

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

## DEVELOPMENT COMMITTEE

**Monday, August 9, 2021**  
**7:00 P.M. - Council Chambers**

### AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
  - A. July 12, 2021
3. Public Participation
4. Items for Consent
  - A. **Short-Term Home Rentals** – Following comments from AirBnB owners, Staff developed revisions to Ordinance No. 21-O-0019 that satisfies both Staff and the property owners.
  - B. **Scannell Properties Industrial Phase II** – Scannell Properties requests Final Development Plan approval to construct its second speculative warehouse/distribution facility in the DuPage Business Center.
5. Items for Discussion
  - A. **Scannell Properties Downtown Apartments Conceptual Review** – On July 22, 2021, Finance Committee approved a conceptual finance plan for development of mixed-use multi-family apartments on Blocks 3 and 4 near the downtown. Representatives from Scannell, who focus on apartment development will present their latest site and building plans for conceptual review and discussion.
6. Unfinished Business
7. New Business
8. Reports from Staff
9. Adjournment

**Draft**

## **MINUTES**

### **DEVELOPMENT COMMITTEE**

**July 12, 2021 7:00 P.M.**

**1. Call to Order, Roll Call, and Establishment of a Quorum.**

Alderman Stout called the meeting to order at 7:00 p.m.

Roll call found Aldermen James Beifuss, Melissa Birch Ferguson, Christine Dettmann, Matt Garling, John Jakabscin, Jayme Sheahan and Rebecca Stout present.

Also in attendance was Community Development Director, Tom Dabareiner.

**2. Approval of Minutes.**

**A. May 10, 2021.**

**Alderman Beifuss moved and Alderman Dettman seconded a motion to approve the minutes. Voting Aye: Aldermen Beifuss, Birch Ferguson, Dettman, Jakabscin, Sheahan and Stout. Voting to Abstain: Alderman Garling. Voting Nay: 0.**

**3. Public Participation. None.**

**4. Items for Consent.**

- A. Zoning Text Amendment** – Creates a use that allows for non-profit/religious food trucks with the purpose of delivering healthy food options to people and areas of town where it may be challenging to acquire such food.

**Alderman Birch Ferguson moved, and Alderman Sheahan seconded the motion to approve Item 4. A. Voting Aye: Aldermen Beifuss, Birch Ferguson, Dettmann, Garling, Jakabscin, Sheahan and Stout. Voting Nay: 0.**

**5. Items for Discussion.**

- A. Aspen Ventures Townhouses** – On January 11 this year, Development Committee members were given the chance to review and discuss the desirability of townhomes on Block Two, consistent with the Central-Main Street Redevelopment Plan

Update. Since then staff and attorneys have worked on a sales agreement and redevelopment agreement. Also, a parking alignment to satisfy St. Vincent de Paul was achieved and already approved by City Council. The agreements need to be reviewed and recommended for City Council approval.

A staff update was provided by Tom Dabareiner. This item was first presented to the Committee on January 11, 2021 by Aspen Ventures Group where it was well received. The proposal includes the construction of 8 townhomes on Block Two at the corner of High Street and Center Street. This is the first step in bringing the City's Central-Main Street Redevelopment Plan to fruition. A development agreement was prepared to manage the land sale and development. Two of the main components are that 1) the land is provided to the developer at no charge and 2) \$175,000 will be paid to the developer to cover the gap in development costs. This is an eligible TIF expense. Legal notice needs to be published 10 days in advance of the City Council meeting. This would mean the item would not be discussed until the Council's August meeting.

Alderman Garling asked if the 10 days are required because the land is being given at no charge, and Mr. Dabareiner confirmed this is why. Alderman Dettman asked if anyone from the public objected to the project. Mr. Dabareiner replied that no one has. At that time the project was first proposed, the meeting took place online due to pandemic restrictions. The developer has provided three pages of renderings of the project design elements in tonight's packet. The City is making the design part of the agreement so as to have a say in the final design. The townhomes planned for this area are consistent with what was proposed in the Central-Main Street Redevelopment Plan. Aspen Ventures is working on detailed plans for submittal.

Alderman Stout stated that this project is in keeping with what they asked for, and it is going to start the ball rolling in garnering more interest in downtown redevelopment. This is a step in the right direction.

Alderman Beifuss stated the elevations look good. He asked about the current price point and square footage. Tom Dabareiner stated they would run from \$325 K to \$350 K. He did not recall the square footage, but stated the townhomes will have quality finishes. Alderman Beifuss asked about the parking spaces for St. Vincent DePaul, and Mr. Dabareiner said they met with them and agreed to four spaces, which would allow for parallel parking along the north side of the alley.

Alderman Garling stated that he is still hesitant to use TIF funds for this project. He said he believes the money should be saved for a time other than now when it is a "hot housing market." Tom Dabareiner stated that Aspen Ventures has been good about keeping their price point the same even though the price of lumber has gone up significantly. The financial gap relates to what is considered to be a reasonable range for return on investment, which is between 7.5% to 8%.

Alderman Jakabscin indicated that at a previous meeting with the developer, they stated they had some movement on price and can lower it if needed to move inventory. Mr. Dabareiner commented that the developer has indicated they believe all the townhomes will be sold before the first unit has been built.

Alderman Beifuss stated that he lives in this neighborhood and his neighbors are concerned they build something of high quality to retain property values and to visually enhance the area. He said he thinks these look like nice townhomes. However, he shares some of the concerns about using the TIF money. He asked if there are provisions in this agreement that would protect the City if not completed. Tom Dabareiner replied that this is included in the agreement and a letter of credit will also be required as standard procedure. Alderman Stout pointed out which section of the agreement provides for protection against developer default and she added she does not have concerns about using TIF funds as this project will spur even more development, which will, in turn, earn them even more money back on their initial investment. They have been waiting many years to get this project going. It is not such a substantial amount, and it will set the tone for the rest of the development. Tom Dabareiner indicated staff is working with an apartment developer at this time as well, and a financial gap exists for that project, too. No developer wants to do the work and not meet his or her rate of return. Alderman Beifuss stated that they should move forward with this, but reiterated his concern about use of the TIF funds.

**Alderman Birch Ferguson moved, and Alderman Dettman seconded a motion to approve Item for Discussion A. Voting Aye: Aldermen Beifuss, Birch Ferguson, Dettman, Jakabscin, Sheahan and Stout. Voting Nay: Garling.**

**B. De-TIF/Re-TIF of Downtown TIF District** – With the Aspen Ventures Group townhouse agreements being processed and financing discussions concluding on a downtown apartment building (to be presented first to Finance Committee before the conceptual plans are presented to Development Committee), Kane McKenna and Associates proposed to conduct the needed study to De-TIF and Re-TIF portions of the existing Downtown TIF. The costs are estimated at a not-to-exceed amount of \$45,500.00. Resolution No. 21-R-0056 would authorize the Mayor to sign the contract.

Tom Dabareiner updated the members about this Item. He explained the City is nearing the end of the current downtown TIF, and given what is planned for the downtown redevelopment, they have an opportunity to start fresh with a new TIF and to capture the increment year after year for the 23-year life of the TIF. Alderman Stout asked Mr. Dabareiner to explain what a TIF is, and Mr. Dabareiner did so.

Alderman Jakabscin asked about Kane McKenna and Associates. Mr. Dabareiner replied that they are one of the premiere three companies in the State that do this type of work. They are a well-known firm that has been advising the City throughout the process of the



townhome and apartment developments. Alderman Beifuss asked about the addresses given in the written Agreement sent by Kane McKenna to the City. Discussion ensued between Mr. Dabareiner and Aldermen Beifuss and Stout as to the boundaries of the TIF area, and it was determined the streets identified in the Letter of Agreement need to be updated to the correct street names. Mr. Dabareiner stated it is important to begin the De-TIF/Re-TIF as soon as possible to prevent loss of the tax increment they could be gaining.

Alderman Garling asked about the Rte. 59 boundary of the TIF area, and Mr. Dabareiner stated the Agreement attempts to only outline the area in question, but the ultimate boundaries will be defined once the new TIF is established. Alderman Garling asked which boundaries they are considering, and Mr. Dabareiner replied that that will be determined in the study performed by the consultant. However, the areas to be redeveloped with new townhomes and apartments need to be included. Once redevelopment happens, there will be a ripple effect as there will be more people shopping, more businesses, etc. The consultant has to do the calculations to make sure the new TIF meets State law, and then they will propose the boundaries.

Alderman Jakabscin stated the consultant needs to revise the Agreement and bring it back for approval. Alderman Stout said that they should not hold this up for another month if they are going to green light new development and then lose the potential for tax increment. Mr. Dabareiner indicated they need to have the new TIF in place before the developer can begin. There are two changes that need to be made to the Agreement and that can happen quickly and before the next City Council meeting.

