

VILLAGE OF BARTLETT
COMMITTEE AGENDA

MAY 16, 2023

BUILDING & ZONING COMMITTEE, CHAIRMAN GUNSTEEN

1. Lake Street – I-390 Extension Update
2. Orchards Gaming Special Use Permit
3. Bartlett Liquors and Wine Special Use Permit

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY

4. Hawk Hollow Middle School
5. Lake Street TIF Consultant

PUBLIC WORKS & GOLF COMMITTEE, CHAIRMAN DEYNE

6. Downtown Sidewalk Discussion



Agenda Item Executive Summary

Item Name Lake St. - I390 Extension Update

Committee
or Board Committee

BUDGET IMPACT

| | | | |
|----------------|-----|----------|-----|
| Amount: | \$ | Budgeted | N/A |
| List what fund | N/A | | |

EXECUTIVE SUMMARY

We would like to update the Village Board on the I390 extension and various projects that are being worked on in regards to Lake St. and I390. Hanover Park and the Illinois Tollway have been working on Phase I engineering for the extension of I390 to County Farm Rd. IDOT and Elgin are working on Phase I engineering for the intersection of Rt 20 & Shales Parkway grade separation. We will present the concept plans that are currently being looked at for these projects and the concept plans that IDOT shared with the Village several years ago to continue I390 to Lake St.

ATTACHMENTS (PLEASE LIST)

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

Staff: Dan Dinges, Director of Public Works

Date: 05/3/23



Agenda Item Executive Summary

| | | | |
|-----------|-----------------|--------------------|-----------|
| Item Name | Orchards Gaming | Committee or Board | Committee |
|-----------|-----------------|--------------------|-----------|

BUDGET IMPACT

| | | | |
|---------|-----|----------|-----|
| Amount: | N/A | Budgeted | N/A |
|---------|-----|----------|-----|

List what fund N/A

EXECUTIVE SUMMARY

The petitioner is requesting a **Special Use Permit** to serve beer and wine at a gaming café at 978 S. Bartlett Road in the Bartlett Orchard Plaza shopping center.

ATTACHMENTS (PLEASE LIST)

PDS Memo, cover letter, application, location map, Site Plan, Floor Plan.

ACTION REQUESTED


- For Discussion Only - *To review and forward to the Planning & Zoning Commission for further review and to conduct the required public hearing.*
- Resolution
- Ordinance
- Motion

Staff: Kristy Stone, PDS Director

Date: May 8, 2023

PLANNING AND DEVELOPMENT SERVICES MEMORANDUM

23-19

DATE: May 4, 2023
TO: Paula Schumacher, Village Administrator
FROM: Kristy Stone, PDS Director 
RE: **(#23-04) Orchards Gaming**

PETITIONER

Nilesh Patel

SUBJECT SITE

978 S. Bartlett Road (Bartlett Orchard Plaza)

REQUESTS

Special Use Permit to serve beer and wine

SURROUNDING LAND USES

| Subject Site | <u>Land Use</u> Commercial | <u>Comprehensive Plan</u> Commercial | <u>Zoning</u> B-2 PUD |
|---------------------|---|---|--|
| North | Commercial | Commercial | B-2 |
| South | Residential | Suburban Residential | SR-3 PUD |
| East | Commercial | Commercial | B-3 PUD |
| West | Residential | Suburban Residential | SR-3 PUD |

ZONING HISTORY

- **February 1973** – The subject parcel was annexed to the Village under an annexation agreement granting the owner the right to develop single family, town house and other multi-family residential uses.
- **January 1986** - The property now known as Bartlett Orchard Plaza was zoned B-2 Local Convenience Shopping District as part of Area 1B-1 of the Bartlett Orchards Planned Unit Development.
- **June 1987** – A special permit was granted approving the PUD plan for the development of the shopping center.
- **April 1991** – A Special Use Permit was approved to allow package liquor sales at the Mr. Quick-Ezz location.

DISCUSSION

1. The petitioner is requesting a **Special Use Permit** to serve beer and wine at a gaming cafe.
2. The petitioner is proposing to open a café with video gaming that will provide a limited dining menu. This will be a 21 and older only establishment.
3. The approximately 1,600 square foot establishment would include a lounge and bar area with 12 seats, as well as a gaming area with six (6) gaming stations. A draft floor plan is attached for reference.
4. The State Law requires that establishments operating video gaming machines have a valid liquor license. The petitioner is proposing to offer beer and wine only for their patrons and proposes to operate from Sunday to Thursday 10:00 a.m. to 10:00 p.m. and Friday to Saturday 10:00 a.m. to 12:00 a.m. Once a liquor license is issued, the petitioner will be able to apply for the state video gaming license.
5. Orchards at Bartlett currently has 98 parking spaces on site. This use would require 24 parking spaces. The shopping center would be able to accommodate the parking demand for this use. The Bartlett Orchard Plaza site plan is attached for reference.

RECOMMENDATION

The staff recommends forwarding the petition to the Planning & Zoning Commission for further review and to conduct the required public hearing.

A copy of the plans and background information are attached for your review.

dh/attachments
x:\comdev\mem2023\019_Orchards_Gaming_vbc.docx

Nilesh Patel

978 South Bartlett Road
Bartlett, IL 60103
(847)-630-9313
nilesh1918@yahoo.com

President and Board of Trustees

Village of Bartlett
228 South Main Street
Bartlett, IL 60103

Dear President and Board of Trustees,

I, Nilesh Patel, would like to submit a formal request for a permit to serve alcohol at my allocated property site. The alcohol permitted would be limited to an assortment of beers and wines. Alongside this permit, I would like to obtain a gaming license in order to establish a gaming room in my allocated property. I request that this process be completed smoothly and successfully. I assure you that I will be able to provide all the documentation and requirements needed to obtain the required materials to start this new business plan successfully. Presented below are the resources and hours needed to inaugurate the facility:

- Hours of Operation
 - **Sunday-Thursday: 10:00 A.M. to 10:00 P.M.**
 - **Friday-Saturday: 10:00 A.M. to 12:00 A.M.**
- Number of Proposed Gaming Machines: **6**
- Leasing Space Address
 - 978 South Bartlett Road, Bartlett, IL 60103
- Allocated Space
 - 1,604 square feet

Sincerely,

Nilesh Patel



VILLAGE OF BARTLETT
SPECIAL USE PERMIT APPLICATION

| |
|--|
| For Office Use Only |
| Case # <u>23-01</u> |
| RECEIVED |
| APR 11 2023 |
| PLANNING & DEVELOPMENT VILLAGE OF BARTLETT |

PROJECT NAME Restart Beer & wine only

PETITIONER INFORMATION (PRIMARY CONTACT)

Name: Nilesh PATEL

Street Address: 985 READING DR

City, State: BARTLETT, IL Zip Code: 60103

Email Address: [REDACTED] Phone Number: [REDACTED]

Preferred method to be contacted: [REDACTED]

PROPERTY OWNER INFORMATION

Name: Bartlett Orchard Plaza

Street Address: [REDACTED]

City, State: [REDACTED] Zip Code: [REDACTED]

Phone Number: [REDACTED]

OWNER'S SIGNATURE: Georgia Stathopoulos Date: 3-6-23

(OWNER'S SIGNATURE IS REQUIRED or A LETTER AUTHORIZING THE PETITION SUBMITTAL.)

SPECIAL USE PERMIT REQUESTED (Please describe i.e. liquor sales, outdoor seating, etc.)

Restart Beer & wine only

PROPERTY INFORMATION

Common Address/General Location of Property: 978 S. BARTLETT RD ^{Bartlett} _{IL 60103}

Property Index Number ("Tax PIN"/"Parcel ID"): 01-10-206-018

Acreage: 2.12

Zoning: B-2 PUD
(Refer to Official Zoning Map)

Land Use: LOCAL CONVENIENCE SHOPPING

Comprehensive Plan Designation for this Property: COMMERCIAL
(Refer to Future Land Use Map)

APPLICANT'S EXPERTS (If applicable, including name, address, phone and email)

Attorney _____

Engineer _____

Other _____

FINDINGS OF FACT FOR SPECIAL PERMIT

Both the Planning & Zoning Commission and Village Board must decide if the requested Special Use meets the standards established by the Village of Bartlett Zoning Ordinance. The Planning & Zoning Commission shall make findings based upon evidence presented on the following standards:

(Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the Planning & Zoning Commission and Village Board to review.)

1. That the proposed use at that 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.

yes I am

2. That 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 be injurious to property value or improvement in the vicinity.

yes ALL safety

3. That the special use shall conform to the regulations and conditions specified in this Title for such use and with the stipulation and conditions made a part of the authorization granted by the Village Board of Trustees.

yes

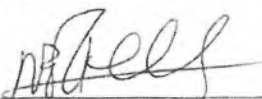
Please refer to Chapter 13 for additional Findings of Fact for Proposed Cannabis Uses.

ACKNOWLEDGEMENT

I understand that by signing this form, that the property in question may be visited by village staff and Board/Commission members throughout the petition process and that the petitioner listed above will be the primary contact for all correspondence issued by the village.

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the above signatures.

Any late, incomplete or non-conforming application submittal will not be processed until ALL materials and fees have been submitted.

SIGNATURE OF PETITIONER: 

PRINT NAME: Niles B. PATEL

DATE: 3/10/23

REIMBURSEMENT OF CONSULTANT FEES AGREEMENT

The undersigned hereby acknowledges his/her obligation to reimburse the Village of Bartlett for all necessary and reasonable expenses incurred by the Village for review and processing of the application. Further, the undersigned acknowledges that he/she understands that these expenses will be billed on an ongoing basis as they are incurred and will be due within thirty days. All reviews of the petition will be discontinued if the expenses have not been paid within that period. Such expenses may include, but are not limited to: attorney's fees, engineer fees, public advertising expenses, and recording fees. Please complete the information below and sign.

