

VILLAGE OF BARTLETT

COMMITTEE AGENDA

OCTOBER 17, 2023

BUILDING AND ZONING COMMITTEE, CHAIRMAN GUNSTEEN

1. 1027 Valewood Road - Rear Yard Variation
2. AGI Trucking – Brewster Creek Business Park Lot 15

COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY

3. Updated Social Media Policy for the Public

FINANCE COMMITTEE, CHAIRMAN LAPORTE

4. 2023 Property Tax Levy Options

PLANNING AND DEVELOPMENT SERVICES MEMORANDUM
23-71

DATE: October 10, 2023
TO: Kristy Stone, PDS Director
FROM: Daniel Harper, Village Planner *DH*
RE: **(#23-08) 1027 Valewood Road**

PETITIONER

Judy Ciufu

SUBJECT SITE

1027 Valewood Road

REQUEST

Variation – Rear Yard

ZONING HISTORY

The property was annexed into the Village in 1960 by Ordinance #1960-10 and zoned R-1 Single Family Residence District. As part of the comprehensive rezoning of the village in 1978, the property was designated SR-1 Suburban Residential. The property was rezoned to the SR-4 Suburban Residence District in 2013 by Ordinance 2013-45.

DISCUSSION

1. The subject property is zoned SR-4 (Suburban Residence – Single Family). The property is located within the Apple Orchard Country Club Subdivision which was recorded in 1960.
2. The residence is currently located 23'-9" from the rear lot line and encroaches into the 45-foot required rear yard.
3. At the time the home was constructed (1963), the R-1 Zoning District did not regulate rear yard setbacks. The SR-1 Zoning District (1978) required a 60-foot rear yard setback. The rezoning to SR-4 (2013) reduced the rear yard setback to 45-feet.

4. The petitioner is requesting a 28-foot variation from the 45-foot required rear yard for a three-season room addition. This represents a 62% reduction in the required rear yard and exceeds the maximum 20% variation. (This case will require a vote of five (5) trustees or the Village President and four (4) trustees to grant the variation request.)
5. The petitioner has stated that the proposed addition will match the existing house architecturally.
6. The proposed improvements to the lot would cover 23% of the allowed 35% impervious surface area.
7. If the variation is approved, the home would be brought into conformance and the petitioner could then apply for a building permit for the three-season room addition.

RECOMMENDATION

1. The Planning and Zoning Commission held the required public hearing, reviewed the petitioner's request, and recommended approval at their meeting on October 5, 2023 subject to the following Findings of Fact:
 - A. That the particular physical surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.
 - B. That conditions upon which the petition for variation is based are unique to the property for which the variation is sought and are not applicable, generally, to other property within the same zoning classifications.
 - C. That the purpose of the variation is not based exclusively upon a desire to make money out of the property.
 - D. That the alleged difficulty or hardship is caused by the provision of this Title and has not been created by any person presently having an interest in the property.
 - E. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhoods in which the property is located.
 - F. That the proposed variation will not impair an adequate supply of light and

air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.

G. That the granting of the variance requested will not confer on the applicant any special privilege that is denied by the provisions of this Title to other lands, structures or buildings in the same district.

2. Minutes of the P&Z Commission meeting and background material is attached for your review and consideration.

dh/attachments

General – PDS Team\memos 2023\071_1027_Valewood_Variance_vbc.docx



Village of Bartlett
Planning and Zoning Commission
October 5, 2023

(#23-08) 1027 Valewood Road

Variation – Rear Yard

PUBLIC HEARING

The following exhibits were presented:

Exhibit A – Picture of Sign

Exhibit B – Mail Affidavit

Exhibit C – Notification of Publication

The petitioner, **Judy Ciuffo** 1027 Valewood Drive, Bartlett came forward and was sworn in by **M. Werden**. **J. Ciuffo** stated, I am here this evening to ask for a variance to the rear setback of my property. When my house was originally built there was no ordinance for the rear setback. Since then, an ordinance was added in 1978 for a 45-foot rear setback. I have an existing patio that I would like to replace with a 3-season room which would be less than half of the current patio size. The permeable area would be less than what the guidelines ask for. I feel that there is a hardship because of where the house was placed and how far it was set back on the property. Currently, it does not meet the ordinance. The 45 feet setback runs through the middle of my living room and I would not be able to fix my house if something happened at this point without a variance. I do not feel that the planned 3-season room is outside the scope of what the neighborhood looks like and this would be at the rear of my house. **M. Werden** I did look at the property and you definitely have a unique situation. Your entire backyard is along the side of the neighbors behind you with the huge white fence and it clips off at an angle and at the northeast corner of your yard. I do not think your lot is even half the depth of the next-door neighbor to the north. **J. Ciuffo** correct. **M. Werden** you have a huge front yard, but there is not much to the backyard. I think you brought up a good point that the proposal is less than half of the permeable space that is currently taken up by the patio. Would you be removing the entire patio? **J. Ciuffo** the current patio is approximately 29 feet by 20 feet and I am asking to for a 12 foot by 14 foot 3-season room with a small patio to the side of it. The entire project would take up less than what is currently there. **M. Werden** will the exterior of the proposed 3-season room match the house. **J. Ciuffo** yes, the exterior of the 3-season room would match the rest of the house.