Alderman Garling stated he does not understand the sense of urgency if they have been waiting for four years already. Mr. Dabareiner replied that what is different is that the developer is ready to start. Alderman Garling stated that as a council member he has a responsibility to his constituents to spend their money wisely. His concern is that the Agreement seems to state a new TIF is a foregone conclusion that the conclusion will be a new TIF versus the other local financing options outlined in step 5 of the Agreement. He does not think it is prudent to spend taxpayer money without taking it step by step. He would rather have them redraft the Agreement and complete Task 1 first and then come back to see if a new TIF is economically viable. Discussion followed by Aldermen Garling and Stout and Mr. Dabareiner about the TIF, including State requirements for analysis and the pressing timeframe.

Alderman Dettman stated that you could lose money by delaying things. She pointed to the example of the West Chicago business park where it was delayed for a long time but now it is finally booming. She is new to this and she does not disagree with some of the previous points made, but she would like to see this move forward.

Alderman Beifuss asked how many years the TIF would run. Tom Dabareiner stated that it is 23 years, but they would not need all of that time to reimburse themselves for the

townhomes. One of the things they try to balance is if the TIF will generate enough money for the projects. Alderman Beifuss asked what area they foresee for the TIF, and if it would start at Rte. 59. Mr. Dabareiner replied that he does not know the specifics but that it seems to him everything east of City Hall has already been built. However, the consultant needs to make that determination. Alderman Beifuss asked at what points the consultant would report. Mr. Dabareiner replied that they would be reporting to staff throughout. Staff could bring reports to this Committee as they proceed through the process. Alderman Beifuss stated the members like to be informed about the scope of projects and how they are progressing. Mr. Dabareiner agreed.

Alderman Jakabscin stated that based on the expertise of staff and the changes already agreed upon to be made to the Agreement, he sees no reason to not move this forward to Council. Alderman Garling asked if the TIF study needs to be completed in the next 3 to 4 months if the developers want to break ground this fall, and Mr. Dabareiner said yes.

Alderman Birch Ferguson stated that this is something they need to spend money on, which is a task that they cannot perform themselves. As examples, the City hired experts to perform the Strategic Plan and the Comprehensive Plan. The price seems appropriate for the work this consultant will be doing. She indicated they need to get started as soon as possible.

Alderman Garling asked if a timeline could be added to the Agreement to ensure the work gets done by fall. Mr. Dabareiner stated Kane McKenna could probably estimate a timeframe. Alderman Beifuss asked if the different taxing bodies would need to approve a new TIF plan, and Mr. Dabareiner said yes. Alderman Beifuss stated they will need to have a finance tool in place before any development is to begin and to continue façade grants, etc. He expressed concern about the consultant incorrectly identifying the area to be studied. He asked more questions regarding the area. Alderman Stout said that the purpose of the study is to identify the new area of the TIF. Once the minor changes to the Letter of Agreement are made, and with the understanding that they will provide regular reports on the process, the City needs to move forward. Alderman Jakabscin agreed. Alderman Beifuss stated that Kane McKenna knows what they are doing as they have worked with them before.

**Alderman Birch Ferguson moved, and Alderman Jakabscin seconded a motion to approve Item for Discussion B. Voting Aye: Aldermen Beifuss, Birch Ferguson, Dettman, Jakabscin, Sheahan and Stout. Voting Nay: Garling.**

## **6. Unfinished Business.**

Alderman Beifuss asked for an update on regular checking of potential lighting glare, especially at commercial properties usually in the fall & winter. Tom Dabareiner reported that the inspectors worked one evening to assess this last winter, and they will do the same for this upcoming season. The businesses contacted were very cooperative in rectifying the

lighting violations as needed.

7. **New Business.** None.
8. **Reports from Staff.** None.
9. **Adjournment.**

**Alderman Birch Ferguson moved, and Alderman Beifuss seconded the motion to adjourn the Development Committee meeting at 7:53 p.m. Voting Aye: Aldermen Beifuss, Birch Ferguson, Dettman, Garling, Jakabscin, Sheahan and Stout. Voting Nay: 0.**

Respectfully submitted,

Jane Burke

## CITY OF WEST CHICAGO

### DEVELOPMENT COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Text Amendment, App. A. Art. VI, Sec. 6.28 (Short Term Home Rentals)

Ordinance No. 21-O-0019

AGENDA ITEM NUMBER: 4.A.

FILE NUMBER: \_\_\_\_\_

COMMITTEE AGENDA DATE: Aug. 9, 2021

COUNCIL AGENDA DATE: \_\_\_\_\_

STAFF REVIEW: Tom Dabareiner, AICP

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR: Michael Guttman SIGNATURE \_\_\_\_\_

**ITEM SUMMARY:**

City Council members voted in favor of a Zoning Ordinance Text Amendment (Ord. No. 21-O-0002) on March 15, 2021, to allow Short Term Home Rentals, sometime commonly referred to as Airbnb or VRBO rentals. Following its passage, several Short Term Home Rental owners raised concerns about elements of the regulations that in some cases conflicted with the Airbnb/VRBO rules. Staff met with five of the owners to better understand Airbnb/VRBO requirements and explain the goals of the City's ordinance. The meeting was extremely productive and Staff drafted amendments to the original ordinance. In a follow-up meeting there was strong consensus that the amendments would work for both the owners and the City. The amendments include:

- Removing the inspection requirement while assuring that the Airbnb/VRBO requirements of installation of carbon monoxide and smoke detectors are met. Appliances shall be installed per manufacturer requirements and HVAC units shall be inspected at least annually by a trained professional.
- Allow one-night stays in locations where the owner is on the premises throughout the stay. Also, reducing the minimum number of nights to two-night stays when the owner is not on the premises. Stays longer than 30 days require participation in the City's Rental Registration Program (a couple of owners are already Rental Program Registrants).
- Requiring the owner to obtain the name and phone number of the primary guest only, which is information they are allowed to gather as part of the Airbnb/VRBO program.
- Emergency plans shall be accessible to the guests.

At their August 3<sup>rd</sup> meeting, members of the Plan Commission voted unanimously (4-0, with two absent and one recusal) in support of the Text Amendment.

**ACTION PROPOSED:**

Discuss and recommend approval of the Zoning Ordinance Text Amendment to Sec. 6.28.

**COMMITTEE RECOMMENDATION:**

Pc: Red-lined version of the text amendment  
Draft Ordinance & PC Report

**Proposed Text Amendments to Appendix A (Zoning Code)  
of the Code of Ordinances of the City of West Chicago  
Short-Term Home Rentals**

**Underline = New Text; ~~Strikethrough~~ = Deleted Text**

Section 6.28 (Short-Term Home Rentals), Article VI (Zoning Districts Generally), Appendix A, of the Code of Ordinances of the City of West Chicago shall be amended as follows:

*Section 6.28. - Short-Term Home Rentals.*

- (A) *A Short-Term Home Rental shall be the owner-occupied dwelling where the Short-Term Home Rental Owner has the deed to the property and where the Short-Term Home Rental Owner resides at least 183 days every calendar year.*
- (B) *A Short-Term Home Rental Owner may not have more than one (1) Short-Term Home Rental within the corporate limits of the City of West Chicago.*
- (C) *A Short-Term Home Rental Owner shall use a Short-Term Home Rental Hosting Platform to market and make the Short-Term Home Rental with the Short-Term Home Rental Guest.*
- (D) *All Short-Term Home Rentals shall comply with the applicable life safety codes of the City of West Chicago. It will be the obligation of the Short-Term Home Rental Owner to determine whether the property complies with the City's life safety codes prior to advertising the Short-Term Home Rental's availability on a Short-Term Home Rental Hosting Platform. It shall be the responsibility of the Short-Term Home Rental Owner to ensure the following items are complied with:*
  - a. A smoke detector shall be installed on every level of the home and outside each sleeping area and shall be tested once a month. Batteries in said smoke detector shall be replaced at least once a year, if the model requires it.*
  - b. A carbon monoxide detector shall be installed in the hallway of the home near the sleeping areas.*
  - c. All appliances in the Short-Term Home Rental have been installed according to the manufacturer's instructions and building codes.*
  - d. Heating systems, including chimneys and vents, shall be inspected and serviced annually by a trained professional annually to check for blockages, corrosion, partial and complete disconnections.*



**e. Establish an emergency plan for the Short-Term Home Rental that is accessible to all guests. Such plan should include two egress routes in every room as well as the contact information for the City emergency services. The plan should also include a meeting spot at a safe distance from the Short-Term Home Rental for Guests to meet in the event of an emergency evacuation.**

(E) The minimum rental period for a Short-Term Home Rental shall be no less than ~~three~~ **(3) two (2)** consecutive nights **when the Short-Term Home Rental Contract specifies that the entire dwelling may be rented.** Prima facie evidence that a rental satisfies the ~~three-two~~ night minimum requirement shall be the per-night rental amount listed on the Short-Term Rental Hosting Platform, multiplied by **two (2)** ~~three (3)~~. Short-Term Home Rentals shall not be discounted to avoid the ~~two~~ **three**-night minimum requirement. **There shall be no minimum rental period for a Short-Term Home Rental when the Short-Term Home Rental Contract includes the rental of one (1) bedroom in the dwelling and the Short-Term Home Rental Owner is on the premises during the rental period. No Short Term Home Rental may be used by a Short-Term Home Rental Guest for and no** more than thirty (30) consecutive days. **Rentals longer than thirty (30) days shall require the submission of an application for a Residential Rental Property license.** A Short-Term Home Rental shall not be used by the same Short-Term Home Rental Guest consecutively.

