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## City Council Work Session

Crest Hill, IL

September 23, 2024

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

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### Agenda

1. Planning Commission Computer Proposal
2. Resolution Approving an Intergovernmental Agreement between the City of Crest Hill and City of Joliet for the General Maintenance, of and Financial Responsibility for Certain Sections of Ingalls Avenue and Certain Sections of Gaylord Road
3. Civil Service Ordinance - Amendment to Compensation Section
4. Plan Commission Recommendation on Chaney-Monge School Front-Yard Setback Variation
5. Chaney-Monge School Plat of Dedication of Public Right-of-Way
6. Recommended Organizational Structure and Compensation Adjustments in the Community Development Department
7. Public Comments
8. Mayor's Updates
9. Committee/Liaison Updates
10. City Administrator Updates

The Agenda for each regular meeting and special meeting (except a meeting held in the event of a bona fide emergency, rescheduled regular meeting, or any reconvened meeting) shall be posted at the City Hall and at the location where the meeting is to be held at least forty-eight (48) hours in advance of the holding of the meeting. The City Council shall also post on its website the agenda for any regular or special meetings. The City Council may modify its agenda for any regular or special meetings. The City Council may modify its agenda before or at the meeting for which public notice is given, provided that, in no event may the City Council act upon any matters which are not posted on the agenda at least forty-eight (48) hours in advance of the time for the holding of the meeting.



## Quote

Quote Number: 31760

Internal PO: AIS-31760

Payment Terms:  
Expiration Date: 10/09/2024

### Quote Prepared For

**Karen Kozerka**  
**City of Crest Hill**  
20600 City Center Blvd  
1610 Plainfield RD  
Crest Hill, IL 60403  
United States  
Phone:(815) 741-5100  
kkozerka@cityofcresthill.com

### Quote Prepared By

**Eric Montgomery**  
**All Information Services, Inc**  
1815 S Meyers Road, Suite 820  
Oakbrook Terrace, IL 60181  
United States  
Phone:630-626-8616  
Fax:708-469-2559  
[emontgomery@aislabs.com](mailto:emontgomery@aislabs.com)

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>One-Time Items</b>					
1)	7	HP 250R G9 I5-1335U 15.6IN 16GB 512GB W11 PRO64 Screen:15.6IN Memory: 16GB Storage: 512GB O/S: W11 PRO	\$698.84	\$698.84	\$4,891.88
<b>One-Time Total</b>					<b>\$4,891.88</b>
<b>Subtotal</b>					<b>\$4,891.88</b>
<b>Total Taxes</b>					<b>\$0.00</b>
<b>Total</b>					<b>\$4,891.88</b>

To approve this quote/proposal and the scope of work, please sign, date and return with the required down-payment noted above (if required). Payments should note your CLIENT PO or Internal PO. Please contact [billing@aislabs.com](mailto:billing@aislabs.com) for alternate forms of payment.

**TERMS & CONDITIONS:** All quotes are subject to availability. All timelines are estimates to the best of our judgement until the approval method requirements are met from above. Any additional labor or materials which is out of scope and not listed in this scope will be executed, procured and billed, in addition, to the quote as separate items based upon the client's approval. Equipment is warranted by their respective manufacturers.

**BILLING:** Down-payment amounts are determined by the equipment and/or labor needs, the client's history of Days Sales Outstanding (DSO) and/or past history with AIS, Inc. of any kind. After the initial down-payment (if required), you will be billed upon any completion of agreed milestones or when the scope of work is completed. These bill(s) will be 'DUE UPON RECEIPT.' Any labor that is marked as an 'ESTIMATE,' will be billed in actual time at milestones noted in the proposal, or when work is complete. Overdue invoices shall be subject to a monthly interest charge. In addition, the customer shall reimburse all costs and expenses for attorney fees incurred in the collecting of any amounts past due.

**FINANCING:** AIS does provide Fair-Market-Value and \$1 buy out financing. Please reach out to your AIS representative if you wish to explore

Quote#: 31760:City of Crest Hill:EQUIPMENT: Laptop or iPads - Plan Commissioners:09/10/2024



**Quote**

**Quote Number: 31760**

Internal PO: **AIS-31760**

Payment Terms:  
Expiration Date: 10/09/2024

these options.

Authorizing Name: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Client PO (Optional): \_\_\_\_\_

Required Down-Payment:



## Quote

Quote Number: 31608

Internal PO: AIS-31608

Payment Terms:  
Expiration Date: 08/12/2024

### Quote Prepared For

**Karen Kozerka**  
**City of Crest Hill**  
20600 City Center Blvd  
1610 Plainfield RD  
Crest Hill, IL 60403  
United States  
Phone:(815) 741-5100  
kkozerka@cityofcresthill.com

### Quote Prepared By

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Phone:630-626-8616  
Fax:708-469-2559  
[emontgomery@aislabs.com](mailto:emontgomery@aislabs.com)

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>Yearly Items</b>					
1)	7	Meraki Systems Manager Enterprise Device License, 1 Year Meraki Systems Manager Enterprise Device License, 1 Year - PC, Mac MANAGER ENTERPRISE DEVICE LICs	\$34.00	\$34.00	\$238.00
<b>Yearly Total</b>					<b>\$238.00</b>
<b>One-Time Items</b>					
2)	7	Apple - 10.9-Inch iPad - Latest Model - (10th Generation) with Wi-Fi - 64GB - Silver	\$349.00	\$349.00	\$2,443.00
3)	7	10.9IN - GRAPHITE RUGGED FOLIO FOR IPAD 10TH GEN	\$139.99	\$139.99	\$979.93
<b>One-Time Total</b>					<b>\$3,422.93</b>
<b>Subtotal</b>					<b>\$3,660.93</b>
<b>Total Taxes</b>					<b>\$0.00</b>
<b>Total</b>					<b>\$3,660.93</b>

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Quote#: 31608:City of Crest Hill:EQUIPMENT: Laptop or iPads - Plan Commissioners:07/12/2024



## Quote

Quote Number: 31607

Internal PO: AIS-31607

Payment Terms:  
Expiration Date: 08/12/2024

### Quote Prepared For

**Karen Kozerka**  
**City of Crest Hill**  
20600 City Center Blvd  
1610 Plainfield RD  
Crest Hill, IL 60403  
United States  
Phone:(815) 741-5100  
kkozerka@cityofcresthill.com

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[emontgomery@aislabs.com](mailto:emontgomery@aislabs.com)

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>One-Time Items</b>					
1)	7	THINKPAD E14IN AMD G5 AMD RYZEN 14IN W11P	\$894.05	\$894.05	\$6,258.35
<b>One-Time Total</b>					<b>\$6,258.35</b>
<b>Subtotal</b>					<b>\$6,258.35</b>
<b>Total Taxes</b>					<b>\$0.00</b>
<b>Total</b>					<b>\$6,258.35</b>

To approve this quote/proposal and the scope of work, please sign, date and return with the required down-payment noted above (if required). Payments should note your CLIENT PO or Internal PO. Please contact [billing@aislabs.com](mailto:billing@aislabs.com) for alternate forms of payment.

**TERMS & CONDITIONS:** All quotes are subject to availability. All timelines are estimates to the best of our judgement until the approval method requirements are met from above. Any additional labor or materials which is out of scope and not listed in this scope will be executed, procured and billed, in addition, to the quote as separate items based upon the client's approval. Equipment is warranted by their respective manufacturers.

**BILLING:** Down-payment amounts are determined by the equipment and/or labor needs, the client's history of Days Sales Outstanding (DSO) and/or past history with AIS, Inc. of any kind. After the initial down-payment (if required), you will be billed upon any completion of agreed milestones or when the scope of work is completed. These bill(s) will be 'DUE UPON RECEIPT.' Any labor that is marked as an 'ESTIMATE,' will be billed in actual time at milestones noted in the proposal, or when work is complete. Overdue invoices shall be subject to a monthly interest charge. In addition, the customer shall reimburse all costs and expenses for attorney fees incurred in the collecting of any amounts past due.

**FINANCING:** AIS does provide Fair-Market-Value and \$1 buy out financing. Please reach out to your AIS representative if you wish to explore these options.

Authorizing Name: \_\_\_\_\_

Quote#: 31607:City of Crest Hill:EQUIPMENT: Laptop or iPads - Plan Commissioners:07/12/2024





## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	September 16, 2024
<b>Submitter:</b>	Ronald J Wiedeman
<b>Department:</b>	Engineering
<b>Agenda Item:</b>	Resolution approving an Intergovernmental agreement between the City of Crest Hill and City of Joliet for the general maintenance, of and Financial responsibility for certain sections of Ingalls Avenue and Certain sections of Gaylord Rd.

**Summary:** Attached is a Draft Intergovernmental Agreement (IGA) for the general maintenance, of and Financial responsibility for certain sections of Ingalls Avenue and Certain sections of Gaylord Rd.

The sections of roadways that are part of this agreement are:

- Ingalls Avenue from Gael Drive to Joliet Junction Trail
- Gaylord Rd. from 845 ft north of Lakeview Drive to approximately 319 feet south of west Renwick Rd.
- Gaylord Rd. from approximately 319 feet south of the centerline of west Renwick Rd. to the southern right of way line of west Renwick Rd.

Staff worked with the City Attorney to determine jurisdictional responsibility and based on discussion and review of residential development along each section stated above the following is the jurisdiction responsibility for each section.

Ingalls Avene-Crest Hill

Gaylord Rd-(Second dot point above)-Crest Hill

Gaylord Rd-(Third dot point above)-Joliet

The basis of this decision is based on the Illinois Municipal Code, Section 7-1-1 provided for Annexation of contiguous territory by a Municipality. Since at least the 1980's Section 7-1-1 has provided that when a municipality annexes a contiguous territory, the "new boundary shall extend to the far side of any adjacent highway.

Therefore, based on the wording of Section 7-1-1 Ingalls in the section discussed above is Crest Hill's responsibility since the development the Park Place on the Green and Willow Run or when Crest Hill was incorporated and also since the south side of Ingalls is still unincorporated the Ingalls to the south edge of the pavement is the responsibility of Crest Hill.

Highlights of the IGA are as follows:

- The Park District will provide \$250,000.00 towards the construction of playground equipment and stabilized surface which will be part of the Phase One construction of City Center Park. These funds will be due to the city 90 days after commencement of Phase One.

**Recommended Council Action:** Resolution approving an Intergovernmental agreement between the City of Crest Hill and City of Joliet for the general maintenance, of and Financial responsibility for certain sections of Ingalls Avenue and Certain sections of Gaylord Rd.

**Financial Impact:**

**Funding Source:**

**Budgeted Amount:**

**Cost:**

**Attachments:**

Resolution

IGA CH and COJ for Gaylord and Ingalls Ave. (Final Draft)

Exhibit A-Ingalls

Exhibit B Gaylord

Exhibit C Gaylord at Renwick

**AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE CITY OF  
CREST HILL AND THE CITY OF JOLIET FOR THE GENERAL MAINTENANCE, OF  
AND FINANCIAL RESPONSIBILITY FOR CERTAIN SECTIONS OF INGALLS  
AVENUE AND CERTAIN SECTIONS OF GAYLORD ROAD**

THIS AGREEMENT is hereby entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the CITY OF CREST HILL, a Municipal Corporation, (hereinafter referred to as “CREST HILL”), acting pursuant to Chapter 65 of the Illinois Compiled Statutes and the Constitution of the State of Illinois, and the CITY OF JOLIET, a Municipal Corporation, (hereinafter referred to as “JOLIET”).

**WHEREAS**, the Intergovernmental Cooperation Act found at 5 ILCS 220/1 et seq., authorizes CREST HILL and JOLIET to enter into intergovernmental agreements to jointly exercise, combine, transfer, or enjoy any power, privilege, function, or authority which they may possess; and

**WHEREAS**, Article 7, Section 10(a) of the Constitution of the State of Illinois authorizes CREST HILL and JOLIET to contract in any manner not prohibited by law and to use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

**WHEREAS**, CREST HILL and JOLIET share a contiguous boundary at multiple locations within each City; and

**WHEREAS**, Ingalls Avenue is an east/west roadway which at certain locations is within the corporate boundaries of CREST HILL and JOLIET; and

**WHEREAS**, Gaylord Road is a north/south roadway which at certain locations is within the corporate boundaries of CREST HILL and JOLIET; and

**WHEREAS**, the Corporate Authorities of CREST HILL and JOLIET have determined and agreed that an Intergovernmental Agreement is necessary and desired to establish the jurisdictional responsibility for certain sections of Ingalls Avenue and Gaylord Road, as described in greater detail herein.