M. Werden opened the public hearing portion of the meeting.

Sharion Friberg 1028 Lakewood Drive, Bartlett stated that we have flooded so much and everybody just wants to do a little bit more to their property and the water just keeps coming in to 1028 Lakewood and 1032 Lakewood. We did not realize that there was horseshoe drainage theory here in Bartlett. In theory, if nobody built onto their houses or brought dirt into their yards then all of the water would drain, but it does not happen that way anymore. That is our big concern. We like when people improve their property, but we just want to make sure that the water is going to go somewhere other than 1028 and 1032 Lakewood Drive. Our big concern is where the water is going to go. **C. Deveaux** ask staff, have you had other



Village of Bartlett
Planning and Zoning Commission
October 5, 2023

complaints about this? **K. Stone** stated, this is the first that I am hearing about this and I wish you would have called sooner so that I could have an answer for you. Looking at the grading, this is an older subdivision so there are no drainage easements in the rear yards. I would recommend that you talk to Dan Dinges, the Public Works Director, or Bob Allen, Village Engineer. They work with residents when there are drainage complaints. **S. Friberg** that is our only concern and it is still happening. **K. Stone** it looks like you are in the low area for the entire block with the water draining north to south. Newer subdivisions have storm drains in the rear yards to collect rainwater along the way. Unfortunately, this subdivision does not have that. When the petitioner applies for the building permit, we can ask for a grading plan at that time to make sure there is not additional drainage going onto the neighboring properties. **James Friberg** 1028 Lakewood Drive, Bartlett stated that the house next to 1027 Valewood Road has a garage in the back corner and the water pitches to highest point of that hill and goes to the corner of our yard. I did dig down and put in a catch basin for the sump pump and dug along the back fence with drain tiles and a retention wall with landscaping bricks so that the rain water rushes down, hits the wall, through the drain tiles and then out. Even after we did all of that, we are still running our sump-pump nonstop when it rains. We do not have a problem with the petitioner upgrading their house and agree with what they want to do, but sooner or later, somebody has to do something about keeping the water flow away from everybody else's houses. We are here to make sure that we do not get flooded again. My house and that house at 1032 Lakewood Drive are the lowest houses on the block. **Spero Argyris** 1032 Lakewood Drive, Bartlett stated, we have lived with this situation for quite a while. I have been flooded twice with heavy rains and I do not want to go through that again. I came here to learn if there would be grading problems when putting in this addition. I am concerned with the weather and climate change and these rains that are getting more unpredictable. I just want assurance that the grade is maintained. I would like to ask the Village, what can we do to assure our properties are not jeopardized in the event of severe rains? **K. Stone** I will definitely let Public Works know about this. **M. Hopkins** there are two things being discussed right now. One is, will the petitioner's request make matters worse? I do not think it will. This would be less impervious area and whenever you take away pervious area, it helps and this will not change the water course. The petitioner's request seems to be fine for storm water, but we do have a big underlying problem that Public Works can try to solve. **G. Koziol** when you compare the square footage of the existing patio to the square footage of the 3-season room, is it correct that the addition will be less than the patio? **J. Ciuffo** the existing patio is approximately 29 feet x 20 feet and the proposed 3-season room is 12 feet x 14 feet with a small patio off to the side, not to the back. **M. Hopkins** will the total impervious area be decreasing? **J. Ciuffo** I believe so. The allowable is 35% and this would be at 23%. **C. Deveaux** so it will be less area. We should move this along because the petitioner has answered the questions in writing. The witnesses are worried about the water, but we need approve or disapprove the petitioner's request.



Village of Bartlett
Planning and Zoning Commission
October 5, 2023

C. Deveaux made a motion to pass along **a positive recommendation** to the Village Board to approve case **(#23-08) 1027 Valewood Road** for a rear yard variation subject to the findings of fact outlined in the staff report.

Motioned by: C. Deveaux
Seconded by: J. Miaso

M. Werden closed the public hearing portion of the meeting.

Roll Call

Ayes: B. Bucaro, C. Deveaux, M. Hopkins, G. Koziol, J. Miaso, J. Battermann, M. Werden
Nays: None

The motion carried.

Dear President Wallace and Board of Trustees,

The variance request is to allow for the construction of a new 12'-0" x 14'-0" 3 season room located in the required rear yard setback. This request is based on the idea that the due to the property size limitations and that the property is in non-conformance to the original planning and zoning code requirements, that these requirements become a hinderance to the improvement of the property that is afforded to the vast majority of the neighborhood.

I appreciate your consideration of my requested variance.

Thank you.

Best regards,

A handwritten signature in cursive script, appearing to read "Judy Ciuffo". The signature is written in dark ink and is positioned above the printed name.

Judy Ciuffo

1027 Valewood Rd,

Bartlett, IL 60103



VILLAGE OF BARTLETT VARIATION APPLICATION

For Office Use Only
Case # 23-08
AUG 17 2023
PLANNING & ZONING DEPT

PETITIONER INFORMATION (PRIMARY CONTACT)

Name: Judy Ciufu

Street Address: 1027 Valewood Rd.

City, State: Bartlett, IL

Zip Code: 60103

Email Address: [REDACTED]

Phone Number: [REDACTED]

Preferred Method to be contacted Phone

PROPERTY OWNER INFORMATION

Name: Judy Ciufu

Street Address: 1027 Valewood Drive

City, State: Bartlett, IL

Zip Code: 60103

Phone Number: [REDACTED]

OWNER'S SIGNATURE: _____ Date: _____

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

DESCRIPTION OF VARIATION REQUEST (i.e. setback, fence height) including SIZE OF REQUEST

(i.e. 5ft., 10 ft.)

The variance request is to allow for the construction of a new 12' -0" x 14' -0" 3 season room located in the required rear yard setback.