NAME OF PERSON TO BE BILLED: Niles B. PATEL

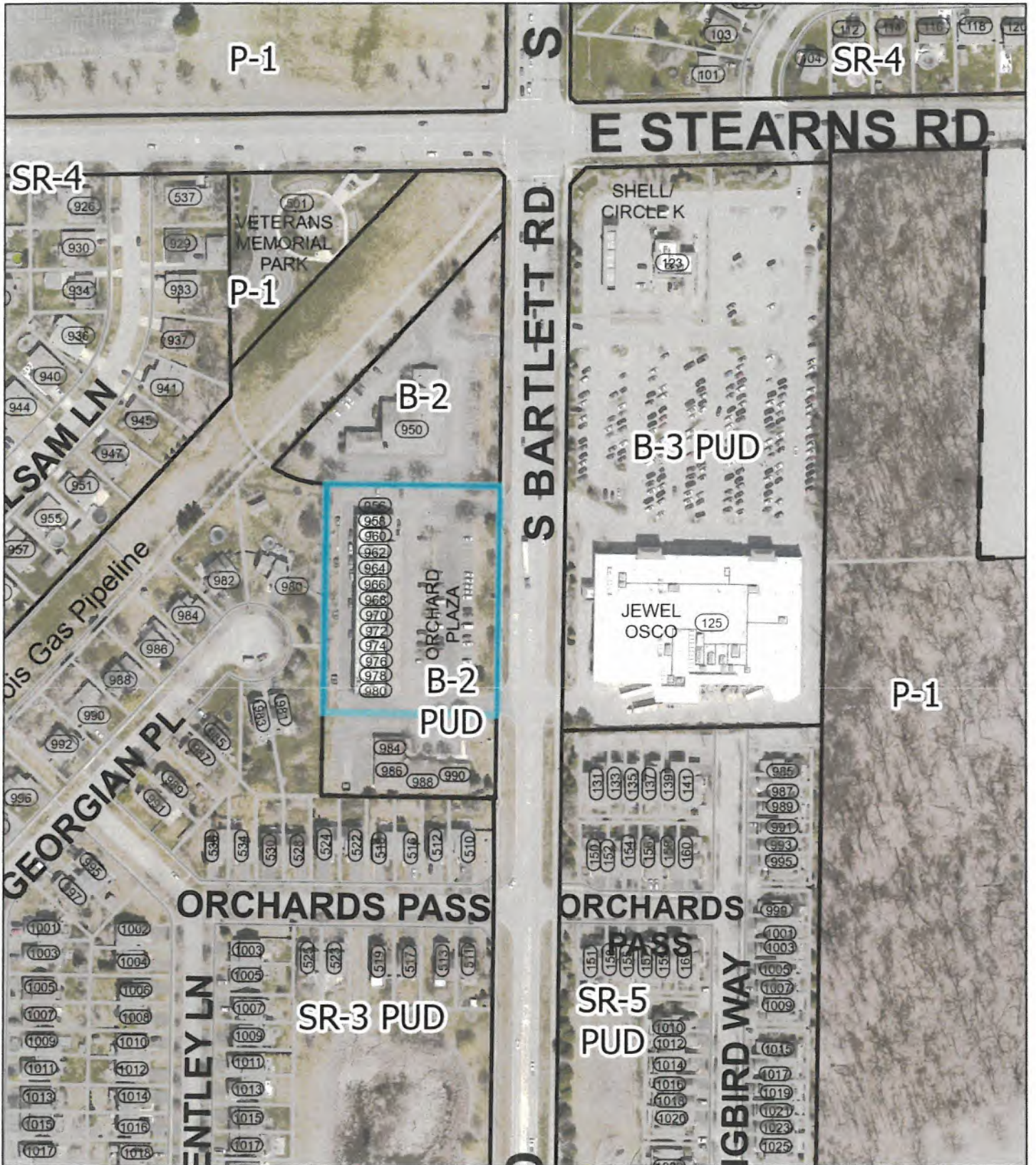
ADDRESS: 985 Reading Street
BARTLETT IL 60103

PHONE NUMBER: 847-630-9313

EMAIL: NilesB1918@yahoo.com

SIGNATURE: 

DATE: 3/10/23



Location Map

#23-04 Orchards Gaming
978 S. Bartlett Rd.

2023

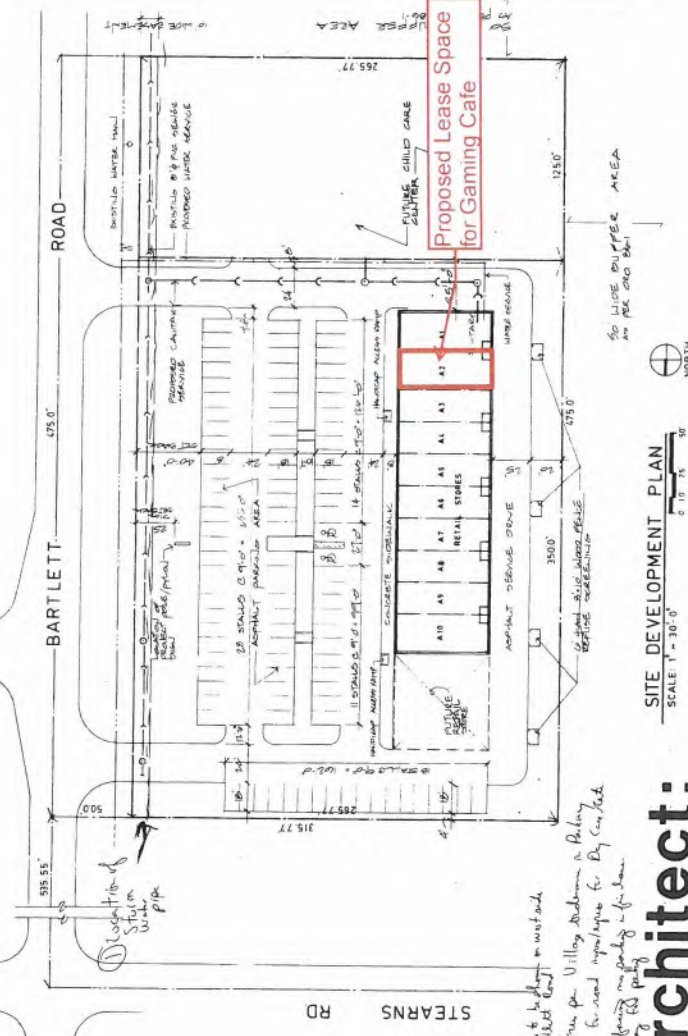


0 50 100 200 US Feet

Bartlett Commercial Center Bartlett IL

for:

Prudential Realty Co. Lincolnwood IL



- ② sidewalk must be built to match existing
- ③ Landmark this per Village Ordinance a Parking
- ④ Contract for road improvements for City Council
- ⑤ Contract engineering including utility lines
- ⑥ road existing 80' wide

Architect:
ARETE' 3 LTD

New Lenox, IL

① All construction proposed by Architect and approved by Prudential Realty Co. (CR - This has been approved)

| REVISIONS | DATE | BY | CHKD |
|-----------|-------|----|------|
| 1 | 12-27 | CH | CH |
| 2 | 12-27 | CH | CH |

BARTLETT COMMERCIAL CENTER
BARTLETT RD & STEARNS RD
BARTLETT IL
PRUDENTIAL REALTY CO. INC
LINCOLNWOOD IL



COVER SHEET
SITE PLAN

JOB NO. 875
DATE 12/27/87
DRAWN: CHS
CHECKED: CHS

SHEET NUMBER
SP1
1 OF 15



| DRAWING INDEX | DESCRIPTION |
|---------------|--------------------------------|
| L.P.1 | SITE PLAN / COVER SHEET |
| A.1 | FLOOR PLAN AND DETAILS |
| A.2 | ROOF PLAN AND DETAILS |
| A.3 | ELEVATIONS |
| A.4 | WALL SECTIONS |
| A.5 | DETAIL SECTIONS |
| A.6 | LIGHTING/ELEC. POWER/HVAC PLAN |
| A.7 | WOOD TRUSS ELEVATION |
| S.1.1 | FOUNDATION PLAN AND DETAILS |
| S.1.2 | ROOF FRAMING PLAN AND DETAILS |
| S.1.3 | DETAILS AND SECTIONS |
| E.1 | ELECTRICAL PLAN |

PRUDENTIAL REALTY CO. INC.
1000 N. LAKE STREET
LINCOLNWOOD, ILL. 60067
PRUDENTIAL REALTY CO. INC.
1000 N. LAKE STREET
LINCOLNWOOD, ILL. 60067
PRUDENTIAL REALTY CO. INC.
1000 N. LAKE STREET
LINCOLNWOOD, ILL. 60067



Agenda Item Executive Summary

| | | | |
|-----------|---------------------------|--------------------|-----------|
| Item Name | Bartlett Liquors and Wine | Committee or Board | Committee |
|-----------|---------------------------|--------------------|-----------|

BUDGET IMPACT

| | | | |
|---------|-----|----------|-----|
| Amount: | N/A | Budgeted | N/A |
|---------|-----|----------|-----|

List what fund N/A

EXECUTIVE SUMMARY

The petitioner is requesting a **Special Use Permit** to sell beer, wine, and liquor in a packaged liquor store located at 1072 Army Trail Road in the Galleria of Bartlett shopping center. The property is zoned in B-3 (Neighborhood Shopping) Zoning District.

ATTACHMENTS (PLEASE LIST)

PDS Memo, cover letter, application, location map, Site Plan, Floor Plan.

ACTION REQUESTED

- For Discussion Only – *To review and forward to the Planning & Zoning Commission for further review and to conduct the required public hearing.*
- Resolution
- Ordinance
- Motion

Staff: Kristy Stone, PDS Director

Date: May 8, 2023

PLANNING AND DEVELOPMENT SERVICES MEMORANDUM

23-20

DATE: May 4, 2023
TO: Paula Schumacher, Village Administrator
FROM: Kristy Stone, PDS Director *KS*
RE: **(#23-05) Bartlett Liquors and Wine**

PETITIONER

Narinder Sohi

SUBJECT SITE

1072 Army Trail Road (Galleria of Bartlett)

REQUESTS

Special Use Permit to sell package liquor (beer, wine, and liquor)

SURROUNDING LAND USES

| | <u>Land Use</u> | <u>Comprehensive Plan</u> | <u>Zoning</u> |
|---------------------|------------------------|--|----------------------|
| Subject Site | Commercial | Mixed-Use Business Park /Estate Residential | B-3 |
| North | Single-Family | Estate Residential | ER-3 PUD |
| South | Commercial | Mixed-Use Business Park | B-3 / B-3 PUD |
| East | Undeveloped | Mixed-Use Business Park /Estate Residential | R-1* |
| West | Commercial | Commercial | B-3 PUD |

* Single Family – Unincorporated DuPage County

ZONING HISTORY

- **July 2018** - The property now known as the Galleria of Bartlett was annexed by the Village in July of 2018. The property was zoned B-3 and was granted Special Use Permits to allow a drive-thru establishment, to serve alcohol and to allow outdoor seating. Variations were also granted to allow for parking in the front, rear and side yards.

DISCUSSION

1. The petitioner is requesting a **Special Use Permit** to sell beer, wine, and liquor in a packaged liquor store in the B-3 (Neighborhood Shopping) Zoning District.
2. The proposed liquor store will also sell tobacco products and limited food items.
3. The proposed liquor store will occupy the unit of the Galleria of Bartlett that was the former location of 2x20 Fitness between Beef Shack and Smoke & Vape Exclusive.
4. The Zoning Ordinance requires 7 parking spaces for this use, there are currently 78 spaces in the Galleria parking lot. The parking lot can accommodate the parking requirements of the proposed liquor store and all existing tenants.
5. The proposed hours of operation will be in accordance with the Class C Extended liquor license; 8:00 AM to 12:00 Midnight Sunday through Thursday and 8:00 AM to 1:00 AM on Friday and Saturday.

RECOMMENDATION

The staff recommends forwarding the petition to the Planning & Zoning Commission for further review and to conduct the required public hearing.

A copy of the plans and background information are attached for your review.

NARINDER SOHI

974 WOODHILL DRIVE, CAROL STREAM IL-60188.(NARINDERSOHI27@GMAIL.COM)

DATE :

VILLAGE OF BARTLETT -Liquor Licensing Authority

Dear village President and Board of trustees,

I am writing to express my keen interest in obtaining a special use liquor store license for BARTLETT LIQUORS AND WINE INC. As a passionate entrepreneur with a deep understanding of the liquor industry, I believe that this special use liquor store will fill a gap in the market and provide a valuable service to the community.