(F) Prior to advertising the Short-Term Home Rental on a Short-Term Home Rental Hosting Platform, the Short-Term Home Rental Owner shall obtain a Short-Term Home Rental License from the City of West Chicago. A Short-Term Home Rental Owner shall submit an application for a Short-Term Home Rental License on a form prepared by and available from the Zoning Administrator. The application shall require the identity of the Short-Term Home Rental Owner including permanent address, telephone number, a secondary emergency contact person's name, address and telephone number, and the identity of and contact information for the Short-Term Home Rental Hosting Platform to be utilized.

~~**(G) Prior to the issuance of a Short-Term Home Rental License, the Short-Term Home Rental shall be inspected by the City of West Chicago and found to be in compliance with the City's life safety codes.**~~

~~(G)~~ (H) The Short-Term Home Rental License shall remain effective for a period of twelve (12) months and be subject to twelve (12) month renewals thereafter. Short-Term Home Rental Licenses shall not run with the land and are not transferrable.

~~(H)~~ (I) A copy of the Short-Term Home Rental License shall be posted in a conspicuous location in the Short-Term Home Rental.

(I) ~~(J)~~ Each initial Short-Term Home Rental License and renewal thereof shall be subject to the applicable fees specified in the Fee Schedule contained in Appendix G of the West Chicago Municipal Code.

(J) ~~(K)~~ Short-Term Home Rentals shall be permitted in all Residential Zoning Districts when located in a single-family detached dwelling. Short-Term Home Rentals shall require a Special Use Permit when located in a single-family attached dwelling, such as a townhome, or in a two-family dwelling unit. Short-Term Home Rentals are prohibited in condominium units and apartment units.

(K) ~~(L)~~ Each Short-Term Home Rental shall contain bedrooms, as defined by Section 7-26 of Chapter VII of the West Chicago Code of Ordinances, to accommodate the overnight stay of each Short-Term Home Rental Guest. Short-Term Home Rentals shall allow a maximum occupancy of two (2) persons per bedroom, but in no event shall there be more than ten (10) persons at any one time within the Short-Term Home Rental dwelling.

(L) ~~(M)~~ Utilizing a Short-Term Home Rental solely for the purpose of hosting a party is prohibited.

(M) ~~(N)~~ All Short-Term Home Rentals shall be subject to a Short-Term Home Rental Contract identifying the names, addresses, and telephone numbers of the Short-Term Home Rental Owner, the name and phone number of the Short-Term Home Rental Guests, and the Short-Term Home Rental Hosting Platform. The Short-Term Home Rental Owner or the Short-Term Home Rental Hosting Platform shall be responsible for determining the identification information, and the accuracy of that information, of the Short-Term Home Rental Guests. The Short-Term Home Rental Contract shall require that the Short-Term Home Rental Guests include a copy of their drivers' licenses, exclusive of the drivers' license numbers, which may be redacted, or other state issued I.D.

(N) ~~(O)~~ The Short-Term Home Rental Owner shall provide a copy of the Short-Term Home Rental Contract to the City of West Chicago if requested by a representative of the West Chicago Police Department, based upon a disturbance complaint or other complaint of criminal activity occurring at the Short-Term Home Rental property during the term the of Short-Term Home Rental Contract.

(O) ~~(P)~~ The Short-Term Home Rental Contract shall require that all parking for the Short-Term Home Rental be contained on a paved surfaced, entirely on the property of the Short-Term Home Rental. No off-site nor on-street parking shall be permitted overnight.



## **ORDINANCE NO. 21-O-0019**

### **AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WEST CHICAGO – APPENDIX A ARTICLE VI OF THE ZONING CODE RELATING TO SHORT-TERM HOME RENTALS**

WHEREAS, on March 15, 2021, the City Council approved Ordinance 21-O-0002, a Zoning Text Amendment to permit and regulate the use of Short-Term Home Rentals; and

WHEREAS, following the adoption of this ordinance, the City Council received feedback from existing Short-Term Home Rental owners regarding the new regulations; and

WHEREAS, the City Council directed staff to draft an amendment to the Short-Term Home Rental regulations based upon input from the Short-Term Home Rental owners; and

WHEREAS, the proposed amendment still meets the intent of the original Short-Term Home Rental regulations; and

WHEREAS, provisions related to public safety remain in place; and

WHEREAS, the City Council believes it is in the best interest of the City to amend the regulations of Short-Term Home Rentals; and

WHEREAS, Notice of Public Hearing on said text amendment was published in the Daily Herald on or about July 19, 2021, as required by the ordinances of the City of West Chicago and the statutes of the State of Illinois; and

WHEREAS, a Public Hearing was conducted by the Plan Commission/Zoning Board of Appeals of the City of West Chicago on August 3, 2021 pursuant to said Notice; and

WHEREAS, at the Public Hearing all interested parties had an opportunity to be heard; and

WHEREAS, the corporate authorities of the City of West Chicago have received the recommendation of the Plan Commission/Zoning Board of Appeals which contains specific findings of fact, pursuant to Recommendation No. 21-RC-0009, a copy of which is attached hereto as Exhibit “A” which is, by this reference, made a part hereof.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of West Chicago, Du Page County, Illinois, in regular session assembled, as follows:

Section 1. That Section 6.28 (Short-Term Home Rentals), Article VI (Zoning Districts Generally), Appendix A, of the Code of Ordinances of the City of West Chicago shall be amended as follows:

- (A) A Short-Term Home Rental shall be the owner-occupied dwelling where the Short-Term Home Rental Owner has the deed to the property and where the Short-Term Home Rental Owner resides at least 183 days every calendar year.
- (B) A Short-Term Home Rental Owner may not have more than one (1) Short-Term Home Rental within the corporate limits of the City of West Chicago.
- (C) A Short-Term Home Rental Owner shall use a Short-Term Home Rental Hosting Platform to market and make the Short-Term Home Rental with the Short-Term Home Rental Guest.
- (D) All Short-Term Home Rentals shall comply with the applicable life safety codes of the City of West Chicago. It will be the obligation of the Short-Term Home Rental Owner to determine whether the property complies with the City's life safety codes prior to advertising the Short-Term Home Rental's availability on a Short-Term Home Rental Hosting Platform. **It shall be the responsibility of the Short-Term Home Rental Owner to ensure the following items are complied with:**
- a. **A smoke detector shall be installed on every level of the home and outside each sleeping area and shall be tested once a month. Batteries in said smoke detector shall be replaced at least once a year, if the model requires it.**
  - b. **A carbon monoxide detector shall be installed in the hallway of the home near the sleeping areas.**
  - c. **All appliances in the Short-Term Home Rental have been installed according to the manufacturer's instructions and building codes.**
  - d. **Heating systems, including chimneys and vents, shall be inspected and serviced annually by a trained professional annually to check for blockages, corrosion, partial and complete disconnections.**
  - e. **Establish an emergency plan for the Short-Term Home Rental that is accessible to all guests. Such plan should include two egress routes in every room as well as the contact information for the City emergency services. The plan should also include a meeting spot at a safe distance from the Short-Term Home Rental for Guests to meet in the event of an emergency evacuation.**
- (E) The minimum rental period for a Short-Term Home Rental shall be no less than ~~three~~ **(3) two (2) consecutive nights when the Short-Term Home Rental Contract specifies that the entire dwelling may be rented.** Prima facie evidence that a rental satisfies the ~~three-two~~ night minimum requirement shall be the per-night rental amount

listed on the Short-Term Rental Hosting Platform, multiplied by ~~two (2)~~ **three (3)**. Short-Term Home Rentals shall not be discounted to avoid the ~~two~~ **three**-night minimum requirement. **There shall be no minimum rental period for a Short-Term Home Rental when the Short-Term Home Rental Contract includes the rental of one (1) bedroom in the dwelling and the Short-Term Home Rental Owner is on the premises during the rental period. No Short Term Home Rental may be used by a Short-Term Home Rental Guest for and no** more than thirty (30) consecutive days. **Rentals longer than thirty (30) days shall require the submission of an application for a Residential Rental Property license.** A Short-Term Home Rental shall not be used by the same Short-Term Home Rental Guest consecutively.

(F) Prior to advertising the Short-Term Home Rental on a Short-Term Home Rental Hosting Platform, the Short-Term Home Rental Owner shall obtain a Short-Term Home Rental License from the City of West Chicago. A Short-Term Home Rental Owner shall submit an application for a Short-Term Home Rental License on a form prepared by and available from the Zoning Administrator. The application shall require the identity of the Short-Term Home Rental Owner including permanent address, telephone number, a secondary emergency contact person's name, address and telephone number, and the identity of and contact information for the Short-Term Home Rental Hosting Platform to be utilized.

~~(G) Prior to the issuance of a Short-Term Home Rental License, the Short-Term Home Rental shall be inspected by the City of West Chicago and found to be in compliance with the City's life safety codes.~~

~~(G)~~ (H) The Short-Term Home Rental License shall remain effective for a period of twelve (12) months and be subject to twelve (12) month renewals thereafter. Short-Term Home Rental Licenses shall not run with the land and are not transferrable.

