered secondary effects of the coronavirus emergency, as the State of Illinois has ordered the closure of non-essential businesses; and

WHEREAS, the County of DuPage, as the jurisdiction responsible for disbursement of funds under the CARES Act, finds that it is appropriate to use these funds to defray certain costs incurred by the Municipality related to the coronavirus emergency; and
WHEREAS, the disbursement of funds under the CARES Act to the Municipality is in the best interests of the County, the Municipality and their residents.

NOW, THEREFORE, in consideration of the mutual covenants and Agreements contained herein, the Parties hereby agree as follows:

1.0 Recitals, Definitions, and Purpose.
1.1 Recitals Incorporated. The recitals set forth above are incorporated in this Agreement by reference and made a part of this Intergovernmental Agreement ("IGA").

1.2 Definitions.
A. "CARES Act funds" shall refer to funds which have been allocated to DuPage County under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") of which DuPage County is responsible for the disposition.
B. "Forms" shall refer to forms or application documents used to seek reimbursement of coronavirus related expenses under this agreement.
C. "Expenses" shall refer to the cost of tangible goods and services which (1) were necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the local government; and (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020. Examples of "Tangible Goods" would include, but are not limited to, personal protection and medical equipment, sanitation and disinfectant products, software, laptops and technology equipment necessary for employees to telecommute. "Services" as used in this definition means actions or intangible things which were performed by individuals who are not municipal employees. Further, "Expenses" shall include payroll costs for municipal employees where such employees time was substantially dedicated to mitigating the spread or responding to the public
health emergency and/or who have been reassigned from their budgeted role to a different function to substantially support COVID-19 related activities. “Expenses” shall not include the complete payroll costs for employees who are not substantially dedicated to the mitigation or response to the public health emergency, except as set forth in 5.1 of this Agreement. Expenses may also include economic development programs designed to support and defray the costs of local businesses (within the geographic boundaries of DuPage County) negatively impacted by the executive orders which required such businesses be closed or have their operations seriously curtailed.

D. All other words used in this agreement which are not specifically defined shall have their normal and ordinary meaning.

1.3 Purpose. The purpose of this Agreement is to establish a contractual relationship between the County and Municipality with regards to the proposed reimbursement of municipal expenses associated with the coronavirus emergency from federal CARES Act funds which the United States Federal Government has disbursed to the County. The County has, by resolution, created the DuPage County Local Government COVID-19 Reimbursement program. This agreement shall remain in effect between the parties to govern the form of applications for reimbursement, the review of applications, the criteria for reimbursable expenses, the retention of documents, and other material terms governing the processing of reimbursement applications.

2.0 Obligations of the County

2.1 Generally. The County, by and through its Finance Department or Third-Party Consultant hired by the County, shall process requests for reimbursement received by Municipality subject to the requirements set forth herein.

2.2 Submittal does not guarantee approval. The County, by receiving and processing the reimbursement requests of Municipality, does not guarantee approval of the reimbursement requests by the DuPage County Board, the DuPage County Finance Department, the United States
Department of Treasury, or the Office of the Inspector General.

2.3 No further obligations. The County shall have no further obligations under this IGA other than those expressly set forth.

3.0 Obligations of the Municipality

3.1 Generally. In order to submit requests for reimbursement of coronavirus emergency related expenditures, Municipality agrees to submit the forms, certifications and documentations set forth in this IGA for any expense for which Municipality seeks reimbursement under this Agreement. Municipality agrees that the sole and exclusive decision as to whether or not Municipalities request is granted lies within the discretion of the DuPage County Board, and that submission of expenses for reimbursement does not obligate the County to agree to reimburse those expenses. Municipality agrees that the County Board, through its Finance Department or Third-Party Administrator, may reject expenses which are clearly not permitted uses for CARES ACT funds such as using the funds for revenue replacement.

4.0 Form of Expense Submittals, Certification, failure to use form or comply with criteria

4.1 Generally. The Parties agree that expenses for which Municipality seeks reimbursement shall be submitted in a manner and on forms created by the Third Party Administrator hired by the County to process reimbursement requests. County and Third Party Administrator shall work collaboratively with Municipality and DuPage Mayors and Managers Conference to ensure that the forms and process properly balance administrative convenience to the Parties and provide sufficient information for the County Board to issue a reimbursement.

4.2 Certification. Each request for reimbursement shall be accompanied by a certification wherein the Mayor/President, certifies that the expenses for which Municipality seeks reimbursement: (i) are necessary expenditures incurred due to the public health emergency with response to the Coronavirus Disease 2019, (ii) which were not accounted for in the most recently approved budget of the municipality, as of March 27, 2020, (iii) were
incurred during the period between March 1, 2020 and December 30, 2020. By entering into the IGA, Municipality authorizes its Mayor or President to sign such certification on behalf of Municipality.

4.3 Failure to comply with Department of Treasury Guidelines. The County reserves the right to reject any reimbursement which it feels, in its sole and exclusive discretion, does not meet the criteria of the CARES Act or United States Department of Treasury guidelines associated with disbursement of funds under the CARES Act. Such rejection may be made by the DuPage County Board. This section shall not be held to restrict the County Finance Department or Third-Party Administrator from rejecting requests which clearly fail to comply with the CARES Act or with Department of Treasury guidelines.

5.0 Expenses to be reimbursed; Caps of maximum amount of reimbursements available to Municipality; prohibition on duplicate reimbursement.

5.1 Municipality may submit expenses as set forth in section 1.2(c) of this Agreement. Where submitted expenses are seeking reimbursement for employee payroll, the County requires that the expenses be separated into two categories. The first category shall be employees whose time was substantially dedicated to mitigating the spread or responding to the public health emergency and/or who have been reassigned from their budgeted role to a different function to substantially support COVID-19 related activities. For purposes of this section “substantially dedicated” shall mean that sixty percent (60%) or more of the employees’ time was dedicated to mitigating the spread or responding to the public health emergency related to COVID-19. Municipality may submit, and the County Board will consider, reimbursing 100% of the salary of “substantially dedicated” employees. The second category shall consist of employees whose time is not “substantially dedicated” to mitigating the spread of or responding to the COVID-19 public health emergency, but who have spent some portion of their compensated time (but less than sixty percent (60%)) mitigating the spread of or responding to the COVID-19 Public Health Emergency. The Municipality may submit, and the County Board will
consider, reimbursing payroll in the amount of the proportion of the individual employees' time spent mitigating the spread of or responding to the COVID-19 public health emergency. For example, if an employee spent twenty percent (20%) of his or her compensated time mitigating the spread of or responding to the COVID-19 public health emergency, the municipality may submit for reimbursement of twenty percent (20%) of the employees' salary during the period of time in which the employee was engaging in COVID-19 related responses.

5.2 Municipality shall not be entitled to reimbursement of expenses for which it has received reimbursement from another County, State, or federal program designed to reimburse local government for costs associated with the coronavirus emergency or other emergencies. If Municipality receives reimbursement from any program referenced above, Municipality shall refund any duplicate reimbursement to the County.

5.3 Under this program, Municipality shall receive, in aggregate, no more than fifty-one dollars and eighty-four cents ($51.84) for each resident of the Municipality who resides within the geographic boundaries of DuPage County as set forth in Schedule 1 attached to this Agreement. This section shall not bar future additional expenditures by County for specific municipalities which may be disproportionately impacted by COVID-19 and which, in the County's sole opinion, require additional resources to respond to the COVID-19 public health emergency.

5.4 Where Municipality is located, in part, in DuPage County and in part, in other Counties, Municipality should pro-rate their requested expense reimbursements based upon the population of their residents which reside within DuPage County. For Example, if Municipality has sixty percent (60%) of its population in DuPage County, a municipality may seek reimbursement for sixty percent (60%) of the total cost of the expense eligible for reimbursement. Municipality shall not pro-rate expenses which were used only to the benefit of DuPage County residents.

6.0 Cooperation
6.1 The County shall assist Municipality in complying with the requirements of the CARES Act and the United States Department of Treasury guidelines by preparing sample forms and providing feedback and guidance with regards to the type and quality of information required to complete such forms.

6.2 Municipality agrees to abide by the terms of the CARES Act and all United States Department of Treasury guidelines.

6.3 Municipality shall, at the County’s request, supply County with all relevant information for the County to evaluate whether a request for reimbursement meets the criteria under the CARES Act and United States Department of Treasury guidelines.

7.0 Records

7.1 Municipality shall maintain all records relating to the expenses which Municipality seeks to have reimbursed by County from CARES Act funds for a period of at least ten (10) years or the period of time required by other state or federal law, whichever is longer.

7.2 At any time, DuPage County, the DuPage County Finance Department, or the DuPage County Auditor, may request that the Municipality provide records relating to the expenses which Municipality seeks to have reimbursed. Municipality agrees to provide records in response to such requests.

7.3 Failure to provide records may result in the denial of the reimbursement request. In circumstances where the reimbursement request has been granted and the records are needed to justify the reimbursement to the Office of the Inspector General or any other office, official, or department which may later become responsible for auditing disbursements of CARES Act funds, failure by Municipality to provide these records, for any reason including the prior destruction of these records, shall constitute a breach of this Agreement. The sole and exclusive remedy for such a breach is that Municipality shall be responsible for repayment of any disbursement which the Office of Inspector General, or its successor, finds improper, unsupported, or unable to be verified. Additionally, Municipality agrees to indemnify the County or make the County whole for any penalty assessed against the County
based upon Municipality's failure to retain or provide records.

8.0 Timeliness.

8.1 The Parties agree that time is of the essence in the processing of applications for reimbursement. The County shall use all reasonable speed and diligence in the processing of applications for reimbursement.

8.2 The Parties agree that time is of the essence in communications seeking supporting documents or requesting records under this agreement. The Parties agree that they shall use all reasonable speed and diligence in responding to requests for records or supporting documents.

9.0 Indemnity.

9.1 The Parties agree that where the County relied upon the certification of the Municipality that such expenses which Municipality sought to have reimbursed from CARES Act funds met the minimum requirements of the CARES Act, and where the Office of the Inspector General, or any other person, official, or department which is charged with the auditing and review of expenditures of CARES Act funds determines that such reimbursement was not permitted under the CARES Act, Municipality agrees to indemnify, reimburse and make whole the County for any funds which the United States Government or its agencies seeks to recoup or collect, either by litigation, or by withholding other federal funds owed to the County. Municipality further agrees to indemnify, reimburse, or make whole the County for any penalties associated with the federal government seeking to recoup the expended CARES Act funds which the County disbursed to Municipality including interest, or any penalty provided by law.

9.2 Municipality agrees to hold County harmless for any evaluation or advice which the County provided to Municipality as to whether the requested reimbursement is a permissible use of the CARES Act funds.