**NOW, THEREFORE, BE IT AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:**

**INGALLS AVENUE FROM GAEL DRIVE TO JOLIET JUNCTION TRAIL**

1. CREST HILL hereby acknowledges and accepts jurisdictional responsibility for Ingalls Avenue to the south side back of the curb, as more fully shown in the graphic depiction attached hereto as Exhibit A and incorporated herein by reference.



2. JOLIET acknowledges and agrees to perform at its sole cost and expense all general maintenance responsibility for this section of Ingalls Avenue from Gael Drive to Joliet Junction Trail, including street sweeping, snow removal and general routine pothole patching work.

3. With respect to any future construction, resurfacing, pavement patching or pavement marking projects by JOLIET on Ingalls Avenue east or west of the section of Ingalls Avenue from Gael Drive to Joliet Junction Trail which is the jurisdictional responsibility of CREST HILL, the section of Ingalls Avenue from Gael Drive to Joliet Junction Trail shall be included in the scope of work and, shall be submitted to CREST HILL's staff for review and will be submitted to the CREST HILL Corporate Authorities for final approval and, if approved, CREST HILL shall be responsible for reimbursing JOLIET for One Hundred Percent (100%) of the actual construction, resurfacing, pavement patching, and/or pavement marking costs for the aforementioned section of Ingalls Avenue which is the jurisdictional responsibility of CREST HILL. JOLIET shall be solely responsible for engineering, bidding and payment of contractors performing any such future resurfacing, pavement patching, or pavement marking projects.

**GAYLORD ROAD FROM 845 FEET NORTH OF LAKEVIEW DRIVE TO APPROXIMATELY 319 FEET SOUTH OF THE CENTERLINE OF WEST RENWICK ROAD**

4. CREST HILL hereby acknowledges and accepts jurisdictional responsibility for that section of Gaylord Road from 845 feet north of Lakeview Drive to approximately 319 feet south of the centerline of West Renwick Road, from the east right-of-way line to the west side back of curb, as more fully shown in the graphic depiction attached hereto as Exhibit B and incorporated herein by reference.

5. JOLIET hereby acknowledges and accepts jurisdictional responsibility from the back of curb along the west side of the pavement to the west right of way line from 845 feet north of Lakeview Drive to approximately 319 feet south of the centerline of West Renwick Road, as more fully shown in the graphic depiction attached hereto as Exhibit B and incorporated herein by reference.

6. CREST HILL acknowledges and agrees to perform at its sole cost and expense all general maintenance responsibility for this section of Gaylord Road from 845 feet north of Lakeview Drive to approximately 319 feet south of the centerline of West Renwick Road, from the east right-of-way line to the west side back of curb, as more fully shown in the graphic depiction attached hereto as Exhibit B and incorporated herein by reference, including street sweeping, snow removal, general routine pothole patching work, and rehabilitation operations.

7. With respect to any future construction, resurfacing, pavement patching or pavement marking projects by CREST HILL on Gaylord Road from 845 feet north of Lakeview Drive to approximately 319 feet south of the centerline of West Renwick Road, as more fully shown in the graphic depiction attached hereto as Exhibit B and incorporated herein by reference and which is the jurisdictional responsibility of CREST HILL. CREST HILL shall be solely responsible for engineering, bidding and payment of contractors performing any such future

resurfacing, pavement patching, or pavement marking projects on Gaylord Road from 845 feet north of Lakeview Drive to approximately 319 feet south of the centerline of West Renwick Road, from the east right-of-way line to the west side back of curb, as more fully shown in the graphic depiction attached hereto as Exhibit B and incorporated herein by reference.

**GAYLORD ROAD FROM APPROXIMATELY 319 FEET SOUTH OF THE  
CENTERLINE OF WEST RENWICK ROAD TO THE SOUTHERN RIGHT-OF-  
WAY LINE OF WEST RENWICK ROAD**

8. JOLIET hereby acknowledges and accepts jurisdictional responsibility for that section of Gaylord Road from approximately 319 feet south of the centerline of West Renwick Road to the southern right-of-way line of West Renwick Road, as more fully shown in the graphic depiction attached hereto as Exhibit C and incorporated herein by reference.

9. CREST HILL acknowledges and agrees to perform at its sole cost and expense all general maintenance responsibility for the section of Gaylord Road from approximately 319 feet south of the centerline of West Renwick Road to the southern right-of-way line of West Renwick Road, including street sweeping and snow removal.

10. With respect to any future construction, resurfacing, pavement patching or pavement marking projects by CREST HILL for that section of Gaylord Road referred to in Paragraphs Six (6) and Seven (7) above which is the jurisdictional responsibility of CREST HILL, the section of Gaylord Road from approximately 319 feet south of the centerline of West Renwick Road to the southern right-of-way line of West Renwick Road which is JOLIET's jurisdictional responsibility shall be included in the scope of work, and shall be submitted to JOLIET's staff for review and then submitted to the JOLIET Corporate Authorities for final approval and, if approved, JOLIET shall be responsible for reimbursing CREST HILL for One Hundred Percent (100%) of the actual construction, resurfacing, patching, and/or marking costs for the aforementioned section of Gaylord Road which is the jurisdictional responsibility of JOLIET. CREST HILL shall be solely responsible for engineering, bidding and payment of contractors performing any such future construction, resurfacing, pavement patching, or pavement marking projects.

11. This Agreement may be terminated by either party upon service of a 30-day written notice at the address noted in this Agreement.

12. The foregoing eleven (11) paragraphs constitute the full and complete agreement of the parties. There are no oral understandings or agreements which are in addition to or contravene the terms of this Agreement.

[SIGNATURE PAGE TO FOLLOW]

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF CREST HILL  
A Municipal Corporation  
20600 City Center Blvd.  
Crest Hill, IL 60403

CITY OF JOLIET  
A Municipal Corporation  
150 W. Jefferson St.  
Joliet, IL 60432

By: \_\_\_\_\_  
Its Mayor

By: \_\_\_\_\_  
Its Mayor

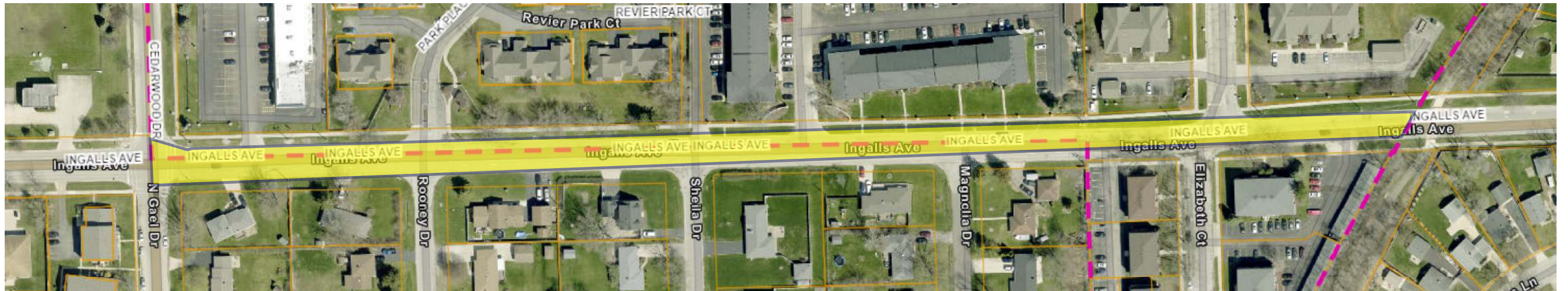
ATTEST:

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Clerk

## EXHIBIT A



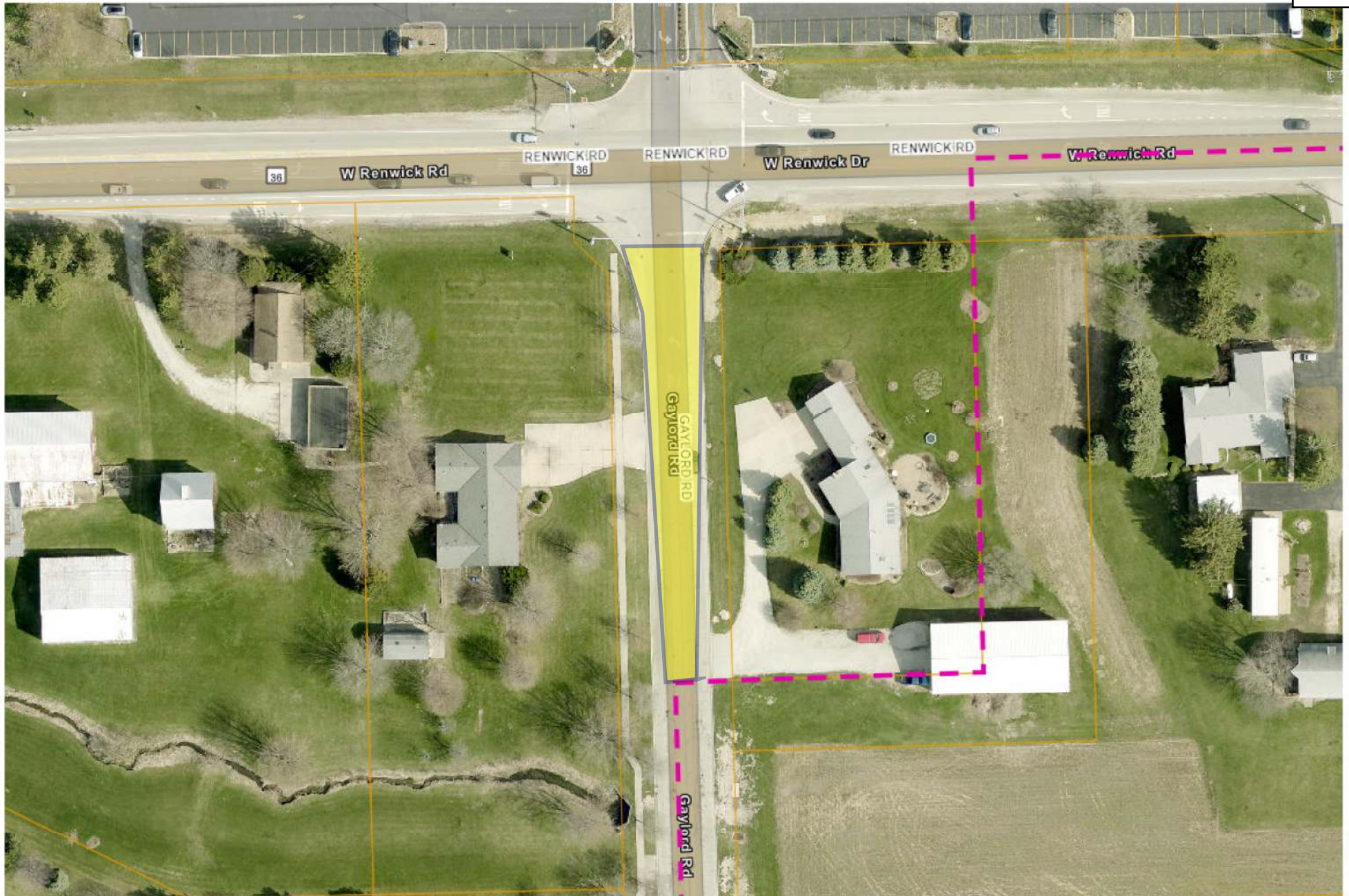
Ingalls from Gael Drive to Joliet Junction Trail





1. Gaylord Rd. from 845 ft north of Lakeview Dr. to approximately 319 ft south of the centerline of W. Renwick Rd.
2. Crest Hill Jurisdiction from east right of way line to the existing west back of curb.
3. Joliet Jurisdiction from the existing west back of curb to the west Right of Way line





Gaylord Rd. from approximately 319 ft south of the centerline of W. Renwick Rd. to the southern right of way of W. Renwick Rd.



**ORDINANCE NO. \_\_\_\_\_****AN ORDINANCE AMENDING SECTION 2.72.040 (MEMBERSHIP; COMPENSATION) OF CHAPTER 2.72 (CIVIL SERVICE COMMISSION) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE CITY OF CREST HILL CODE OF ORDINANCES**

**WHEREAS**, the City of Crest Hill is authorized by its adoption of Division 1 to create and appoint members of a Civil Service Commission pursuant to Section 10-1-1 of the Illinois Municipal Code (65 ILCS 5/10-1-1) and

**WHEREAS**, the City of Crest Hill has previously exercised said authority by adopting Title 2, Chapter 2.72, Sections 2.72.010 through 2.72.040 creating a Civil Service Commission; and

**WHEREAS**, Section 2.72.040 of the Crest Hill Code governs the membership, attendance, and compensation of the City's Civil Service Commission members; and

**WHEREAS**, pursuant to its express authority granted by the Illinois Municipal Code, the City of Crest Hill has from time to time deemed it necessary to amend its Code of Ordinances; and

**WHEREAS**, the Corporate Authorities have determined that Section 2.72.040 should be amended to increase the compensation for Civil Service Commission Members and to replace references to "Chairman" with "Chairperson"; and

**NOW, THEREFORE, BE IT ORDAINED** by the Corporate Authorities of the City of Crest Hill, Illinois, as follows:

**SECTION 1: PREAMBLE.** The preamble of this Ordinance is declared to be true and correct and is incorporated by reference as if fully set forth in this Section 1.