PROPERTY INFORMATION

Common Address/General Location of Property: 1027 Valewood Rd, Bartlett, IL

Property Index Number ("Tax PIN"/"Parcel ID"): 01-10-102-021

Acreage: 0.326

Zoning: SR-4 (Refer to Official Zoning Map)

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

Attorney _____

Surveyor _____

Other TES Architects P.C., 6004 E. Lake Dr.Suite1F,Lisle,IL 60532, 630-391-1074

FINDINGS OF FACT FOR VARIATIONS

Both the Planning & Zoning Commission and the Village Board must decide if the requested variation is in harmony with the general purpose and intent of the Zoning Ordinance and if there is a practical difficulty or hardship in carrying out the strict letter of the regulations of the 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 particular physical surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.

The existing residence does not currently meet the required 45'-0" rearyard setbacks. The existing structure sits approximately 23'-0" from the rear property line.

2. That conditions upon which the petition for a variation is based are unique to the property for which the variation is sought and are not applicable, generally, to other property within the same zoning classifications.

The property sits on a corner with three other residences that do not meet the current setback zoning code.

3. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property.

The purpose of the addition is for personal benefit and is not exclusively for the increase in value.

4. That the alleged difficulty or hardship is caused by the provisions of this Title and has not been created by any person presently having an interest in the property.

The house was built further back from the front property line than required. At the time the house was constructed, there were no rear yard setback restrictions in place.

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

The proposed three season room will not be a detriment and is consistent with various additions, covered patios, decks in the area.

6. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.

The proposed three season room is located at the back of the residence and is the same height as the existing residence. There will be no increase in danger to public safety and will not impair property values.

7. That the granting of the variance requested will not confer on the applicant any special privilege that is denied by the provisions of this Title to other lands, structures or buildings in the same district.

The requested variance will provide no special privilege.

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: Judy Ciufu

PRINT NAME: Judy Ciufu

DATE: 8/16/23

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: Judy Ciufu

ADDRESS: 1027 Valewood Rd.

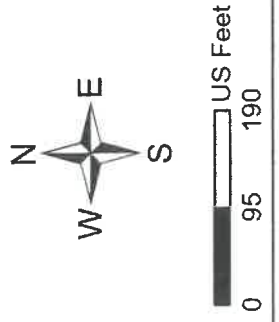
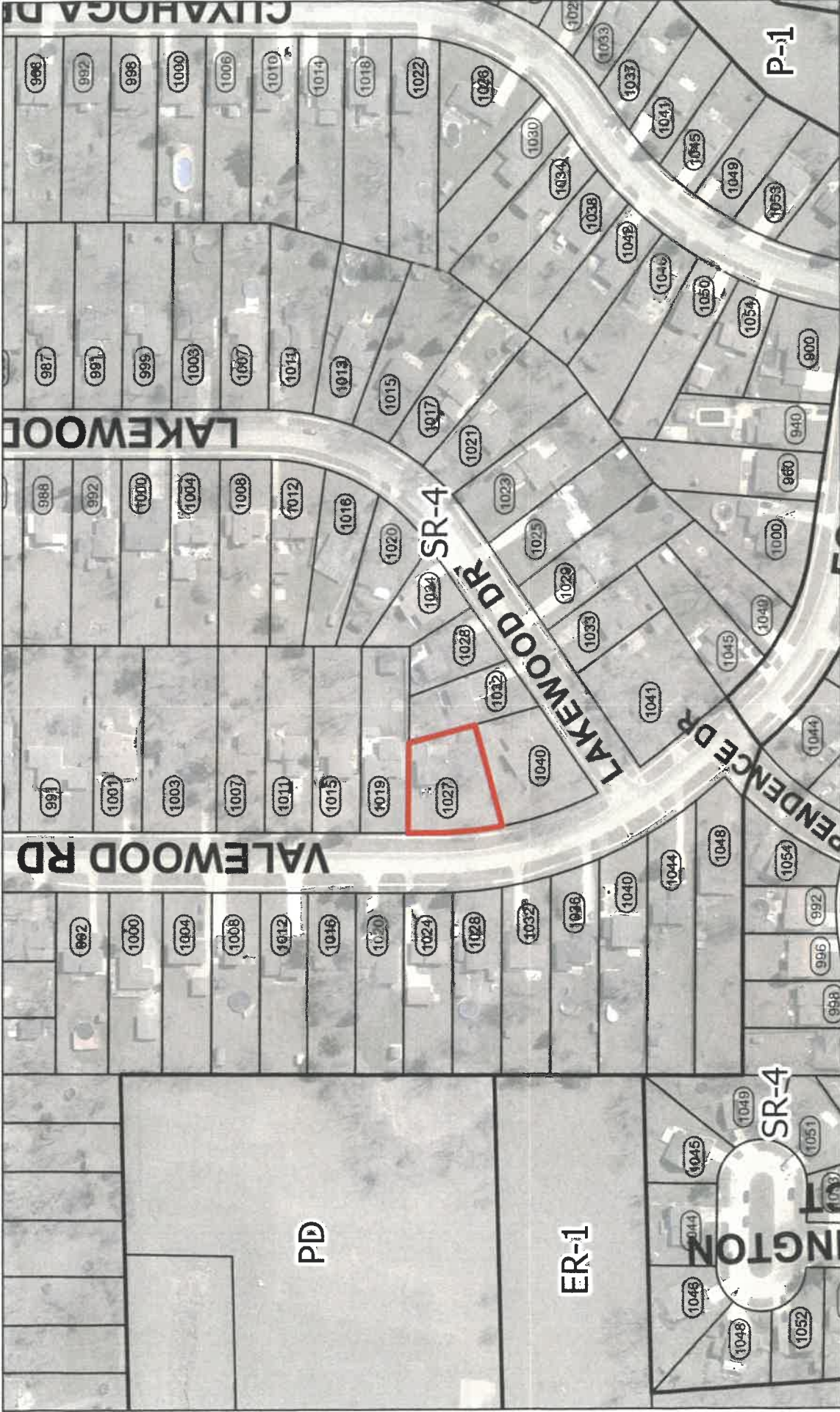
Bartlett, IL 60103

PHONE NUMBER: [REDACTED]

EMAIL: [REDACTED]

SIGNATURE: Judy Ciufu

DATE: 8/16/23



LOCATION MAP

1027 Valewood Road
 DuPage PIN: 0110102021

2023



PROFESSIONALS ASSOCIATED - MM SURVEY CO.