~~(H)~~ (I) A copy of the Short-Term Home Rental License shall be posted in a conspicuous location in the Short-Term Home Rental.

~~(I)~~ (J) Each initial Short-Term Home Rental License and renewal thereof shall be subject to the applicable fees specified in the Fee Schedule contained in Appendix G of the West Chicago Municipal Code.

~~(J)~~ (K) Short-Term Home Rentals shall be permitted in all Residential Zoning Districts when located in a single-family detached dwelling. Short-Term Home Rentals shall require a Special Use Permit when located in a single-family attached dwelling, such

as a townhome, or in a two-family dwelling unit. Short-Term Home Rentals are prohibited in condominium units and apartment units.

(K) ~~(L)~~ Each Short-Term Home Rental shall contain bedrooms, as defined by Section 7-26 of Chapter VII of the West Chicago Code of Ordinances, to accommodate the overnight stay of each Short-Term Home Rental Guest. Short-Term Home Rentals shall allow a maximum occupancy of two (2) persons per bedroom, but in no event shall there be more than ten (10) persons at any one time within the Short-Term Home Rental dwelling.

(L) ~~(M)~~ Utilizing a Short-Term Home Rental solely for the purpose of hosting a party is prohibited.

(M) ~~(N)~~ All Short-Term Home Rentals shall be subject to a Short-Term Home Rental Contract identifying the names, addresses, and telephone numbers of the Short-Term Home Rental Owner, the **name and phone number of the** Short-Term Home Rental Guests, and the Short-Term Home Rental Hosting Platform. The Short-Term Home Rental Owner or the Short-Term Home Rental Hosting Platform shall be responsible for determining the identification information, and the accuracy of that information, of the Short-Term Home Rental Guests. The Short-Term Home Rental Contract shall require that the Short-Term Home Rental Guests include a copy of their drivers' licenses, exclusive of the drivers' license numbers, which may be redacted, or other state issued I.D.

(N) ~~(O)~~ The Short-Term Home Rental Owner shall provide a copy of the Short-Term Home Rental Contract to the City of West Chicago if requested by a representative of the West Chicago Police Department, based upon a disturbance complaint or other complaint of criminal activity occurring at the Short-Term Home Rental property during the term of the Short-Term Home Rental Contract.

(O) ~~(P)~~ The Short-Term Home Rental Contract shall require that all parking for the Short-Term Home Rental be contained on a paved surface, entirely on the property of the Short-Term Home Rental. No off-site nor on-street parking shall be permitted overnight.

Section 2. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

Section 3. That this Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Alderman Beifuss \_\_\_\_\_

Alderman Chassee \_\_\_\_\_

Alderman Sheehan \_\_\_\_\_

Alderman Brown \_\_\_\_\_

Alderman Hallett \_\_\_\_\_

Alderman Dettman \_\_\_\_\_

Alderman Birch-Ferguson \_\_\_\_\_

Alderman Dimas \_\_\_\_\_

Alderman Swiatek \_\_\_\_\_

Alderman Garling \_\_\_\_\_

Alderman Stout \_\_\_\_\_

Alderman Short \_\_\_\_\_

Alderman Jakabcsin \_\_\_\_\_

Alderman Morano \_\_\_\_\_

APPROVED as to form: \_\_\_\_\_  
City Attorney

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
City Clerk Nancy M. Smith

PUBLISHED: \_\_\_\_\_

## EXHIBIT “A”

### RECOMMENDATION # 21-RC-0009

TO: The Honorable Mayor and City Council

SUBJECT: PC 21-08  
Zoning Text Amendment for the regulations of Short-Term Home Rentals.

DATE: August 3, 2021

DECISION: The motion to approve the amendment was approved by a vote of four (4) “yes” and zero (0) “no”.

#### RECOMMENDATION:

After a review of the proposed text amendment as presented, members of the Plan Commission/Zoning Board of Appeals find that the proposed amendment does not pose a threat to the health, safety and welfare of the community. It is the Commission’s opinion that the proposed amendment will be beneficial to the City of West Chicago.

The amendment is in keeping with the purpose of the Zoning Code. The Plan Commission is of the opinion that this proposed amendment will protect, promote, and improve the public health, safety, morals, convenience, order, appearance, prosperity and the general welfare of the citizens of West Chicago community.

Respectfully submitted,

Barbara Laimins  
Chairperson

#### VOTE:

For  
Laimins  
Hale  
Devitt  
Kasprak

Against

Abstain  
Billingsley

Absent  
Henkin  
Banasiak

## CITY OF WEST CHICAGO

### DEVELOPMENT COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Final Development Plan  
595 Innovation Drive  
Scannell Properties #371

Resolution No. 21-R-0069

**AGENDA ITEM NUMBER:** 4.B.

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** Aug. 9, 2021

**COUNCIL AGENDA DATE:** \_\_\_\_\_

**STAFF REVIEW:** Tom Dabareiner, AICP

**SIGNATURE** \_\_\_\_\_

**APPROVED BY CITY ADMINISTRATOR:** Michael Guttman

**SIGNATURE** \_\_\_\_\_

**ITEM SUMMARY:**

Scannell Properties #371 requests Final Development Plan approval to allow construction of a speculative industrial building, along with related site improvements, at 595 Innovation Drive in the DuPage Business Center. This is the second phase of a two-phase effort, with the construction for Phase 1 at 555 Innovation Drive completed.

The new building is 250,000 square feet and is designed to host up to four tenants. The building will be cross-docked with truck docks facing Roosevelt Road to the north as well as the property to the south. Extensive landscaping will be installed along both Roosevelt Road and the south property line to screen these docks from adjacent public view.

In accordance with the Intergovernmental Agreement (IGA) with the DuPage Airport Authority (DAA), both the DAA and City shall approve any development proposal within the DBC that meets requirements. The DAA Board approved the Final Development Plan at its June 28, 2021 meeting.

The attached draft Resolution references specific site plans and building elevations for the proposed development. The terms of the IGA require the City Council to approve the final development plan (and any amendments thereto) if it is in conformance with all of the controlling documents (the City's Airport Zoning District regulations and the DAA's Minimum Design Standards). City staff acknowledges that the proposed development plans comply.

**ACTION PROPOSED:**

Consideration of the Final Development Plan for 595 Innovation Drive.

**COMMITTEE RECOMMENDATION:****ATTACHMENTS:**

Draft Resolution  
Plans and Elevations



## RESOLUTION NO. 21-R-0069

### A RESOLUTION APPROVING THE FINAL DEVELOPMENT PLAN FOR SCANNELL PROPERTIES #371, 595 INNOVATION DRIVE DUPAGE BUSINESS CENTER

WHEREAS, the City Council of the City of West Chicago shall consider proposed development within the DuPage Business Center to determine compliance with the applicable codes and ordinances of the City of West Chicago; and,

WHEREAS, the DuPage Airport Authority conditionally approved the final development plan for the Greco DeRosa Investment Group development by Resolution 2021-2457 on June 28, 2021; and,

WHEREAS, the City Council of the City of West Chicago has determined that the proposed Final Development Plan for the Scannell Properties #371 development does comply with the applicable codes and ordinances of the City of West Chicago.

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled as follows:

Section 1. That the Final Development Plan for the Scannell Properties #371 development is hereby approved in accordance with the following plans, attached hereto as Exhibit "A":

1. The Site Plan prepared by Spaceco, Inc. dated May 28, 2021 with a last revision date of July 2, 2021.
2. The Landscape Plans prepared by Kathryn Talty Landscape Architecture dated May 19, 2021 with a last revision date of July 23, 2021.
3. The Building Elevations prepared by Ware Malcomb Architects, Inc. dated June 29, 2021.

Section 2. That all resolutions, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, expressly repealed.

Section 3. That this Resolution shall be in full force and effect from and after its adoption and approval as provided by law.

APPROVED this \_\_\_\_ day of \_\_\_\_\_ 2021.