**SECTION 2: APPROVAL.**

Section 2.72.040 (Membership; compensation) of Chapter 2.72 (Civil Service Commission) of Title 2 (Administration and Personnel) of the City of Crest Hill Code of Ordinances is hereby repealed in its entirety and replaced as follows, with all other sections of Chapter 2.72 remaining unchanged:

**§ 2.72.040 MEMBERSHIP; COMPENSATION.**

(A) The Civil Service Commission of the city shall consist of three members as provided by law. The members shall elect a chairperson to preside over the meetings. The Commission shall be governed by their own by-laws.

(B) The Chairperson of the Civil Service Commission shall be paid the sum of \$60 per month, based on the commission having six regular meetings per year. The Chairperson of the Civil Commission shall be allowed two excused absences from

meetings per calendar year. Additionally, the Chairperson of the Civil Service Commission shall be paid \$60 per special meeting attended.

(C) The regular members of the Civil Service Commission shall be paid the sum of \$50 per month based on the commission having six regular meetings per calendar year. The regular members of the Civil Service Commission shall be allowed two excused absences from the meeting per calendar year. Additionally, the regular members of the Civil Service Commission shall be paid \$50 per special meeting attended

('78 Code, § 2.72.040) (Ord. 1093, passed 5-17-99)

**SECTION 3: SEVERABILITY.** If any section, paragraph, clause or provision of this Ordinance is held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any other provision of this Ordinance.

**SECTION 4: REPEALER.** All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

**SECTION 5: EFFECTIVE DATE.** This Ordinance shall be in full force and effect immediately upon its passage and publication according to law.

***[LEFT INTENTIONALLY BLANK]***

PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

	Aye	Nay	Absent	Abstain
Alderwoman Jennifer Methvin	_____	_____	_____	_____
Alderman Scott Dyke	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
Raymond R. Soliman, Mayor

ATTEST:

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	September 23, 2024
<b>Submitter:</b>	Ronald Mentzer, Interim Community and Economic Development Director
<b>Department:</b>	Community Development
<b>Agenda Item:</b>	Plan Commission Recommendation on Chaney-Monge School Front-Yard Setback Variation

**Summary:** Several months ago, School District 88 submitted plans to the City for a 4,765 sq ft building addition to Chaney-Monge School. The new addition is now under construction along the east side of the school adjacent to N. Center Street. During the review of the project plans, it was found that the school district property extends to the center line of N. Center St. The existing roadway is constructed on school district property.

The school district has indicated it is willing to voluntarily dedicate the portion of N. Center St. owned by the school district from the existing centerline of N. Center St. to the edge of the west curbline of N. Center Street to the City subject to the City satisfying the four below identified conditions. Once this dedication occurs, the school building would no longer comply with the standard zoning setback requirements associated with the property's underlying R1 zoning classification. Condition #3 below addresses this issue.

On August 5, 2024, the City Council passed a motion to authorize City staff to coordinate the completion of four below noted school district conditions.

On September 12, 2024, the Plan Commission conducted a public hearing on the setback variation request required under below noted Condition #3 and subsequently recommended unanimous approval of a zoning variation to reduce the required front-yard setback along N. Center Street for the new building addition on the northeast corner of the Chaney-Monge School located at 400 Elsie Avenue from 30-feet to 15-feet.

### **School District ROW Dedication Conditions:**

- 1) Coordinate and pay for the preparation of the required Plat of Dedication (\$2500 City cost).
- 2) Coordinate and pay to update the boundary survey and legal description of the school's property, have it recorded with the Will County Assessor's Office, and send a copy of the recorded document to the school district for their records.(\$100+/- City cost).

- 3) Coordinate and pay for the zoning variation/public hearing process that that would culminate in the City's approval of the required building setback variations necessary to ensure the school building's setbacks are not considered non-conforming. (\$500 +/- City cost)
- 4) Update the City Zoning Map to reflect the dedication of a portion of the school property as public right-of-way.

**Recommended Council Action:** Recommend the City Council pass an ordinance to approve a zoning variation to reduce the required front-yard setback along N. Center Street for the new building addition on the northeast corner of the Chaney-Monge School located at 400 Elsie Avenue from 30-feet to 15-feet.

**Financial Impact:** N/A

**Funding Source:** N/A

**Budgeted Amount:** N/A

**Cost:** N/A

**Attachments:** September 12, 2024, Plan Commission Staff Report



**To:** Plan Commission

**From:** Ron Mentzer, Interim Community and Economic Development Director  
Zoe Gates, Administrative Clerk

**Date:** September 12, 2024

**Re:** Front-Yard Setback Variation for Chaney-Monge School

---

***Project Details***

Project	Chaney-Monge School Addition
Request	Front-Yard Setback Variance (30' to 15')
Location	400 Elsie Ave.

***Site Details***

Lot Size:	2.591 acres
Existing Zoning	R1

***Zoning Details***

Subject Parcel	Land Use	Comp Plan	Zoning
Subject Parcel	Single Family Residential	Single Family Residential	R1
North	Single Family Residential	Single Family Residential	R1
South	Single Family Residential	Single Family Residential	R1
East	Single Family Residential	Single Family Residential	R1
West	Single Family Residential	Single Family Residential	R1



### **Attachments**

Supporting documents submitted by the applicant and staff include:

- Application for Development-Appendix C prepared by Ronald Mentzer and dated August 8, 2024
- Plat of Dedication prepared by Compass Surveying and dated June 26, 2024
- Site Plan prepared by Kimely Horn and dated March 3, 2024

### **Project Summary**

School District 88 (the “School District”) has submitted plans to the City for a new 4,765 sq ft building addition to Chaney-Monge School. The new addition is planned along the east side of the school adjacent to N. Center Street. During the review of the plans, it was found that the School District property extends to the center line of N. Center St. The existing N. Center Street roadway is constructed on School District property.

As part of building expansion work, the School District has indicated it will voluntarily dedicate the portion of N. Center St currently owned by the School district between the existing centerline of N. Center Street and the edge of the west curblane of N. Center Street to the City at no charge provided the City coordinates and pays for the zoning variation/public hearing process that that would culminate in the City’s approval of a setback variation that ensures the school building’s setbacks are **not** considered non-conforming. The standard front-yard setback in the underlying R-1 Zoning District is 30’ feet.

As reflected on the attached June 26, 2024, Plat of Dedication prepared by Compass Surveying, the School District has committed to dedicate an approximately 18-foot wide, approximately 122-foot long, 2,410 square foot section of their property as public right-of-way (ROW) for N. Center Street. As a result of this proposed dedication, the School District has requested approval of a front-yard setback variation that would allow the proposed building addition and ancillary handicapped ramp to maintain a minimum front-yard setback of at least 15-feet along on along N. Center Street as measured from the proposed new front property line, post dedication.

### **Analysis**

**In consideration of the request, the key points of discussion and details are as follows:**

1. Prior to the proposed ROW dedication, the proposed building addition complies with the 30-foot minimum front yard setback requirement in the underlying R-1 Zoning District.
2. The School District has no legal obligation to voluntarily dedicate any portion of the N. Center Street right-of-way. The School District is dedicating the additional ROW at the request of the City of Crest Hill.
3. If approved, the requested front-yard setback variation would ensure the proposed new building addition’s minimum front-yard setback along N. Center Street would be considered legally conforming with applicable City Zoning requirements post ROW dedication.

4. City Engineer Wiedeman and Interim Community and Economic Development Director Mentzer support the approval of this variation request.

Section 12.6-2 of the Zoning Ordinance states the Plan Commission shall recommend, and the City Council shall grant a variation only when it shall have been determined, and recorded in writing, that all of the following standards are complied with:

1. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone;
2. That the plight of the owner is due to unique circumstances; and
3. That the variation, if granted, will not alter the essential character of the locality.

For the purpose of supplementing the above standards, the Plan Commission, in making the determination, whenever there are particular hardships, shall also take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:

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.
2. The conditions upon which the petition for a variation is based are unique to the property owner for which the variation is sought and are not applicable, generally, to the other property within the same zoning classification.
3. That the alleged difficulty or hardship is caused by the Ordinance and has not been created by any person presently having an interest in the property.
4. That the proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase 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.
5. That the variation does not permit a use otherwise excluded from the particular zone except for uses authorized by the Plan Commission, subject to the approval of the City Council, as "similar and compatible uses."
6. That the variation granted is the minimum adjustment necessary for the reasonable use of the land.
7. That the granting of any variation is in harmony with the general purposes and intent of the Zoning Ordinance, and will not be injurious to the neighborhood, be detrimental to the public welfare, alter the essential character of the locality, or be in conflict with the Comprehensive Plan for development of the City.
8. That, for reasons fully set forth in the recommendations of the Plan Commission, and the report of the City Council, the aforesaid circumstances or conditions are such that the strict application of the provisions of the Zoning Ordinance would deprive the applicant of any reasonable use of his land. Mere loss in value shall not justify a variation; there must be a deprivation of beneficial use of land.

In addition, the City Council, upon the recommendations of the Plan Commission, may impose such conditions and restrictions upon the premises benefited by a variation as may be necessary to comply with the standards established in this Section to reduce or

minimize the effect of such variation upon other property in the neighborhood, and to better carry out the general intent of this Ordinance.

Item 4.

**Recommended Plan Commission Action**

Recommend approval of a front-yard setback variation that would reduce the required front-yard setback along N. Center Street for the new building addition on the northeast corner of the Chaney-Monge School located at 400 Elsie Avenue from 30-feet to 15-feet.

Please contact Ron Mentzer at 815-741-5107 or [rmentzer@cityofcresthill.com](mailto:rmentzer@cityofcresthill.com) with any questions or concerns.

## PLAT OF DEDICATION

THAT PART OF THE EAST HALF OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT 284 FEET NORTH OF THE SOUTH LINE OF SAID NORTHWEST QUARTER SECTION ON THE EAST LINE OF THE SAID NORTHWEST QUARTER SECTION AND SAID POINT ALSO BEING THE SOUTH RIGHT OF WAY OF CHANEY ROAD; THENCE SOUTH 01 DEGREES 54 MINUTES 02 SECONDS EAST ALONG SAID EAST LINE, 121.79 FEET TO THE SOUTH LINE OF THE NORTH 122 FEET OF THE SOUTH 284 FEET OF SAID EAST HALF OF THE NORTHWEST QUARTER OF SECTION 33, AS SHOWN ON ZIVALY RANCH ACRES SUBDIVISION UNIT # 2, RECORDED AS DOCUMENT NUMBER 981113; THENCE SOUTH 87 DEGREES 59 MINUTES 15 SECONDS WEST ALONG SAID SOUTH LINE, 18.41 FEET; THENCE NORTH 01 DEGREES 06 MINUTES 35 SECONDS WEST, 121.81 FEET TO THE NORTH LINE OF THE SOUTH 284 FEET OF SAID EAST HALF OF THE NORTHWEST QUARTER SECTION 33 SAID NORTH LINE ALSO BEING THE SOUTH RIGHT OF WAY OF CHANEY ROAD; THENCE NORTH 88 DEGREES 00 MINUTES 09 SECONDS EAST ALONG SAID SOUTH RIGHT OF WAY LINE OF CHANEY ROAD TO THE POINT OF BEGINNING, IN WILL COUNTY, ILLINOIS.