I have carefully researched the requirements for obtaining a special use liquor store license, and I am confident that I meet all the necessary qualifications. I have a solid business plan in place, outlining my strategies for maintaining compliance with all applicable laws and regulations, including responsible alcohol sales practices and age verification protocols.

Furthermore, I have extensive experience in the liquor industry, having worked in various capacities in the past. I possess a thorough knowledge of different types of alcoholic beverages, their production processes, and their sales and distribution dynamics. I am also well-versed in local and state liquor laws, and I am committed to upholding them at all times.

In addition to my industry expertise, I am also deeply committed to the responsible sale and consumption of alcohol. I will implement strict policies and procedures to prevent sales to minors or intoxicated individuals, and I will promote responsible drinking through signage, training programs for employees, and community outreach initiatives.

Furthermore, I have taken all necessary steps to ensure the safety and security of the liquor store premises, including installing surveillance cameras, implementing effective inventory control measures, and training staff in emergency response procedures.

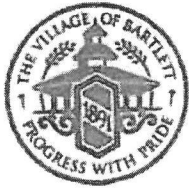
I am excited about the opportunity to operate a special use liquor store, and I am confident that my experience, knowledge, and dedication to responsible alcohol sales will make me a suitable candidate for a special use liquor store license. I would welcome the opportunity to discuss my business plan and qualifications with you in more detail.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

Narinder sohi .

Ph – 630-544-1982



VILLAGE OF BARTLETT SPECIAL USE PERMIT APPLICATION

For Office Use Only
Case # 23-05

RECEIVED

APR 25 2023

PLANNING & DEVELOPMENT
VILLAGE OF
BARTLETT

PROJECT NAME BARTLETT LIQUORS AND WINE INC

PETITIONER INFORMATION (PRIMARY CONTACT)

Name: NARINDER SOHI

Street Address: 974 WOOD HILL DRIVE

City, State: CAROL STREAM

Zip Code: 60188

Email Address: [REDACTED]

Phone Number: [REDACTED]

Preferred method to be contacted: EMAIL/PHONE

PROPERTY OWNER INFORMATION

Name: ALEC DEROSA 59TH & ARMY TRAIL, LLC

Street Address: [REDACTED]

City, State: [REDACTED]

Zip Code: [REDACTED]

Phone Number: [REDACTED]

OWNER'S SIGNATURE: [Signature] Date: 4/24/23

(OWNER'S SIGNATURE IS REQUIRED or A LETTER AUTHORIZING THE PETITION SUBMITTAL.)

SPECIAL USE PERMIT REQUESTED (Please describe i.e. liquor sales, outdoor seating, etc.)

PACKAGE LIQUOR SALES

PROPERTY INFORMATION

Common Address/General Location of Property: 1072 ARMY TRAIL RD ,BARTLETT IL 60103

Property Index Number ("Tax PIN"/"Parcel ID"): 0116401015

Acreage: 1.6 ACRES

Zoning: B-3
(Refer to Official Zoning Map)

Land Use: COMMERCIAL

Comprehensive Plan Designation for this Property: MIXED-USE BUSINESS PARK
(Refer to Future Land Use Map)

APPLICANT'S EXPERTS (If applicable, including name, address, phone and email)

Attorney _____

Engineer _____

Other _____

FINDINGS OF FACT FOR SPECIAL PERMIT

Both the Planning & Zoning Commission and Village Board must decide if the requested Special Use meets the standards established by the Village of Bartlett Zoning Ordinance. The Planning & Zoning Commission shall make findings based upon evidence presented on the following standards:

(Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the Planning & Zoning Commission and Village Board to review.)

1. That the proposed use at that 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.

Convenience for the Public: location is in an area where there are limited options for purchasing alcoholic beverages, our store could provide a convenient and accessible option for residents to purchase such products.

Community Need: market research or surveys shows that there is a need for the service or facility that the liquor store would provide, and it would benefit the local residents or businesses.

My commitment is to being a responsible member of the community by engaging in outreach efforts, such as meeting with local residents and business owners, community meetings, and collaborating with local law enforcement to ensure compliance with regulations.

2. That 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 be injurious to property value or improvement in the vicinity.

I assure that the intended use of the license will not result in any detrimental effects on the well-being of the community by implementing security measures, soundproofing, and limiting operating hours as needed.

Staff training: Our staff will be trained in responsible alcohol service practices, including checking for identification, preventing over-serving, and managing intoxicated patrons to minimize the risk of incidents that could lead to crime or disturbances. I will make sure this store will not have a negative impact on the surrounding community with the help of Security measures to prevent and address any potential issues related to increased crime, will install surveillance cameras, will hire trained security personnel, and implement ID checks and age verification protocols to prevent underage drinking.

3. That the special use shall conform to the regulations and conditions specified in this Title for such use and with the stipulation and conditions made a part of the authorization granted by the Village Board of Trustees.

I will compliance with local laws and regulations related to the sale of alcoholic beverages, such as age restrictions, hours of operation, signage, and security measures and will also include requirements for accessibility, fire safety, and other building code regulations. I will also include requirements related to noise control, parking, lighting, landscaping, or other considerations to ensure that the special use of package liquor sales is conducted in a manner that is compatible with the surrounding community and meets the Village's standards and regulations.

Please refer to Chapter 13 for additional Findings of Fact for Proposed Cannabis Uses.

ACKNOWLEDGEMENT

I understand that by signing this form, that the property in question may be visited by village staff and Board/Commission members throughout the petition process and that the petitioner listed above will be the primary contact for all correspondence issued by the village.

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the above signatures.

Any late, incomplete or non-conforming application submittal will not be processed until ALL materials and fees have been submitted.

SIGNATURE OF PETITIONER: _____
(Handwritten signature)

PRINT NAME: _____
NARINDER K. SINGH

DATE: _____
4/24/2023

REIMBURSEMENT OF CONSULTANT FEES AGREEMENT

The undersigned hereby acknowledges his/her obligation to reimburse the Village of Bartlett for all necessary and reasonable expenses incurred by the Village for review and processing of the application. Further, the undersigned acknowledges that he/she understands that these expenses will be billed on an ongoing basis as they are incurred and will be due within thirty days. All reviews of the petition will be discontinued if the expenses have not been paid within that period. Such expenses may include, but are not limited to: attorney's fees, engineer fees, public advertising expenses, and recording fees. Please complete the information below and sign.

NAME OF PERSON TO BE BILLED: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

SIGNATURE: _____
(Handwritten signature)

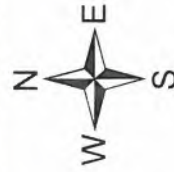
DATE: _____
4/24/2023



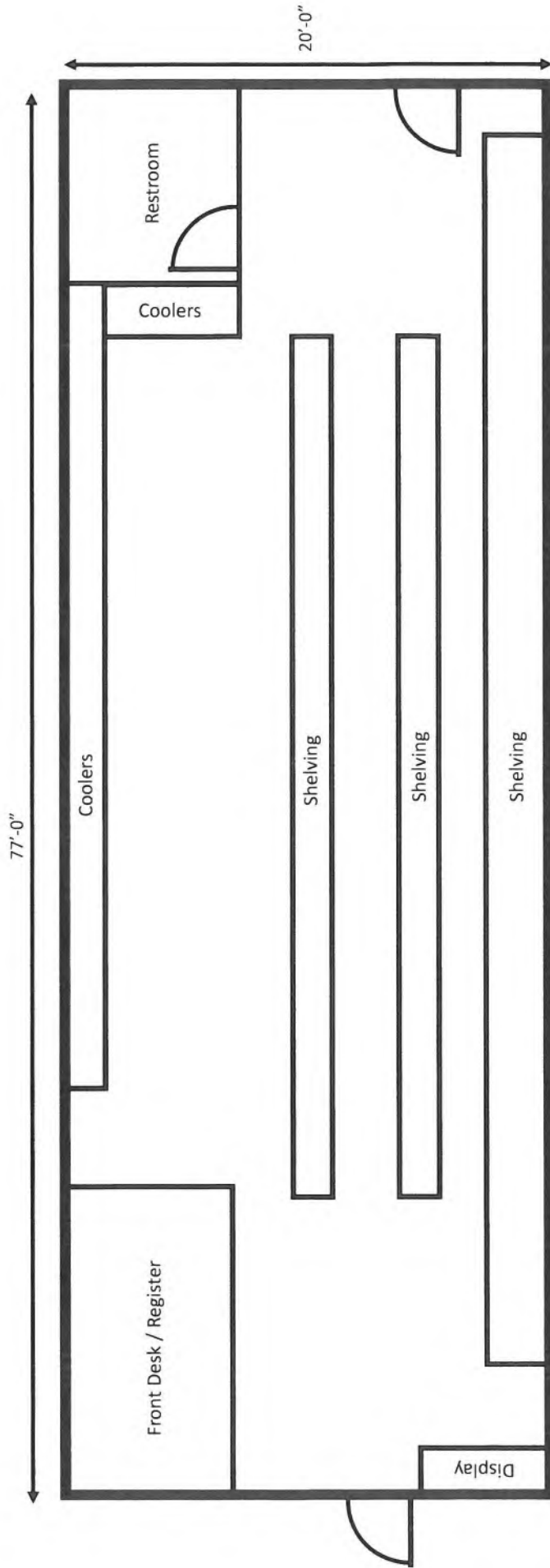
LOCATION MAP

#23-05 Bartlett Liquors and Wine
 1072 Army Trail Rd

2023



Bartlett Liquors and Wine
Proposed Floor Plan





Agenda Item Executive Summary

Item Name Hawk Hollow Middle School

Committee or Board Committee

BUDGET IMPACT

Amount: N/A

Budgeted N/A

List what fund N/A

EXECUTIVE SUMMARY

The petitioner is requesting a **Plat of Consolidation** to create a single lot for the conversion of Hawk Hollow Elementary School into a middle school. The petitioner is also requesting to **rezone** the new 19.9-acre parcel to the P-1 Public Lands zoning district upon consolidation.

The Village's Future Land Use Plan designates the property as Suburban Residential and Municipal/Institutional. The petitioner is also requesting an **amendment to Future Land Use Plan** to remove the Fair Oaks Road extension and designate the entire property as Municipal/Institutional.

The petitioner is also requesting a **Site Plan** for the proposed school facility expansion which includes a two-story addition as well as two parking lots providing a total 236 parking spaces. U-46 anticipates a total of 27 classrooms and a maximum enrollment of 750 students upon completion of the expansion. The majority of the expansion is devoted to flex/lab space, library expansion and a new gymnasium.

ATTACHMENTS (PLEASE LIST)

PDS Memo, cover letter, application, location map, Plat of Consolidation, Site Plan, Elevations, Floor Plan, Landscape Plan.