BOUNDARY * ALTA * TOPOGRAPHIC * CONDOMINIUM SURVEYS
7100 NORTH TRIPP AVENUE, LINCOLNWOOD, ILLINOIS

PROFESSIONAL DESIGN FIRM NO. 184 003023

PROFESSIONALS ASSOCIATED
PHONE: (847)-675-3000
FAX: (847)-675-2167
E-MAIL: pa@professionalsassociated.com
www.professionalsassociated.com

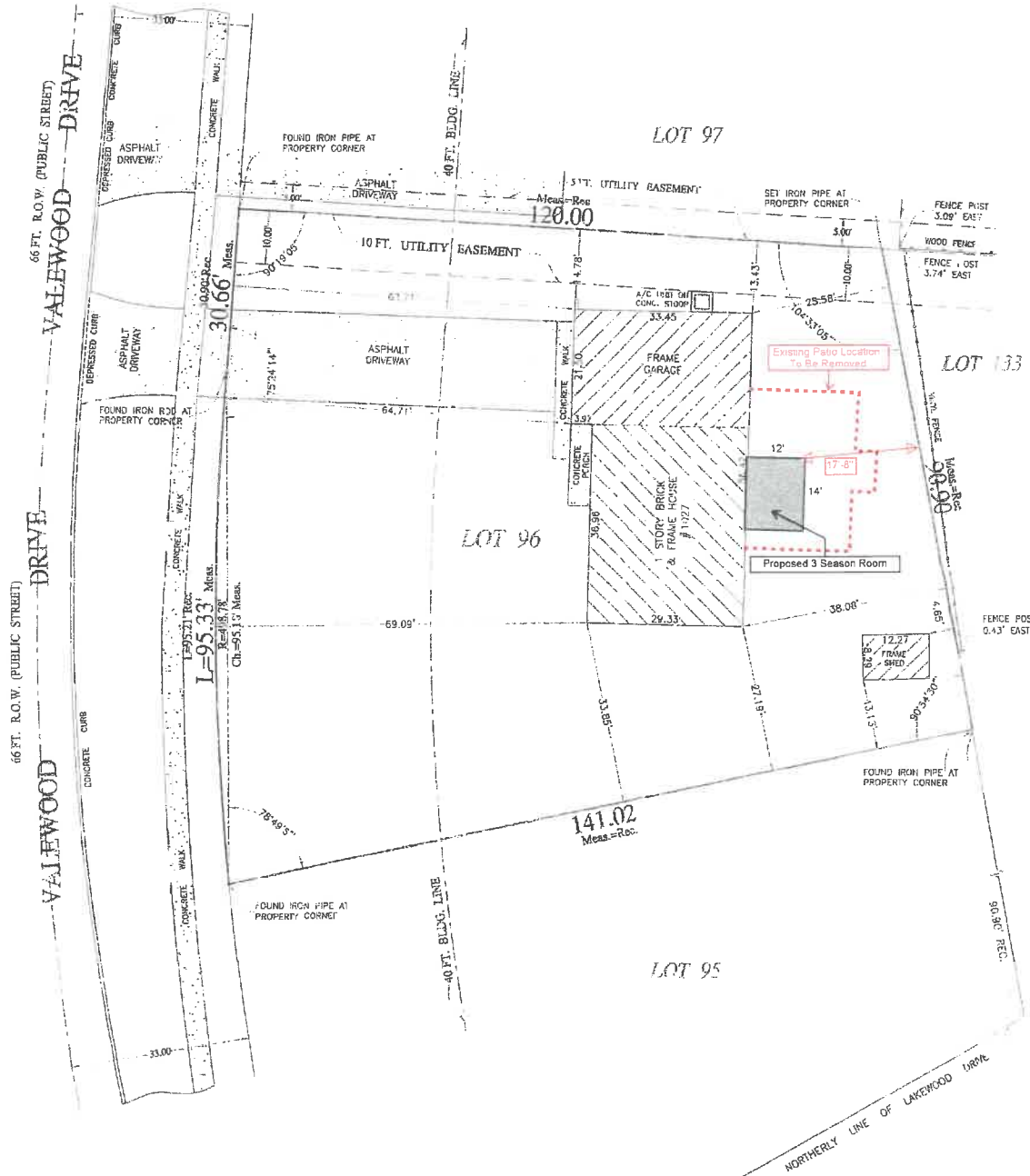
MM SURVEY
PHONE: (773)-282-5900
FAX: (773)-282-9424
E-MAIL: info@MMSurveying.com
www.mmsurveyingchicago.com

PLAT OF SURVEY

OF

LOT 95 IN APPLE ORCHARD COUNTRY CLUB SUBDIVISION OF LOTS 23 TO 48, BOTH INCLUSIVE, AND LOTS 57 TO 136, BOTH INCLUSIVE, IN APPLE ORCHARD RESUBDIVISION UNIT NO. 2, IN SECTIONS 3, 9 AND 10, TOWNSHIP 40 NORTH, RANGE 9, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF SAID RESUBDIVISION RECORDED APRIL 21, 1960 AS DOCUMENT 962422, AND ACCORDING TO THE PLAT OF SAID APPLE ORCHARD COUNTRY CLUB SUBDIVISION RECORDED DECEMBER 15, 1960 AS DOCUMENT 990720, IN DUPage COUNTY, ILLINOIS.