## UTILITY EASEMENT

A PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF CREST HILL (HEREINAFTER "THE GRANTEE"), AND TO ALL PUBLIC UTILITY AND OTHER COMPANIES OF ANY KIND OPERATING UNDER FRANCHISE GRANTING THEM RIGHTS FROM THE GRANTEE, INCLUDING, BUT NOT LIMITED TO THE FOLLOWING COMPANIES: ILLINOIS BELL TELEPHONE COMPANY, COMMONWEALTH EDISON COMPANY, AND NORTHERN ILLINOIS GAS COMPANY AND TO THEIR SUCCESSORS AND ASSIGNS IN, UPON, ACROSS, OVER, UNDER AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "UTILITY EASEMENT" ON THIS PLAT OF DEDICATION, OR WHERE OTHERWISE NOTED IN THE ABOVE LEGEND FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, INSPECTING, OPERATING, REPLACING, RENEWING, ALTERING, ENLARGING, REMOVING, REPAIRING, CLEANING AND MAINTAINING ELECTRICAL, CABLE TELEVISION, COMMUNICATION, GAS, TELEPHONE CITY WATER, SEWER, AND STORMWATER CONVEYANCE ITEMS OR OTHER UTILITY LINES AND APPURTENANCES, AND SUCH OTHER INSTALLATIONS AND SERVICE CONNECTIONS AS MAY BE REQUIRED TO FURNISH PUBLIC UTILITY SERVICES TO ADJACENT AREAS, AND SUCH APPURTENANCES AND ADDITIONS THERETO AS THE GRANTEE MAY DEEM NECESSARY, TOGETHER WITH THE RIGHT OF ACCESS ACROSS THE REAL ESTATE PLATTED HEREON FOR THE NECESSARY PERSONNEL AND EQUIPMENT TO DO ANY OR ALL OF THE ABOVE WORK. NO PERMANENT BUILDINGS OR TREES SHALL BE PLACED ON SAID EASEMENTS, BUT THE PREMISES MAY BE SUED FOR GARDENS, SHRUBS, LANDSCAPING, AND OTHER PURPOSES THAT DO NOT THEN OR LATER INTERFERE WITH THE AFORESAID USES AND RIGHTS. FENCES SHALL NOT BE ERECTED UPON SAID EASEMENTS IN ANY WAY WHICH WILL RESTRICT THE USES HEREIN GRANTED EXCEPT WHERE SPECIFICALLY PERMITTED BY WRITTEN AUTHORITY TO GRANTEE. THE RIGHT IS ALSO HEREBY GRANTED TO THE GRANTEE TO CUT DOWN, TRIM OR REMOVE ANY TREES, FENCES, SHRUBS, OR OTHER PLANTS THAT INTERFERE WITH THE OPERATION OF OR ACCESS TO SAID UTILITY INSTALLATION IN, ON, UPON, ACROSS, UNDER OR THROUGH SAID EASEMENTS. THE GRANTEE SHALL NOT BE RESPONSIBLE FOR REPLACEMENT OF ANY SUCH IMPROVEMENTS, FENCES, GARDENS, SHRUBS OR LANDSCAPING REMOVED DURING EXERCISE OF THE HEREIN GIVEN RIGHTS. REPLACEMENT OF ITEMS SO REMOVED SHALL BE THE RESPONSIBILITY OF THE THEN LOT OWNER.

P.I.N. 11-04-33-107-011

GRAPHIC SCALE



( IN FEET )  
1 inch = 40 ft.

HARON GRID

## MORTGAGEE'S CERTIFICATE

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )SS  
\_\_\_\_\_, AS MORTGAGEE UNDER

PROVISIONS OF A CERTAIN MORTGAGE DATED \_\_\_\_\_  
AND RECORDED IN THE RECORDER'S OFFICE OF \_\_\_\_\_ COUNTY,

ILLINOIS, AS DOCUMENT NUMBER \_\_\_\_\_, HEREBY CONSENTS TO  
RECORDING OF THIS PLAT FOR THE USES AND PURPOSES HEREON SHOWN.

DATED AT \_\_\_\_\_, THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, A.D., 20 \_\_\_\_\_.

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

## NOTARY'S CERTIFICATE

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )SS

I, \_\_\_\_\_, A NOTARY PUBLIC IN THE  
COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT \_\_\_\_\_  
(TITLE) AND \_\_\_\_\_

(TITLE) OF \_\_\_\_\_ (COMPANY), WHO ARE  
PERSONALLY KNOWN TO ME TO BE THE SAME PERSONS WHO ARE SUBSCRIBED TO THE FOREGOING  
MORTGAGEE'S CERTIFICATE APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THE  
EXECUTION OF THIS INSTRUMENT IN THEIR CAPACITY FOR THE FOR THE USES AND PURPOSES  
THEREIN SET FORTH AS THE FREE AND VOLUNTARY ACT AN DEED OF SAID CORPORATION.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_ A.D., 20 \_\_\_\_\_.

BY: \_\_\_\_\_  
NOTARY PUBLIC

## OWNER'S CERTIFICATE

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )SS

THIS IS TO CERTIFY THAT \_\_\_\_\_ IS THE OWNER OF  
THE PROPERTY DESCRIBED IN THE FOREGOING SURVEYOR'S CERTIFICATE AND BY THE DULY ELECTED  
OFFICERS HAS CAUSED THE SAME TO BE SURVEYED AND PLATTED AS INDICATED HEREON, FOR THE USES  
AND PURPOSES THEREIN SET FORTH, AS ALLOWED AND PROVIDED BY STATUTE AND HEREBY  
ACKNOWLEDGES AND ADOPTS THE SAME UNDER THE STYLE AND TITLE AFORESAID.

DATED AT \_\_\_\_\_, THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_ A.D., 20 \_\_\_\_\_.

BY: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

## NOTARY'S CERTIFICATE

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )SS

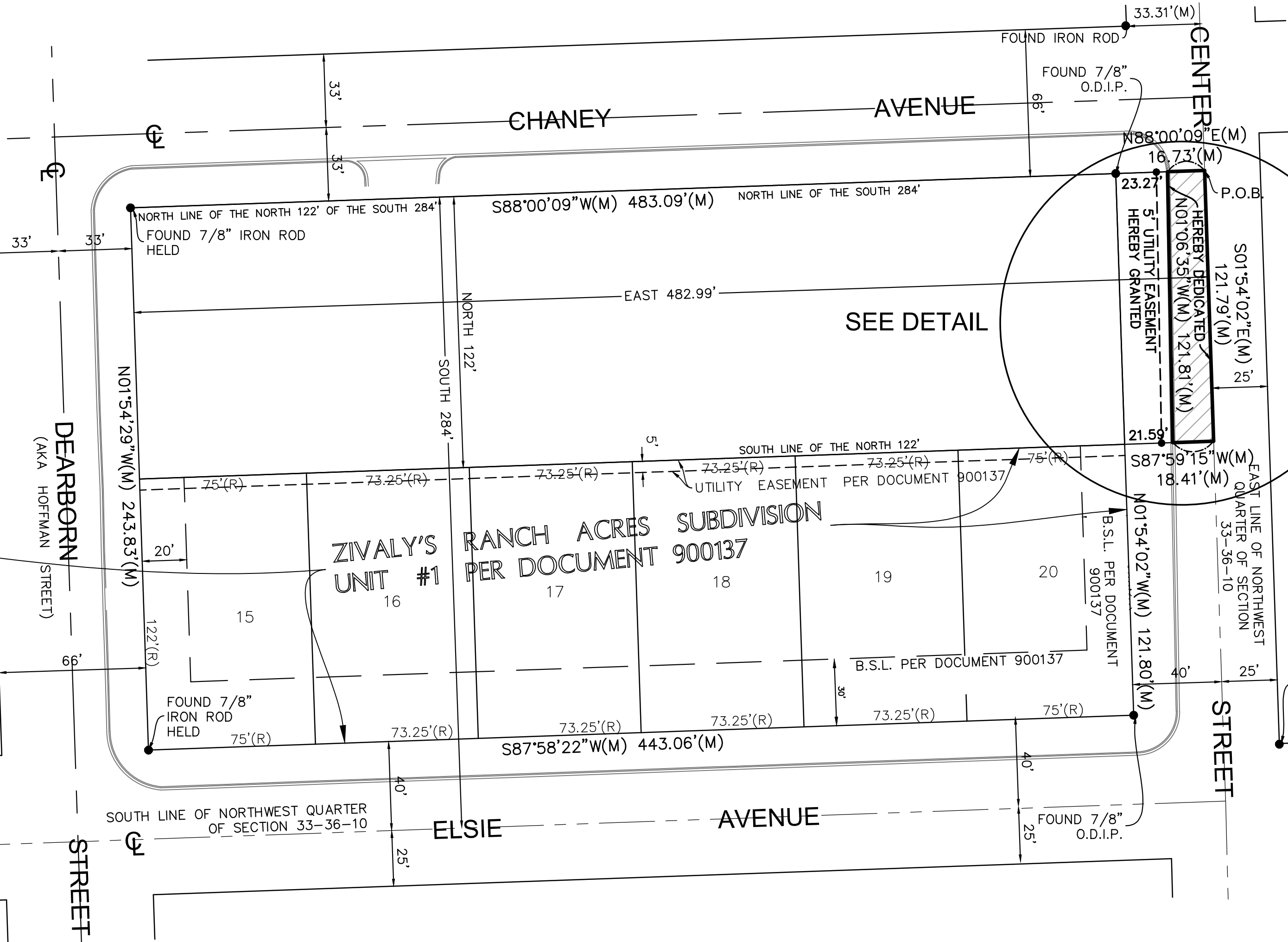
I, \_\_\_\_\_, A NOTARY PUBLIC IN THE COUNTY AND STATE  
AFORESAID, DO HEREBY CERTIFY THAT \_\_\_\_\_

(TITLE) AND \_\_\_\_\_,

(TITLE) OF \_\_\_\_\_ (COMPANY), WHO ARE PERSONALLY KNOWN  
TO ME TO BE THE SAME PERSONS WHO ARE SUBSCRIBED TO THE FOREGOING CERTIFICATE OF  
OWNERSHIP, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THE EXECUTION OF THIS  
INSTRUMENT IN THEIR CAPACITY FOR THE USES AND PURPOSES THEREIN SET FORTH AS THE FREE AND  
VOLUNTARY ACT AND DEED OF SAID CORPORATION.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_ A.D., 20 \_\_\_\_\_.

BY: \_\_\_\_\_  
NOTARY PUBLIC



AREA SUMMARY  
(TO HEAVY LINES)  
2,410 SQUARE FEET  
OR  
0.491 ACRES  
(BASED ON MEASURED VALUES)

## ABBREVIATIONS

O.D.I.P. = OUTSIDE DIAMETER IRON PIPE  
N = NORTH  
S = SOUTH  
E = EAST  
W = WEST  
(R) = RECORD BEARING OR DISTANCE  
(M) = MEASURED BEARING OR DISTANCE  
(C) = CALCULATED BEARING OR DISTANCE  
(D) = DEED BEARING OR DISTANCE  
B.S.L. = BUILDING SETBACK LINE  
U.E. = UTILITY EASEMENT  
D.E. = DRAINAGE EASEMENT  
P.U.E. = PUBLIC UTILITY EASEMENT  
P.O.C. = POINT OF COMMENCEMENT  
P.O.B. = POINT OF BEGINNING  
P.U. & D.E. = PUBLIC UTILITY AND  
DRAINAGE EASEMENT

## LINE LEGEND

— SUBDIVISION BOUNDARY LINE  
— ADJACENT LAND PARCEL LINE  
— LOT LINE  
- - - - - EASEMENT LINE  
- - - - - CENTERLINE  
- - - - - BUILDING SETBACK LINE  
- - - - - SECTION LINE

## LEGEND

- SET 7/8" O.D.I.P.  
UNLESS OTHERWISE NOTED
- SET CONCRETE MONUMENT  
UNLESS OTHERWISE NOTED
- + SET CROSS IN CONCRETE  
UNLESS OTHERWISE NOTED
- ▨ AREA HEREBY DEDICATED

## SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF KANE )SS

I, SCOTT C. KREBS, HAVE SURVEYED AND PLATTED THE PROPERTY AS  
HEREON SHOWN FOR THE PURPOSES OF ROADWAY DEDICATION.

COMPASS SURVEYING LTD.  
PROFESSIONAL DESIGN FIRM  
LAND SURVEYOR CORPORATION NO. 184--002778  
LICENSE EXPIRES 4/30/2025

BY: \_\_\_\_\_ DATE: 6--20--2024  
SCOTT C. KREBS  
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3509  
EXPIRES 11--30--24

## CITY COUNCIL CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF WILL )SS

APPROVED AND ACCEPTED BY THE MAYOR AND CITY COUNCIL  
OF THE CITY OF CREST HILL, ILLINOIS, AT A MEETING HELD

THE \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_\_.