ACTION REQUESTED

- For Discussion Only - *To review and forward to the Planning & Zoning Commission for further review and to conduct the required public hearing.*
- Resolution
- Ordinance
- Motion

Staff: Kristy Stone, PDS Director

Date: May 8, 2023

PLANNING & DEVELOPMENT SERVICES MEMORANDUM
23-18

DATE: May 3, 2023
TO: Paula Schumacher, Village Administrator
FROM: Kristy Stone, PDS Director *K.S.*
RE: **(#23-02) Hawk Hollow Middle School**

PETITIONER

Claudia Welp, Cage Engineering Inc. on behalf of School District U-46

SUBJECT SITE

235 Jacaranda Drive

REQUESTS

Plat of Consolidation
Rezoning from SR-2 PUD to P-1
Site Plan
Amendment to the Future Land Use Plan

SURROUNDING LAND USES

| | <u>Land Use</u> | <u>Comprehensive Plan</u> | <u>Zoning</u> |
|---------------------|--|-----------------------------------|---------------------------|
| Subject Site | Vacant single-family lots Municipal/Institutional & Public School | Suburban Residential | P-1 & SR-2 PUD |
| North | Single Family | Suburban Residential | SR-2 |
| South | Single Family | Suburban Residential | SR-2 PUD |
| East | Single Family | Suburban Residential / Open Space | PD |
| West | Single Family | Suburban Residential | ER-1 |

ZONING HISTORY

- 1986 – Subject property was annexed to the Village by Ordinance #1986-47 and automatically zoned ER-1 (Estate Residence) upon annexation.
- 1998 – An application for the Jacaranda Estates Subdivision consisting of 49 single family lots and the rezoning of the subject property from ER-1 to SR-3 (8,100 sq. ft. lots) was denied by the Village Board by Ordinance #1998-52 (An Ordinance Denying William H. Brown's Request for Rezoning and Preliminary Plat Approval).
- May 16, 2000 – Property owner, William H. Brown and the Village enter into a Consent Decree to settle a lawsuit filed by the Owner against the Village. Resolution #2000-55R (A Resolution Approving Consent Decree Settling the William H. Brown V. Bartlett Lawsuit)
- May 16, 2000 – The subject property was rezoned from ER-1 to the SR-2 PUD Zoning District, a Preliminary Plat of Subdivision was approved for 43 single family lots and a Special Use Permit was granted to allow for the Planned Unit Development by Ordinance #2000-56 (An Ordinance Granting a Special Use Permit for an SR-2 Planned Unit Development and Preliminary Subdivision Plat Approval for the Jacaranda Subdivision).
- July 5, 2001 - School District U-46 purchased the Subject Property from the Brown Trust and petitioned the Village for Site Plan approval for a proposed Elementary School. The Site Plan which included the construction of Jacaranda Drive was approved by Ordinance #2001-88 (An Ordinance Approving the Site Plan for The Gerber Road Elementary School).
- October 2, 2001 – School District U-46 filed a Final Plat of Subdivision for the Jacaranda Subdivision (15 single family lots) and a Special Use Permit for wetlands on the Subject Property which was approved by Ordinance #2001-126 (An Ordinance Approving the Final Plat and Special Use for Wetlands for the Jacaranda Subdivision).
- 2017 - The Bartlett Subdivision and PUD Ordinance provides (1) that a Preliminary PUD plan shall be effective for one year or such time extended by the Board for a Final PUD plan to be approved; otherwise, the Preliminary PUD plan must be resubmitted for review and approval; and (2) construction in accordance with a Final PUD plan must commence within one year from when the plan is approved, unless an extension is granted by the Board; otherwise, the Final PUD plan approval becomes null and void. The Preliminary PUD plan was approved in 2000, and the Final PUD Plan was approved in 2001. No extensions were requested or granted, but the Preliminary/Final PUD plan under consideration for approval is almost identical to the Final PUD plan approved by the Village in 2003.

- 2018 – A preliminary/Final PUD Plan and a Final Plat of Subdivision for a 15-lot single family development on 20.23 acres including the existing 8.1-acre Hawk Hollow Elementary School site was approved. The PUD required the approval of a Special Use Permit to allow for modifications from the SR-2 bulk requirements to accommodate the proposed 15-lot single family development. The proposal included a rezoning of the school site property from SR-2 PUD to P-1 Zoning District. An 80' right-of-way for a future extension of Fair Oaks Road was also included as this extension and would follow the Village's Future Lane Use Plan and Thoroughfare Plan road alignment.

CURRENT DISCUSSION

1. The petitioner is proposing to vacate the rights of way, abrogate the easements and consolidate the existing 21 lots established by the Jacaranda Subdivision, and is requesting a **Plat of Consolidation** to creating a single lot for the conversion of Hawk Hollow Elementary School into a middle school.
2. The petitioner is also requesting to **rezone** the new 19.9-acre parcel to the P-1 Public Lands zoning district upon consolidation.
3. The **Site Plan** for the proposed school facility expansion includes a two-story addition as well as two parking lots providing a total 236 parking spaces. The proposed facility will have a total building area of 150,362 square feet and will have a maximum height of 34-feet. The building addition will consist of masonry utility brick veneers with finished aluminum curtain walls. U-46 anticipates a total of 27 classrooms and a maximum enrollment of 750 students upon completion of the expansion. The majority of the expansion is devoted to flex/lab space, library expansion and a new gymnasium.
4. The school will be accessed via two curbcuts on Gerber Road. The northern curbcut will be utilized by staff and parent drop-off/pick-up, the southern curbcut (currently Jacaranda Drive) will be utilized by busses only. The bus loop will be able to accommodate 21 queued school buses at a time. The parent drop-off/pick up lane will be able to accommodate 84 queued vehicles at a time.
5. As recommended in the petitioner's traffic study, off-site improvements will be made to Gerber Road. A new southbound left-turn lane into the new north drive will be striped providing 115 feet of storage and approximately 50 feet of taper. The existing southbound left-turn lane (currently Jacaranda Drive) will be reduced due to the location of proposed north access. The turn lane will provide 115 feet of storage and approximately 100 feet of taper. This turn lane will be for bus use only.
6. The Village's traffic consultant has reviewed and approved the study and the proposed roadway striping improvements.

7. Stormwater detention will be located at the northwest corner of the site along Gerber Road between the two access drives.
8. The existing sidewalks and bike paths will also be extended and relocated where necessary to better connect the school site to the surrounding residential areas.
9. The Village's Future Land Use Plan designates the property as Suburban Residential and Municipal/Institutional. The petitioner is also requesting an **amendment to Future Land Use Plan** to remove the Fair Oaks Road extension and designate the entire property as Municipal/Institutional.
10. All plans are currently be reviewed by Staff.

RECOMMENDATION

1. The Staff recommends forwarding the petitioner's requests on to the Planning & Zoning Commission for further review and to conduct the required public hearing.
2. Background information is attached for your review.

dh/attachments

x:\comdev\memos 2023\018_HawkHollow_vbc.docx



March 20, 2023

President and Board of Trustees
228 S. Main Street
Bartlett, IL 60103

RE: HAWK HOLLOW SCHOOL ADDITIONS AND RENOVATIONS
SCHOOL DISTRICT U46

Dear President and Board of Trustees,

As a part of the additions and renovations at Bartlett Elementary School, School District 46 is currently proposing the vacation of Jacaranda Road, Winston Lane and Fair Oaks Road. Along with the vacation request, the District is vacating the ROW and easements related to these roads and consolidating. This area would allow for the construction of the school addition and required parking, while increasing the overall safety from local traffic.

Currently, two lots (lots 16 and 22) are currently zoned P-1 and the rest of the lots are currently zoned SR-2 PUD. The School District is proposing to rezone the entire lot to P-1.

Improvements include a building addition to upgrade the school to a Middle School. Site upgrades include increased parking to meet Village requirements, separate parent and bus drop off loops, separate parent and bus entrance/exits to the site, and associated pavement, utility and stormwater upgrades.

It should be noted that the proposed vacation, lot consolidation and re-zoning was discussed with Village staff during several different meetings, and it was decided that the proposed approach is the most efficient way to redevelop the District property while creating a safe, functional and improved educational facility for District and surrounding community.

Sincerely,
CAGE ENGINEERING

Claudia Welp
Project Manager



VILLAGE OF BARTLETT DEVELOPMENT APPLICATION

For Office Use Only
Case # 23-02
RECEIVED
JAN 16 2023
PLANNING & DEVELOPMENT
VILLAGE OF
BARTLETT

PROJECT NAME Hawk Hollow Additions and Renovations

PETITIONER INFORMATION (PRIMARY CONTACT)

Name: School District U-46

Street Address: 355 East Chicago Street

City, State: Elgin, Illinois

Zip Code: 60120

Email Address: patriciawaldau@u-46.org

Phone Number: 847-888-5000

Preferred Method to be contacted: Email

PROPERTY OWNER INFORMATION

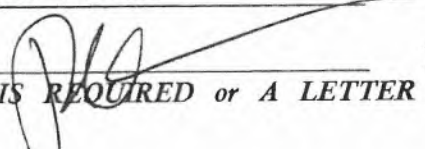
Name: School District U-46 - Attn: Patricia Waldau

Street Address: 355 E. Chicago St.

City, State: Elgin, IL

Zip Code: 60120

Phone Number: 847-888-5000 Ext 5058

OWNER'S SIGNATURE:  **Date:** JAN 12 2023
(OWNER'S SIGNATURE IS REQUIRED or A LETTER AUTHORIZING THE PETITION SUBMITTAL.)

ACTION REQUESTED (Please check all that apply)

- Annexation
 - PUD (preliminary)
 - PUD (final)
 - Subdivision (preliminary)
 - Subdivision (final)
 - Site Plan (please describe use: commercial, industrial, square footage): Institutional, addition
 - Unified Business Center Sign Plan
 - Other (please describe) Plat of Vacation, Plat of Abrogation, Plat of Consolidation
- Text Amendment
 - Rezoning SR-2 PUD to P-1
 - Special Use for: _____
 - Variation: _____

SIGN PLAN REQUIRED? No

(Note: A Unified Business Center Sign Plan is required for four or more individual offices or businesses sharing a common building entrance or private parking lot.)

PROPERTY INFORMATION

Common Address/General Location of Property: 235 Jacaranda Drive

Property Index Number ("Tax PIN"/"Parcel ID"): SEE ATTACHED

Zoning: Existing: SR-2 PUD **Land Use:** Existing: Institutional/Municipal
(Refer to Official Zoning Map)

Proposed: P-1 Proposed: Institutional/Municipal

Comprehensive Plan Designation for this Property: Municipal/Institutional
(Refer to Future Land Use Map)

Acreage: 19.354

For PUD's and Subdivisions:

No. of Lots/Units: _____

Minimum Lot: Area _____ Width _____ Depth _____

Average Lot: Area _____ Width _____ Depth _____

APPLICANT'S EXPERTS (if applicable, including name, address, phone and email)

Attorney _____

Engineer CAGE Engineering (Claudia Welp)
2200 Cabot Dr. Suite 325 Lisle IL 60532
815-757-0140 cwelp@cagecivil.com

Other Architect: ARCON Associates (Bryan Walsh)
2050 South Finley Road, Suite 40 Lombard, IL 60148
708-204-3675 bwwalsh@arconassoc.com

FINDINGS OF FACT FOR SITE PLANS

Both the Plan Commission and Village Board must decide if the requested Site Plan meets the standards established by the Village of Bartlett Zoning Ordinance.