TOTAL LAND AREA = 14,204 sq. ft. = 0.326 acre, more or less
COMMONLY KNOWN AS: 1027 VALEWOOD DR., BARTLETT, IL. 60103



THE LEGAL DESCRIPTION SHOWN ON THE PLAT HEREBY DRAWN IS A COPY OF THE ORDER, AND FOR ACCURACY SHOULD BE COMPARED WITH THE TITLE OR DEED. DIMENSIONS ARE NOT TO BE ASSUMED FROM SCALING. BUILDING LINES AND EASEMENTS ARE SHOWN ONLY WHERE THEY ARE SO RECORDED IN THE MAPS, OTHERWISE REFER TO YOUR DEED OR ABSTRACT

Order No. 105103
Scale: 1 inch = 20 feet.
Date of Field Work: 14 JUNE 2022
Ordered by: KOCINSKI LAW OFFICES, LLC



THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY

THIS SURVEY HAS BEEN ORDERED FOR SURFACE DIMENSIONS ONLY, NOT FOR ELEVATIONS.

THIS IS NOT AN ALTA SURVEY.

COMPARE ALL POINTS BEFORE BUILDING BY SAME AND AT ONCE REPORT ANY DIFFERENCE.

State of Illinois
County of Cook

We, PROFESSIONALS ASSOCIATED - MM SURVEY CO., do hereby certify that we have surveyed the above described property and that, to the best of our knowledge, the plat herein drawn is an accurate representation of said survey.

Date: JUNE 22, 2022
Ed. Domonich LIC. NO. 35-3758
ILL. PROF. LAND SURVEYOR LICENSE EXP. DATE NOV. 30, 2022
DRAWN BY: E.D.M.

PLANNING & DEVELOPMENT SERVICES MEMORANDUM
23-70

DATE: October 10, 2023
TO: Kristy Stone, PDS Director
FROM: Daniel Harper, Village Planner *DH*
RE: **(#23-09) AGI Trucking**

PETITIONER

Triumph Design Build

SUBJECT SITE

Lot 15N – Brewster Creek Business Park Unit 2

REQUESTS

Site Plan
Special Use Permit –Trailer and Semi-Trailer Storage

SURROUNDING LAND USES

	<u>Land Use</u>	<u>Comprehensive Plan</u>	<u>Zoning</u>
Subject Site	Vacant	Industrial	I-2 EDA
North	Office/Warehouse	Industrial	I-2 EDA
South	Office/Warehouse	Industrial	I-2 EDA
East	Office/Warehouse	Industrial	I-2 EDA
West	Office/Warehouse	Industrial	I-2 EDA

CURRENT DISCUSSION

1. The petitioner is requesting a **Site Plan** review for a proposed 15,900 square foot office warehouse facility. The office will consist of 2,500 square feet located on a mezzanine level. The remaining 13,400 square feet will be dedicated to warehouse uses.
2. The site contains thirty-six (36) parking spaces for office and warehouse employees and visitors, which meets zoning ordinance requirements. There are sixty-two (62) trailer and semi-trailer parking spaces. The petitioner is requesting a **special use permit** to allow for outdoor truck trailer and semi-trailer storage.
3. The elevations show a precast warehouse building at twenty-nine feet and three

inches in height (29'-3"). The north side of the building has four (4) drive-in dock doors and two (2) exterior dock doors.

4. The site will be accessed via two (2) curb cuts on Hardt Circle. The southern curb cut serves the employee and visitor parking lot and the northern curb cut serves the truck parking and dock doors of the warehouse.
5. The landscape plan, elevation plan, photometric plan and engineering plans are currently under review 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

General - PDS Team\memos 2023\070_AGL_Trucking_vbc.docx



Triumph Design Build Corp.
425 N. Martingale Road
Suite 1280
Schaumburg, IL 60173

September 5, 2023

President and Board of Trustees
Village of Bartlett
288 S. Main St.
Bartlett, IL 60103

RECEIVED
VILLAGE DEVELOPMENT
SEP 08 2023
VILLAGE OF
BARTLETT

**Re: Development Application
AGI Trucking
Lot 15N
Brewster Creek Business Park
Bartlett, Illinois**

President and Board of Trustees:

Triumph Design Build formally requests Development Application approvals for the new construction of a 15,900 SF Build-to Suit industrial facility for AGI Trucking to be located on Lot 15N consisting of approximately 4.41 acres along Hardt Circle in the Brewster Creek Business Park.

Building construction shall consist of load bearing, smooth form finished precast concrete wall panels with decorative architectural accent reveals. The building requires a Truck & Trailer parking area for the business use. Therefore, we are requesting a Special Use approval for the truck parking area. Decorative staining, prefinished aluminum and tinted glass storefront entries and windows coupled with professional landscape will enhance the building aesthetics. The proposed building design and usage blends nicely with existing buildings located within the Brewster Creek Business Park.

Triumph Design Build greatly appreciates consideration for approval and looks forward to working in your community again.

Sincerely,
Triumph Design Build

Russell Scurto III
Executive Vice President



VILLAGE OF BARTLETT DEVELOPMENT APPLICATION

For Office Use Only
 Case # 23-09
 RECEIVED
 PLANNING & DEVELOPMENT
 SEP 08 2023
 VILLAGE OF
 BARTLETT

PROJECT NAME AGI Trucking - Lot 15N Brewster's Creek

PETITIONER INFORMATION (PRIMARY CONTACT)

Name: Mike Keough - Triumph Design Build

Street Address: 425 Martingale Rd. Suite 1280

City, State: Schaumburg, IL

Zip Code: 60173

Email Address: mike.keough@triumphdb.com

Phone Number: 630-514-4610

Preferred Method to be contacted: 630-514-4610

PROPERTY OWNER INFORMATION

Name: Jeff A Brown - Elmhurst Chicago Stone

Street Address: 400 W. 1st St.