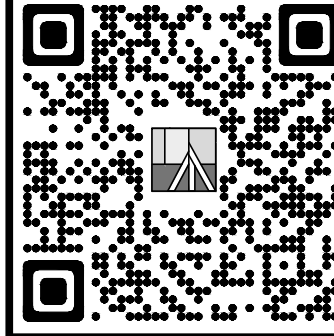
BY: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
MAYOR CITY CLERK

## WILL COUNTY RECORDER'S CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF WILL )SS

THIS INSTRUMENT \_\_\_\_\_ WAS FILED FOR  
RECORD IN THE RECORDER'S OFFICE OF WILL COUNTY, ILLINOIS ON THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., 20\_\_\_\_ AT  
O'CLOCK \_\_\_\_\_ M., AND WAS RECORDED IN BOOK \_\_\_\_\_ OF PLATS ON  
PAGE \_\_\_\_\_

RECORDER OF DEEDS \_\_\_\_\_



DATE	BOOK	PG	PK	CHECKED BY	SK	DRAWN BY	C/C	REVISIONS	NO.	CITY EMAIL	DATED	DATE	BY	MP
6-20-2024									1.		06/26/24			

PROJECT	CLIENT
Chaney - Monge School - Crest Hill 400 Elsie Avenue Crest Hill, IL	City of Crest Hill 20600 City Center Blvd. Crest Hill, IL 60403

**COMPASS SURVEYING LTD.**  
ALTA SURVEYS • TOPOGRAPHY • CONSTRUCTION STAKING  
2631 GINGER WOODS PARKWAY, STE. 100  
AURORA, IL 60502  
PHONE: (630) 820-9100 FAX: (630) 820-9100 EMAIL: ADMIN@CLSURVEYING.COM

SCALE: 1" = 20'
1 OF 1
PROJ NO.: 24.0035-01

## City of Crest Hill Development Handbook

## Appendix C

**Application for Development**

For Office Use Only: Case Number:

Project Name: Chaney-Monge School front yard Setback Variation  
 Owner: Chaney-Monge School Dist. 85 Board of Education Correspondence To: Ron Mentzer, City of Crest Hill  
 Street No: 400 Elsie Ave. Street No: 20600 City Center Boulevard  
 City, State, Zip: Crest Hill, IL 60403 City, State, Zip: Crest Hill, IL 60403  
 Phone: (815) 722-6673 Phone: (815) 741-5107  
 Email or fax: asiegfried@chaney-monge.org Email or fax: rmentzer@cityofcresthill.com

**Property Address:****Property Information:**

Street No: 400 Elsie Ave. Lot Width: 243.59 feet  
 City, State, Zip: Crest Hill, IL 60403 Lot Depth: 443.66 feet  
 PIN: 11-04-33-107-011-000 Total Area: 2.591 acres

\* Attach a copy of the legal description of the property and applicable fees.

\* Submit electronic version of the legal description to:

mdeharo@cityofcresthill.com and lthrasher@cityofcresthill.com.Existing Zoning: R-1 Existing Land Use: Public SchoolRequested Zoning: R-1 Proposed Land Use: Public School**Adjoining Properties Zoning and Uses:**

North of Property: R-1 - Single family homes  
 South of Property: R-1 - Public Park  
 East of Property: R-1 - Single family homes  
 West of Property: R-1 - Single family homes

Purpose Statement (intended use and approval sought): front-yard Setback Variationalong Center Street; to accommodate the dedication of Public Street right-of-way for Center Street.

CHANAY-MONGE SCHOOL DIST. 85  
 400 ELSIE AVENUE  
 CREST HILL, ILL. 60403

## City of Crest Hill Development Handbook

## Appendix C

**Development Request:** Please check all that apply and describe:

\_\_\_ Rezoning: N/A

\* Please attach written responses to items listed in Section 12.8-5 of the Zoning Ordinance.

\_\_\_ Special Use: N/A

\* Please attach written responses to items listed in Section 12.7-6 of the Zoning Ordinance.

\_\_\_ Variance: Reduce required front-yard setback along Center Street frontage of property from 30' to 15'

\* Please attach written responses to items listed in Section 12.6-2 of the Zoning Ordinance.

\_\_\_ Planned Unit Development: N/A

\* Please attach written responses to items listed in Sections 10.0-4 & 10.5 of the Zoning Ordinance.

\_\_\_ Annexation: N/A

\_\_\_ Plat: N/A

\_\_\_ Other: N/A

**Contact Information** – If not yet known, please indicate as TBD. Check those parties in which copies of all correspondences should be forwarded.

\_\_\_ Civil Engineer: N/A

Phone Number \_\_\_\_\_

Company \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_ Contractor: N/A

Phone Number \_\_\_\_\_

Company \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_ Architect: N/A

Phone Number \_\_\_\_\_

Company \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_ Builder: N/A

Phone Number \_\_\_\_\_

Company \_\_\_\_\_

Email Address \_\_\_\_\_

I agree to be present (in person or by counsel) when the Plan Commission and City Council hear this development request.

Ronald Montoya  
Signature of the Applicant

8/12/2024  
Date

If you (the applicant) are not the owner of record, please provide the owner's signature.

[Signature]  
Signature of the Owner

8-13-24  
Date

**CHANEY-MONGE SCHOOL DIST. #88**  
**400 ELSIE AVENUE**  
**CREST HILL, IL 60403**



Notice of Public Hearing

The Crest Hill Plan Commission will hold a Public Hearing on Thursday, September 12, 2024, at 7:00 p.m. in the City Council Chambers, 20600 City Center Boulevard, Crest Hill, Illinois to consider the petition V-24-4-9-1 of the Chaney-Monge School District 88 Board of Education seeking approval of variations to Section 6.6-1 B. and Table 1 of the Crest Hill Zoning Ordinance for the Chaney-Monge School property located at 400 Elsie Avenue, Crest Hill, Illinois. If approved, the requested variation would reduce the required front-yard setback along Center Street from 30-feet to 15-feet to accommodate the dedication of a portion of the school property as public street right-of-way and allow for a 4,795 square foot addition to be constructed on the northeast corner of the existing school.

PERMANENT INDEX NO: 11-04-33-107-011-000

LEGAL DESCRIPTION: THAT PART OF THE EAST HALF OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: THE NORTH 122 FEET OF THE SOUTH 284 FEET OF THE EAST 482.99 FEET OF SAID EAST HALF OF THE NORTHWEST QUARTER OF SECTION 33, AS SHOWN ON ZIVALY RANCH ACRES SUBDIVISION UNIT #2, RECORDED AS DOCUMENT NUMBER 981113; TOGETHER WITH LOTS 15, 16, 17, 18, 19 AND 20 IN ZIVALY'S RANCH ACRES SUBDIVISION UNIT #1, RECORDED AS DOCUMENT NUMBER 900137, ALL IN WILL COUNTY, ILLINOIS

All persons desiring to appear and be heard for or against said petition may appear at said hearing and be heard thereon.

Dated this 12<sup>th</sup> day of August 2024.  
Christine Vershay-Hall, City Clerk  
Bill Thomas, Commission Chairman

PLEASE PUBLISH THE ABOVE NOTICE IN THE LEGAL/PUBLIC NOTICE SECTION OF THE JOLIET HERALD NEWS ON WEDNESDAY, AUGUST 21, 2024, AND SEND THE BILL FOR THE PUBLICATION TO:

Ronald Mentzer  
City of Crest Hill  
20600 City Center Boulevard.  
Crest Hill, IL 60403  
[rmentzer@Cityofcresthill.com](mailto:rmentzer@Cityofcresthill.com)  
(815) 741-5107

**PLEASE CONTACT THE PERSON(S) LISTED ABOVE FOR PAYMENT OF THIS NOTICE:**

e-mail to: [willlegals@shawlocal.com](mailto:willlegals@shawlocal.com)  
**for publication in the Joliet Herald News**





August 14, 2024

Chaney-Monge #88  
400 Elise Avenue  
Crest Hill, Illinois 60403

To whom it may concern:

Chaney-Monge School District has submitted an application to the City of Crest Hill for a variation that would reduce the required front-yard setback along Center Street from 30-feet to 15-feet to accommodate the dedication of a portion of the Chaney-Monge School property to the City of Crest Hill as public right-of-way and allow for a 4,795 square foot addition to be constructed on the northeast corner of the existing school located at 400 Elsie Avenue, Crest Hill, IL 60403 /permanent parcel ID number 11-033-107-011-0000.

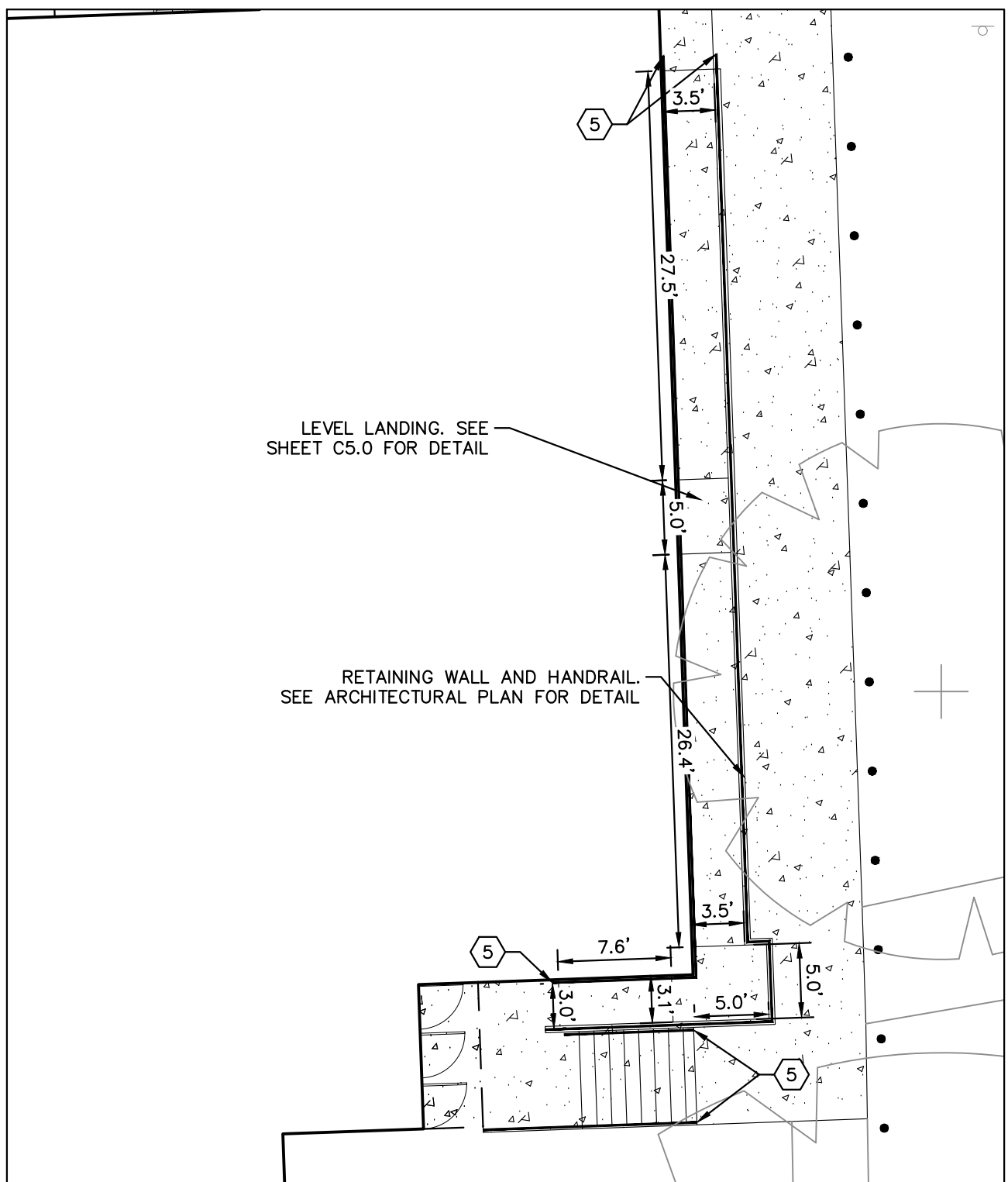
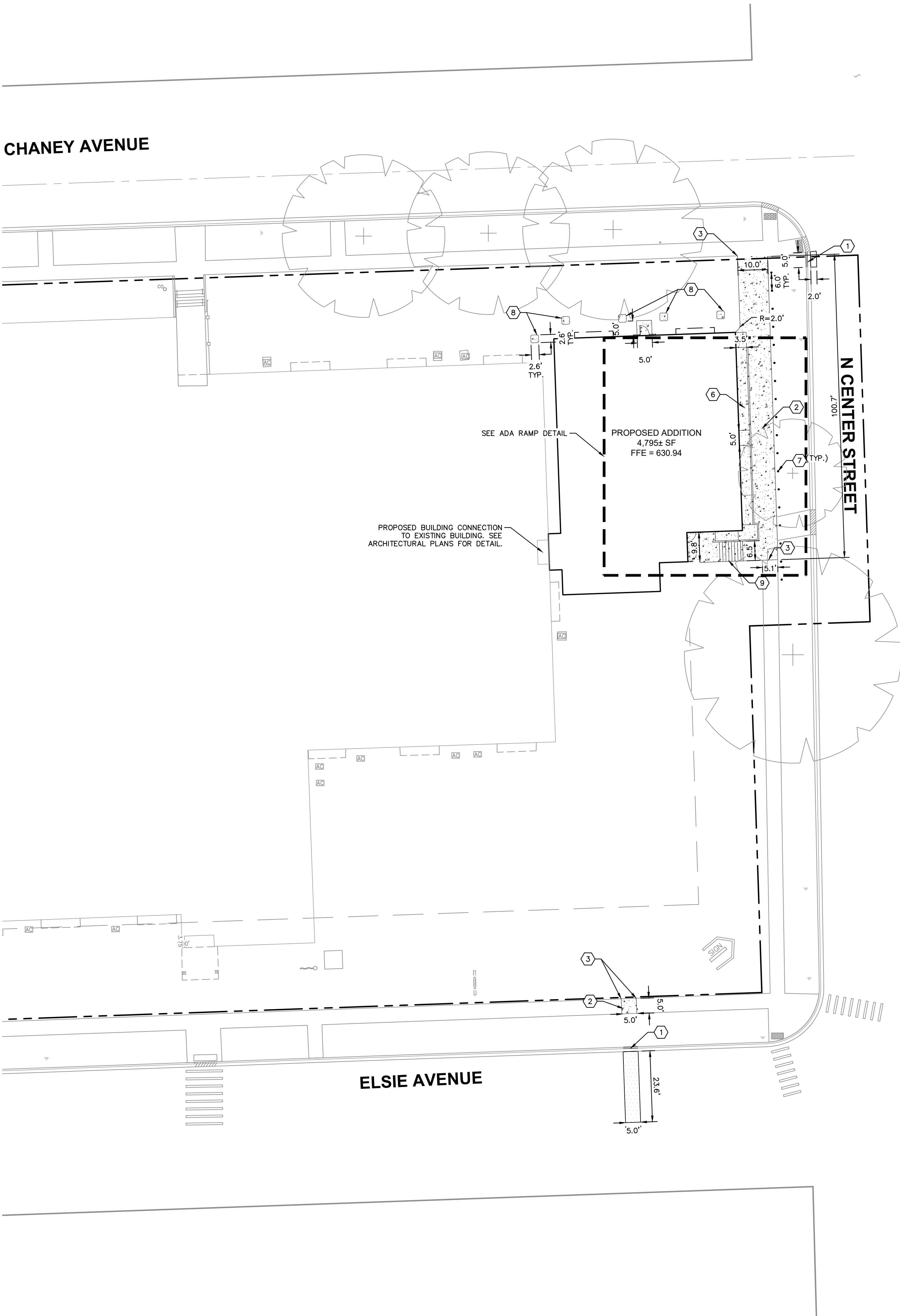
The Crest Hill Plan Commission will conduct a public hearing on this application at 7:00 p.m. on September 12, 2024, at the City of Crest Hill Municipal Building, in the City Council Chambers, 20600 City Center Blvd., Crest Hill, at which time you may express your views in person.