The Plan Commission shall make findings based upon evidence presented on the following standards: **(Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the Plan Commission and Village Board to review.)**

1. The proposed use is a permitted use in the district in which the property is located.

The current property and a portion of the property is to be rezoned to P-1 which is the Public Land District. The existing use and proposed use is for the U46 School District which is a permitted use in this district.

2. The proposed arrangement of buildings, off-street parking, access, lighting, landscaping, and drainage is compatible with adjacent land uses.

The proposed building addition maintains appropriate setbacks from the adjacent properties. The proposed driveway and parking lot will be screened from adjacent properties. The access to existing walking paths to and from the adjacent properties will be expanded and maintained for public use. Lighting is utilized for safety and will be placed as such to not disturb adjacent properties. Proposed drainage will maintain existing patterns and will follow local regulations to ensure there are no negative impacts to adjacent properties.

3. The vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient and convenient movement of traffic not only within the site but on adjacent roadways as well.

There are two separate ingress/egress from the site to promote efficient circulation. Parents and visitors will access the site from the northern access drive off of Gerber Road. Buses will access the site from the southern access drive off of Gerber Road. The use of two distinct entrances allows for separate parent and bus drop off areas. This will help alleviate vehicle congestion and will improve safety by separating vehicle types. The separate entrances will provide clear and direct drop off areas for students/pedestrians as they approaching the building.

4. The site plan provides for the safe movement of pedestrians within the site.

The Vacation of Jacaranda Dr through the site has improved pedestrian safety. There are designated cross walks from the parking to the north of the school and fencing in between to help reduce pedestrian traffic outside of the designated cross walks. Ample sidewalks are provided within the site as well as pedestrian walking paths from the adjacent neighborhoods.

5. There is sufficient mixture of grass, trees and shrubs within the interior and perimeter (including public right-of-way) of the site so that the proposed development will be in harmony with adjacent land uses and will provide a pleasing appearance to the public. Any part of the site plan area not used for buildings, structures, parking or accessways shall be landscaped with a mixture of grass, trees and shrubs. (All landscape improvements shall be in compliance with Chapter 10-11A, Landscape Requirements)

There is a sufficient mixture of landscape throughout the site. A landscape plan is provided by a Professional Landscape Architect. The landscape is in compliance with Chapter 10-11A.

6. All outdoor storage areas are screened and are in accordance with standards specified by this Ordinance.

The outdoor trash enclosure is screened per the standards for this district.

ACKNOWLEDGEMENT

I understand that by signing this form, that the property in question may be visited by village staff and Board/Commission members throughout the petition process and that the petitioner listed above will be the primary contact for all correspondence issued by the village.

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the above signatures.

Any late, incomplete or non-conforming application submittal will not be processed until ALL materials and fees have been submitted.

SIGNATURE OF PETITIONER:  _____

PRINT NAME: Patricia Waldau _____

DATE: 01/16/2023 _____

REIMBURSEMENT OF CONSULTANT FEES AGREEMENT


The undersigned hereby acknowledges his/her obligation to reimburse the Village of Bartlett for all necessary and reasonable expenses incurred by the Village for review and processing of the application. Further, the undersigned acknowledges that he/she understands that these expenses will be billed on an ongoing basis as they are incurred and will be due within thirty days. All reviews of the petition will be discontinued if the expenses have not been paid within that period. Such expenses may include, but are not limited to: attorney's fees, engineer fees, public advertising expenses, and recording fees. Please complete the information below and sign.

NAME OF PERSON TO BE BILLED: School District U-46 - Attn: Patricia Waldau _____

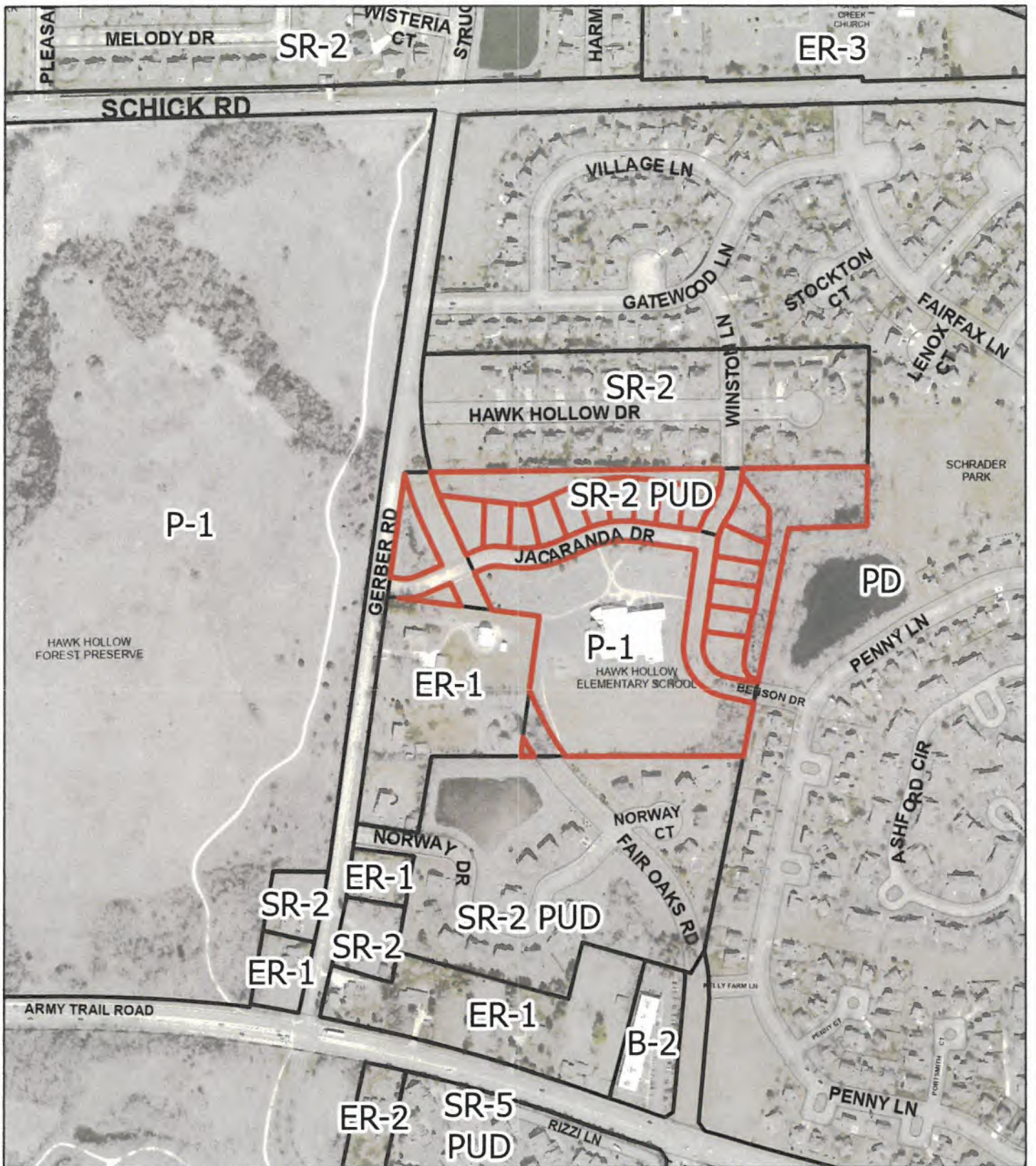
ADDRESS: 355 E. Chicago St. _____
Elgin, IL. 60120 _____

PHONE NUMBER: 847-888-5000 Ext 5058 _____

EMAIL: patriciawaldau@u-46.org _____

SIGNATURE:  _____

DATE: 01/16/2023 _____



Zoning/Location Map

#2023-02
Hawk Hollow Middle School

2023



0 100 200 400 US Feet

OWNER

SCHOOL DISTRICT U-48
335 E. CHICAGO STREET
LAPEER, ILLINOIS

SCHOOL ADDRESS

1440 WILLOW HOLLOW
370 WILLOW DRIVE
BARTLETT, ILLINOIS

CLIENT

ARCION ASSOCIATES, INC.
1000 W. WASHINGTON STREET
LAPEER, ILLINOIS

**SUBMITTED BY/
RETURN TO:**

DAVID F. BARILETT
708 S. MAIN STREET
BARTLETT, ILLINOIS 60010

AREA TABLE

LOT 1: 755,188 SQUARE FEET (17.336 ACES)

LEGEND

- = EX BOUNDARY LINE
- - - = EX LOT LINE
- - - = UNDER WING LOT LINE
- - - = EX EASEMENT LINE
- - - = PROP. LOT LINE
- XXXX = MEASURED INFORMATION
- (XXX) = RECORD INFORMATION
- U.E. & D.E. = UTILITY EASEMENT & DRAINAGE EASEMENT
- P.U.E. = PUBLIC UTILITY EASEMENT
- P.D.E. = PUBLIC UTILITY & DRAINAGE EASEMENT
- = EXISTING 3/4" IRON ROD (NO CALCUL ON SYMBOL)

CURRENT P.I.N.:

- 01-11-300-001 01-11-300-010
- 01-11-300-011 01-11-300-020
- 01-11-300-021 01-11-300-030
- 01-11-300-031 01-11-300-040
- 01-11-300-041 01-11-300-050
- 01-11-300-051 01-11-300-060
- 01-11-300-061 01-11-300-070
- 01-11-300-071 01-11-300-080
- 01-11-300-081 01-11-300-090