City, State: Elmhurst, IL

Zip Code: 60126

Phone Number: 630-832-4000

OWNER'S SIGNATURE: 

Date: 9/5/23

(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): _____
- Unified Business Center Sign Plan
- Other (please describe) _____
- Text Amendment
- Rezoning _____ to _____
- Special Use for: _____
- Variation: _____

SIGN PLAN REQUIRED? Yes or No 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: Lot 15N Brewster's Creek
Hardt Circle

Property Index Number ("Tax PIN"/"Parcel ID"): 01-04-109-009

Zoning: Existing: I-2 EDA **Land Use:** Existing: Industrial
(Refer to Official Zoning Map)
Proposed: I-2 EDA Proposed: Industrial

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

Acreage: 4.41 Ac

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 Eriksson Engineering
145 Commerce Dr., Suite A, Grayslake, IL 60030
Chris Keppner - ckeppner@eea-ltd.com - 630.296.6254

Other Harris Architects
1475 E. Woodfield Road Suite 925 | Schaumburg, IL 60173
Frank Contine - fcontine@harrisarchitects.com - 847.303.1155 ext 218

FINDINGS OF FACT FOR SITE PLANS

Both the Planning & Zoning Commission and Village Board must decide if the requested Site Plan 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. The proposed use is a permitted use in the district in which the property is located.

Yes

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

Yes

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.

Yes

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

Yes

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)

Yes

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

Yes

FINDINGS OF FACT FOR SPECIAL USES

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.

The proposed use is necessary for AGI Trucking to how they operate their trucking business

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.

The use will not be detrimental the the health, safety, morals, or general welfare of persons working in the vicinity, or be inurious to the property value or improvement in the vicinity.

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.

The special use will conform to the regulations and conditions specified in this title for such use and the stipulation and conditions will be made a part of the authorization granted by the village board of trustees.

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: Mike Keough

PRINT NAME: Mike Keough - Triumph Design Build

DATE: 7/14/23

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: Mike Keough - Triumph Design Build

ADDRESS: 425 Martingale Rd. Suite 1280
Schaumburg, IL 60173

PHONE NUMBER: 630-514-4610

EMAIL: mike.keough@triumphdb.com

SIGNATURE: Mike Keough

DATE: 7/14/23



LOCATION MAP

23-09 AGI Trucking
Brewster Creek Business Park Unit 2 - Lot 15 N
DuPage PINs: 0104109004 & 0104109008



Agenda Item Executive Summary

Item Name Updated Social Media Policy for the Public Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted	N/A
List what fund	N/A		

EXECUTIVE SUMMARY

In 2017, the Village introduced a Social Media Policy for the Public, which established guidelines and comment restrictions for its social media accounts. The policy categorized these accounts as limited public forums, allowing the Village to remove content violating the policy or legal regulations. The updated policy, developed in response to the evolving landscape of social media and legal challenges, aims to provide more precise safeguards while maintaining an open public forum. The Village will regularly revise the policy to reflect the latest legal developments and promptly share updates across relevant platforms. Julie Tappendorf from Ancel Glink is available to address questions about the revisions.

ATTACHMENTS (PLEASE LIST)

Staff Memo, Updated Social Media Policy for the Public

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

Staff: Joey Dienberg, Management Analyst

Date: October 6, 2023

Memorandum

To: Paula Schumacher, Village Administrator
From: Joey Dienberg, Management Analyst
Date: October 6, 2023
Re: Social Media Policy Update

In 2017, the Village implemented a Social Media Policy for the Public, recognizing the growing significance of social networking as a means of communication and transparency. This policy outlined definitions and categorized the accounts as limited public forums, granting the Village the authority to restrict or remove content that violated the policy or legal regulations. Content limitations encompassed prohibitions against libel, harassment, discrimination, solicitation, and political campaigning. Users were explicitly informed that they should not anticipate privacy in their communications, and the Village disclaimed any liability for damages resulting from policy violations. The overarching objective of the policy was to govern the public's use of Village social media accounts, with a strong emphasis on content restrictions and liability disclaimers.

In light of the increasing adoption of social media by various public entities and the emergence of legal challenges, especially concerning the First Amendment, the Village recognized the need for more precise safeguards. Following participation in a webinar addressing this issue, the Village's communications team collaborated with the village attorney to conduct a comprehensive review of the policy and proposed enhancements aimed at safeguarding the Village's interests while preserving an open public forum on the Village's social media platforms.

The updated policy has been made available for your reference, and Julie Tappendorf from Ancel Glink, a specialist in Social Media Policies, is present to address any questions regarding the proposed revisions.

Given the constantly evolving nature of social media, staff will continue to review, and when necessary, revise the policy to incorporate the latest litigation and case law developments. These updates will be promptly shared across all pertinent platforms.

VILLAGE OF BARTLETT
SOCIAL MEDIA COMMENT POLICY FOR THE PUBLIC

I. Applicability

This policy applies to the use of the Village of Bartlett (the “Village”) social media accounts by the Public. This policy does not apply to Village of Bartlett employees, elected officials or individuals that represent the Village, and are governed by the separate Village of Bartlett social media policies.

II. Purpose

The Village understands that social media sites have become a common form of communication among residents, media outlets, and others. Social media sites are online communities of people or organizations that share interests and/or activities and use a wide variety of technology to make the interaction a rich and robust experience, while fostering openness and transparency. Using this technology, the Village has established social media accounts that provide it with the ability to publish news releases, highlight events, as well as other information that supports the goals and mission of the Village, and receive public comment on a variety of Village-related topics.