If you have any questions regarding our request, please feel free to contact City Hall at 815-741-5100.

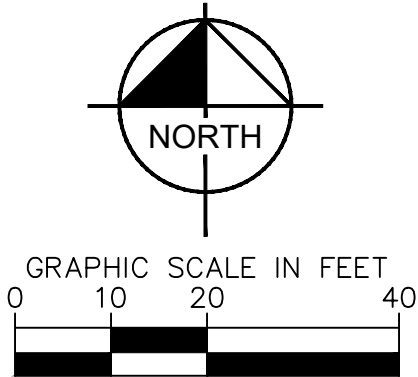
Sincerely,

Ronald Mentzer  
City of Crest Hill Acting Community and Economic Development Director

Drawing name: K:\CHS\_LDE\168144022\_Newman\_Choney Monge\_Hill Crest\_IL\Y Design\CAD\PlanSheets\C3.0-SITE PLAN.dwg C3.0 Mar 27, 2024 11:04am By Joseph.DaLoia  
This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adoption by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



ADA DETAIL  
1" = 10'



### GENERAL NOTES

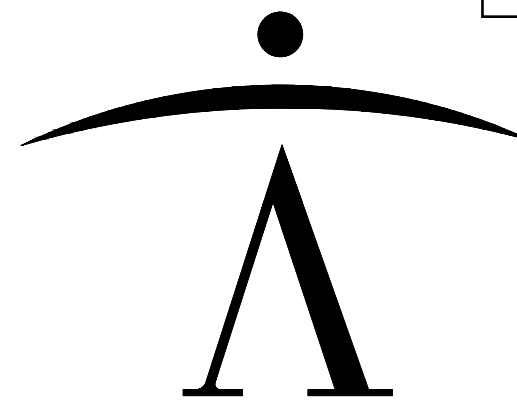
1. ALL DIMENSIONS REFER TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
2. BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF BUILDING UNLESS OTHERWISE NOTED.
3. REFER TO ARCHITECTURAL AND STRUCTURAL PLANS TO VERIFY ALL BUILDING DIMENSIONS.
4. RADII ADJACENT TO PARKING STALL AND NOT DIMENSIONED ON THIS PLAN SHALL BE 3-FEET, TYPICAL.
5. REFER TO ARCHITECTURAL PLANS FOR MONUMENT SIGN DETAILS. SEE MEP PLANS FOR SITE ELECTRICAL DRAWINGS.
6. ALL PROPOSED ON-SITE STRIPING SHALL BE PAINTED UNLESS OTHERWISE NOTED.

### KEY NOTES

- ① B6.12 CONCRETE CURB AND GUTTER, TYP. (SEE SHEET C7.0)
- ② CONCRETE SIDEWALK, TYP. (SEE SHEET C7.0)
- ③ CONNECT TO EXISTING PAVEMENT, SIDEWALK, CURB, TYP.
- ④ NOT USED
- ⑤ HANDRAILS (SEE ARCHITECTURE PLANS FOR DETAILS)
- ⑥ SIDEWALK RAMP (SEE ARCHITECTURAL AND STRCUTURAL PLANS FOR DETAILS)
- ⑦ BOLLARD, TYP. (SEE DETAILS)
- ⑧ ACCU UNIT (SEE MECHANICAL PLANS FOR DETAILS)
- ⑨ STAIRS (SEE ARCHITECTURAL PLANS FOR DETAILS)

### PAVING AND CURB LEGEND

- |  |   |
|--|---|
|  | STANDARD DUTY ASPHALT PAVEMENT<br>SEE CONSTRUCTION DETAILS FOR PAVEMENT SECTION |
|  | CONCRETE SIDEWALK<br>SEE CONSTRUCTION DETAILS FOR PAVEMENT SECTION              |
|  | STANDARD PITCH CONCRETE CURB AND GUTTER   |



### newman architecture

13437 Redberry Cr. plain Field, Illinois 60544  
(630) 420-1600 FAX (630) 420-1987 newmanarchitecture.com

## Kimley»Horn

© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
4201 WINFIELD ROAD, SUITE 600  
WARRENVILLE, IL 60555  
PHONE: 630-487-5550  
WWW.KIMLEY-HORN.COM

PROJECT NAME:

CONSTRUCTION DOCUMENTS

CHANEY-MONGE  
SCHOOL

2024-2025  
BUILDING ADDITION

FOR  
SCHOOL DISTRICT 88  
400 ELSIE AVENUE  
CREST HILL, ILLINOIS 60403

ENGINEER'S CERTIFICATION:



Date of Expiration: 11-30-25

LICENSE: Illinois Professional Design Firm  
License No. 184002012-0006

EXPIRES: 2025-04-30

LICENSE: Illinois Registration No. 062-072176

EXPIRES: 2025-11-30

Signature Date 2024-03-27

Issue / Revision:

No.	Date	Description
-	2024/03/26	ISSUED FOR BIDDING & PERMIT

DRAWING TITLE:

SITE PLAN

PROJECT NO.: 168144022 DATE: 2024-03-27

C3.0



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	September 23, 2024
<b>Submitter:</b>	Ronald Mentzer, Interim Community and Economic Development Director
<b>Department:</b>	Community Development
<b>Agenda Item:</b>	Chaney-Monge School Building Addition-Plat of Dedication

**Summary:** Several months ago, School District 88 submitted plans to the City for a 4,765 sq ft building addition to Chaney-Monge School. The new addition is now under construction along the east side of the school adjacent to N. Center Street. During the review of the project plans, it was found that the school district property extends to the center line of N. Center St. The existing roadway is constructed on school district property.

The school district indicated it is willing to voluntarily dedicate the portion of N. Center St. owned by the school district from the existing centerline of N. Center St. to the edge of the west curb line of N. Center Street to the City subject to the City satisfying the four below-identified conditions.

On August 5, 2024, the City Council passed a motion to authorize City staff to coordinate the completion of four below-noted school district conditions.

City Engineer Weideman subsequently coordinated the preparation of the attached Plat of Dedication prepared by Compass Surveying and last revised on September 17, 2024.

### **School District ROW Dedication Conditions:**

- 1) Coordinate and pay for the preparation of the required Plat of Dedication.
- 2) Coordinate and pay to update the boundary survey and legal description of the school's property, have it recorded with the Will County Assessor's Office, and send a copy of the recorded document to the school district for their records.
- 3) Coordinate and pay for the zoning variation/public hearing process that would culminate in the City's approval of the required building setback variations necessary to ensure the school building's setbacks are not considered non-conforming.
- 4) Update the City Zoning Map to reflect the dedication of a portion of the school property as public right-of-way.

**Recommended Council Action:** Recommend the City Council pass an ordinance to approve the Plat of Dedication of a portion of Center Street ROW prepared by Compass Surveying and last revised on 9/17/2024.

**Financial Impact:** N/A

**Funding Source:** N/A

**Budgeted Amount:** N/A

**Cost:** N/A

**Attachments:**

Plat of Dedication prepared by Compass Surveying and last revised on 9/17/202424.0035-01-  
POD-Sheet1 2024-06-20

# PLAT OF DEDICATION

THAT PART OF THE EAST HALF OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT 284 FEET NORTH OF THE SOUTH LINE OF SAID NORTHWEST QUARTER SECTION ON THE EAST LINE OF THE SAID NORTHWEST QUARTER SECTION AND SAID POINT ALSO BEING THE SOUTH RIGHT OF WAY OF CHANEY ROAD; THENCE SOUTH 01 DEGREES 54 MINUTES 02 SECONDS EAST ALONG SAID EAST LINE, 121.79 FEET TO THE SOUTH LINE OF THE NORTH 122 FEET OF THE SOUTH 284 FEET OF SAID EAST HALF OF THE NORTHWEST QUARTER OF SECTION 33, AS SHOWN ON ZIVALY RANCH ACRES SUBDIVISION UNIT # 2, RECORDED AS DOCUMENT NUMBER 981113; THENCE SOUTH 87 DEGREES 59 MINUTES 15 SECONDS WEST ALONG SAID SOUTH LINE, 18.41 FEET; THENCE NORTH 01 DEGREES 06 MINUTES 35 SECONDS WEST, 121.81 FEET TO THE NORTH LINE OF THE SOUTH 284 FEET OF SAID EAST HALF OF THE NORTHWEST QUARTER SECTION 33 SAID NORTH LINE ALSO BEING THE SOUTH RIGHT OF WAY OF CHANEY ROAD; THENCE NORTH 88 DEGREES 00 MINUTES 09 SECONDS EAST ALONG SAID SOUTH RIGHT OF WAY LINE OF CHANEY ROAD TO THE POINT OF BEGINNING, IN WILL COUNTY, ILLINOIS.