10.0 Term and termination

10.1 Term. This Agreement shall remain in effect until either party provides written notice of termination to the other. Such notice shall be effective 14 days after receipt of the termination.
10.2 Survival of Terms. Those terms relating to the party’s obligation to maintain records and provide records, and the Municipality’s indemnification of the County shall survive the termination of this Agreement.

11.0 Amendment

11.1 Amendments to this Agreement may be performed with the written consent of the DuPage County Board and Municipal governing board.

12.0 Notices and duplicate copies.

12.1 Written notices required pursuant to this Agreement and all other correspondence between the parties shall be directed to the following and shall be deemed received when hand-delivered or three (3) days after being sent by certified mail, return receipt requested or electronic mail:

DuPage County: Daniel J. Cronin, 
DuPage County Board Chairman 
421 N. County Farm Road 
Wheaton, IL 60187

With a copy to: 
DuPage County State’s Attorney’s Office 
ATTN: ASA CONOR MCCARTHY 
503 N. County Farm Road 
Wheaton, IL 60187

Municipality: Village of Itasca

With Copies to: [ADDITIONAL RECIPIENT]

12.2 The Parties agree that this agreement may be entered into using identical counterparts, each of which when executed and delivered to the other party shall constitute
a duplicate original, but all counterparts together shall constitute a single agreement. Upon ratification by the governing board of the respective parties, the parties shall each transmit the signed counterparts of this agreement to the other using the recipients listed above in Section 12.1 of this Agreement. This agreement shall go into effect immediately upon the ratification of the last party to execute this agreement.

[Signature Page to Follow]

[THIS SPACE INTENTIONALLY LEFT BLANK]
IN WITNESS WHEREOF, the parties hereto have executed this Agreement, using duplicate counterparts, on the dates listed below.

COUNTY OF DUPAGE:

Daniel J. Cronin
DuPage County Board Chairman

Attest: Jean Kaczmarek
DuPage County Clerk
Date: 7-14-2020

Village of Itasca:

(Name)
Mayor, [Municipality]

Attest: ____________________
Village Clerk Name
Village Clerk
Date: ____________________


## Revised Schedule 1

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RESOLUTION NO. 1224-20

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH DUPAGE COUNTY CONCERNING LOCAL GOVERNMENT COVID-19 REIMBURSEMENT PROGRAM

WHEREAS, the Village of Itasca ("Itasca") and DuPage County ("DuPage") are Illinois public entities; and

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1971 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., allows public entities to enter into intergovernmental agreements in the furtherance of their government purposes; and

WHEREAS, Itasca and DuPage wish to enter into an Intergovernmental Agreement, which is attached hereto as Exhibit A and incorporated herein by reference, concerning reimbursement for certain costs expended by Itasca in responding to the COVID-19 outbreak under the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") as more fully described in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The corporate authorities of the Village of Itasca hereby approve the Intergovernmental Agreement, Exhibit A, between the Village of Itasca and DuPage County.

SECTION TWO: The Village President or his designee is hereby authorized to sign and execute the Intergovernmental Agreement, Exhibit A, on behalf of the Village of Itasca.

SECTION THREE: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Resolutions and Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in effect immediately from and after its passage and approval.

AYES: ____________________________________________

NAYES: __________________________________________

ABSENT: _________________________________________

ABSTAIN: _________________________________________
APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 4th day of August, 2020.

APPROVED:

__________________________
Village President Jeffery J. Pruyn

ATTEST:

__________________________
Village Clerk Jody Conidi
MEMORANDUM

TO: President Jeff Pruyn
    Village Board of Trustees

RE: Downtown Strategic Action Plan
    Intergovernmental Agreement
    between The Regional
    Transportation Authority & The
    Village of Itasca
    IGA No.: CP-2020-05

FROM: Shannon Malik Jarmusz,
      AICP
      Director of Community
      Development

VB: August 18, 2020

CC: File

ENCL: IGA No. CP-2020-05
      VOI Resolution # 1134-19

BACKGROUND

The Village of Itasca and the Regional Transportation Authority (RTA) began discussions in late 2018 regarding a grant application for the RTA’s Local Technical Assistance (LTA) Grant Program. In March 2019, the RTA approved the Village of Itasca for an LTA Grant for drafting a new Downtown Strategic Action Plan.

In August 2019, the Village Board approved Resolution # 1134-19, which authorized the execution of the LTA Grant Agreement with the RTA. Since then, Village Staff has worked with the RTA in drafting a scope of work, reviewing RFPs from interested consultants, and making a final selection to award the Lakota Group with the contract.

Once the attached Intergovernmental Agreement is approved by the Village Board, the RTA can begin scheduling the project kick off meeting with Staff and identifying the timeline for public participation and the steps through completion.
INTERGOVERNMENTAL AGREEMENT
between
THE REGIONAL TRANSPORTATION AUTHORITY
and
The VILLAGE OF ITASCA
IGA No.: CP-2020-05

This Intergovernmental Agreement (the “Agreement”) is entered into by and between the Regional Transportation Authority (the “RTA”), a municipal corporation created under the laws of the State of Illinois, and the Village of Itasca (“Itasca”), a municipal corporation and body politic created under the laws of the State of Illinois (the RTA and the Village of Itasca are referred to collectively herein as the “Parties”).

Section 1. Nature and Purpose of Agreement

Pursuant to Article VII, §10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, as amended, (5 ILCS 220/1 et seq.), the RTA and Itasca enter into this Agreement.

The Parties to this Agreement desire to create the Village of Itasca Downtown Strategic Action Plan (the “Plan”) for Itasca, Illinois. The RTA will obtain assistance in conducting an analysis of existing conditions, plans, land use, market, and transportation. In furtherance of this objective, the RTA in collaboration with Itasca intends to retain the services of a consultant (the “Consultant”) to create the Plan in accordance with the proposed Statement of Work. The Consultant will further complete a report that summarizes the major findings of the Plan and outlines roles and responsibilities for future implementation of the Plan’s recommendations.

The RTA and Itasca each have the statutory authority to conduct, sponsor or participate in the creation of the Plan. It is the purpose of this Agreement to set forth the respective understandings, covenants, and obligations of the Parties with respect to the Plan.

Section 2. Execution of the Consultant Contract

The RTA shall negotiate and enter into a contract with the Consultant to conduct and complete the Plan. The contract will be in an amount not to exceed $90,779.35.

Section 3. Conducting the Plan

The Parties have agreed to jointly undertake this Plan and have established a project committee (the “Committee”) to guide the creation of the Plan. The RTA will provide
project management for the Plan. The Parties will make available relevant resources (e.g., land use plans, redevelopment plans, ridership projections, demographic data, etc.) to assist the RTA and the Consultant in conducting the Plan. The RTA will not be responsible for the completeness or accuracy of any information or data provided to the Consultant by parties other than the RTA.

Section 4. Payment Conditions and Procedures

The RTA is responsible for the payment of all necessary, proper and allowable costs to the Consultant pursuant to its contract with the Consultant. Itasca will reimburse the RTA for an amount equal to the lesser of (i) $20,000 or (ii) 20% of such actual costs incurred in the conduct of the Plan. The RTA, after receipt of the final invoice from the Consultant, will request such reimbursement from Itasca. Itasca, upon receipt of the request for reimbursement, shall honor such request by making payment to the RTA within 30 days of receipt of such request for reimbursement.

Section 5. General Terms and Conditions

a. Amendment.

The Parties agree that no change or modification of this Agreement shall be of any force or effect unless such amendment is dated, reduced to writing, executed by all Parties, and attached to and made a part of this Agreement.

b. Indemnification.

Itasca will indemnify, defend and hold harmless the RTA, its officials, agents and employees against any and all liabilities, losses, damages, claims, injuries, deaths, suits, costs, payments and expenses of every kind and nature, including reasonable attorneys' fees and disbursements, as a result of claims, demands, actions, suits, proceedings, judgments or settlements, that result from or arise out of any acts or omissions to act by Itasca, its corporate authorities, employees, agents and assigns in the performance of this Agreement. Itasca will appear and defend all suits brought upon all such claims, demands, actions and proceedings and shall pay all costs and expenses incidental thereto, but the RTA will have the right, at its sole option and expense, to participate in the defense of any suit, without relieving Itasca of any of its obligations hereunder. The indemnification obligation contained in this paragraph will survive termination or expiration of this Agreement.

c. Confidentiality.

Any documents, data, records or other information given to or prepared by the Parties pursuant to this Agreement shall be maintained in a confidential manner and shall
not be made available to any individual or organization (other than the RTA, Itasca, the Consultant, or the members of the Committee, as is appropriate and necessary) without prior written approval by the RTA, except to the extent required by law, including, without limitation, the Freedom of Information Act (5 ILCS 140/, et seq.).

d. Documents Forming this Agreement.

   The Parties agree that this constitutes the entire Agreement between the Parties hereto, that there are no agreements or understandings, implied or expressed, except as specifically set forth in this Agreement.

e. Warranties and Representations.

   In connection with the execution of this Agreement, Itasca and the RTA each warrant and represent that it is legally authorized to execute and perform or cause to be performed this Agreement under the terms and conditions stated herein.


   No official, employee or agent of the RTA or Itasca will be charged personally by the other party with any liability or expense of defense or be held personally liable under any term or provision of this Agreement or because of Itasca’s or the RTA’s execution or attempted execution or because of any breach hereof.

g. Counterparts.

   This Agreement may be comprised of several identical counterparts, each of which may be fully executed by the parties hereto and, once executed, will be deemed an original having identical legal effect.

h. Severability.

   If any provisions of this Agreement will be held or deemed to be or will in fact be inoperative or unenforceable as applied in any particular case in any jurisdiction or in all cases because it conflicts with any other provision or provisions hereof or of any constitution, statute, ordinance, rule of law or public policy, or for any other reason, such circumstances will not have the effect of rendering any other provision or provisions herein contained invalid, inoperative, or unenforceable to any extent whatsoever. The invalidity of any one or more phrases, sentences, clauses or sections contained in this Agreement will not affect the remaining portions of this Agreement or any part thereof.
i. Interpretation.

Any headings of this Agreement are for convenience of reference only and do not define or limit the provisions thereof. Words of any gender will be deemed and construed to include correlative words of the other gender. Words importing the singular number will include the plural number and vice versa, unless the context will otherwise indicate. All references to any exhibit or document will be deemed to include all supplements and/or amendments to any such exhibits or documents entered into in accordance with the terms and conditions thereof. All references to any person or entity will be deemed to include any person or entity succeeding to the rights, duties and obligations of such persons or entities in accordance with the terms and conditions of this Agreement.

j. Cooperation.

Itasca and the RTA agree at all times to cooperate fully with one another in the implementation of this Agreement.

k. Assignment.

Neither the RTA nor Itasca will assign, delegate, or otherwise transfer all or any part of their rights or obligations under this Agreement, or any part hereof, unless as approved in writing by the other party. The absence of written consent will void the attempted assignment, delegation or transfer and will render it of no effect.

l. Force Majeure.