III. Definitions

Page: The specific portion of a social media account where content is displayed and managed by an individual or individuals with administrator rights.

Comment: A response or reply from a member of the public to a Village social media post or page.

Social Media: Online or app-based platforms that enable users to create and share content or socialize with others using a range of technologies. Examples include but are not limited to Facebook, Twitter, YouTube, LinkedIn, TikTok, and other social media platforms.

Village Social Media Account: Any of the Village’s social media accounts that allow the Village to communicate with the general public.

IV. Limited Public Forum

The Village’s social media accounts are limited public forums. The Village does not make its social media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on Village social media accounts.

V. Comment Moderation

Because communications via the Village’s social media accounts constitute a limited public forum, the Village reserves the right to moderate comments that violate this policy or any applicable law. The Village Administrator and/or her designees, including, without limitation,

the Bartlett Police Department, is/are responsible for monitoring all postings to the Village's social media accounts and pages, and may take appropriate action to remove comments that are not topically related to Village business or Bartlett community matters, or the particular subject being commented upon, or violates this policy.

The Village will remove from its social media accounts comments containing any of the following prohibited content:

1. Any libelous, slanderous, or unlawful comments.
2. Threats of violence against any person.
3. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, sexual orientation or any other protected class.
4. Obscene, pornographic, or sexually explicit images, cartoons, jokes, or content, or links to obscene, pornographic, or sexually explicit images, cartoons, jokes, or content.
5. Solicitations of commerce or industry.
6. Links to outside websites.
7. Content in support of or opposition to political campaigns or ballot measures, or political links.
8. Unlawful conduct or encouragement of illegal activity.
9. Information that may tend to compromise the safety or security of the public or public systems.
10. Content that violates a legal ownership interest of any other party.
11. Spam or links to malware/viruses.

Any comments removed from the Village's social media accounts will be retained by the Village pursuant to a records retention schedule along with a description of the reason the specific content was deleted.

The Village reserves the right to deny access to Village social media accounts for any user who violates this policy, at any time and without prior notice.

VI. No Expectation of Privacy.

Users who enter private or personal information on Village social media accounts do so at their own risk, and the Village is not responsible for any damages resulting from the public

display of, or failure to remove, private or personal information. All communications on the Village's social media accounts are subject to being accessed and reviewed by the Village management without notice and may be viewed publicly and may be disclosed in response to a Freedom of Information Act request. Users should not assume that any such communications are or will remain private.

VII. No Village Endorsement.

A comment posted by a member of the public on any Government social media site is the opinion of the poster only, and publication of a comment does not imply endorsement of, or agreement by, the Government, nor do the comments necessarily reflect the opinions or policies of the Government.

VIII. Disclaimer of Liability.

The Village shall not be responsible for any losses or damages resulting from or relating to any use of the Village's social media accounts which violate this policy. The Village will not be responsible for any damages whatsoever which individuals or entities may suffer arising from or related to their use of any Village social media accounts whether such damages be incidental, consequential or otherwise, or whether such damages include loss of data resulting from delays, non-deliveries, mistaken deliveries, service interruptions or damages to third parties, whether caused by the Village's negligence, errors or omissions. Users must recognize that the use of the Village's social media accounts is a limited public forum and that the policies implementing usage are requirements that mandate adherence. The Village makes no warranties of any kind, whether express or implied, for the Village social media accounts that is the subject of this Policy.

IX. Posting of Policy Serves as Notice to Users.

By posting this Policy on the Village's social media accounts and website, users and visitors to the Village's social media accounts are hereby notified that the intended purpose of the site is to serve as a mechanism for communication of Village news, services, and events, that it is a limited public forum, and of the comment moderation policies as set forth in this social media policy.

This policy and terms of use may be amended from time-to-time, without further notice.



Agenda Item Executive Summary

Item Name 2023 Property Tax Levy Options Committee or Board Committee

BUDGET IMPACT			
Amount:	N/A	Budgeted	\$12,865,537
List what fund	General, Police Pension, Debt Service		
EXECUTIVE SUMMARY			
<p>The Village Board discussed the proposed tax levy at the October 3rd committee meeting and asked that more information be presented at the next committee meeting for additional discussion. There was concern about the estimated increase of 4.35% to the village's portion of the property tax bill due to the increase in the police pension levy amount of \$478,439 to \$2,682,060, up from \$2,203,621. Included in the memo is levy example that would keep the village's portion of the tax bill the same as last year and an example that would increase the village's portion of the tax bill by about 2.38%.</p>			
ATTACHMENTS (PLEASE LIST)			
Finance Memo			

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

Staff: Todd Dowden, Finance Director Date: 10/9/23

Village of Bartlett

Finance Department Memo

2023 - 20

DATE: October 9, 2023

TO: Paula Schumacher, Village Administrator

FROM: Todd Dowden, Finance Director

SUBJECT: 2023 Property Tax Levy Options

The Village Board discussed the proposed tax levy at the October 3rd committee meeting and asked that more information be presented at the next committee meeting for additional discussion. There was concern about the estimated increase of 4.35% to the village's portion of the property tax bill due to the increase in the police pension levy amount of \$478,439 to \$2,682,060, up from \$2,203,621. The total actuarially calculated contribution amount for the year starting May 1, 2023, is \$3,001,235.