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Mayor Ruben Pineda

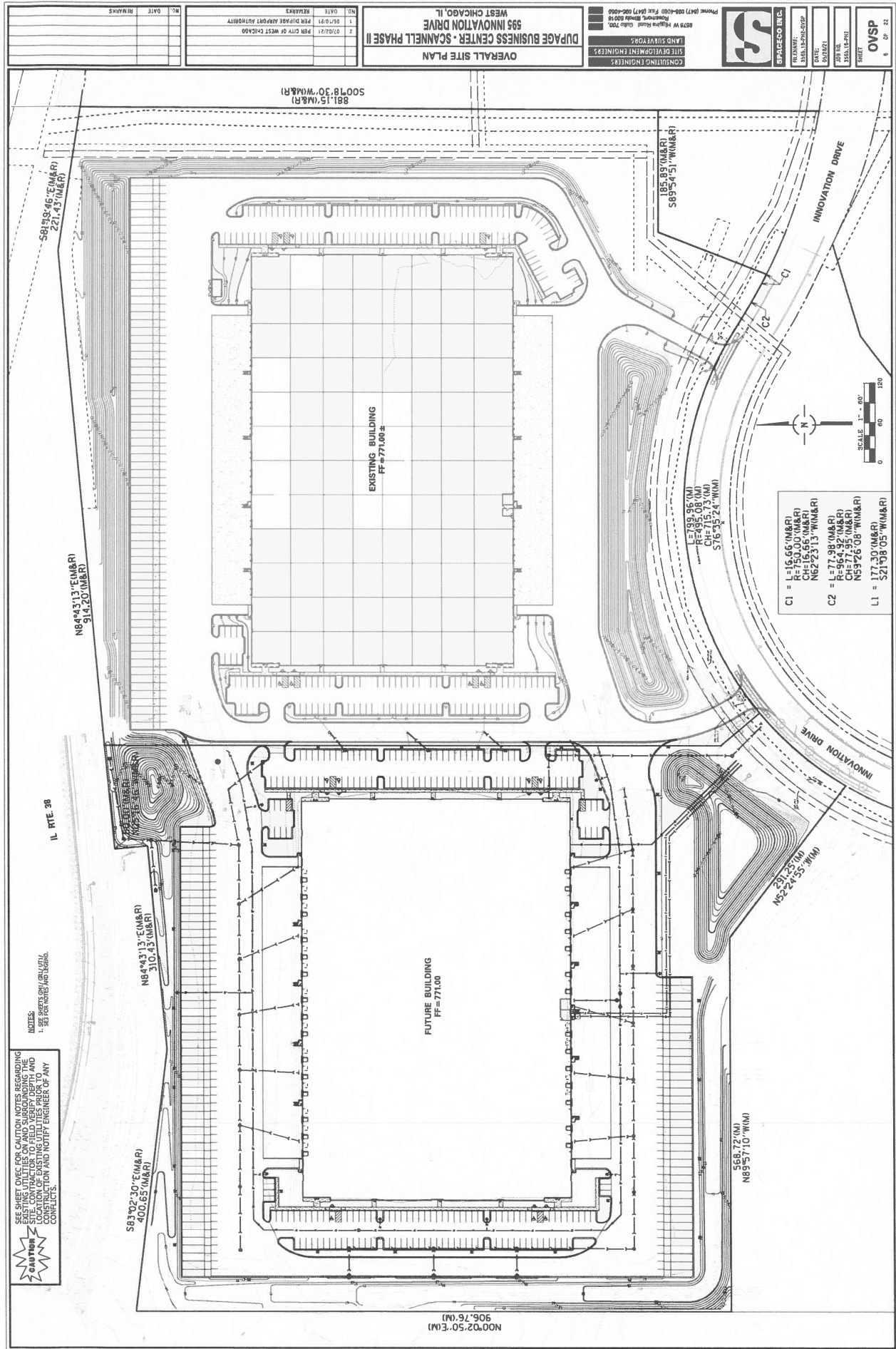
ATTEST:

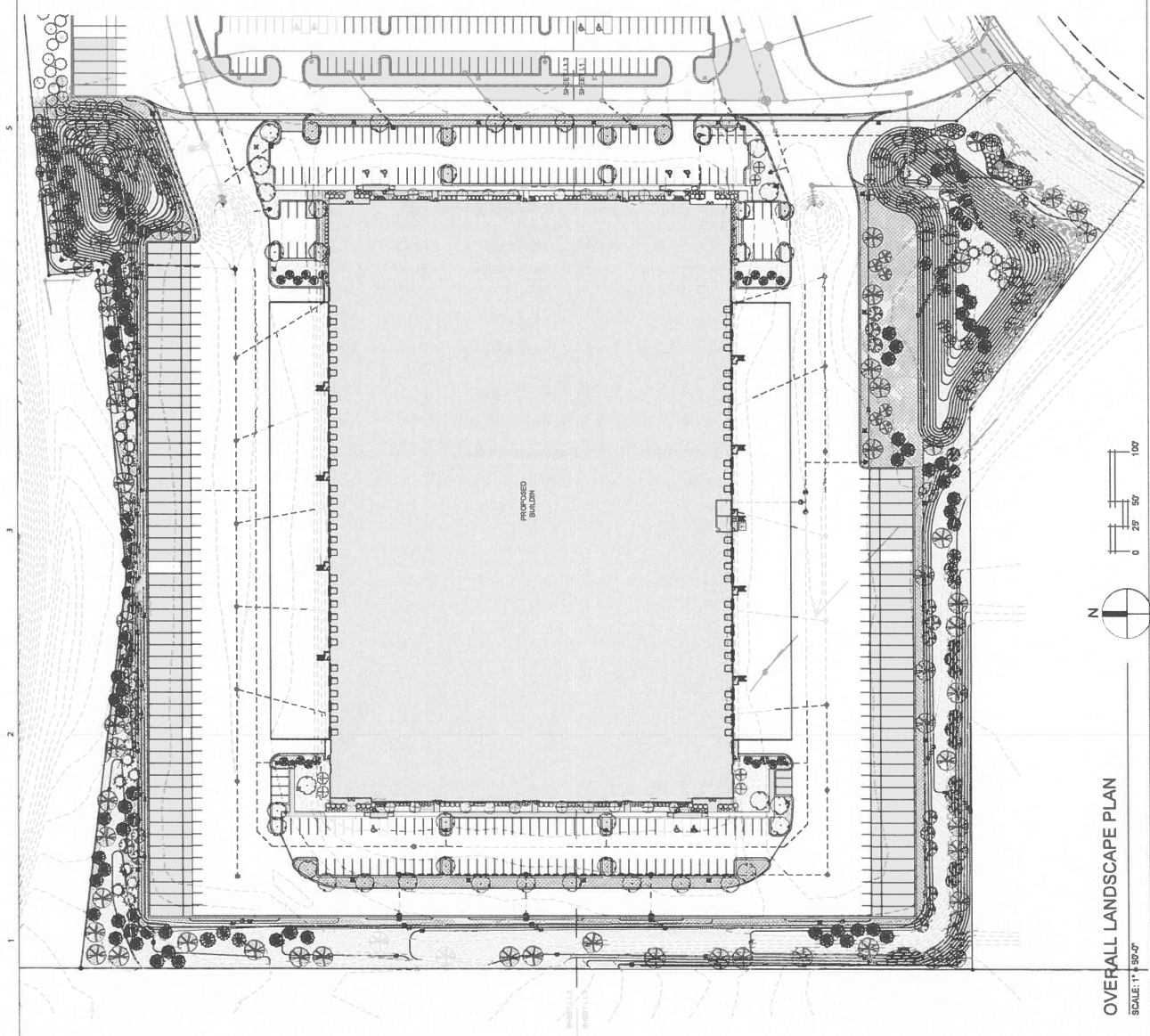
\_\_\_\_\_  
City Clerk Nancy M. Smith

Exhibit “A”

(insert Site Plan, Landscape Plans, and Building Elevation Plan here)

# Exhibit "A"





**PLANT KEY**

SPADE TREE

ORNAMENTAL TREE

EVERGREEN TREE

**SEED MIX & CRANDED TREATMENT KEY**

NAIVE PRAIRIE SEED MIX (1.0000 SF)

Area to be seeded with Naive Prairie Seed Mix - control with an erosion control blanket.

TULIP - NO-MOW SEED (0.125 SF)

All areas of restoration, not designated to be planted or mulched are to be seeded with no-mow seed grass seed and covered with an erosion control blanket.

SOO (4.125 SF)