## UTILITY EASEMENT

A PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF CREST HILL (HEREINAFTER "THE GRANTEE"), AND TO ALL PUBLIC UTILITY AND OTHER COMPANIES OF ANY KIND OPERATING UNDER FRANCHISE GRANTING THEM RIGHTS FROM THE GRANTEE, INCLUDING, BUT NOT LIMITED TO THE FOLLOWING COMPANIES: ILLINOIS BELL TELEPHONE COMPANY, COMMONWEALTH EDISON COMPANY, AND NORTHERN ILLINOIS GAS COMPANY AND TO THEIR SUCCESSORS AND ASSIGNS IN, UPON, ACROSS, OVER, UNDER AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "UTILITY EASEMENT" ON THIS PLAT OF DEDICATION, OR WHERE OTHERWISE NOTED IN THE ABOVE LEGEND FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, INSPECTING, OPERATING, REPLACING, RENEWING, ALTERING, ENLARGING, REMOVING, REPAIRING, CLEANING AND MAINTAINING ELECTRICAL, CABLE TELEVISION, COMMUNICATION, GAS, TELEPHONE CITY WATER, SEWER, AND STORMWATER CONVEYANCE ITEMS OR OTHER UTILITY LINES AND APPURTENANCES, AND SUCH OTHER INSTALLATIONS AND SERVICE CONNECTIONS AS MAY BE REQUIRED TO FURNISH PUBLIC UTILITY SERVICES TO ADJACENT AREAS, AND SUCH APPURTENANCES AND ADDITIONS THERETO AS THE GRANTEE MAY DEEM NECESSARY, TOGETHER WITH THE RIGHT OF ACCESS ACROSS THE REAL ESTATE PLATTED HEREON FOR THE NECESSARY PERSONNEL AND EQUIPMENT TO DO ANY OR ALL OF THE ABOVE WORK. NO PERMANENT BUILDINGS OR TREES SHALL BE PLACED ON SAID EASEMENTS, BUT THE PREMISES MAY BE SUED FOR GARDENS, SHRUBS, LANDSCAPING, AND OTHER PURPOSES THAT DO NOT THEN OR LATER INTERFERE WITH THE AFORESAID USES AND RIGHTS. FENCES SHALL NOT BE ERECTED UPON SAID EASEMENTS IN ANY WAY WHICH WILL RESTRICT THE USES HEREIN GRANTED EXCEPT WHERE SPECIFICALLY PERMITTED BY WRITTEN AUTHORITY TO GRANTEE. THE RIGHT IS ALSO HEREBY GRANTED TO THE GRANTEE TO CUT DOWN, TRIM OR REMOVE ANY TREES, FENCES, SHRUBS, OR OTHER PLANTS THAT INTERFERE WITH THE OPERATION OF OR ACCESS TO SAID UTILITY INSTALLATION IN, ON, UPON, ACROSS, UNDER OR THROUGH SAID EASEMENTS. THE GRANTEE SHALL NOT BE RESPONSIBLE FOR REPLACEMENT OF ANY SUCH IMPROVEMENTS, FENCES, GARDENS, SHRUBS OR LANDSCAPING REMOVED DURING EXERCISE OF THE HEREIN GIVEN RIGHTS. REPLACEMENT OF ITEMS SO REMOVED SHALL BE THE RESPONSIBILITY OF THE THEN LOT OWNER.

P.I.N. 11-04-33-107-011

GRAPHIC SCALE



( IN FEET )  
1 inch = 40 ft.

HARON GRID

## MORTGAGEE'S CERTIFICATE

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )SS

\_\_\_\_\_, AS MORTGAGEE UNDER

PROVISIONS OF A CERTAIN MORTGAGE DATED \_\_\_\_\_  
AND RECORDED IN THE RECORDER'S OFFICE OF \_\_\_\_\_ COUNTY,

ILLINOIS, AS DOCUMENT NUMBER \_\_\_\_\_, HEREBY CONSENTS TO  
RECORDING OF THIS PLAT FOR THE USES AND PURPOSES HEREON SHOWN.

DATED AT \_\_\_\_\_, THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, A.D., 20 \_\_\_\_\_.

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

## NOTARY'S CERTIFICATE

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )SS

I, \_\_\_\_\_, A NOTARY PUBLIC IN THE  
COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT \_\_\_\_\_  
(TITLE) AND \_\_\_\_\_

(TITLE) OF \_\_\_\_\_ (COMPANY), WHO ARE  
PERSONALLY KNOWN TO ME TO BE THE SAME PERSONS WHO ARE SUBSCRIBED TO THE FOREGOING  
MORTGAGEE'S CERTIFICATE APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THE  
EXECUTION OF THIS INSTRUMENT IN THEIR CAPACITY FOR THE FOR THE USES AND PURPOSES  
THEREIN SET FORTH AS THE FREE AND VOLUNTARY ACT AN DEED OF SAID CORPORATION.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_ A.D., 20 \_\_\_\_\_.

BY: \_\_\_\_\_  
NOTARY PUBLIC

## OWNER'S CERTIFICATE

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )SS

THIS IS TO CERTIFY THAT \_\_\_\_\_ IS THE OWNER OF  
THE PROPERTY DESCRIBED IN THE FOREGOING SURVEYOR'S CERTIFICATE AND BY THE DULY ELECTED  
OFFICERS HAS CAUSED THE SAME TO BE SURVEYED AND PLATTED AS INDICATED HEREON, FOR THE USES  
AND PURPOSES THEREIN SET FORTH, AS ALLOWED AND PROVIDED BY STATUTE AND HEREBY  
ACKNOWLEDGES AND ADOPTS THE SAME UNDER THE STYLE AND TITLE AFORESAID.

DATED AT \_\_\_\_\_, THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_ A.D., 20 \_\_\_\_\_.

BY: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

## NOTARY'S CERTIFICATE

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )SS

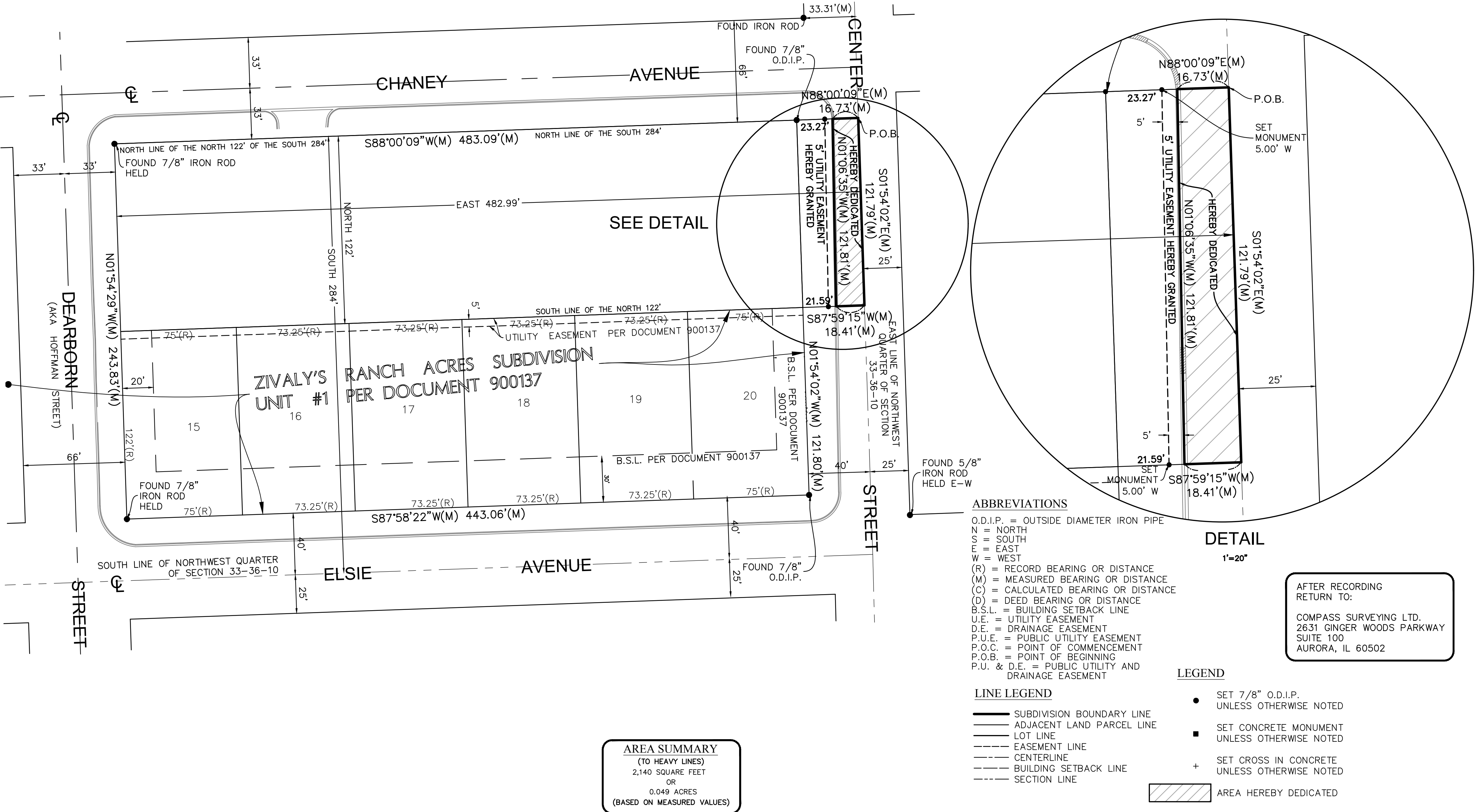
I, \_\_\_\_\_, A NOTARY PUBLIC IN THE COUNTY AND STATE  
AFORESAID, DO HEREBY CERTIFY THAT \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_  
(TITLE) AND \_\_\_\_\_,

(TITLE) OF \_\_\_\_\_ (COMPANY), WHO ARE PERSONALLY KNOWN  
TO ME TO BE THE SAME PERSONS WHO ARE SUBSCRIBED TO THE FOREGOING CERTIFICATE OF  
OWNERSHIP, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THE EXECUTION OF THIS  
INSTRUMENT IN THEIR CAPACITY FOR THE USES AND PURPOSES THEREIN SET FORTH AS THE FREE AND  
VOLUNTARY ACT AND DEED OF SAID CORPORATION.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_ A.D., 20 \_\_\_\_\_.

BY: \_\_\_\_\_  
NOTARY PUBLIC



## CITY COUNCIL CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF WILL )SS

APPROVED AND ACCEPTED BY THE MAYOR AND CITY COUNCIL  
OF THE CITY OF CREST HILL, ILLINOIS, AT A MEETING HELD

THE \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_\_.

BY: \_\_\_\_\_ MAYOR ATTEST: \_\_\_\_\_ CITY CLERK

## WILL COUNTY RECORDER'S CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF WILL )SS

THIS INSTRUMENT \_\_\_\_\_ WAS FILED FOR  
RECORD IN THE RECORDER'S OFFICE OF WILL COUNTY, ILLINOIS ON THE \_\_\_\_\_  
DAY OF \_\_\_\_\_ A.D., 20\_\_\_\_\_ AT \_\_\_\_\_  
O'CLOCK \_\_\_\_\_M., AND WAS RECORDED IN BOOK \_\_\_\_\_ OF PLATS ON  
PAGE \_\_\_\_\_

RECORDER OF DEEDS \_\_\_\_\_

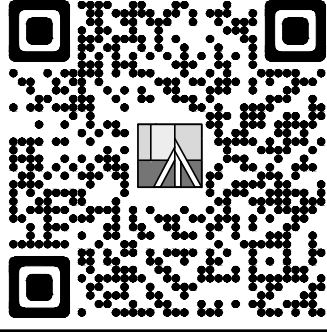
## SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF KANE )SS

I, SCOTT C. KREBS, HAVE SURVEYED AND PLATTED THE PROPERTY AS  
HEREON SHOWN FOR THE PURPOSES OF ROADWAY DEDICATION.

COMPASS SURVEYING LTD.  
PROFESSIONAL DESIGN FIRM  
LAND SURVEYOR CORPORATION NO. 184--002778  
LICENSE EXPIRES 4/30/2025

BY: \_\_\_\_\_ DATE: 6--20--2024  
SCOTT C. KREBS  
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3509  
EXPIRES 11--30--24



DATE	BOOK	PG	PK	CHECKED BY	SK	DRAWN BY	C/C	PC	AW	NO.	REVISIONS	DATE	BY	DATE	MP	C/C
6-20-2024																
1.																
2.																

PROJECT	CLIENT
Chaney - Monge School - Crest Hill 400 Elsie Avenue Crest Hill, IL	City of Crest Hill 20600 City Center Blvd. Crest Hill, IL 60403

**COMPASS**  
SURVEYING LTD.  
ALTA SURVEYS • TOPOGRAPHY • CONSTRUCTION STAKING

2631 GINGER WOODS PARKWAY, STE. 100  
AURORA, IL 60502  
PHONE: (630) 820-9100 FAX: (630) 820-9120 EMAIL: ADMIN@CCLSURVEYING.COM

SCALE: 1" = 20'

1 OF 1

PROJ NO: 24.0035-01





## City Council Work Session Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	9/23/2024
<b>Name:</b>	Ronald Mentzer, Interim Community & Economic Development Director
<b>Department:</b>	Community Development (the "Department")
<b>Topic:</b>	Recommended Organizational Structure and Compensation Adjustments in the Community Development Department

### Purpose of Memo

This memorandum has been prepared to outline and explain my recommended revisions to the organizational structure of the Community Development Department (the "Department") and the titles and compensation for certain positions. The goal of these recommendations is to enhance the Department's ability to perform its most important responsibilities in an efficient and cost-effective manner.