SURVEYOR'S NOTES

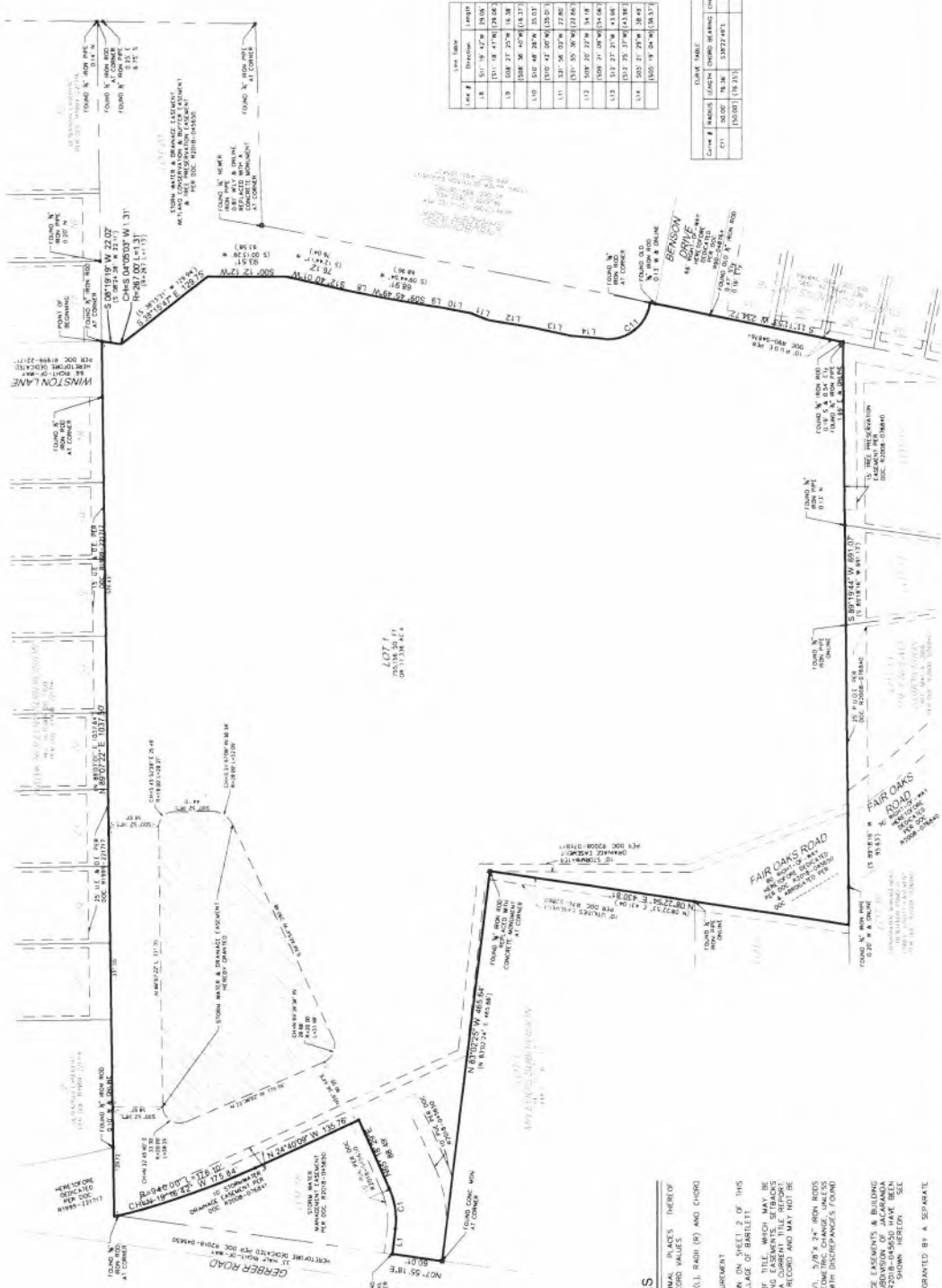
1. DISTANCES ARE MARKED IN FEET AND DECIMAL PLACES THEREOF. MEASUREMENTS SHOWN IN PARENTHESES (XXX) ARE RECORD VALUES.
2. DIMENSIONS ALONG CHAINED LINES ARE ARC LENGTHS (L), RADII (R) AND CHORDS (C).
3. ALL MEASUREMENTS SHALL BE ASSUMED BY SCALE MEASUREMENT.
4. PLATTED SUBDIVISION MEASUREMENTS GRANTED TO THE TOWNSHIP OF BARTLETT, ILLINOIS, MAY BE SUBJECT TO MATTERS OF TITLE, WHICH MAY BE REVIEWED BY A CURRENT TITLE REPORT. PRE-EXISTING EASEMENTS, SETBACKS, ENCROACHMENTS, ENCUMBRANCES, ETC. OF RECORD AND MAY NOT BE SHOWN OR PLOTTABLE.
5. IN ACCORDANCE WITH CHAPTER 262.0/262.0-2, 26/8 X 24" IRON RODS SHALL BE SET AT THE CORNERS OF THE SUBDIVISION. CONTACT SURVEYOR WITH DISCREPANCIES FOUND IN THE FIELD.
6. PUBLIC UTILITY EASEMENTS, PUBLIC UTILITY & DRAINAGE EASEMENTS & BUILDING EASEMENTS ARE SHOWN ON THIS PLAN. ALL RECORD DOCUMENTS HAVING BEEN ASSOCIATED BY A SEPARATE DOCUMENT AND NOT SHOWN HEREON, WILL BE GRANTED BY THE SURVEYOR. PUBLIC UTILITY & DRAINAGE EASEMENTS WILL BE GRANTED BY A SEPARATE DOCUMENT (FOR WATER, UTILITY, ACCESS, ETC).

**FINAL PLAT OF CONSOLIDATION
OF
HAWK HOLLOW SCHOOL**

OF LOTS 1 THROUGH 19 AND 19 THROUGH 22 INCLUSIVE IN THE FINAL PLAT OF JACANANDA SUBDIVISION BEING A SUBDIVISION OF PART OF THE SOUTH-HALF OF SECTION 14, TOWNSHIP 8 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 23, 2016 AS DOCUMENT #201605858 IN CLERK'S OFFICE, ILLINOIS.



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| 98 | 100.00 | 135.27274° E | 33.13 |
| 99 | 100.00 | 135.27274° E | 33.13 |
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PREPARED BY:



**ADDITIONS
AND
RENOVATIONS**

PHOENIX HOLLOW
ELEMENTARY SCHOOL
355 E. Chicago St.
Chicago, IL 60610

for the
BOARD OF EDUCATION
School District U-46
355 E. Chicago St.
Chicago, IL 60610



ISSUED FOR BID

| REVISIONS | No. | Date |
|-----------|-----|------|
| | | |
| | | |
| | | |

Project Number:
22004
Issue Date:
July 2, 2013
Drawing by:
ARCUM
Sheet Title:
ARCHITECTURAL SITE PLAN
Sheet Number:
AS1.0

LIST ALL NOTES

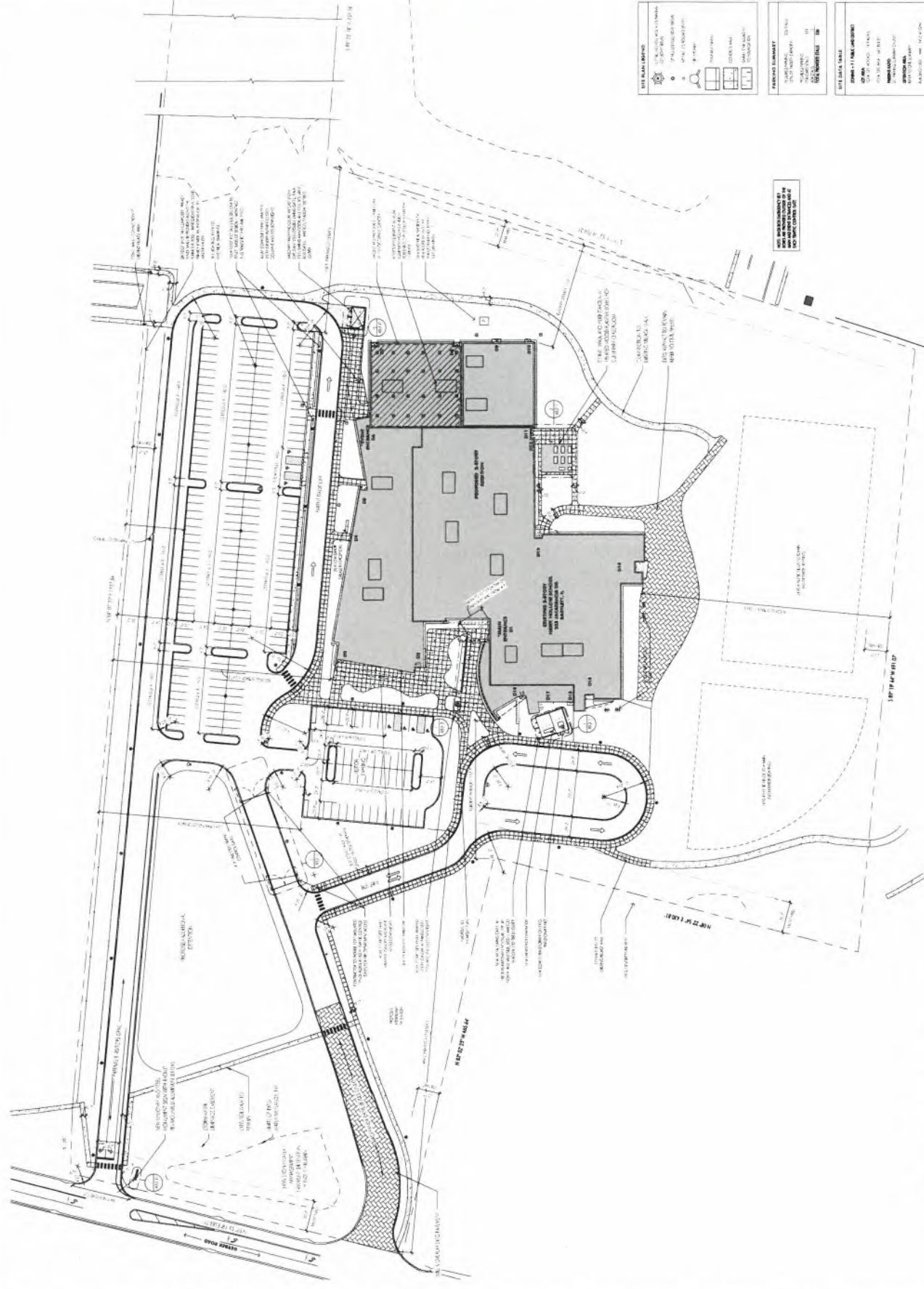
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2. SEE CIVIL NOTES
3. SEE ELECTRICAL NOTES
4. SEE MECHANICAL NOTES
5. SEE PLUMBING NOTES
6. SEE STRUCTURAL NOTES
7. SEE LANDSCAPE ARCHITECTURE NOTES
8. SEE TRAFFIC CONTROL NOTES

PERMITS SUMMARY

STATE OF ILLINOIS: []
CITY OF CHICAGO: []
COUNTY OF COOK: []
STATE OF ILLINOIS: []
COUNTY OF COOK: []

LIST DATE TABLE

DATE: []
SCALE: []
DRAWN BY: []
CHECKED BY: []
APPROVED BY: []

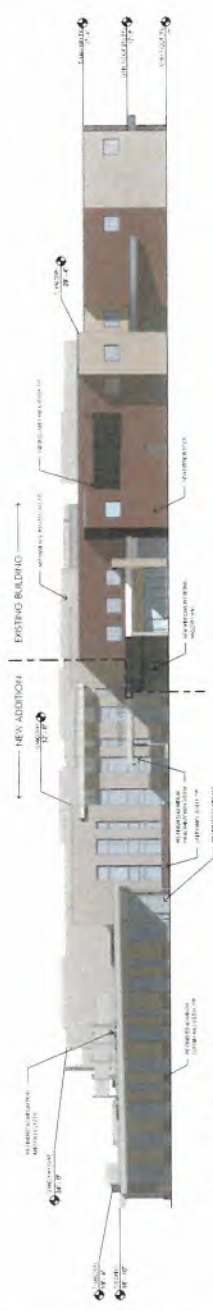
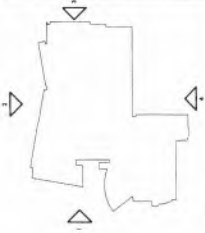


