



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
November 6, 2018**

President Wallace called the Committee of the Whole meeting to order at 7:54 p.m.

PRESENT: Chairmen Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke and President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Management Analyst Sam Hughes, Finance Director Todd Dowden, Acting Community Development Director Roberta Grill, Public Works Director Dan Dinges, Public Works Engineer Bob Allen, Building Director Brian Goralski, Golf Pro Phil Lenz, Chief Patrick Ullrich, Deputy Chief Chuck Snider, Deputy Chief Geoff Pretkelis, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

BUILDING AND ZONING, CHAIRMAN HOPKINS

Southwind Subdivision

Chairman Hopkins stated that the first item is the Southwind Subdivision. The petitioner is requesting a preliminary and final plat of subdivision for a five lot commercial and industrial subdivision consisting of approximately 20 acres, located at the southeast corner of Rt. 25 and West Bartlett Rd.

Acting Community Development Director Roberta Grill stated that before the Board is a five lot subdivision with 20 acres, creating five lots ranging in size from 3 acres to over 6.5 acres. Currently, the Bluff City office building is located on lot #1 and Village staff is working with potential developers for lot #4, Circle K and lot #2, the Parkland Preparatory Academy. There are two existing curb cuts along Rt. 25, Southwind Blvd. and Benchmark Ln. and one existing curb cut along West Bartlett Rd, Southwind Blvd. A new curb cut is proposed along West Bartlett Rd. West of Southwind Blvd. as part of the Circle K development that would provide a through connection south to Benchmark Ln. Currently, there are no new access points proposed along Rt. 25. The current plan shows a 15 foot wide bike path easement which will be recorded as part of the subdivision plat and the bike path will be installed either as part of the Circle K development or by the owner of the property on or before December of 2019. The petitioner is here tonight if you have any additional questions.

Chairman Deyne asked, in retrospect, why did the Village put in the housing development on Abbott Court if the west side was going to be all commercial and there is a detention pond to the east.



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Ms. Grill stated that the owner requested the subdivision for Village review. Lot #2 which is closest to the entrance of Abbott Ct. is proposed for a private school, but there is no other residential in that area.

Chairman Hopkins asked if the point of redeveloping this site is mainly because the Circle K wants to come in and the school?

Ms. Grill stated that was correct and because it has never been subdivided.

The item was furthered on to the Plan commission for further review.

Express Carwash

The next item on the agenda is the Express Carwash that is located at 1255 West Lake St., approximately 800 feet east of Naperville Rd. It was at the October 11th Plan Commission meeting and there were some items that the Plan Commission mentioned they wanted to see.

Ms. Grill stated that this is for a site plan and a special use for a carwash. At the Plan Commission meeting there were some discussion in regards to the car wash exit and those vehicles waiting to exit the side onto Lake St. As a result of that meeting, the petitioner has shifted their curb cut on Lake St. further east, which has provided easier internal navigation on the side and has allowed for additional stacking at the exit of the carwash on the north end of the site, which is exactly what the Plan Commissioner's wanted to see. In addition, landscaping was an issue that came up. Originally they had proposed in accordance with the Village landscape ordinance, to provide a fence with landscaping along the south property line, however, there is currently a fence that was put in by the residential developer. The Plan Commission and some of the residents were a little hesitant about having back to back fences so the petitioner has revised their plans and provided a different alternative which meets the Village code. They will be providing a berm with landscaping.

Chairman Reinke asked how much further east the curb cut is.

Alan Jacob, attorney for the car wash petitioners, business address 950 N. Milwaukee, Suite 329, Glen View, IL stated that he believes it's about 80' to the east and it is wider, so it will allow stacking not only on exit, but upon entry as well. It creates an internal three way intersection where vehicles exiting from the wash have a stop sign, allowing traffic to move into the site off of the main street.

Chairman Hopkins asked how many cars can be stacked.

Mr. Jacob stated that 49 vehicles can be stacked.



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Chairman Hopkins asked how many vehicles are expected to flow through on a typical day.