Neither the RTA nor Itasca will be obligated to perform any of their obligations hereunder if prevented from doing so by reasons outside of their reasonable control, including, but not limited to, events of force majeure.

m. Governing Law.

The Parties agree that, notwithstanding conflict of law principles, disputes which arise as a result of this Agreement will be heard in an Illinois court of competent jurisdiction and that Illinois law will be applied.

n. Miscellaneous.

Nothing in this Agreement is intended to create rights in any parties other than the RTA and Itasca. All rights and duties between the RTA and the Consultant shall be established solely by the Consultant contract for the Plan and not by this Agreement.
o. Notices.

All notices, other communications and approvals required or permitted by this Agreement shall be in writing and shall be delivered, sent by certified or registered mail (return receipt requested and postage prepaid), addressed as follows:

(a) in the case of the RTA:
175 West Jackson Boulevard, Suite 1650
Chicago, Illinois 60604
Attention: Executive Director and
Project Manager: Alex Devlin

(b) in the case of Itasca:
550 W Irving Park Road,
Itasca, Illinois 60143
Attention: Mayor and
Director of Community Development:
Shannon Malik Jarmusz, AICP

or such other persons or addresses as either party may from time to time designate by notice to the other. All notices required hereunder shall be in writing and shall be deemed properly served if delivered in person or if sent by email or registered or certified mail, with postage prepaid and return receipt requested, to the addresses specified. All notices required hereunder shall be deemed received on the date of delivery, or attempted delivery, if delivered in person, or if mailed, on the date which is two (2) days after the date such notice is deposited in the mail.

p. Electronic or Digital Signatures.

The parties hereby agree that this Agreement may be signed by an electronic or digital signature. The parties further agree that the electronic or digital signatures appearing on and affixed to this Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility, and are acknowledged as secure electronic signatures pursuant to 5 ILCS 175/10-110.

Section 6. Term/Termination

a. Term.

This Agreement will commence as of the date of final execution by both parties and will continue until July 31, 2022. This Agreement may be extended at the sole discretion of the RTA, by advance written notice to Itasca.
b. Termination.

This Agreement may be terminated by either the RTA or Itasca upon ninety (90) days written notice sent to the other party in accordance with Section 50 of this Agreement. Following termination of this Agreement pursuant to this Section 6b, Itasca shall reimburse the RTA in accordance with the terms of Section 4 for any costs paid to the consultant, including termination fees.

Section 7. Relationship

The Consultant shall render services as an independent contractor and not as an employee for Itasca. Nothing contained in this Agreement shall be deemed or construed to create any relationship of principal and agent or of limited or general partnership or of joint venture. Likewise, this Agreement does not create any such relationship between RTA and Itasca outside of that created by the Regional Transportation Authority Act (70 ILCS 3615/1 et seq.).
IN WITNESS WHEREOF, the Regional Transportation Authority and the Village of Itasca have caused this Agreement to be executed, as of the date first set forth above, by their duly authorized officers.

VILLAGE OF ITASCA, ILLINOIS

By: ____________________________
Name: JEFF PRUYN
Title: Village Mayor

Date: ____________________________

REGIONAL TRANSPORTATION AUTHORITY

By: ____________________________
Name: LEANNE P. REDDEN
Title: Executive Director

Date: ____________________________
RESOLUTION NO. 1134-19

A RESOLUTION AUTHORIZING APPLICATIONS FOR AND EXECUTION OF A TECHNICAL ASSISTANCE AGREEMENT UNDER THE REGIONAL TRANSPORTATION AUTHORITY'S GENERAL AUTHORITY TO MAKE SUCH GRANTS

WHEREAS, the Regional Transportation Authority (the “Authority”), is authorized to study public transportation topics and developments; and to conduct, in cooperation with other public and private agencies, such studies; and

WHEREAS, the Authority has the power to expend funds for use in connection with these studies, and

WHEREAS, the Authority has the power to make and execute all contracts and other instruments necessary or convenient to the exercise of its powers, and

WHEREAS, approval for said funds will impose certain financial obligations upon the Village of Itasca in the amount of 20% of the not to exceed project budget of $100,000 as determined by the Authority and 100% of any amount that exceeds the budget.

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The preambles of this Resolution are hereby incorporated into this text as if set out herein in full.

SECTION TWO: The Village President is authorized to execute and file applications on behalf of the Village of Itasca with the Regional Transportation Authority for a Technical Assistance Agreement for the Itasca Downtown Strategic Action Plan Update.

SECTION THREE: The Village President is authorized to furnish such additional information, assurances, certifications and amendments as the Regional Transportation Authority may require in connection with this Technical Assistance Agreement application.

SECTION FOUR: The Village President is authorized and directed on behalf of the Village of Itasca to execute and deliver agreements and all subsequent amendments thereto between the Village of Itasca and the Regional Transportation Authority for technical assistance.

SECTION FIVE: The Village President is authorized and directed to take such action as is necessary or appropriate to implement, administer and enforce said agreements and all subsequent amendments thereto on behalf of the Village of Itasca.

SECTION SIX: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION SEVEN: REPEAL OF PRIOR RESOLUTIONS. All prior Resolutions and Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.
SECTION EIGHT: EFFECTIVE DATE. This Resolution shall be in effect immediately from and after its passage and approval.

AYES: Trustee Aionni, Latoria, Leahy, Linsner, Madaras

NAYES: None

ABSENT: Trustee Gavanes

ABSTAIN: None

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 20th day of August, 2019.

APPROVED:

[Signature]

Village President Jeffery J. Pruyn

ATTEST:

[Signature]

Village Clerk Jody Conidi
RESOLUTION NO. 1225-20

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE REGIONAL TRANSPORTATION AUTHORITY CONCERNING THE DOWNTOWN STRATEGIC ACTION PLAN

WHEREAS, the Village of Itasca (“Itasca”) and the Regional Transportation Authority (“RTA”) are Illinois public entities; and

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1971 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., allows public entities to enter into intergovernmental agreements in the furtherance of their government purposes; and

WHEREAS, Itasca and RTA wish to enter into an Intergovernmental Agreement, which is attached hereto as Exhibit A and incorporated herein by reference, concerning the Village of Itasca Downtown Strategic Action Plan as more fully described in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The corporate authorities of the Village of Itasca hereby approve the Intergovernmental Agreement, Exhibit A, between the Village of Itasca and RTA.

SECTION TWO: The Village President or his designee is hereby authorized to sign and execute the Intergovernmental Agreement, Exhibit A, on behalf of the Village of Itasca.

SECTION THREE: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Resolutions and Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in effect immediately from and after its passage and approval.

AYES: ____________________________________________

NAYES: ____________________________________________

ABSENT: ____________________________________________

ABSTAIN: ____________________________________________

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 18th day of August, 2020.
APPROVED:

____________________________
Village President Jeffery J. Pruyn

ATTEST:

____________________________
Village Clerk Jody Conidi
Village of Itasca
Community Development Department
550 W. Irving Park Road, Itasca, IL 60143
PHONE: 630-773-5568 | FAX: 630-773-0852
www.itasca.com

MEMORANDUM

TO: President Jeff Pruyn
Village Board of Trustees

RE: PC 20-007
870 & 900 N. Arlington Heights Rd.
Two-Lot Subdivision

FROM: Mo Khan
Village Planner

COTW: August 4, 2020

CC: Carie Anne Ergo, Village Administrator
Shannon Malik Jarmusz, AICP, Community
Development Director
File

ENCL: Plan Commission Staff Report,
Petition for Subdivision, & Plat of
Subdivision

BACKGROUND

The Petitioner, Quadrangle Development, as representatives of the owners, 870 Arlington, LLC
and Arlington Thorndale, LLC are requesting Preliminary & Final Plat of Subdivision approval in
accordance with Section 7.09 of the Subdivision Ordinance.

The site development for Option Care was approved by the Village Board by Ordinance # 1921-
19 as part of PC 19-014. The site plans submitted as part of PC 19-014 indicated a proposed lot
lines change to accommodate the parking for the site. As construction nears completion for the
Option Care site, Quadrangle finalized the Plat of Subdivision and have submitted it for review
and approval as required by the Subdivision Ordinance.

PLAN COMMISSION RECOMMENDATION

The Plan Commission conducted a Public Hearing on this matter on July 15, 2020. There were no
comments or questions by the Public regarding the case. The Plan Commission asked if the
changed lot lines would affect the stormwater management design of the site. Staff stated that the
stormwater management design was comprehensive for both of the lots and that changing the lot
lines will not impact that.
The Plan Commission Reviewed the Required Findings of Facts and *Recommended Unanimous Approval (6-0)* of the Preliminary & Final Plat of Subdivision request, subject to the following conditions as recommend by staff:

1. Final Plat of Subdivision must be in substantial compliance with the Plan Commission and Village Board Submittals.
2. Final Plat of Subdivision shall be reviewed and approved by Village’s Community Development and Engineering Staff prior to recording the Plat with DuPage County’s Recorder’s Office.
Village of Itasca
Community Development Department
550 W. Irving Park Road, Itasca, IL 60143
PHONE: 630-773-5568 | FAX: 630-773-0852
www.itasca.com

PUBLIC MEETING DATE: JULY 15, 2020

TITLE: Option Care Subdivision
ADDRESS: 870 & 900 N. Arlington Heights Rd.
PIN: 03-05-403-007; -010, 03-05-302-072

PROPOSAL: Tim Sweeney, as representative of Quadrangle Development and the property owners 870 Arlington LLC and Arlington Thorndale LLC, is requesting the following:

1. Preliminary and Final Plat of Subdivision – Options Care Subdivision Approval for 870 & 900 N Arlington Heights Rd.
BACKGROUND

The Village Board approved Ordinance 1921-19 in September 2019, which granted approval of a Planned Development and Class I Site Plan review to Quadrangle Development for the construction of a single-story manufacturing, warehouse, and office building for Option Care. The Plan Commission heard the Petition for Planned Development and Class I Site Plan Review under Case # PC 19-014.

The plans submitted as part of PC 19-014 indicated that there would be a need for a Plat of Subdivision to reflect a lot area change to accommodate the construction of parking stalls for 870 N. Arlington Heights Rd. However, a Petition for Subdivision and Plat of Subdivision was not prepared at that time. The lot line will shift approximately 83 ft. to the west.

PLANNING & ZONING ANALYSIS

The subject properties are located at the southwest corner of Arlington Heights Rd. and South Thorndale Ave. 900 N. Arlington Heights Rd. is currently improved with a three-story office building that is approximately 103,000 square feet with surface parking and a retention pond. 870 N. Arlington Heights Rd. is currently under construction for a single-story manufacturing, warehouse and office building that will be approximately 50,000 square feet with surface parking and a retention pond. The subject properties are both zoned B-2, Community Business District.