1 ARCH SITE PLAN - SITE PLAN

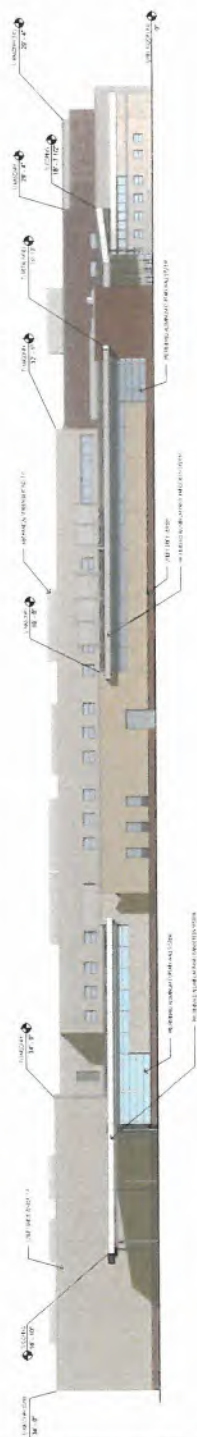
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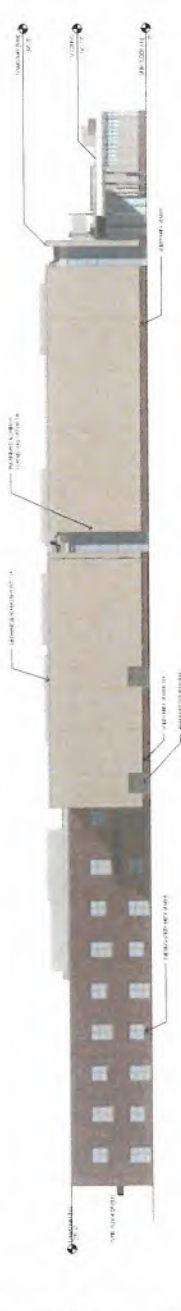
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23004
 Issue Date:
MARCH 20, 2023
 Drawn by:
 JKH
 Sheet Title:
ELEVATION ELEVATIONS
 Sheet Number:
Z003



1 WEST ELEVATION
 1/16" = 1'-0"



2 NORTH ELEVATION
 1/16" = 1'-0"



3 EAST ELEVATION
 1/16" = 1'-0"



4 SOUTH ELEVATION
 1/16" = 1'-0"

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**HAWK HOLLOW
MIDDLE SCHOOL**
235 JACARANDA DRIVE
BARTLETT, IL 60103

PETITIONER INFORMATION:
SCHOOL DISTRICT UWA,
355 EAST CHICAGO STREET
ELGIN, ILLINOIS 60120

PRIMARY CONTACT:
PATRICIA WOLFE
P. 815.388.3000
e. pwolfe@uwa.org

for the BOARD of EDUCATION
School District U-46
355 E. Chicago St.
Elgin, IL 60120



**ISSUED FOR PERMIT -
NOT FOR CONSTRUCTION**

| REVISIONS | |
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| No. | Date |
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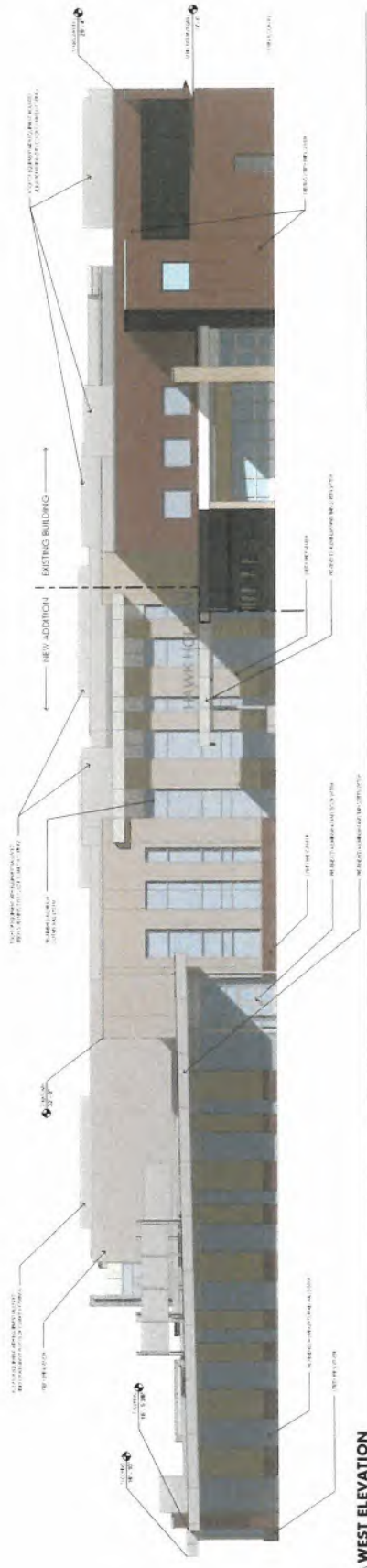
Project Number:
23004

Issue Date:
MARCH 30, 2023

Drawn by:
AAR

Sheet Title:
exterior elevations

Sheet Number:
Z004



1 WEST ELEVATION
1/8" = 1'-0"

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ARCON
 111 W. WASHINGTON ST.
 CHICAGO, IL 60601
 TEL: 312.467.1000
 WWW.ARCON.COM

Workshop
 111 W. WASHINGTON ST.
 CHICAGO, IL 60601
 TEL: 312.467.1000
 WWW.WORKSHOP.COM

THE BOARD OF EDUCATION
 SCHOOL DISTRICT U 46
 300 F. CHICAGO ST.
 CHICAGO, IL 60607

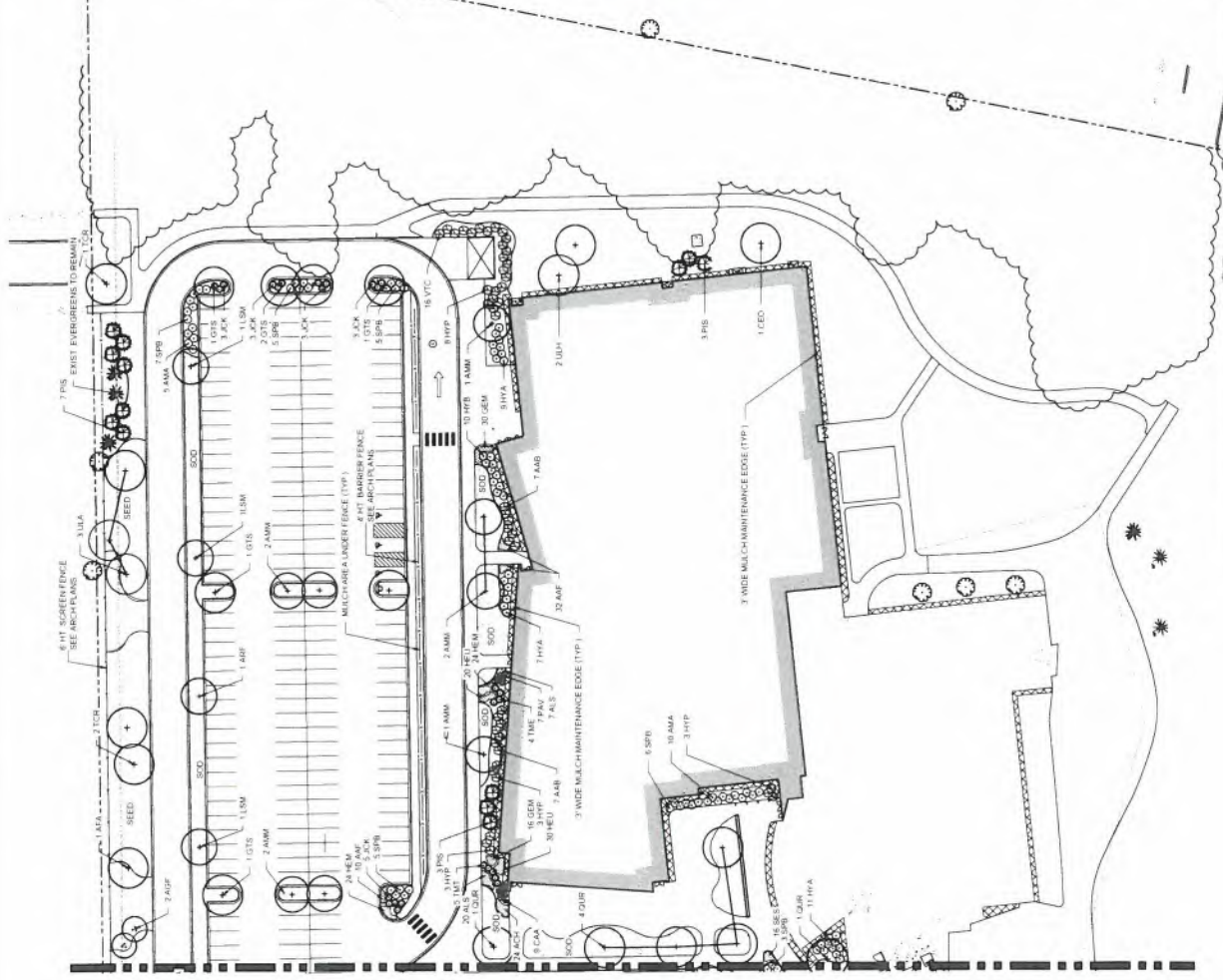


NOT FOR CONSTRUCTION
 PROGRESS DRAWING

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Project Number: 20094
 Issue Date: 06/17/2013
 Drawn By: JAC/CP/BJD
 Checked By: JAC
 Project Title: LANDSCAPE PLAN
 Sheet Number: 1

L2.0



LANDSCAPE PLAN
 EAST HALF



- LANDSCAPE LEGEND**
- EXISTING TREE
 - PROPOSED SHADE TREE
 - PROPOSED EVERGREEN TREE
 - PROPOSED ORNAMENTAL TREE
 - PROPOSED LARGE SHRUB
 - PROPOSED MEDIUM SHRUB
 - PROPOSED EVERGREEN SHRUB
 - PROPOSED LOW SHRUB
 - PROPOSED ORNAMENTAL GRASS
 - SOD LAWN
 - SEEDED LAWN



Agenda Item Executive Summary

| | | | |
|-----------|----------------------------|-----------------------|-----------|
| Item Name | Lake Street TIF Consultant | Committee or Board | Committee |
|-----------|----------------------------|-----------------------|-----------|

BUDGET IMPACT

| | | | |
|---------|--------------------------|----------|----------|
| Amount: | \$25,750 (not to exceed) | Budgeted | \$30,000 |
|---------|--------------------------|----------|----------|

| | |
|-------------------|-----------------------|
| List what fund | Professional Services |
|-------------------|-----------------------|

EXECUTIVE SUMMARY

In the Village’s most recent strategic plan under “short-term complex”, was to *determine the need for a TIF district in a portion of the downtown and along Lake Street*. Within the Village Board’s most recent goal visioning exercise, it was determined that the Lake Street corridor would be the preferred location at this time.

After careful consideration of interviews, and evaluation of experience, staff is recommending that an agreement between Teska Associates, Inc. and the Village of Bartlett be forwarded to the board.