The petitioner stated that they are speculating an average of 40 vehicles per hour.

Chairman Hopkins asked how confident the petitioner was about having a buffer between the carwash and the neighbors to the south.

The petitioner stated that the two homeowners that are directly behind the facility had two major concerns. The first was making sure there was enough landscaping to hide the traffic lights coming in after hours that may shed a glare on their houses. To combat this, there will be a good screening put in place to block the lights and the employee parking spaces were moved from the back of the lot, closer to the RV Center. The other concern was the noise. There was a noise study put together asking what the noise decibel level would be for the home directly behind the carwash. The decibel level would be 18, which is the equivalent to a pin drop at a height of one centimeter at a distance of one meter, so basically wind would be louder.

Chairman Hopkins asked if they reached out to the residents.

The petitioner stated that they did. The owners of the property spoke with the development in the back and the owners.

Chairman Hopkins stated that he appreciated that.

The petitioner stated that they also approached the RV Center and the Church next door.

Chairman Reinke asked if the attendant on duty is going to make sure the cars do not start backing up onto Lake St.?

The petitioner stated that although it's an express wash, the business model will afford for onsite guidance to traffic, so the site management will include making sure people have their radios off when they are outside, making sure their lights are off if they are inside the vacuum areas and making sure that internal intersection will have someone managing it, in the event that there is some crazy amount of flow.

Chairman Hopkins stated that they would forward it on to the Village Board for a final vote.



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Bucky's Gas Station

President Wallace stated that there are two trustees that are recusing themselves from discussion on Bucky's Gas Station, Chairmen Reinke and Hopkins. He asked Chairman Gabreyna to Chair the discussion.

Chairman Gabreyna stated that this item is the annexation and zoning upon annexation on Rt. 59 across from Norwood Ln.

Ms. Grill stated that the petitioner is requesting to annex two vacant parcels consisting of just over two acres and to rezone the subject property from ER-1 zoning district to B-3 Neighborhood Shopping District. They are also requesting a preliminary site plan review for a proposed 7,000 sq.ft. convenient store to accompany an automotive service station with ten gas pumps or twenty fueling stations and a 2,300 sq. ft. carwash is also proposed along the southern portion of the property. The proposed convenient store would be oriented towards Rt. 59 and would consist of brick on all four elevations, with metal canopies added for architectural elements over each of the windows. The average height of the building would be about 21',4" and the car wash height would be about 18', both of which meet our zoning ordinance requirement of 25'. The car wash would architecturally match the convenient store. The Petitioner has requested one curb cut along Rt. 59 for access to the automotive service station, which would be located directly across from Norwood Ln. The Village has approached the petitioner regarding the installation and associated costs of a proposed traffic signal at this location. The Village staff discussed with the petitioner, a 75/25% of the cost of a traffic signal with the petitioner paying 75% of the share. Discussions still continue with staff and the petitioner at this time. Bartlett's policy tries to minimize the number of curb cuts on adjacent commercial properties and a cross access easement should be used between adjoining properties. This preliminary site plan as proposed does not include a cross access easement. The site plan identifies 60 parking stalls, which exceeds the zoning ordinance requirement of 39 spaces and they have the required 15 stacking spaces for the carwash.

The petitioner is also proposing to install two, eight foot high retaining walls along with an eight foot high vinyl stone fence along the western property line. The subject property is approximately 19 feet lower than the residential properties located to the west. They are also requesting a plat of consolidation which would combine the two lots into one zoning lot. They are also requesting six variations, one from the required 50' front yard for the canopy, another for reducing the 20' side yard for the carwash, reducing the 20' landscape interior parkway along Rt. 59, a reduction from the required 10' monument setback on Rt. 59, eliminating the required foundation area landscaping along the west elevation of the convenient store which is in the back and reducing the number of trees within the perimeter landscape requirement from nine to five. Special use permits are being requested to allow for an automobile service station and a car wash. They have designed the carwash to have the dryer portion of the tunnel wash furthest away from the residential