Section 8.04-5 of the Zoning Ordinance states that in the B-2 District there are no minimum lot standard requirements for lots with the proposed use at 870 N. Arlington Heights Rd. and the existing use at 900 N. Arlington Heights Rd.

The various provisions of the Subdivision Ordinance related to School & Park District Land Donation, Payment or Fee-in-lieu are not applicable as the proposed subdivision does not include any new residential units.

Provisions related to public street design as stated in the Subdivision Ordinance are not applicable as there are no new public streets proposed.

Provisions related to stormwater management have been addressed as part of the previous Planned Development and Class I Site Plan Approval.

Provisions related to Final Plat requirements will be addressed during the final review by Village’s Community Development and Engineering staff after approval, which is consistent with past practice of Plat approvals.

SUMMARY

The proposed Plat of Subdivision will clear up the property line and include the required parking needed for the Options Care business on its own property (870 N Arlington Heights Rd.). The proposed Plat of Subdivision will not alter the characteristic of the area.
PUBLIC COMMENTS

As of July 8, 2020, Village Staff has received no public comments regarding this petition.

STAFF RECOMMENDED CONDITIONS OF APPROVAL

Staff recommends the following conditions be included if a favorable recommendation is made by the Plan Commission:

1. Final Plat of Subdivision must be in substantial compliance with the Plan Commission and Village Board Submittals.
2. Final Plat of Subdivision shall be reviewed and approved by Village’s Community Development and Engineering Staff prior to recording the Plat with DuPage County’s Recorder’s Office.

REQUIRED STANDARDS OF REVIEW FOR SUBDIVISIONS

Section 2.00 of the Subdivision Ordinance sets the following standards for review when considering a Subdivision Request.

1. To ensure sound, harmonious subdivision development including Planned Developments and community growth, and to safeguard the interest of the homeowner, the subdivider, the investor, and the Village.

   To assure that no subdivisions shall be approved that is not energy efficient as practicable in terms of density, mixture of use, site selections, building layout and orientation and landscaping.
2. To provide permanent assets to the locality and to the Village.
3. To prevent scattered development beyond existing public utilities and prevent excessive development costs.
4. To assure development of land for optimum use with necessary protection against deterioration and obsolescence.
5. To limit and control the pollution of the environment that can be caused by inadequate or incomplete urban development.
6. To provide common grounds of understanding and a sound working relationship between the Village and Subdivider.
7. To lessen congestion in the streets and highways.
8. To provide for adequate light and air.
9. To facilitate adequate provision for transportation, water, sewerage, schools, and other public necessities.
10. To ensure proper legal description and proper monumenting of subdivided land.
DOCUMENTS ATTACHED

1. Petition for Subdivision, dated March 5, 2020
2. Plat of Survey (870 N. Arlington Heights Rd.), dated July 3, 2019
3. Plat of Survey (900 N. Arlington Heights Rd.), dated July 25, 2018
4. Plat of Subdivision (Options Care Subdivision), dated October 31, 2019
5. Site Plan, dated August 7, 2019
PETITION FOR SUBDIVISION

VILLAGE OF ITASCA PLAN COMMISSION
Community Development Department
111 Line Street
Itasca, IL 60143
(630) 773-5568
Fax: (630) 773-0852

DATE 3/5/2020

ALL ITEMS MUST BE COMPLETE TO PROCESS APPLICATION

<table>
<thead>
<tr>
<th>Address(es) of Property</th>
<th>810 N. Arlington Hts Rd Itasca 60143</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Use</td>
<td>General Office Parking</td>
</tr>
<tr>
<td>Existing Use</td>
<td>General Office Parking</td>
</tr>
<tr>
<td>Existing Zoning</td>
<td>B-2 PUD</td>
</tr>
<tr>
<td>All P.I.N. #s</td>
<td>03-05-403-007</td>
</tr>
<tr>
<td>Number of Acres</td>
<td>7.36</td>
</tr>
<tr>
<td>Lot Size</td>
<td>7.36 acres</td>
</tr>
</tbody>
</table>

**THE LEGAL TITLEHOLDER MUST SIGN THIS PETITION.** Where the property is held in trust, the trust officer must sign the petition and include a letter naming all beneficiaries of the trust and authorizing the beneficiaries to act on the matters related to this petition request. The undersigned acknowledges and agrees that this application and all documentation submitted becomes public record and may be viewed by the public.

<table>
<thead>
<tr>
<th>Owner's Name(s)</th>
<th>810 Arlington LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address(es)</td>
<td>1010 Quadrangle Development</td>
</tr>
<tr>
<td>See below</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>947-940-9667</td>
</tr>
<tr>
<td>Fax</td>
<td>947-940-7895</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Petitioner(s)</th>
<th>Quadrangle Development Company, As Agent</th>
</tr>
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<tr>
<td>Address(es)</td>
<td>1150 Lake Cook Rd, Ste 150</td>
</tr>
<tr>
<td>Deerfield 11 60015</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>947-940-9667</td>
</tr>
<tr>
<td>Fax</td>
<td>947-940-7895</td>
</tr>
</tbody>
</table>

**Agent or Attorney Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Firm</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
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<tr>
<td>Phone</td>
<td></td>
</tr>
</tbody>
</table>

**Site Planner or Engineer**

<table>
<thead>
<tr>
<th>Name</th>
<th>Chris Bartosz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm</td>
<td>V3 Companies</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>630-729-6124</td>
</tr>
</tbody>
</table>

I/we Timothy E. Sweeney, DO HEREBY CERTIFY OR AFFIRM THAT I/we ARE THE OWNER(S) OF RECORD OF THE AFORESAID DESCRIBED PROPERTY AND HEREBY MADE APPLICATION AS SUCH

**Signature**

Date 3/5/2020

SUBSCRIBED AND SWORN TO

BEFORE ME THIS 5th DAY OF March, 2020

Catherine M. Carrell
NOTARY PUBLIC

"OFFICIAL SEAL"
CATHLEEN M. CARRELL
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES: 10-16-21

RECEIVED
MAR 6th 2020
By
ORDINANCE NO. 1947-20

AN ORDINANCE APPROVING A PRELIMINARY AND FINAL PLAT OF SUBDIVISION FOR 870 & 900 N. ARLINGTON HEIGHTS ROAD (QUADRANGLE DEVELOPMENT)

WHEREAS, Tim Sweeny, as representative of Quadrangle Development and property owners 870 Arlington LLC and Arlington Thorndale LLC, (hereinafter “Petitioner”) has filed a Petition requesting approval for a Preliminary and Final Plat of Subdivision at 870 and 900 North Arlington Heights Road in the Village of Itasca (hereinafter “Subject Property”); and

WHEREAS, the Village approved a planned development by special use and a Class I Site Plan for the property in September 2019 (Ordinance No. 1921-19) for the construction of a single-story manufacturing, warehouse, and office building for Option Care; and

WHEREAS, the Petitioner has submitted a Preliminary and Final Plat of Subdivision, attached hereto as Exhibit A, for approval as required by the Subdivision Ordinance; and

WHEREAS, the Itasca Plan Commission considered the application on July 15, 2020; and

WHEREAS, the Plan Commission recommended to the Village Board of Trustees that the Preliminary and Final Plat of Subdivision be approved subject to the following conditions:

1. The project must comply with all Village Ordinances, Building Codes, Subdivision Regulations, the DuPage County Stormwater Ordinance, and Standard Development Specifications in place at the time of permit application.

2. Preparation of final engineering and subdivision plat, and compliance with all public improvements and impact fees are required for new homes. All Village Board approved proposals are subject to final engineering approval.

3. The Subdivision Ordinance requires that street trees be planted for properties affected by a request for subdivision. The requirement is one tree for every 50’ of frontage. The new trees must be no smaller than 2” in caliper, measured 1’ from the ground. Install new trees where they do not already exist and provide a plan indicating all existing and proposed trees, featuring species, quality, and location information.

4. Provide existing and proposed lot coverage calculation tables at the time of building permit. Include service sidewalks, decks, sheds, patios, and any other improvements other than landscaping or grass.

5. Add monuments indicating the newly created property lines with the final plat of subdivision to the plat prior to recording.

6. An existing tree plan and tree preservation plan is required at the time that Lot 1 develops.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:
SECTION ONE: The corporate authorities accept the recommendation of the Itasca Plan Commission and approve Exhibit A, the Preliminary and Final Plat of Subdivision, subject to the conditions recommended by the Plan Commission.

SECTION TWO: All other aspects of the Subject Property are to be in compliance with all Village ordinances, including but not limited to the Itasca Zoning Ordinance, unless otherwise modified by ordinance.

SECTION THREE: SEVERABILITY. The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION FOUR: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

AYES: ____________________________________________

NAYS: ____________________________________________

ABSENT: __________________________________________

ABSTAIN: ________________________________________

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 18th day of August 2020.

APPROVED:

_______________________________
Village President Jeffery J. Pruyn

ATTEST:

_______________________________
Village Clerk Jody Conidi
MEMORANDUM

TO: President Jeff Pruyn
Village Board of Trustees

RE: PC 20-009
1133 N. Prospect Ave,
Variance for Two Wall Signs and
Sign Area

FROM: Mo Khan
Village Planner

COTW: August 4, 2020

CC: Carie Anne Ergo, Village
Administrator
Shannon Malik Jarmusz,
AICP, Community
Development Director
File

ENCL: Plan Commission Staff Report,
Petition for Variance, & Site
Drawings & Elevations

BACKGROUND

The Petitioner, MRK Realty, LLC / Kiddie Academy, are requesting the following:

1. Approval of a Wall Sign “A” that exceeds 48 ft.² as required by Section 13.03-3.
2. Variance to Section 13.03-3-a of the Zoning Ordinance to allow for two wall signs, whereas
the maximum allowed is one.

PLAN COMMISSION RECOMMENDATION

The Plan Commission conducted a Public Hearing on this matter on July 15, 2020. There were no
comments or questions by the Public regarding the case. The Plan Commission stated that the
proposed signs were in scale to the building.

The Plan Commission Reviewed the Required Findings of Facts and Recommended Unanimous
Approval (6-0) of the Preliminary & Final Plat of Subdivision request, subject to the following
conditions as recommend by staff:

1. Permit Documents must be in substantial compliance with the Plan Commission and
Village Board Submittals.
2. The proposed signage must comply with all Village Ordinance and Building Codes in place at time of permit application.
3. The proposed signage shall be installed within one (1) year from the date of Ordinance approval.
Village of Itasca
Community Development Department
550 W. Irving Park Road, Itasca, IL 60143
PHONE: 630-773-5568 | FAX: 630-773-0852
www.itasca.com

PUBLIC HEARING DATE: JULY 15, 2020
PC 20-009

TITLE: Kiddie Academy Variance
ADDRESS: 1133 N. Prospect Ave.
PIN: 03-05-203-020

PROPOSAL: Kunjun Shah, as representative of the owner MRK Realty, LLC, are requesting the following:

1. Approval of a Wall Sign “A” that exceeds 48 ft.² as required by Section 13.03-3.
2. Variance to Section 13.03-3-a of the Zoning Ordinance to allow for two wall signs, whereas the maximum allowed is one.
BACKGROUND

The Village Board approved Ordinance #1918-19 in July 2019, granting an amendment to the Prospect Courtyard Office Park Planned Development, Special Use Permit and Class I Site Plan Approval for Kiddie Academy to operate a childcare facility.