ATTACHMENTS (PLEASE LIST)

Staff Memo Dated: 5/8/23
Letter of Interest/Scope of Services

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

Staff: Scott Skrycki, Assistant Village Administrator Date: 05/03/2023

Memorandum

To: Village President and Board of Trustees
Paula Schumacher, Village Administrator
From: Scott Skrycki, Assistant Village Administrator
Date: 5/9/2023
Re: Lake Street TIF Consultant

In the Village's most recent strategic plan under "short-term complex", was to *determine the need for a TIF district in a portion of the downtown and along Lake Street*. Within the Village Board's most recent goal visioning exercise, it was determined that the Lake Street corridor would be the most prudent route at this time.

Staff from Administration and Planning and Development Services interviewed two different consultants regarding their thoughts about the corridor and as well as the process and feasibility of the project. The two companies that were interviewed were SB Friedman, as well as Lee Brown from Teska. Both agencies are highly regarded within the field and highly qualified to carry out the project and had done previous work in Village TIF districts.

However, given the interview process as well as Teska's vast array of experience in establishing 100 TIF districts in the area, including doing 4 within our own Village, staff believes that they are the most suitable for this proposed district.

The letter of proposal is attached with a price point of not to exceed \$25,750. This is under the budgeted amount of \$30,000.

Staff is seeking approval to bring an agreement between the Village of Bartlett and Teska Associates, Inc. forward for approval.



Paula Schumacher, Village Administrator
Village of Bartlett
228 S. Main Street
Bartlett, IL 60103

April 25, 2023

Dear Ms. Schumacher,

Thank you for taking the time to meet last week regarding the potential Lake Street TIF. It has been a while since we've had the opportunity to serve the Village of Bartlett and the prospect of doing so again has us excited. I am pleased to present this proposal to provide TIF consultant services to the Village of Bartlett, including the determination of TIF eligibility and the preparation of a Redevelopment Plan & Program for a designated Lake Street TIF Project Area.

Teska's experience includes establishing, monitoring, and implementing well over 100 TIF districts throughout Illinois. Many of these projects were similar in scope to the proposed Bartlett project. Recent similar projects have been successfully completed for the Villages of Bloomingdale, Crystal Lake, Deer Park, Fox River Grove, Hoffman Estates, Lake Villa, Lindenhurst, Long Grove, Matteson, Montgomery, Oak Lawn, Olympia Fields and Villa Park.

We propose a multi-phase process that will provide the Village with maximum flexibility in determining how best to move forward with establishing a new TIF district. As the initial phase, eligibility will be assessed and a defensible TIF study area will be recommended. This phase is budgeted separately so that the Village may re-evaluate the remainder of the TIF process if any or all of the Project Area is determined to be not eligible for TIF designation. Teska will not pursue subsequent phases until the Village authorizes the completion of the TIF process.

Although the Scope of Services in our proposal is quite specific to the immediate needs of the Village, our expertise and perspectives bring a much broader set of skills to aid in your redevelopment and revitalization programs. We are confident that our depth of experience will enable us to provide the most comprehensive assistance to the Village of Bartlett. Based on our staffing and workload, we have capacity to complete this assignment for the Village. More detailed information and support materials are available upon request.

We propose a not-to-exceed budget of **\$25,750** for consulting services to create a new TIF district. This includes all services outlined above in the Scope of Services, below, as well as normal reimbursable expenses (reproduction, mail/delivery costs). The price does not include the cost of obtaining a legal description, which can likely be provided by the Village Engineer. The cost of newspaper publication notices for meetings and mailing costs for the required public meeting and public hearing are dependent upon the final number of PINs and residential addresses within 750ft. of the final Project Area and are not included. Our fees are considered as a TIF reimbursable expense.

Each phase may be authorized separately by the Village upon completion of the prior phase, if the Village prefers. The Village would be responsible only for the fees and expenses authorized, and therefore may choose to delay, defer, or terminate the remainder of the phases.

teska associates inc

627 Grove Street, Evanston, Illinois, 60201 office 847 869-2015 www.TeskaAssociates.com

| | |
|---|-----------------|
| Phase 1: Initial Project Review | \$1,500 |
| Phase 2: Eligibility Report | \$7,750 |
| Phase 3: Prepare Project Redevelopment Plan | \$10,500 |
| Phase 4: TIF Adoption | \$5,500 |
| Expenses | \$500 |
| Total | \$25,750 |

Below, please find a proposed scope of services. I have not included the tasks related to a housing study since the initial study area discussed did not include existing residential areas and therefore would not be required.

Having had the opportunity to work on three previous Tax Increment Districts for the Village of Bartlett, and in the hope that you are familiar with our work, I have not attached our business promotional material or an elaborate package of resumes and references. These are, of course, available upon request.

Please let me know if you have suggestions on how to improve this scope to best meet the Village's needs. I look forward to working with you again.

For Teska Associates, Inc.



Lee M. Brown, FAICP
President

Phase 1: Initial Project Review

1.1 Kick-off Meeting.

Teska will meet with Village staff to review and agree on a clear approach for the project. Discussions will include the proposed TIF boundaries, acquisition of relevant GIS base map information (if available), and any past development agreements as well as desired future (re)development within the study area.

1.2 Preliminary Evaluation. Teska will conduct a field evaluation to determine observable conditions in support of TIF eligibility. Other data, including evidence of code violations collected by the Village and property assessment data collected from Cook County will also be considered in light of the eligibility criteria. Based on the preliminary evaluation, Teska will prepare a memo that summarizes the Consultant's recommendations regarding both eligibility and the boundaries of a potential TIF district. If requested, Teska will present these preliminary recommendations to the Village in a forum before the Village Board or its committees.

Phase 2: Eligibility

2.1 Data Collection and Analysis. Teska will work with the appropriate Cook County departments and Village Staff to obtain supplemental information from official records related to the eligibility of the Study Area. Supplemental information includes base maps with tax identifiers, age of structures, presence of illegal uses, documented code violations, occupancy and vacancy status of structures, infrastructure deficiencies, equalized assessed values, and tax delinquencies. The information obtained through the field survey and through review of pertinent documents will be tabulated and analyzed to ensure that the reconfigured Study Area is eligible as a Redevelopment Project Area in accordance with the Act.

2.2 Eligibility Findings Report. A draft report will be prepared for the Study Area which will outline the eligibility status of the parcels included in the proposed TIF district. The report will include maps to show the proposed TIF boundary.

2.3 Eligibility Review Meeting. Teska will meet with the Village, either at a Village Board meeting or at a more informal staff level meeting, to review the draft Eligibility Study, and to discuss moving forward with preparation of the Redevelopment Plan.

Phase 3: Prepare Project Redevelopment Plan

3.1 Plan Preparation. Teska will prepare a Redevelopment Plan for the project area that will include all required elements as outlined in the Tax Increment Allocation Redevelopment Act (Chapter 65 ILCS 5/11-74.4-1, et seq.) of the Illinois Statutes as amended. Highlights of the Redevelopment Plan's elements will include:

- Redevelopment Project Area boundary description, and corresponding maps;
- Redevelopment Plan and Program Objectives;
- Proposed Project Area land use plan, infrastructure, and public improvements; and
- Proposed TIF Budget based on projected incremental revenue.

The Redevelopment Plan will also include an examination of key opportunity sites within the Study Area.

3.2 Identification of Public Notice of Meetings. Teska will work with Village staff and Cook County to identify the property owners of record and subsequent public notice list for all properties located within the Redevelopment Project Area and all properties within 750 feet of the Redevelopment Project Area as required per the Act. Teska will prepare all required notices. The Village will execute all required mailed and published public notification of Joint Review Board and other required public meetings and hearings as described in state statutes, and will keep complete records of these notices.

3.3 Report Submittal and Review. A draft Redevelopment Plan will be prepared and submitted for review by the Village. Teska will attend a meeting to review and discuss the draft Redevelopment Plan. Teska will make revisions to the draft Redevelopment Plan as necessary and create a Final Draft version of the Redevelopment Plan for the adoption process.

Phase 4: Adoption of Redevelopment Project

4.1 Confer with Village Attorney. Teska will confer with the Village Attorney and create a timeline for the adoption of the TIF and assist with the preparation of the required approval ordinances.

4.2 Joint Review Board Meeting. The Village will convene a Joint Review Board (JRB) as required by TIF statute for the project area. Teska will attend one meeting of the JRB to present the findings of the Eligibility Study and the Redevelopment Plan, as well as a sample public notice.

4.3 Public Notice of Meeting. The Village will provide public notice of the public hearing described in Task 4.4. In advance of this task, Teska will have prepared and will provide to the Village a taxpayer of record list for each Property Identification Number (PIN) within the project area.

4.4 Public Hearing. Teska will participate in one formal public hearing as required by Illinois Revised Statutes to discuss the proposed TIF Plan and Program, discussion points from the Joint Review Board Meeting, and respond to questions from the public.

4.5 Village Board Deliberation. Teska will participate in a Village Board meeting to answer remaining questions and assist with TIF adoption.

4.6 Revisions. Teska will perform revisions to the draft Eligibility Study, and Redevelopment Plan as necessary, based on public comment and Village Board recommendations. Teska will submit a final Redevelopment Plan and associated Eligibility Study, in print and electronic format.

4.7 Filing of Required Documents. Teska will assist the Village in submitting all required forms and data to the Cook County Clerk and the Illinois Department of Commerce and Economic Opportunity.



Agenda Item Executive Summary

Item Name Downtown Sidewalk Discussion

Committee
or Board Committee

BUDGET IMPACT

| | | | |
|----------------|-----|----------|-----|
| Amount: | \$ | Budgeted | N/A |
| List what fund | N/A | | |

EXECUTIVE SUMMARY

Downtown sidewalks were discussed with the Committee in January 2023. At the Committee meeting the Committee determined that they would like to keep the current pattern but install stamped & red stained concrete in place of the brick pavers. More Brewing is getting ready to replace the sidewalk in front of their location so we met with their contractor, Eagle Concrete, to go over the plans and the stamped & red stained concrete.

Eagle Concrete recommends against installing the stamped & red stained concrete. They said that their experience with the stamped & stained hasn't been good since the sealers changed a few years ago. The new sealer traps the moisture and causes the concrete surface to crumble quicker than expected. They also said that red concrete tends to fade to pink. They recommend eliminating the stamped concrete and going with a charcoal color concrete for the inner portion

We would like to discuss and determine if any changes should be made before we finalize with More Brewing. We will have a sample made up to show what the charcoal color would look like.

ATTACHMENTS (PLEASE LIST)

- Memo

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

MOTION:

Staff: Dan Dinges, Director of Public Works

Date: 5/8/23

Memo

DATE: May 8, 2023

TO: Paula Schumacher
Village Administrator

FROM: Dan Dinges, PE
Director of Public Works

SUBJECT: Downtown Sidewalk Discussion

Downtown sidewalks were discussed with the Committee in January 2023. At the Committee meeting the Committee determined that they would like to keep the current pattern but install stamped & red stained concrete in place of the brick pavers. More Brewing is getting ready to replace the sidewalk in front of their location so we met with their contractor, Eagle Concrete, to go over the plans and the stamped & red stained concrete.

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