Below is a chart showing the proposed 2023 levy that was discussed at the October 3rd committee meeting. The total increase to the prior year levy would be 10.80%. The General Corporate levy increase of \$750,000 is expected to be offset by the addition of taxable assessed value being added due to the closing of the Brewster Creek TIF. The remaining increase would result in an increase to the village portion of the 2023 property tax bills of 4.35% or about \$40 to \$45 for a home with a market value of around \$400,000. The amount to be funded from the General Fund would be \$319,175 for the annual police pension contribution.

Proposed Levy Compared to Prior Year's Approved Levy				
	2023	2022		
	Proposed	Approved	Increase	Percent
	Levy	Levy	(Decrease)	Change
General Corporate	7,269,094	6,519,094	750,000	11.50%
Police Pension	2,682,060	2,203,621	478,439	21.71%
Subtotal	9,951,154	8,722,715	1,228,439	14.08%
Debt Service	2,923,647	2,896,821	26,826	0.93%
TOTAL	12,874,801	11,619,536	1,255,265	10.80%

As you know from our last levy discussion, pension cost increases result from service retirements, salary increases from the latest union agreement, and the rate of investment return. The Village continued to calculate the annual contribution amount based on funding 100% by 2040 even though the state minimum was reduced to 90% by 2040. This is one reason why our funded ratio is above the average. Another thing to consider is that the bond rating agencies have been putting more attention on pension liabilities. The 5/1/2023-4/30/2024 calculated contribution is \$3,001,235. Continuing our funding practices is prudent and it is not recommend making any contribution less than this amount.

The Village philosophy is to use unrestricted fund balance above the policy limits, for non-recurring expenditures. Using the reserves now for the third year to fund the police pension obligations is not consistent with that conservative practice of funding onetime expenses with reserves. Using the general fund reserves for police pensions, is an option, but our reserves are not a refilling bucket. We use general fund reserves mainly for storm water projects/capital projects. The capital improvements plan for years 23-27 has \$4,885,000 coming from the general fund mostly for storm water related projects. Our fund balance policy, unrestricted funds also go to the Municipal Building Fund. For example, this this year's capital budget used Municipal Building funds for HVAC repairs in Village Hall/PD. We could hold to a \$0 using reserves but that does mean that some projects get pushed back to later years. That could possibly put us in a crunch in future years because short of dramatic legislative action on the state level, our pension obligations are not going to go down.

Reserves are there for unexpected events, for example when we had to take down all the ash trees because the emerald ash borer infestation 6 or 7 years ago, we removed and replanted the trees using reserve funds, you don't plan for that kind of expense, but we had the capacity to do so because we did not ride our reserves at the bottom limit. The most recent example is the collapse of the Munger Road Culvert. It is going to be almost \$500,000. We have been lucky the pandemic was unexpected but we adjusted spending and received federal relief money.

On the next page is a second chart showing the 2023 levy with no increase to the police pension levy. The village portion of the property tax bill would not see a significant increase due to the added taxable property from the closing of the Brewster Creek TIF. The amount to be funded from the General Fund would be \$797,614 for the annual police pension contribution. This will keep the village's portion of the property tax bill the same as last year.

Proposed Levy Compared to Prior Year's Approved Levy

	2023	2022		
	Proposed	Approved	Increase	Percent
	Levy	Levy	(Decrease)	Change
General Corporate	7,269,094	6,519,094	750,000	11.50%
Police Pension	2,203,621	2,203,621	0	0.00%
Subtotal	9,472,715	8,722,715	750,000	8.60%
Debt Service	2,923,647	2,896,821	26,826	0.93%
TOTAL	12,396,362	11,619,536	776,826	6.69%

The chart below is showing the 2023 levy with an increase of \$250,000 to the police pension levy. The village portion of the property tax bill would see an increase of about \$20 to \$25 for a home with a market value of around \$400,000. The amount to be funded from the General Fund would be \$547,614 for the annual police pension contribution.

Proposed Levy Compared to Prior Year's Approved Levy

	2023	2022		
	Proposed	Approved	Increase	Percent
	Levy	Levy	(Decrease)	Change
General Corporate	7,269,094	6,519,094	750,000	11.50%
Police Pension	2,453,621	2,203,621	250,000	11.34%
Subtotal	9,722,715	8,722,715	1,000,000	11.46%
Debt Service	2,923,647	2,896,821	26,826	0.93%
TOTAL	12,646,362	11,619,536	1,026,826	8.84%

Below is the General Fund financial policy on unrestricted fund balance. The preliminary unrestricted General Fund balance at 4/30/23 was \$19,305,293.

General Fund

Unrestricted Fund balance shall be equal to:

- 25-35% of expenditures (emergency needs), plus
- Average annual increase in corporate property tax levy (cash flow needs), plus
- Average annual current liabilities at fiscal year-end (cash flow needs), plus
- Cumulative balance in stormwater account, plus
- Cumulative balance in Centennial 2076 account, plus
- Any assignment of fund balance for specific projects or purposes as approved by the Village Board.

If the unrestricted balance falls below the minimum, a plan will be developed to return to the minimum balance within a reasonable period of time. Unrestricted balance above the minimum may be used for non-recurring expenditures. Any unrestricted balance above the maximum will be used for non-recurring expenditures or transferred to the Municipal Building Fund for construction, renovation, and major maintenance and repairs to village buildings.

The 23/24 General Fund budgeted Expenditures is \$30,493,039 including transfers out. We have been using \$1,500,000 for average liabilities at year end. In the 1996 budget, an annual amount of \$50,000 was added to the levy for the stormwater account. This amount has not been increased and there is no balance in the account due to annual costs exceeding \$50,000. The 23-27 capital improvement plan had \$4,885,000 coming from the General Fund for the 24/25, 25/26, 26/27 years for mostly stormwater related projects. Considering these projects, we would be about \$2,248,000 over the fund balance policy.