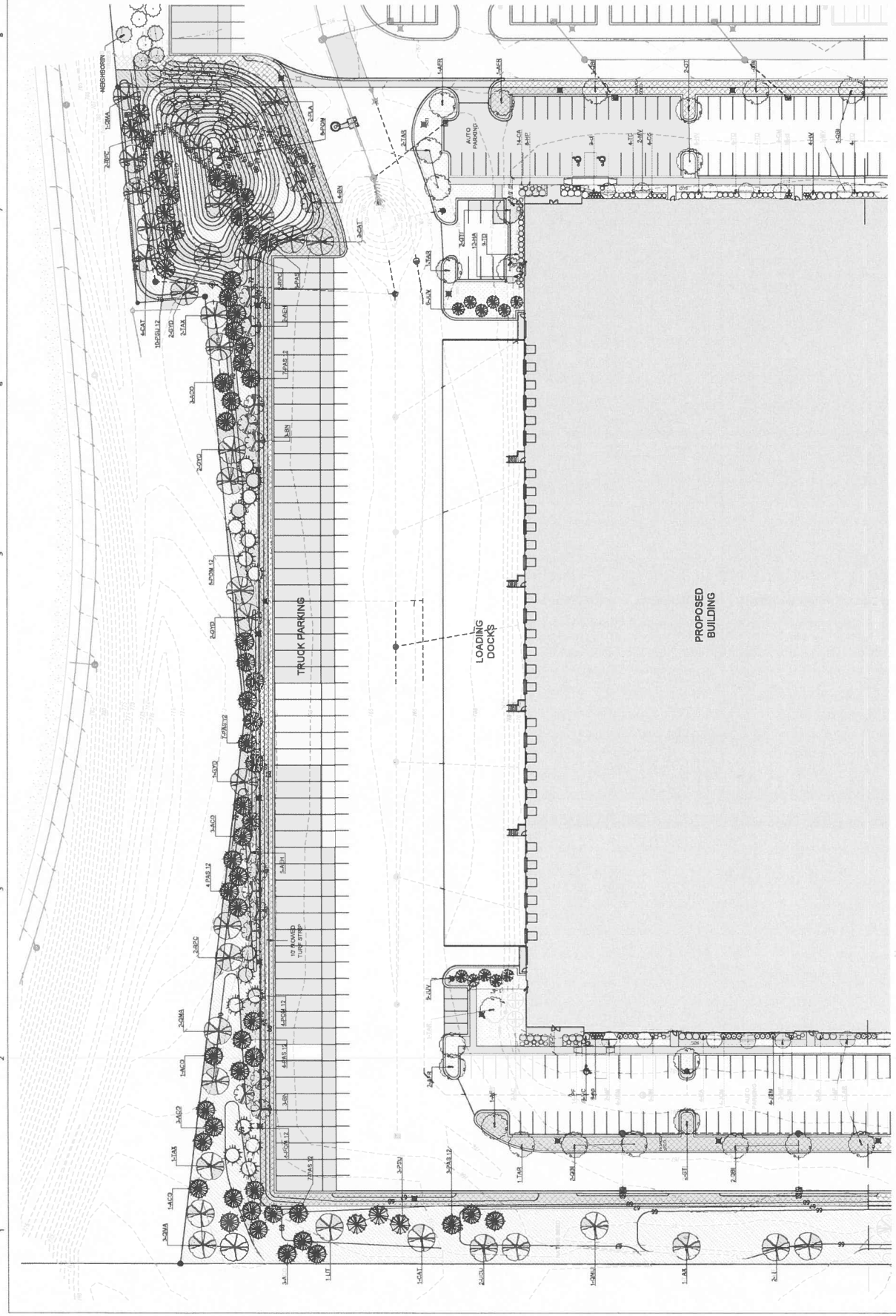
All designated areas to be seeded with repeating landscape seed. Repeating seed.

**NOTE:** All pathways along the public R.O.W. is to be seeded.

All other areas disturbed by construction activities, including areas back, to be restored with no-mow grass seed and covered with an erosion control blanket.

**LANDSCAPE REQUIREMENT TABLE**

PARKWAY - 14 LF (EXCLUSIVE OF CURB CUTS)	3
EXISTING TREES PROVIDED	1
PARKING AREA INTERIOR - 300 CAR PARKING STALLS	10
TREES REQUIRED (1.25 STALLS)	12
TREES PROVIDED IN CONTIGUOUS ISLANDS	18
FRONT & EXTERIOR YARDS - 1,125 LF	17
SHRUBS REQUIRED (1.100)	17
ORANGE EVERGREEN TREES REQUIRED (1.100)	17
SHRUBS PROVIDED	17
SHRUBS REQUIRED (1.100)	17
SHRUBS PROVIDED	17
REAR & SIDE YARDS - 1,807 LF	22
TREES REQUIRED (1.100)	22
TREES PROVIDED	22
EXTENSION - N/A	
EXTENSION - N/A	
EXTENSION - N/A	
EXTENSION - N/A	



LANDSCAPE PLAN - NORTH

SCALE: 1" = 50' 0"



PROPOSED BUILDING

LOADING DOCKS

TRUCK PARKING

PROPOSED FACILITY  
INNOVATION DRIVE  
WEST CHICAGO, IL

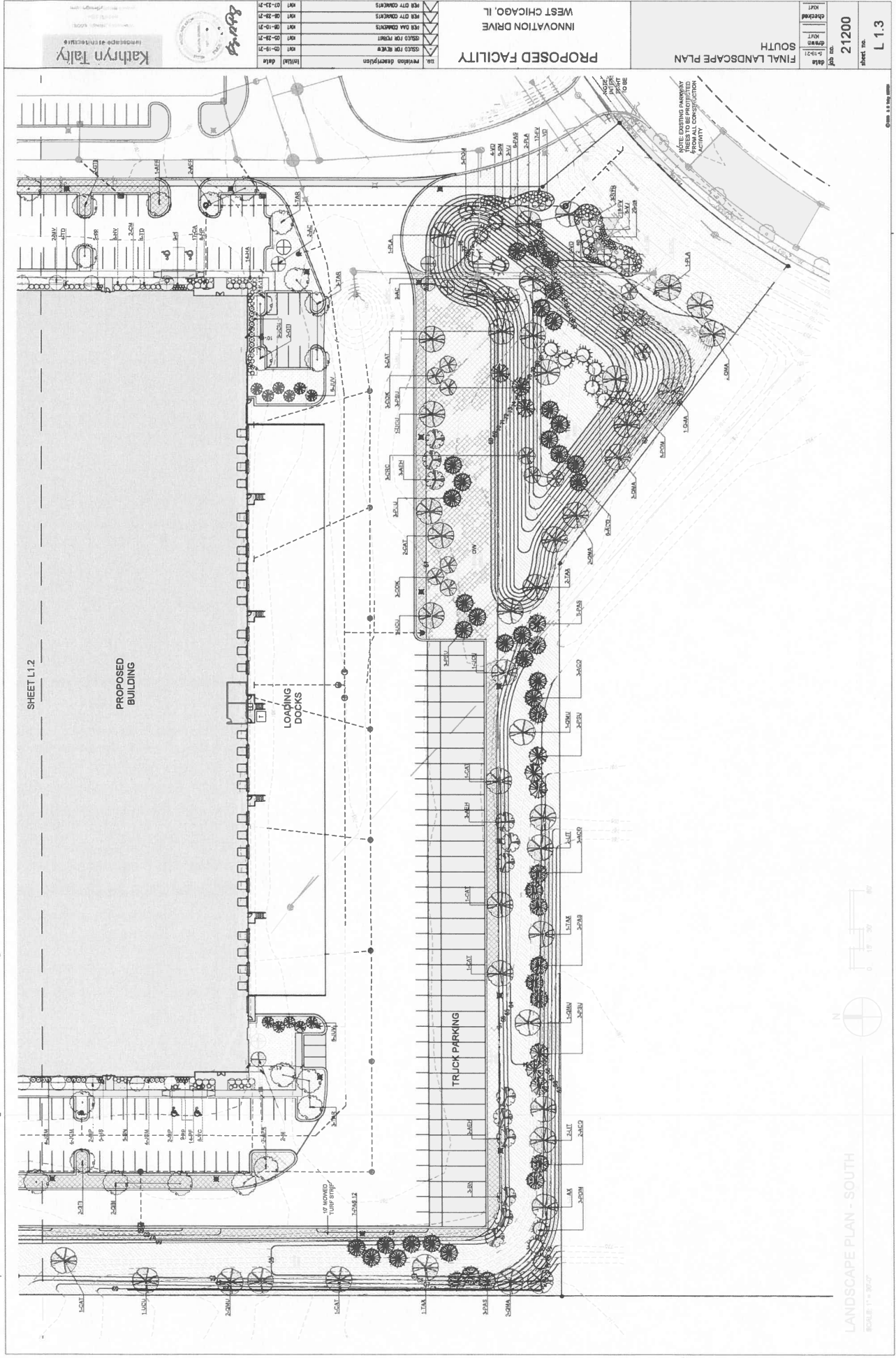
FINAL LANDSCAPE PLAN  
NORTH

DATE: 12-15-21  
BY: [Signature]  
21200  
L 1.2

NO.	REVISION DESCRIPTION	INITIALS	DATE
01	ISSUED FOR REVIEW	KAT	09-15-21
02	ISSUED FOR REVIEW	KAT	09-29-21
03	ISSUED FOR REVIEW	KAT	09-29-21
04	ISSUED FOR REVIEW	KAT	09-29-21
05	ISSUED FOR REVIEW	KAT	09-29-21
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100	ISSUED FOR REVIEW	KAT	09-29-21

Kathryn Talty  
10 Independence Street, Suite 100  
West Chicago, Illinois 60185  
Phone: 708.441.1111  
Email: k.talty@kathryntalty.com





SHEET U12

PROPOSED BUILDING

LOADING DOCKS

TRUCK PARKING

LANDSCAPE PLAN - SOUTH

SCALE: 1" = 30'-0"



FINAL LANDSCAPE PLAN

SOUTH

PROPOSED FACILITY

INNOVATION DRIVE  
WEST CHICAGO, IL

NO.	REVISION DESCRIPTION	DATE	INITIALS
01	ISSUED FOR REVIEW	05-19-21	KAT
02	FOR COMMENTS	05-19-21	KAT
03	FOR COMMENTS	05-19-21	KAT
04	FOR COMMENTS	05-19-21	KAT
05	FOR COMMENTS	05-19-21	KAT

Kathryn Talty  
LANDSCAPE ARCHITECTURE



PROJECT NO.	21200
SHEET NO.	L1.3
DATE	05-19-21
DESIGNED BY	KAT
CHECKED BY	KAT



GENERAL CONSTRUCTION NOTES

- [illegible]

### PLANTING SPECIFICATION FOR NATIVE AREAS

- [illegible]

### PLANTING NOTES FOR NATIVE AREAS

1. REFER TO LANDSCAPE DRAWINGS FOR LIMITS OF NATIVE AREAS
2. REQUIRED PLANT MATERIAL OR SEED SHALL SATISFY AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS AND BE WATERED AND MULCHED PER CONSTRUCTION DOCUMENTS.
3. CONTRACTOR RESPONSIBLE FOR THE MAINTENANCE ALL PLANT MATERIAL WITHIN NATIVE AREAS AS SPECIFIED BY THE LANDSCAPE ARCHITECT FOR THE PERIOD OF GUARANTEE.
4. ALL PLANT MATERIAL WITHIN NATIVE AREAS TO HAVE A 1 YEAR GUARANTEE PERIOD. CONTRACTOR LANDSCAPE ARCHITECT ISSUING "SUBSTANTIAL COMPLETION".
5. METAL BORDERS (12" X 12") TO BE INSTALLED AT 10' SPACINGS AROUND ALL NATIVE AREAS STATING "NATIVE PLANTING DO NOT MOVE".
6. ALL WORK AND OPERATIONS SHALL COMPLY WITH ALL APPLICABLE ALL APPLICABLE LOCAL, STATE AND FEDERAL CONSERVATION LAWS.