The construction of the building is nearing completion and Kiddie Academy submitted sign permit applications for the installation of various signage on the property and building. After a zoning review by Village Staff, it was determined that Kiddie Academy would need to request approval and a variance for their proposed wall signage.

PLANNING & ZONING ANALYSIS

The zoning regulation table below summarizes the applicable code requirements and how the proposed signage complies with the Zoning Ordinance.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Allowed</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.03-3-b</td>
<td>Number of Wall Signs</td>
<td>1</td>
<td>1133 N Prospect</td>
</tr>
<tr>
<td>13.03-3-a</td>
<td>Total Area of All Signs</td>
<td>240 ft.²</td>
<td>123.5 ft.²</td>
</tr>
<tr>
<td>13.03-3-e</td>
<td>Total Area of All Wall Signs</td>
<td>160 ft.²</td>
<td>123.5 ft.²</td>
</tr>
<tr>
<td>13.03-3</td>
<td>Area per Sign</td>
<td>48 ft.²</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The subject property is unique in that it is an internal lot without direct frontage along a public street, Prospect Ave. Had this property been a corner lot or through lot, it would be permitted to have a second wall sign by right.

SUMMARY

Granting this variance would not alter the essential character of the area and would be consistent with signage that exists on buildings that are corner lots or are situated on the corner of a multi-tenant building.

PUBLIC COMMENTS

As of July 8, 2020, Village Staff has received no public comments regarding this petition.

STAFF RECOMMENDED CONDITIONS OF APPROVAL

Staff recommends the following conditions be included if a favorable recommendation is made by the Plan Commission:

1. Permit Documents must be in substantial compliance with the Plan Commission and Village Board Submittals.
2. The proposed signage must comply with all Village Ordinance and Building Codes in place at time of permit application.
3. The proposed signage shall be installed within one (1) year from the date of Ordinance approval.

REQUIRED FINDINGS OF FACT FOR VARIANCES

Section 14.09-3 sets forth the following standards for variances:
(Staff’s Response are in Italics)

No Variance shall be granted by the President and Board of Trustees unless the specific findings are made based on the evidence presented to the Plan Commission:

1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located;

2. The plight of the owner is due to unique circumstances, and

3. The variation, if granted, will not alter the essential character of the locality.

In making this determination, the Plan Commission shall consider whether there are particular difficulties or particular hardships, and take into consideration whether the following facts have been established by evidence:

1. The particular physical surroundings, shape or topographical conditions of the specific property involved would bring a particular hardship upon the owner, as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out;

2. The conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning classification;

3. The purpose of the variation is not based exclusively upon a desire to make more money from the property, or merely for the convenience of the owner;

4. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;

5. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; or

6. That the proposed variation will not impair an adequate supply of light on adjacent property or substantially increase the danger of fire or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.

DOCUMENTS ATTACHED

1. Petition for Variance, dated June 22, 2020
2. Plat of Survey, dated February 19, 2019
3. Sign Drawings, dated March 8, 2020
PETITION FOR VARIANCE

Village of Itasca Plan Commission
C/o Community Development Department
550 W Irving Park Rd.
Itasca, IL 60143
(Ph) 630-773-5568 (F) 630-773-0852
corndev@itasca.com

Date Submitted: 6/22/2020

ALL ITEMS MUST BE COMPLETE TO PROCESS APPLICATION

Address(es) of Property: 1133 N Fossett Ave., IL 60143

Owner(s) of Property: Main Realty, LLC (Kun in Shah)

Petitioner(s) (if other than owners):

Existing Use: Doyle Ceramica

P I N # (s): 03-65-203-020 Lot Size (sq. ft.): 1.04 Acres

Please answer the following questions (you may attached additional sheets if needed):

1.) Specifically state the variance(s) which is sought including the relevant section(s) of the Zoning Ordinance and how and/or the amount(s) by which the ordinance is sought to be varied.

SEE ATTACHED FOR 1 THRU 6

2.) Generally state the purpose and reasons for which the variance(s) is/are sought.

3.) Explain how the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the Zoning Ordinance.
4.) State and explain the particular factors of the property (e.g., physical surroundings, shape or topographical conditions, etc.) that bring a hardship to the owner under the strict letter of the Zoning Ordinance.

5.) Explain how the plight of the owner is due to unique circumstances and not generally applicable to other properties in the neighborhood.

6.) State the effects of the proposed variation(s) upon the character of the neighborhood, the property values, traffic conditions, public utilities, storm water detention, and other matters pertaining to the public health, safety, morals, and general welfare of the community. Explain how the variation will not alter the essential character of the locality.

Owner's Name(s): Kunjan Shah (Mark feebles)
Address: 8325 W Church St
Miles, IL 60714
Phone: 224-622-2844
Email: Kunjan.Shah@KCNIC.com

Petitioner's Name(s): Kunjan Shah
Address(es): 8325 W Church St Miles, IL 60714
Phone: 224-622-2844
Email: Kunjan.Shah@KCNIC.com

Agent or Attorney (if applicable)
Name: 
Firm: 
Address: 
Phone: 
Email: 

Site Planner or Engineer (if applicable)
Name: 
Firm: 
Address: 
Phone: 
Email: 

CONSULTANT SERVICES AGREEMENT

Pursuant to Section 4.05(5) of the Village of Itasca Zoning Ordinance, the Village of Itasca may use the services of professional consultants for research, investigation and professional opinion in the processing of any application.

Section 4.04(5) of the Itasca Zoning Ordinance:
CONSULTANTS: The Plan Commission/Zoning Board of Appeals and the Village Board may utilize the services of professional consultants for research, investigation, and professional opinion, for assistance in arriving at recommendations or decisions. The applicant whose request to the Plan Commission/Zoning Board of Appeals, or Village Board, requires the use of such professional services, shall reimburse the Village the reasonable cost it incurred for the services rendered by its consultants within ten (10) days after the submission of the bill by the Village. The consultants shall bill for their services at the same hourly rate which they normally charge municipal clients. The Village consultants shall include but not be limited to the persons who provide the Village with advice in the field of engineering, law, planning, traffic, design, finance, and court reporters.

I/We the applicant(s) understand that when the services of a consultant are utilized in accordance with the above section for research, investigation, professional opinion or other assistance, I/we shall pay all costs incurred within ten (10) days of submission of a bill by the Village of Itasca.

Name of Applicant

Agent or Attorney (if applicable)

Street Address

Street Address

City State Zip

City State Zip

Telephone

Telephone

E-Mail

E-Mail

Signature of Applicant

Date:

Please indicate who the bills for the costs incurred for the petition should be sent to.

Applicant: ☑ Agent: ☐ Other: ☐

If other, please complete the below information.

Name:

Address:

City, State, Zip:

Phone: E-Mail:
1. Sign “A” variance is to increase the front of the building sign square footage from 48 sq ft to 75 sq ft. Sign “B” is to allow a second smaller sign that would be visible from Prospect Road. Sign “B” would be at 48 sq ft. This sign would be on the building wall.

2. The reason we are asking for these two variances is because of the buildings poor visibility on Prospect. Sign “B” on the south end of the building is the only visible in part to public/vehicles passing by. Also, prospect courtyard has no monument sign along the road so no one knows what business are included within the business park. The building along the prospect avenue has a banner sign behind their building for people to see what they have to offer but my building is not visible and only putting the sign in the corner is more appropriate than putting a banner to preserve the value of the brand we are offering. Sign “A” was designed/ sized to fit the frontage of the building appropriately, while making it easier to see once you pull in the office park, where we are. Sign “A” fits the back brick portion of the front wall directly above the arc and door.

3. This location is not ideal from a standpoint of visibility. It is important for residents and businesses to see that Kiddie Academy in now a partner in Itasca. The buildings visibility is greatly restricted, and the only identification that will be visible from Prospect will be having Sign “B”. Otherwise, we are located in the back of an office park, and no one will know we are there. It’s important that have some kind of visible identity to operate.

4. My building is part of prospect courtyard. First, courtyard has no monument sign along the road so nobody know what business is inside the courtyard. Second, other buildings along the prospect avenue use banners to promote their products. My building will lose brand if a banner will be use and banner is a temp solution not a permanent one. Also, we offer educational based childcare and it is in Itasca community interest to see the sign so they are aware of the childcare in their area since Itasca only has 2 childcare and only one of the branded one which belongs to the business park and not much to the general public. The business park has one access point. If you miss it, it is not safe to turn around or make a u turns. You will have to pull into other drives and turn around. There is absolutely no identifier to let anyone know we are in the back. No monument sign, no directional.

5. Being that this building is behind/on the inside of the business park, visibility is almost nonexistent. We need visibility to be a viable business for the type of business we are. Parents and caregivers will be coming and going from this facility. Dropping off and picking up from morning until evening. We have no street frontage, therefore, we need use the small amount of visibility space we have to identify where we are, and who we are.

6. Sign “A” and sign “B” will have no negative effects on the neighborhood. Sign “B” would directly face Itasca’s Water Tower to the West. None of Hamilton’s apartments will have a view of either sign “A” or “B”. Sign “A” is on the interior of the business park. Having some visibility and identification will make our customers aware of where we are. Less vehicles turning around in other driveways and/or making u turns when they figure out they missed the single drive. Sign “A” was sized to fit the frontage of the building, which is substantial. It looks undersized for the frontage, if we have to meet the 48 sq ft. We have a brand and we want to preserve it signage. It’s one of the pillars of the brand. My building signs will actually help the community realize that they have educational based childcare in their own area and will also be a provider to the businesses in Itasca. Nowadays, educational childcare is rare, but we are bringing it to Itasca and
we want all the children to take advantage of it and signage is one of the brand awareness. We built an exceptional building, and will have exceptional services for the children and parents of the area. We are offering a branded educational based childcare in Itasca. Itasca only has 2 other day cares. It only has one educational based daycare, which belongs to a business park. Also, both are corporate owned and we are offering owner owned education based childcare to Itasca area. This will not impact other surrounding properties because what we are offering is unique and it’s for the future of the children. We make them ready for Kindergarten. We want to help as many children ready and succeed once they leave our academy.
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Kiddie Academy

SIGN "A"

18'-10"
3'-11 1/2"
1'-8"
1'-4 3/4"

Kiddie Academy

EDUCATIONAL CHILD CARE

LED ILLUMINATED RACEWAY MOUNT CHANNEL LETTERS
SCALE: 3/8" = 1'-0"

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<td>ILLUMINATED</td>
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<td>WALL</td>
<td>- 1/8&quot; BLACK AND WHITE ACRYLIC FACES FOR &quot;ACADEMY&quot;</td>
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If required, customer is to provide Custom Sign Center, Inc. with camera ready or appropriate digital file. Please contact your salesperson or design staff for appropriate file types.