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uses to the west. The vacuum area is proposed north of the carwash building. With the retaining walls and the proposed eight foot high fence along the west side of the subject property, this should service as a sound barrier to minimize any noise emitted from the carwash and the vacuums. Internal vehicular circulation for the carwash would primarily consist of a counter clockwise pattern with all vehicles queuing behind the convenient store and entering the carwash along the west side of the building. Vehicles would exit the tunnel wash from the east side. The petitioner is also requesting a special use permit to allow outdoor sales and storage which would include propane and some seasonal items. They are requesting an additional special use permit for packaged liquor sales including beer wine and liquor. This would be the first service gas station permitted to sell packaged liquor in the Village.

Storm water would be located underground, below the southern parking lot between the convenience store and the carwash. The petitioner has hired a traffic consultant and they have prepared a traffic report that states that a traffic signal is warranted at the intersection of Rt. 59 and Norwood Ln. and the village's traffic consultant has concurred with this statement. The petition is in conformance with the Villages future land use plan which identifies this area for commercial uses. The petitioner is here, on behalf of Buchanan Energy if you have any additional questions.

Chairman Camerer asked to confirm that an automobile service station is a gas station.

Ms. Grill stated that in this case, it is.

Chairman Deyne stated that recently he visited a similar gas station and convenient store in Rockford and they did a very excellent job with the pumping stations and the convenience store. He had a concern about the split on the traffic light. He thought 90%, 10% would be better or ask Bucky's to pick up 100% of the costs. He didn't think the Village should be responsible for putting in the traffic signal.

Ms. Grill stated that staff will pass that information along.

Village Attorney Bryan Mraz stated that with two trustees recusing themselves and approval of the annexation agreement, the item will require five votes, so everyone will need to vote when it comes up for a vote.

Chairman Gabreyna asked if it is normal to make so many special uses when it comes to set backs.

Ms. Grill stated that it is not out of the ordinary and usually it is for canopies encroaching on the setback.

The item was sent on to the Zoning Board of Appeals for review.



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LICENSE AND ORDINANCE, CHAIRMAN CAMERER

Strategic Plan review

Chairman Camerer asked staff to update the Board on the Strategic Plan.

Village Administrator Paula Schumacher stated that last February, the Village Board decided to create a new strategic plan that included input from a series of focus group meetings facilitated by the Center for Governmental Studies at NIU. We had twelve meetings and gathered a great deal of input from the community. That input was then combined with the Boards discussions and those were put together and goals were set around it. The goals were categorized into short term, 1-3 years and long term 3-5 years, and broken down again into routine and complex, after the Board prioritized those goals. The Village is not quite one year into the plan, but we wanted to provide an update on progress thus far. One of the things she wanted to get the Boards input on was how they wanted to proceed with the planning. Ms. Schumacher stated that she wanted another year with the plan before the goals are tweaked, but wanted to get the Boards opinion.

Assistant Village Administrator Scott Skrycki presented the attached document to the Board.

Chairman Reinke stated that he thought Paula's point about doing a strategic plan every other year makes a lot of sense. At the same time, he thought a Board workshop in February or March might make sense as well.

President Wallace agreed with Chairman Reinke. He stated that a lot has been accomplished so far in the Strategic Plan and he thought doing a February update would be helpful.

Chairman Reinke complimented Mr. Skrycki on his work involving Facebook. He stated that Mr. Skrycki keeps a level head and is always very respectful to the residents while getting out ahead of false information.

President Wallace and Chairman Gabrenya agreed with the statement.



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President Wallace entertained a motion to adjourn to the Committee Meeting.

Trustee Deyne moved to adjourn and Trustee Reinke seconded the motion.

ROLL CALL VOTE TO ADJOURN THE MEETING

AYES: Trustee Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke.

NAYS: None

ABSENT: None

MOTION CARRIED

The meeting adjourned at 8:29 p.m.

Sam Hughes
Deputy Village Clerk