**Lowenthal Press Book Co.**

[illegible]

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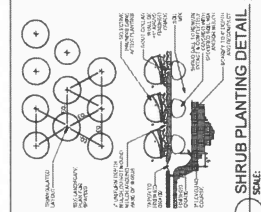
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PROPOSED FACILITY  
INNOVATION DRIVE  
WEST CHICAGO, IL

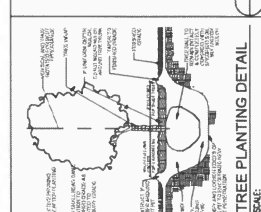
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LANDSCAPE NOTES	date	21200	sheet no.	L 2.1
MASTER PLANT LIST	04-15-21			
PLANTING SPECIFICATIONS	drawn			
DETAILS	NOT			
	checked			
	NOT			

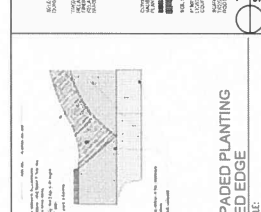
GROUND COVER DETAIL



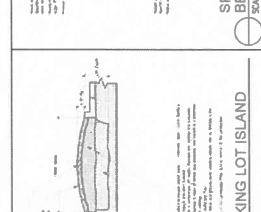
SCALE:  
SHRUB PLANTING DETAIL



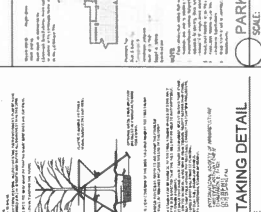
### FREE PLANTING DETAIL



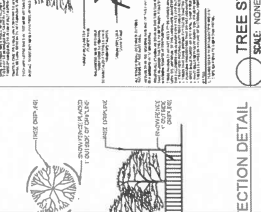
## EDGE



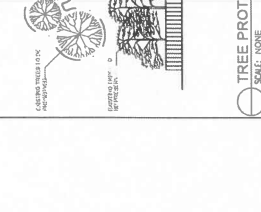
GLT ISLAND



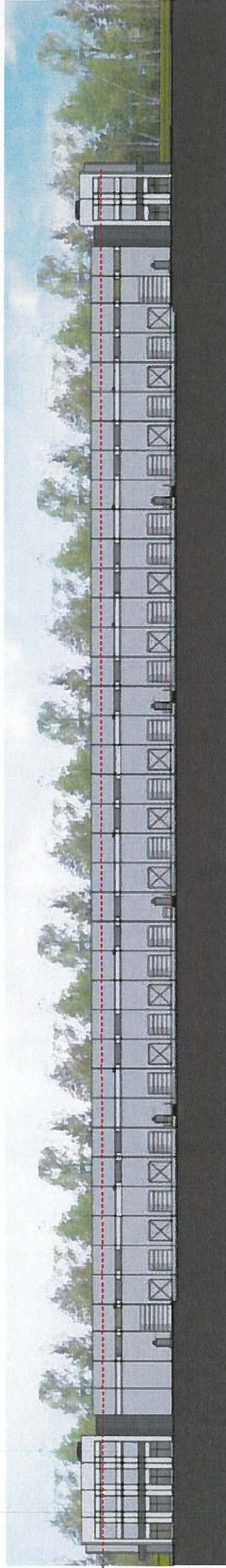
### WORKING DETAIL



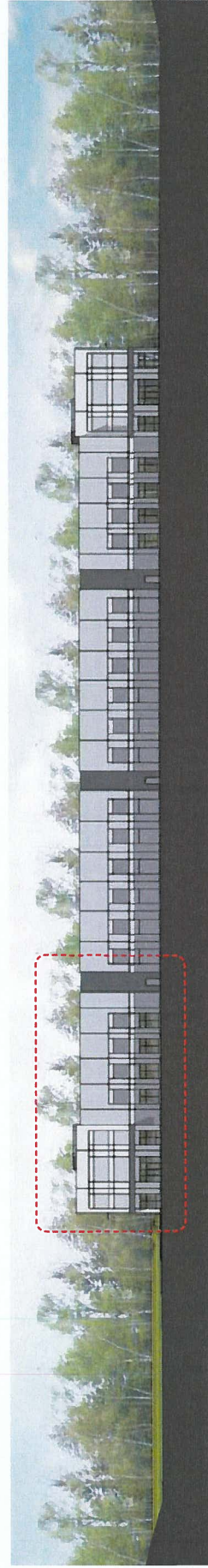
TION DETAIL



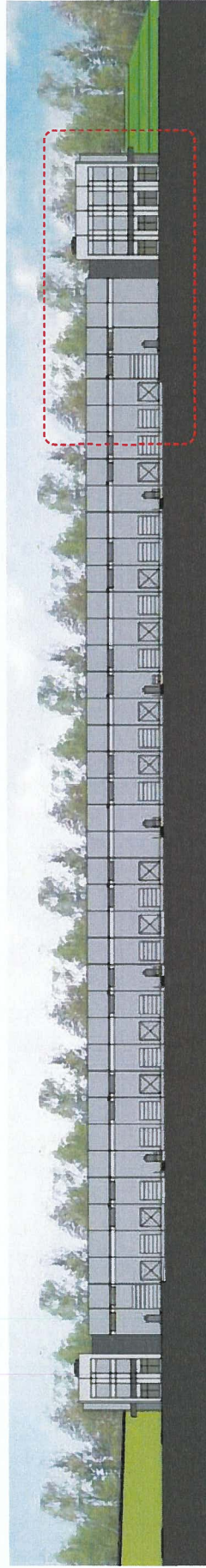
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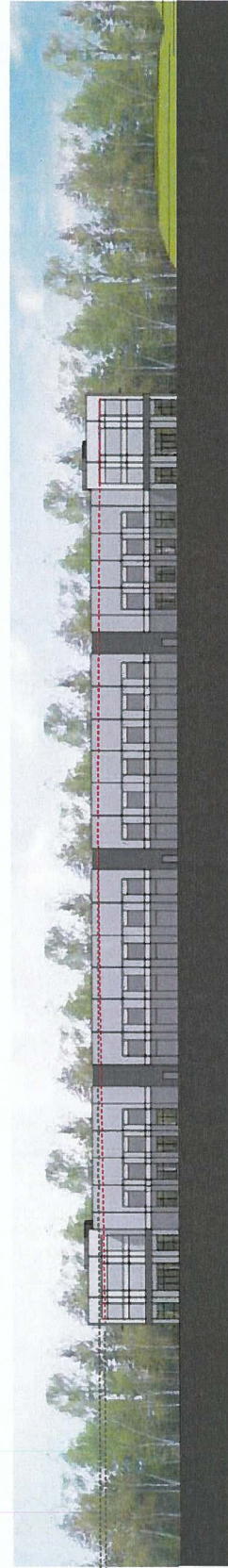
North Conceptual Elevation - N.T.S.



East Conceptual Elevation - N.T.S.



South Conceptual Elevation - N.T.S.



West Conceptual Elevation - N.T.S.



## CITY OF WEST CHICAGO

### DEVELOPMENT COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Scannell Downtown Apartments / Concept Review

**AGENDA ITEM NUMBER:** 5. A.

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** Aug. 9, 2021

**COUNCIL AGENDA DATE:** \_\_\_\_\_

**STAFF REVIEW:** Tom Dabareiner, AICP

**SIGNATURE** 

**APPROVED BY CITY ADMINISTRATOR:** Michael Guttman

**SIGNATURE** \_\_\_\_\_

Scannell Properties, an international commercial real estate developer, is best known in West Chicago for its warehouse/distribution facility in the DuPage Business Center. However, they work in numerous commercial sectors, including multi-family housing. When Scannell learned of the goals in the *Central-Main Street Redevelopment Plan Update (2018)*, they began discussions with the City's Economic Development Coordinator who, with the assistance of Kane, McKenna & Associates, carved out a detailed financial plan, which could lead to Scannell developing apartments in the downtown. The City's Finance Committee reviewed the main components of the financial plan on July 22, 2021, whose members concurred that the approach was reasonable. The Finance Committee recommended that the Development Committee proceed with a conceptual review of the site plan and building designs.