This original design and all information herein are the property of Custom Sign Center Inc. Artwork is subject to return if not purchased. Any unauthorized use is forbidden.
SIGN "B"

KIDDIE ACADEMY
EDUCATIONAL CHILD CARE

LED ILLUMINATED RACEWAY MOUNT CHANNEL LETTERS
SCALE: 3/8" = 1'-0"
ORDINANCE NO. 1948-20

AN ORDINANCE APPROVING VARIANCES AT
1133 NORTH PROSPECT AVE (KIDDIE ACADEMY)

WHEREAS, MRK Realty, LLC/Kiddie Academy (hereinafter referred to as “Petitioner”) has filed a Petition requesting certain variances from § 13.03(3) of the Itasca Zoning Ordinance to allow two wall signs, one of which is 76 square feet at 1133 North Prospect Avenue in the Village of Itasca (hereinafter “Subject Property”); and

WHEREAS, Petitioner submitted a petition, attached hereto as Exhibit A, for these variances; and

WHEREAS, a public hearing was held by the Itasca Plan Commission on July 15, 2020, pursuant to public notice as required by law, with respect to Petitioner’s petition; and

WHEREAS, the Plan Commission made the following findings of facts with respect to the Petitioner’s request for variances:

1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located.

2. The plight of the owner is due to unique circumstances.

3. The variation, if granted, will not alter the essential character of the locality.

WHEREAS, the Plan Commission recommended to the Village Board of Trustees that the special use be approved subject to the following conditions:

1. Permit documents must be in substantial compliance with the Plan Commission and Village Board submittals.

2. The proposed signage must comply with all Village Ordinances and Building Codes in place at the time of permit application.

3. The proposed signage shall be installed within one (1) year from the date of Village Board approval.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The corporate authorities accept the findings of fact and recommendation of the Itasca Plan Commission that the Petitioner’s petition for variances from § 13.03(3) of the Itasca Zoning Ordinance to allow two wall signs, one 76 square feet and the second 47.5 square feet, on the Subject Property, Exhibit A, be granted with the conditions listed above.

SECTION TWO: All other aspects of the Subject Property are to be in compliance with all Village ordinances, including but not limited to the Itasca Zoning Ordinance, unless otherwise modified by ordinance.
SECTION THREE: SEVERABILITY. The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION FOUR: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

AYES: __________________________________________

NAYS: __________________________________________

ABSENT: _________________________________________

ABSTAIN: _________________________________________

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 18th day of August, 2020.

APPROVED:

____________________________________
Village President Jeffery J. Pruyn

ATTEST:

____________________________________
Village Clerk Jody Conidi
Village of Itasca
Community Development Department
550 W. Irving Park Road, Itasca, IL 60143
PHONE: 630-773-5568 | FAX: 630-773-0852
www.itasca.com

MEMORANDUM

TO: President Jeff Pruyn
   Village Board of Trustees
RE: PC 20-010
   340 Home Ave.
   Variance for Lot Coverage

FROM: Mo Khan
   Village Planner
COTW: August 4, 2020

CC: Carie Anne Ergo, Village Administrator
    Shannon Malik Jarmusz, AICP, Community Development Director
    File
ENCL: Plan Commission Staff Report,
      Petition for Variance, & Site Plans

BACKGROUND

The Petitioner, Rosaleen Bradley, is requesting the following in order to construct a patio:

1. Variance to Section 7.05-7-b of the Zoning Ordinance to allow for a lot coverage of 51.5%, or 3,886 square feet, whereas the maximum allowed is 40% or 3,330 square feet.

PLAN COMMISSION RECOMMENDATION

The Plan Commission conducted a Public Hearing on this matter on July 15, 2020. There were no comments or questions by the Public regarding the case. Staff recommended a variance to grant 50% lot coverage be recommended for approval. The Plan Commission asked if Engineering had reviewed the proposed plans; Staff stated that due to the size and location Engineering review was not required. The Plan Commission stated that due to the smaller lot size there were no concerns granting a recommendation of approval for the request as presented at 51.5%.

The Plan Commission Reviewed the Required Findings of Facts and Recommended Unanimous Approval (6-0) of the Preliminary & Final Plat of Subdivision request, subject to the following conditions as recommend by staff:

1. Permit Documents must be in substantial compliance with the Plan Commission and Village Board Submittals.
2. The proposed patio was must comply with all Village Ordinance and Building Codes in place at time of permit application.
3. The proposed patio shall be completed within one (1) year from the date of Ordinance approval.
4. The proposed signage must comply with all Village Ordinance and Building Codes in place at time of permit application.
5. The proposed signage shall be installed within one (1) year from the date of Ordinance approval.
Village of Itasca
Community Development Department
550 W. Irving Park Road, Itasca, IL 60143
PHONE: 630-773-5568 | FAX: 630-773-0852
www.itasca.com

PUBLIC HEARING DATE: JULY 15, 2020    PC 20-010

TITLE:         Bradley Variance
ADDRESS:       340 Home Ave.
PIN:           03-08-411-023

PROPOSAL: Rosaleen Bradley as representative of Oxford Bank & Trust #1217, property owner, of 340 Home Ave. is requesting the following:

1. Variance to Section 7.05-7-b of the Zoning Ordinance to allow for a lot coverage of 51.5%, or 3,886 square feet, whereas the maximum allowed is 40% or 3,330 square feet.

BACKGROUND

The owner applied for a patio permit in May 2020 as part of the permit review it was found that the property exceeds the maximum 40% lot coverage allowed for non-conforming lots within the R-2, Single-Family Residence District and new impervious area would not be permitted.

The owner is seeking a variance to the lot coverage requirement to construct an approximately 210 ft.$^2$ patio at the rear of the home.
PLANNING & ZONING ANALYSIS

The subject property is located on the west side of the 300 Block of Home Ave. and is Zoned R-2, Single-Family Residence District. The subject property is considered legal non-conforming as it does not meet the minimum lot width of 65 ft. and lot size of 9,100 ft.² for R-2 zoned properties as required by Section 7.05-4 of the Zoning Ordinance. The subject property has a lot width of 55 ft. and lot area of 7,507.5 ft.².

The subject property was built in 2003 and is currently developed with a two-story single-family structure with a basement that is approximately 4,609 ft.², a detached garage that is approximately 588 ft.² and a driveway.

Section 7.05, which regulates the R-2, Single-Family Residence District provides two sets of lot coverage regulations for lots within the zoning district. Lots that meet the minimum lot width and lot size requirements are allowed a lot coverage of 50%, whereas lots that are non-conforming are allowed a lot coverage of 40%.

There are multiple purposes for why municipalities have lot coverage requirements, including but not limited to:

1. Ensuring development is consistent within a neighborhood/zoning district.
2. Ensuring that greenspace is provided for stormwater saturation.

Typically, lot coverage requirements are provided as a percentage of the lot size since this allows the regulation to be applied equally to all properties in terms of the ratio of impervious to pervious surface.

The Village of Itasca Zoning Ordinance is unique in that it provides a stricter requirement for those lots which do not meet the minimum lot width and size requirements, which specifically only applies to those lots in the R-2, Single-Family Residence District. The Zoning Ordinance does not provide for a stricter lot coverage requirement for those lots which do not meet the minimum lot standard in either the R-1 nor R-3 Zoning Districts.

Staff is recommending that a variance to allow for a lot coverage of 50% or 3753 ft.² be recommended for approval for consistent application of the Zoning Ordinance since this property presents requires additional impervious surface to reach the detached garage in the rear-yard.

SUMMARY

The subject property at 340 Home Ave. is a smaller lot and thus is required to have a smaller portion of their lot be improved with impervious surface. The location of the detached garage being located further to the rear of the property requires more pavement from the street to reach the detached garage resulting in less impervious area to be used for improvements such as patios.

PUBLIC COMMENTS
As of July 8, 2020, Village Staff has received no public comments regarding this petition.

**STAFF RECOMMENDED CONDITIONS OF APPROVAL**

Staff recommends the following conditions be included if a favorable recommendation is made by the Plan Commission:

1. Permit Documents must be in substantial compliance with the Plan Commission and Village Board Submittals.
2. The proposed patio was must comply with all Village Ordinance and Building Codes in place at time of permit application.
3. The proposed patio shall be completed within one (1) year from the date of Ordinance approval.

**REQUIRED FINDINGS OF FACT FOR VARIANCES**

Section 14.09-3 sets forth the following standards for variances:

*(Staff's Response are in Italic)*

No Variance shall be granted by the President and Board of Trustees unless the specific findings are made based on the evidence presented to the Plan Commission:

1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located;
2. The plight of the owner is due to unique circumstances, and
3. The variation, if granted, will not alter the essential character of the locality.

In making this determination, the Plan Commission shall consider whether there are particular difficulties or particular hardships, and take into consideration whether the following facts have been established by evidence:

1. The particular physical surroundings, shape or topographical conditions of the specific property involved would bring a particular hardship upon the owner, as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out;
2. The conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning classification;
3. The purpose of the variation is not based exclusively upon a desire to make more money from the property, or merely for the convenience of the owner;
4. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;
5. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; or
6. That the proposed variation will not impair an adequate supply of light on adjacent property or substantially increase the danger of fire or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.

DOCUMENTS ATTACHED

1. Petition for Variance, dated June 16, 2020
2. Plat of Survey, dated March 10, 2004
3. Site Plan, dated June 16, 2020
PETITION FOR VARIANCE

Village of Itasca Plan Commission
c/o Community Development Department
550 W. Irving Park Rd.
Itasca, IL 60143
(Ph): 630-773-5568    (F): 630-773-0852
comdev@itasca.com

Date Submitted: 6-16-2020

ALL ITEMS MUST BE COMPLETE TO PROCESS APPLICATION

Address(es) of Property: 340 HOME AVE ITASCA IL 60143.
Owner(s) of Property: ROSALEEN ANN BRADLEY

Petitioner(s) (if other than owners):
Existing Use: Residential Family Home Zoning: R-2
P.I.N. #: 03-08-411-023 Lot Size (sq. ft.): 7507 sqft.

Please answer the following questions (you may attach additional sheets if needed):

1.) Specifically state the variance(s) which is sought including the relevant section(s) of the Zoning Ordinance and how and/or the amount(s) by which the ordinance is sought to be varied.
   The required lot coverage in R-2 zoned district is 40% land coverage.
   We are seeking a variance to Section 7.05-7-B to allow for lot coverage of 51.5% or 3,866 sq. ft. whereas the current maximum allowed is 40% or 3,300 sq. ft.