As proposed, the Scannell apartment development spans Blocks 3 and 4, as defined in the City's *Central Main-Street Redevelopment Plan Update*. The project envisions the construction of a four story luxury apartment complex, comprised of 225 residential rental units ranging in size from 550 to 1,100 square feet, 4,500 square feet of first floor commercial space, and a parking garage. Rent rates for the apartments are estimated to average \$2.13 per square foot, which is comparable to similar projects in Wheaton (Wheaton 121), Winfield (Winfield Station Town Center), and Lisle (Avant at the Arboretum), among others. The total cost of construction is approximately \$49,000,000.

Representatives from Scannell Properties will present its concept to the Development Committee for discussion. A positive recommendation from the Development Committee will result in Staff working with Scannell on finalizing plans for a mixed-use apartment complex in the Downtown. Sample site plans and elevations are attached.

**ACTION PROPOSED:**

Consideration, discussion and recommendation

**COMMITTEE RECOMMENDATION:**



# WEST CHICAGO





## B-1 Central business district.

A pedestrian-oriented district geographically designated within the central core of the city in which retail and service uses are provided.

### Lot and building requirements.

Every building erected in the B-1 Central Business District shall conform to the requirements indicated below:

Minimum lot area: None.

Minimum lot width: Twenty (20) feet at the established building line.

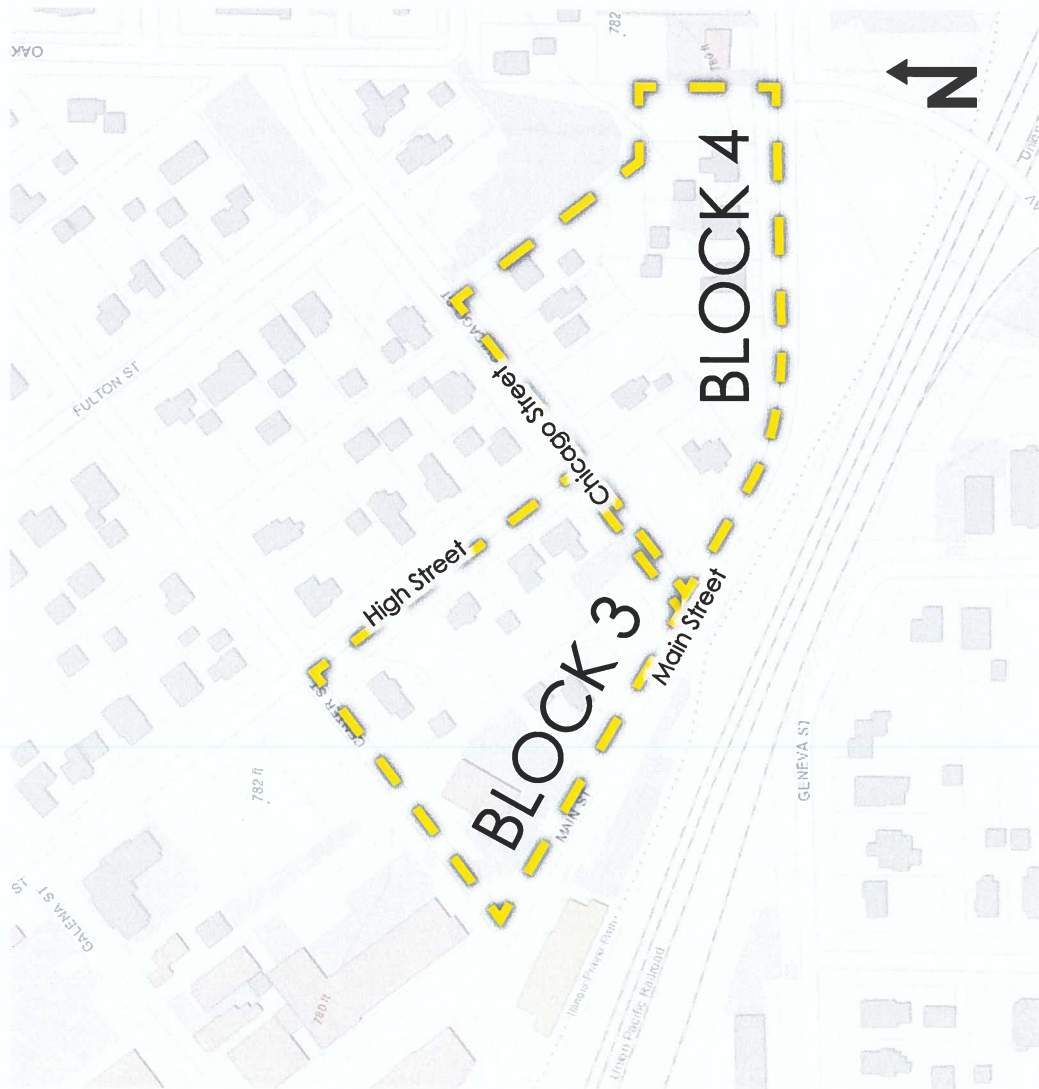
Minimum lot depth: None.

Minimum setback: None.

Maximum floor area ratio: None.

Maximum percentage of lot building coverage: None.

Maximum height: Four (4) stories or forty-eight (48) feet.  
(5 Stories listed on Redevelopment Plan)







# Block 3 & 4 - 1st Floor

- (A) Pocket Park for residents and public connectivity (Figure 21 of Redevelopment Plan)
- (B) Corner Plazas (Figure 17 of Redevelopment Plan)
- (C) Active ground floors at intersection
- (D) Architectural Corner Features
- (E) Visual Landmark Opportunity
- (F) Improved, Continuous Sidewalk - Complementary to Illinois Prairie Path



# Block 3 & 4 - 2ND FLOOR





# BLOCK 3 & 4 - 3RD FLOOR



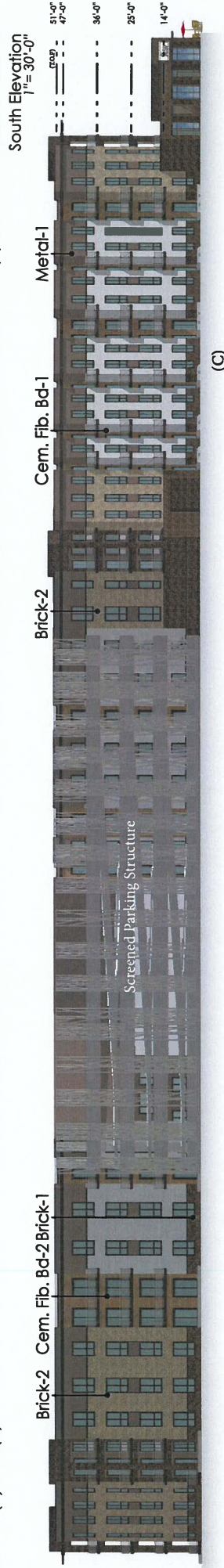


# Block 3 & 4 - 4TH FLOOR

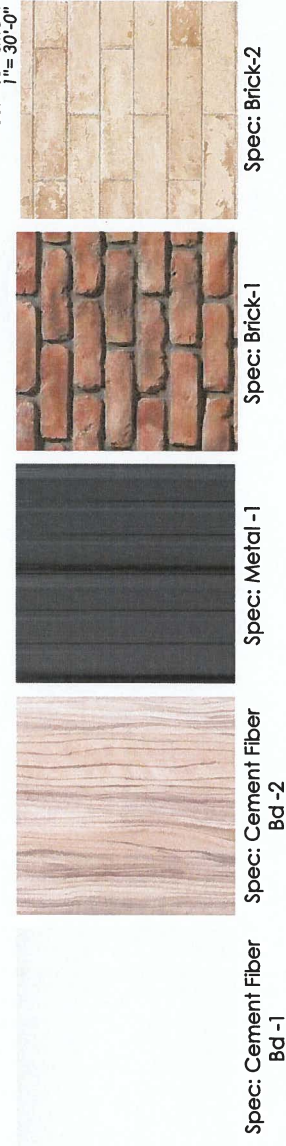




# BLOCK 4 EXTERIOR ELEVATIONS



- (A) Architectural Corner Feature
- (B) Building Articulation and Material Change
- (C) Active Ground Floor Features
- (D) Multiple Ground Floor Entries
- (E) Private Resident Balconies



West Chicago - Downtown Redevelopment Area / Scannell Properties Proposal



# Block 3 Exterior Elevations



- (A) Architectural Corner Feature
- (B) Building Articulation and Material Change
- (C) Active Ground Floor Features
- (D) Multiple Ground Floor Entries
- (E) Private Resident Balconies



Spec: Cement Fiber Bd -1 Spec: Metal -1 Spec: Brick-1 Spec: Brick-2



# BLOCK 3 & 4 - MASSING





PROPOSED EXTERIOR