2.) Generally state the purpose and reasons for which the variance(s) is/are sought.
   The property is a single family home with no outdoor living space. The proposed brick patio will allow for a brick paver seating area approximately 14 ft. X 15 ft.

3.) Explain how the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the Zoning Ordinance.
   This property has no outside seating area for relaxing. It would be nice to entertain family and friends during the year. A new patio would help increase the value of said home and help make our backyard area more inviting.
4.) State and explain the particular factors of the property (e.g., physical surroundings, shape or topographical conditions, etc.) that bring a hardship to the owner under the strict letter of the Zoning Ordinance. The said property is an inside lot with neighbors to the North and South. The average lot size in a R-2 district is approximately 9,100 sq. ft. Our lot is approximately 7,500 sq. ft. Our ground coverage is used up by our side driveway which is on the opposite side of the lot from the proposed patio.

5.) Explain how the plight of the owner is due to unique circumstances and not generally applicable to other properties in the neighborhood. The lot size is unique and different. We are located in an R-2 zone which only allows us 40% ground coverage. R-1 zone lots can have a 50% ground coverage. If R-2 zone had 50% coverage we would not need a variance.

6.) State the effects of the proposed variation(s) upon the character of the neighborhood, the property values, traffic conditions, public utilities, storm water detention, and other matters pertaining to the public health, safety, morals, and general welfare of the community. Explain how the variation will not alter the essential character of the locality. The proposed patio will have no impact on the neighborhood, the property values, traffic, utilities, storm water detention and any other matters. The patio will be located at the rear of the home and be at ground level.
LOT 17 IN BLOCK 9 IN H.O. STONE AND COMPANY'S ADDITION TO ITASCA, BEING A SUBDIVISION OF THAT PART OF THE SOUTHEAST 1/4 OF SECTION 8, TOWNSHIP 40 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING EAST OF THE WEST 20 RODS THEREOF AND SOUTH OF THE LANDS OF THE CHICAGO, MILWAUKEE AND ST. PAUL RAILROAD, ACCORDING TO THE PLAT THEREOF RECORDED DECEMBER 2, 1926 AS DOCUMENT NO. 225893, IN DUPAGE COUNTY, ILLINOIS.
ORDINANCE NO. 1949-20

AN ORDINANCE APPROVING VARIANCES AT 340 HOME AVE (BRADLEY)

WHEREAS, Rosaleen Bradley (hereinafter referred to as “Petitioner”) has filed a Petition requesting a variance from § 7.05(7)(b) of the Itasca Zoning Ordinance to allow for a lot coverage of 51.5% or 3,886 square feet at 340 Home Avenue in the Village of Itasca (hereinafter “Subject Property”); and

WHEREAS, Petitioner submitted a petition, attached hereto as Exhibit A, for this variance; and

WHEREAS, a public hearing was held by the Itasca Plan Commission on July 15, 2020, pursuant to public notice as required by law, with respect to Petitioner’s petition; and

WHEREAS, the Plan Commission made the following findings of facts with respect to the Petitioner’s request for variance:

1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located.

2. The plight of the owner is due to unique circumstances.

3. The variation, if granted, will not alter the essential character of the locality.

WHEREAS, the Plan Commission recommended to the Village Board of Trustees that the special use be approved subject to the following conditions:

1. Permit documents must be in substantial compliance with the Plan Commission and Village Board submittals.

2. The proposed patio must comply with all Village Ordinances and Building Codes in place at the time of permit application.

3. The proposed patio shall be installed within one (1) year from the date of Village Board approval.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The corporate authorities accept the findings of fact and recommendation of the Itasca Plan Commission that the Petitioner’s petition for variances from § 7.05(7)(b) of the Itasca Zoning Ordinance to allow for a lot coverage of 51.5% or 3,886 square feet, on the Subject Property, Exhibit A, be granted with the conditions listed above.

SECTION TWO: All other aspects of the Subject Property are to be in compliance with all Village ordinances, including but not limited to the Itasca Zoning Ordinance, unless otherwise modified by ordinance.
SECTION THREE: SEVERABILITY. The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION FOUR: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

AYES:________________________________________

NAYS:________________________________________

ABSENT:______________________________________

ABSTAIN:_____________________________________

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 18th day of August, 2020.

APPROVED:

______________________________
Village President Jeffery J. Pruyn

ATTEST:

______________________________
Village Clerk Jody Conidi
MEMORANDUM

To: Carie Anne Ergo, Village Administrator
From: Ross Hitchcock, Director of Public Works
Date: July 30, 2020
Subject: 2020 Pavement Maintenance Program

Introduction
We opened bid for the 2020 Pavement Maintenance Program on July 28, six qualified bidders participated. Schroeder Asphalt Services Inc. was the low bidder at $124,789.00.

Discussion
Due to reduced funding the bulk of this year’s program consists mainly of pavement patching, crack sealing, and striping.

Fiscal Impact
This year we have budgeted $260,000 for this program, including engineering.

Staff Recommendation
I recommend this item be forwarded to the Committee of the Whole meeting on August 4, 2019 for consideration and approval.

After Action Steps

Attachments
Recommendation to award from Robinson Engineering
Bid Tabulation
July 28, 2020

Project No. 20-R0027

To: Village of Itasca Public Works
    411 N. Prospect Avenue
    Itasca, IL 60143

Attn: Mr. Ross Hitchcock, Director of Public Works

RE: 2020 Street Patching and Striping Program

Dear Mr. Hitchcock:

We have reviewed the bids received July 28, 2020 at Village Hall and find them to be in order as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schroeder Asphalt Services Inc.</td>
<td>$124,789.00</td>
</tr>
<tr>
<td>Chicagoland Paving</td>
<td>$124,916.50</td>
</tr>
<tr>
<td>J.A. Johnson Paving Co.</td>
<td>$143,881.70</td>
</tr>
<tr>
<td>M &amp; J Asphalt Paving Co. Inc.</td>
<td>$146,576.50</td>
</tr>
<tr>
<td>A Lamp Concrete Construction Inc.</td>
<td>$149,735.00</td>
</tr>
<tr>
<td>Builders Paving</td>
<td>$197,453.00</td>
</tr>
</tbody>
</table>

The low bidder is approximately 28% lower than the construction cost estimate of $174,825.00. An itemized bid tabulation is enclosed for your review.

We therefore recommend award of the contract to the low responsible bidder, Schroeder Asphalt Services, Inc., in the amount of One Hundred Twenty-Four Thousand Seven Hundred Eight Nine Dollars and zero Cents ($124,789.00).

If you have any questions, please don’t hesitate to contact me at your convenience.

Very truly yours,

Mark A. Wesolowski, PE, CFM
Village Engineer
(815) 412-2710
mwesolowski@reltd.com

Encl: Bid Tabulation
# Tabulation of Bids

**Local Public Agency:** Village of Hasse  
Date: July 28, 2020  
Time: 10:01 AM  
Project #: 20-10027

**Attendee:** Mark Westervelt

<table>
<thead>
<tr>
<th>Name of Bidder</th>
<th>Address of Bidder</th>
<th>Postmark Address</th>
<th>Phone</th>
<th>Preparer</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schneider Asphalt Services, Inc.</td>
<td>PO Box 613</td>
<td>244 Towner Rd</td>
<td>963-1234-5678</td>
<td>Joe Johnson</td>
<td><a href="mailto:john@schneider.com">john@schneider.com</a></td>
</tr>
<tr>
<td>Chickasaw Paving</td>
<td>123 East Adams St</td>
<td>321 South 4th St</td>
<td>963-876-5432</td>
<td>Linda Paving</td>
<td><a href="mailto:linda@chickasaw.com">linda@chickasaw.com</a></td>
</tr>
<tr>
<td>J.A. Johnson Paving Co.</td>
<td>456 West School St</td>
<td>222 North 5th St</td>
<td>963-567-4321</td>
<td>Jane Johnson</td>
<td><a href="mailto:jane@japaving.com">jane@japaving.com</a></td>
</tr>
<tr>
<td>M&amp;J Asphalt Paving Co. Inc.</td>
<td>789 Main St</td>
<td>890 North 6th St</td>
<td>963-456-7890</td>
<td>Mike Johnson</td>
<td><a href="mailto:mike@mjaspaving.com">mike@mjaspaving.com</a></td>
</tr>
<tr>
<td>A Lamp Concrete Construction Inc.</td>
<td>101 North 7th St</td>
<td>111 South 8th St</td>
<td>963-789-0123</td>
<td>Alan Lamp</td>
<td><a href="mailto:alan@alampconcrete.com">alan@alampconcrete.com</a></td>
</tr>
<tr>
<td>Builders Paving</td>
<td>123 North 9th St</td>
<td>321 West 10th St</td>
<td>963-876-5432</td>
<td>Bill Builder</td>
<td><a href="mailto:bill@builderspaving.com">bill@builderspaving.com</a></td>
</tr>
</tbody>
</table>

**Approved Engineer’s Estimate**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Description</th>
<th>UNIT</th>
<th>QTY</th>
<th>Unit Price</th>
<th>Total Unit Price</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>35500200</td>
<td>AGGREGATE BASE REPAIR</td>
<td>TON</td>
<td>20</td>
<td>$20.00</td>
<td>$400.00</td>
<td>$500.00</td>
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<tr>
<td>44319729</td>
<td>CLASS D PATCHES, TYPE II, 7&quot;</td>
<td>SQ YD</td>
<td>30</td>
<td>$10.50</td>
<td>$315.00</td>
<td>$400.00</td>
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<tr>
<td>44319735</td>
<td>CLASS D PATCHES, TYPE IV, 7&quot;</td>
<td>SQ YD</td>
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<td>$10.50</td>
<td>$315.00</td>
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<td>60255550</td>
<td>MANHOLE TO BE ADJUSTED</td>
<td>EACH</td>
<td>3</td>
<td>$50.00</td>
<td>$150.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>78000100</td>
<td>THERMOPLASTIC PAVEMENT MARKING - LETTERS AND SYMBOLS</td>
<td>SQ FT</td>
<td>120</td>
<td>$0.00</td>
<td>$120.00</td>
<td>$160.00</td>
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<tr>
<td>78000200</td>
<td>THERMOPLASTIC PAVEMENT MARKING - LINE 4&quot;</td>
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<td>$1.75</td>
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<tr>
<td>78000400</td>
<td>THERMOPLASTIC PAVEMENT MARKING - LINE 6&quot;</td>
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<td>3,000</td>
<td>$2.00</td>
<td>$6,000</td>
<td>$7,500</td>
</tr>
<tr>
<td>78000600</td>
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<td>$1.00</td>
<td>$200.00</td>
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<tr>
<td>78020150</td>
<td>THERMOPLASTIC PAVEMENT MARKING - LINE 24&quot;</td>
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<td>200</td>
<td>$1.00</td>
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<td>$250.00</td>
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<tr>
<td>80550100</td>
<td>PARTIAL DEPTH PATCHING (SPECIAL)</td>
<td>SQ YD</td>
<td>3,920</td>
<td>$28.00</td>
<td>$109,760</td>
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<tr>
<td>80520005</td>
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<td>FOOT</td>
<td>3,000</td>
<td>$0.95</td>
<td>$2,850</td>
<td>$3,400</td>
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<td>80510802</td>
<td>STEEL ADJUSTING RINGS</td>
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<td>7</td>
<td>$20.00</td>
<td>$140.00</td>
<td>$180.00</td>
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<tr>
<td>80520100</td>
<td>GUARANTEE &amp; MAINTENANCE BOND</td>
<td>L SBA</td>
<td>1</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

**Totals:**  
- **$178,825.00**  
- **$214,475.00**  
- **$244,915.00**  
- **$143,681.70**  
- **$164,376.00**  
- **$149,735.00**  

Printed 7/28/2020 2:13:29 PM  1 of 1  
BID 22315 (Rev. 07/14/13)
RESOLUTION NO. 1227-20

A RESOLUTION ACCEPTING THE LOW BID FROM BROTHERS ASPHALT PAVING, INC. FOR THE 2020 PAVEMENT MAINTENANCE PROGRAM

WHEREAS, the Village of Itasca advertised for bids for the 2020 Pavement Maintenance Program; and

WHEREAS, the Village now wishes to accept the lowest qualified bid from Schroeder Asphalt Services, Inc. in the amount of $124,789.00.

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The corporate authorities of the Village of Itasca hereby accept the bid from Schroeder Asphalt Services, Inc. in the amount of $124,789.00 for the 2020 Pavement Maintenance Program in the Village of Itasca.

SECTION TWO: The Village President, or his designee, is hereby authorized to execute any necessary documents to accept the bid from Schroeder Asphalt Services, Inc.

SECTION THREE: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Resolutions and Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in effect immediately from and after its passage and approval.

AYES: __________________________________________

NAYES: __________________________________________

ABSENT: __________________________________________

ABSTAIN: __________________________________________

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 18th day of August, 2020.

APPROVED:

ATTEST:

______________________________________________

Village President Jeffery J. Pruyn

Village Clerk Jody Conidi
MEMORANDUM

To: Carie Anne Ergo, Village Administrator

From: Ross Hitchcock, Director of Public Works

Date: July 30, 2020

Subject: 2020 Sidewalk Trip Hazard and Concrete Program

Introduction
We opened bid for the 2020 Sidewalk Trip Hazard Program on July 28, six qualified bidders participated. Schroeder & Schroeder Inc. was the low bidder at $8.85 per square foot, remove and replace (R&R).

Discussion
We based the bids on 7,500 square feet for bid purposes. This program also includes curb R&R and ADA tiles. The sidewalk R&R is the bulk of the program and the bases for the bid.

Fiscal Impact
This year we have budgeted $118,000 for this program, including engineering.

Staff Recommendation
I recommend this item be forwarded to the Committee of the Whole meeting on August 4, 2019 for consideration and approval.

After Action Steps

Attachments
Recommendation to award from Robinson Engineering
Bid Tabulation
To: Village of Itasca Public Works  
411 N. Prospect Avenue  
Itasca, IL 60143

Attn: Mr. Ross Hitchcock, Director of Public Works

RE: 2020 Sidewalk and Curb Removal and Replacement Program

Dear Mr. Hitchcock:

We have reviewed the bids received July 28, 2020 at Village Hall and find them to be in order as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schroeder &amp; Schroeder Inc.</td>
<td>$8.85 per SF</td>
</tr>
<tr>
<td>A Lamp Concrete Contractors, Inc.</td>
<td>$9.00 per SF</td>
</tr>
<tr>
<td>Triggi Construction, Inc.</td>
<td>$9.75 per SF</td>
</tr>
<tr>
<td>M &amp; J Asphalt Paving</td>
<td>$10.15 per SF</td>
</tr>
<tr>
<td>Davis Concrete Construction Co.</td>
<td>$11.25 per SF</td>
</tr>
<tr>
<td>Alliance Contractors</td>
<td>$14.95 per SF</td>
</tr>
</tbody>
</table>

We therefore recommend award of the contract to the low bidder, Schroeder & Schroeder, Inc. based on the contract unit price of $8.85 per square foot for PCC Sidewalk Removal and Replacement.

If you have any questions, please don’t hesitate to contact me at your convenience.

Very truly yours,

Mark A. Wesolowski, PE, CFM  
Village Engineer  
(815) 412-2710  
mwesolowski@reltd.com

End:  Bid Tabulation
### Tabulation of Bids

**Local Public Agency:** Village of Joliet  
**County:** Will  
**Project #:** 24-FR-127  
**Estimated:** $100,000.00  
**Attended By:** Mark Wertensky

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Description</th>
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<th>QTY</th>
<th>Unit Price</th>
<th>Total</th>
<th>Unit Cost</th>
<th>Total</th>
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<th>Unit Cost</th>
<th>Total</th>
<th>Unit Cost</th>
<th>Total</th>
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<td>PCC DEFIBRILLATION REMOVAL AND REPLACEMENT</td>
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<td>70405910</td>
<td>COMBINATION CURB AND GUTTER REMOVAL AND REPLACEMENT</td>
<td>FOOT</td>
<td>55</td>
<td>$5.00</td>
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<td>PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 2 INCH</td>
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<td>2001510</td>
<td>HOT-MIX ASPHALT DRIVEWAY PAVEMENT, 2 INCH</td>
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</tbody>
</table>

**Total:** $100,500.00

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**Printed:** 7/22/2020 7:31:59 PM  
**Page:** 1 of 1

**EUL 12715 (Rev. 07/16/13)**
RESOLUTION NO. 1228-20

A RESOLUTION ACCEPTING THE LOW BID FROM SCHROEDER & SCHROEDER, INC. FOR THE 2020 SIDEWALK MAINTENANCE PROGRAM

WHEREAS, the Village of Itasca advertised for bids for the 2020 Concrete Sidewalk Maintenance Program, which is designed to eliminate sidewalk trip hazards, remove and replace curbs, and replace/install ADA detectable warning tiles throughout the Village and was based on approximately 7,500 square feet of sidewalk replacement, as well as curb removal and replacement and ADA tiles installed as needed; and

WHEREAS, the Village now wishes to accept the lowest qualified bid from Schroeder & Schroeder, Inc. at the amount of $8.85 per square foot of sidewalk for sidewalk removal and replacement.

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The corporate authorities of the Village of Itasca hereby accept the bid from Schroeder & Schroeder, Inc. at the amount of $8.85 per square foot of sidewalk for sidewalk removal and replacement for the 2020 Sidewalk Maintenance Program.

SECTION TWO: The Village President, or his designee, is hereby authorized to execute any necessary documents to accept the bid from Schroeder & Schroeder, Inc.

SECTION THREE: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Resolutions and Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in effect immediately from and after its passage and approval.

AYES: ________________________________

NAYES: ________________________________

ABSENT: ________________________________

ABSTAIN: ________________________________

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 18th day of August, 2020.
APPROVED:

__________________________
Village President Jeffery J. Pruyn

ATTEST:

__________________________
Village Clerk Jody Conidi
MEMORANDUM

TO: Village Administrator
FROM: Administrative Services Manager Spencer
DATE: July 15, 2020
SUBJECT: Approving a Contract for the Purpose of Outsourcing the Reading of Water Meters in the Village of Itasca

INTRODUCTION
In September 2019, the long-time meter reader retired and the HR Department has struggled to fill the position consistently. For several months there was two meter readers and one vacancy. Since the position requires roughly 120 hours per month for three people to complete the task (typically 6 days per person), it is exceptionally difficult to find individuals who are interested. In May, staff appeared to have filled the vacancy but it didn't work out. At the same time, one of the existing readers resigned. Currently, there is one meter reader and at least three Public Works employees reading the roughly 3,000 meters each month.

DISCUSSION
In light of the lack of applicants for the 2 vacant positions, staff has sought quotes to outsource the meter reading task to a consultant. Two of the vendors would only commit to reading the Village meters if we agreed to purchase their meter heads and software within the next five years. While staff has begun the process of determining what the Village needs to replace the water meter heads as they approach their 19th year of use, this level of commitment felt premature. The immediate need is to find a team of meter readers who can efficiently and accurately report the usage of water from each residence and commercial address in the Village, and Alexander's is the company to do this.

FISCAL IMPACT
The Village currently pays .48 cents per meter read, in addition to mileage reimbursement for each meter reader per month. The Village covers the costs of liability and automobile insurance as well as those associated with having 3 part time employees on staff. We also provide the hardware necessary to read the meters, which costs more with each year as the parts become harder to replace. All in, the task costs the Village roughly $4,150 per month at this point. To hire Alexander's Contract Services, Inc., the Village would pay $1.04 per meter but would retire our hardware entirely. In addition, the company would use their own electronic devices, staff, and vehicles to read each meter by the 10th of each month. They would provide the data in a compatible format to our utility software that would be easily transferred to allow for Public Works employees to address the exception meters in a more timely fashion. Staff estimates this to regularly cost $3,160 per month.

STAFF RECOMMENDATION
Staff recommends the moving forward with the contract offered by Alexander’s Contract Services, Inc.
RESOLUTION NO. 1229-20

A RESOLUTION ACCEPTING A PROPOSED CONTRACT FROM ALEXANDER’S CONTRACT SERVICES, INC. (WATER METER READING)

WHEREAS, the Village of Itasca ("Village") wishes to outsource the reading of water meters in the Village; and

WHEREAS, the Village contacted three potential providers of this service, and found that Alexander’s Contract Services, Inc. can provide the services needed without a commitment for unrelated or unwanted services; and

WHEREAS, Alexander’s Contract Services, Inc. has submitted a proposed contract, attached hereto and incorporated herein as Exhibit A, with a rate of $1.04 per meter.

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE. The corporate authorities of the Village of Itasca hereby approve Exhibit A, the proposed contract with Alexander’s Contract Services, Inc. for the reading of water meters at a rate of $1.04 per meter.

SECTION TWO. The Village President is hereby authorized to sign and execute any documents necessary to accept the proposed contract, Exhibit A, on behalf of the Village of Itasca.

SECTION THREE. SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FOUR. REPEAL OF PRIOR RESOLUTIONS. All prior Resolutions and Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE. EFFECTIVE DATE. This Resolution shall be in effect immediately from and after its passage and approval.

AYES: 

NAYES: 

ABSENT: 

ABSTAIN: 

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 18th day of August, 2020.
APPROVED:

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Village President Jeffery J. Pruyn

ATTEST:

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Village Clerk Jody Conidi