### Background

I have functioned as the City's interim, part-time, Director of Community and Economic Development since the beginning of September 2023. Over the past 12 months, I have acquired a thorough understanding of the Department's responsibilities, organization, operations, workload, and the abilities and expertise of its staff members. The Department's primary responsibilities include:

1. Overseeing building permit processing and inspection responsibilities
2. Coordinating the City's review and processing of proposed new development projects
3. Coordinating Plan Commission and City Council processing of special zoning, sign, annexation, and subdivision applications
4. Leading City economic development efforts
5. Coordinating the City's long-term land use planning and related policy development efforts
6. Overseeing code enforcement activities involving property maintenance and zoning ordinance compliance issues
7. Co-coordinating the City's administrative adjudication process with the Police Department
8. Administering the City's vacant and foreclosed property registration regulations
9. Administering the City's rental property registration and inspection regulations

I have also been actively involved in the recruitment processes for the City's full-time Community Development Director, Planner, and Building Inspector positions. I understand the challenges the City has encountered in filling these positions with qualified and experienced individuals. This knowledge combined with my prior 29-year experience as the Community and Economic Development Director for a similar-sized suburban municipality has informed the recommendations presented in this memo.

## **Current Status and Recommended Revisions to the Organizational Structure of the Department**

**Current:** Attached Exhibit A illustrates the current functional organization and status of the seven full-time and one part-time positions currently budgeted for in the Department.

Presently, the full-time Community Development Director, Planner, and both full-time Building Inspector positions are vacant. The City just recently reinitiated the recruitment process for the full-time Community and Economic Development Director position. The City is actively recruiting to refill one of the full-time Building Inspector positions. The City has never recruited for or filled the second full-time Building Inspector position.

Recruitment of the Planner position has been attempted twice over the past year and the results were very disappointing. The applicants who did apply did not have either the qualifications or experience necessary to perform the duties described in the job posting.

In addition, for the past four years the department has consistently utilized the consulting services of Sr. Planner Maura Rigoni of Robinson Engineering to perform specialized, project-related, planning and zoning work for the City. Over the past five months, and at the request of Robinson Engineering, the City has significantly reduced its use of Ms. Rigoni's services by having its existing "in-house" staff and interim employees perform significant elements of the work she had been performing for the City. While this has resulted in a cost savings to the City, it is not sustainable due to the ongoing vacancies that exist in budgeted positions in the Department.

**Recommended:** Attached Exhibit B Illustrates the recommended positions in, and organization of, the Department going forward. These recommendations assume the City will continue its efforts to fill the full-time Community Development Director position and one of the two full-time Building Inspector positions authorized in the FY 24/25 Budget. Exhibit B also illustrates the phased implementation of the following additional recommended organizational changes and compensation adjustments in the Department:

### ***Phase 1 (Next 3 months):***

1. Create a new full-time Permit and Zoning Coordinator position **in place of** the budgeted but vacant and never-staffed, full-time Planner position. A copy of the proposed position description for this position is attached for reference as Exhibit C. As recommended, this would be a mid-level, non-union, non-exempt position that would supervise the department's two Administrative Clerk positions and would have an annual pay range of \$65,000 – \$85,000 which is slightly lower than the Planner position salary range of \$66,950 - \$87,550.

It is further recommended that at the point in time in the future when the individual recruited to fill the Permit and Zoning Coordinator position is no longer able or interested to continue in that role, the City review Community Development Department operations to determine if the position should be refilled or another adjustment to the organization of the Department would be in order.

2. Recruit for and fill the new Permit and Zoning Coordinator position.
3. Revise Chapter 2.94 of the City Code to update the title of the "Community Development Director" position to "Community **and Economic Development** Director". This revision would more accurately reflect the priorities and responsibilities of the position.

4. Update the City's annual employee merit increase system to include the part-time building inspector position(s) and retroactively award a 2024 merit increase to the City's existing part-time Building Inspector if the annual performance evaluation results document performance that exceeds standards.

***Phase 2 (3-6 months):***

1. Replace the second vacant, never staffed, full-time Building Inspector position with a newly created part-time Housing and Code Enforcement Officer position that would be authorized for up to 1,250 hours (approx. 3 days a week) annually at an hourly pay rate consistent with the pay range for the existing part-time Building Inspector (Approximately \$30-35/hr.).
2. Recruit and fill the new part-time Housing and Code Enforcement Officer position.

**Justification and Benefits of Reorganization Recommendations**

**1. Improved Department Organizational Structure**

- a. Under the current structure of the Department, both Administrative Clerks, the Building Commissioner, and the Planner position all directly report to the Community Development Director. Having the Administrative Clerks report to the new Permit and Zoning Coordinator position would better align supervision responsibilities for these "front-line" positions with the mid-level staff position most directly responsible for ensuring "customer" needs and the diverse administrative responsibilities of the Department are effectively and professionally addressed.
- b. The new Permit and Zoning Coordinator position would be responsible for coordinating the processing of "routine" special zoning requests before the Plan Commission and ultimately the City Council. This would include making sure all public notice requirements are satisfied, drafting staff reports, and presenting staff reports to the Plan Commission and City Council.
- c. Having the new Permit and Zoning Coordinator position perform the above responsibilities would allow the future full-time Community Development Director to devote more time and attention to economic development initiatives and the development of important long-term strategic policy for the City.

**2. Enhanced Service Delivery**

- a. Adding additional mid-level administrative staff resources would ensure the City fully implements and utilizes its new web-based administrative adjudication hearing process and foreclosed and vacant property registration platforms. Doing so would enhance customer service and improve the effectiveness of the City's code enforcement efforts.
- b. The City's existing rental property registration and inspection ordinance envisions the City would inspect all rental units in the City once a year. Historically, the Department has focused its limited staff resources on the inspection of those rental units the property owner has notified the City will be occupied by a new tenant. In FY 23/24, the City inspected approximately 7% of the more than 2,200 rental units located in the City of Crest Hill. Adding a new Permit and Zoning Coordinator and a part-time Housing and Code Enforcement Officer position would significantly enhance the Department's ability to ensure all rental units are safe to live in, being properly

maintained, and are not unnecessarily negatively impacting surrounding neighborhoods.

### 3. Budget Benefits

#### a. Reduced Expenses:

- i. *Reduced Department Personnel Budget:* By (i) replacing one of the full-time Building Inspector positions with a new part-time Housing and Code Enforcement Officer position and (ii) filling the recommended new Permit and Zoning Coordinator position in place of the Planner position, the Department's annual personnel-related budget from \$749,133 to \$675,292.
- ii. *Decreased Consultant Expenses:* If approved and staffed, the proposed Permit and Zoning Coordinator position would be responsible for much of the administrative support work the City's consulting Senior Planner historically performed on private development and special zoning approval applications. Since the hourly billing rate of the consulting Sr. Planner is more than three times the hourly rate proposed for the new position, having this administrative support work performed by a Department staff member will result in a material ongoing savings to the City.

#### b. Increased Revenue:

- i. With the staff resources recommended in this memo, the Community Development Department would be able to significantly increase the number of rental units it inspects on an annual basis. Increasing the number of rental units inspected annually from 7% to 75% would result in a \$75,000+/- increase in the amount of rental property inspection revenue the City collects annually.

**Recommended Council Action:** Approval of a motion to authorize staff to implement the department reorganization and compensation recommendations outlined in this memo.

**Financial Impact:** As reflected on the Budget Summary spreadsheets for the current and recommended configuration of the Department attached as Exhibits D and E, the City would realize an annual net budget benefit of \$149,440 (\$741,232 - \$591,792) through the full implementation of the Department organizational structure recommendations reflected in this memo.

**Funding Source:** General Fund and increased Rental Registration and Inspection Program Revenue.

**Budgeted Amount:** N/A

**Cost:** N/A

#### Attachments:

*Exhibit A:* Current Community Development Dept. Organizational Chart

*Exhibit B:* Recommended Community Development Dept. Organizational Chart

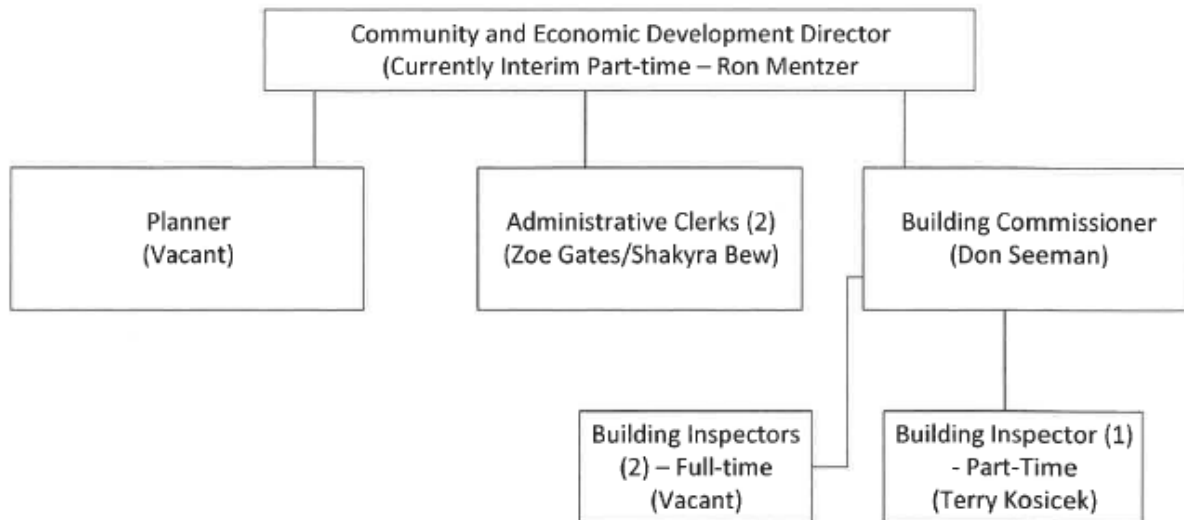
*Exhibit C:* Proposed position description for Permit and Zoning Coordinator position

*Exhibit D:* Budget Summary for Current Dept. Configuration and Service Level

*Exhibit E:* Budget Summary for Recommended Dept. Configuration and Service Level

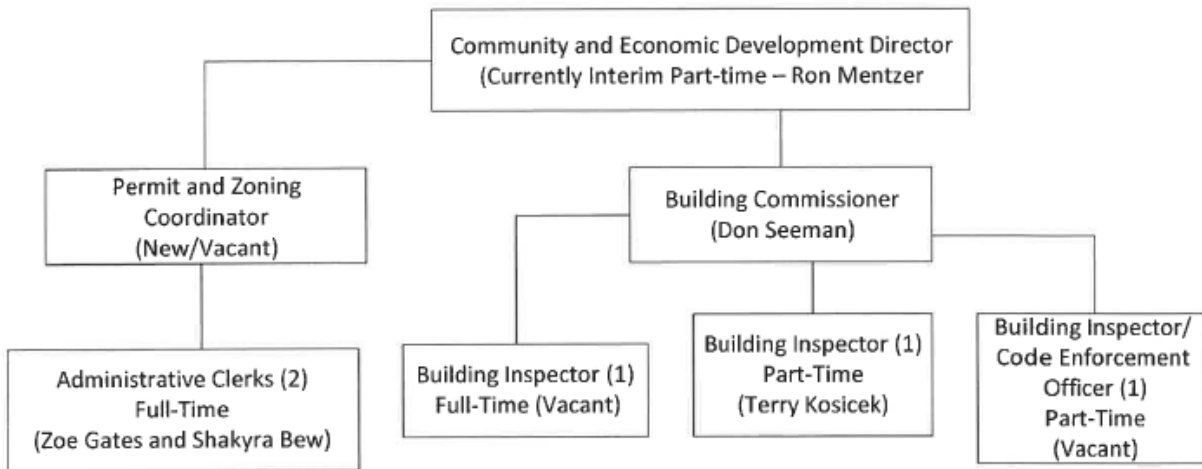
# EXHIBIT A

EXHIBIT A – Current Community Development Dept  
Organizational Chart – 8/16/2024



## EXHIBIT B

EXHIBIT B –Proposed Community Development Dept  
Organizational Chart – 8/16/2024



# EXHIBIT C



**Position:** Permit and Zoning Coordinator  
**Department:** Community Development

**Status:** Non-Exempt  
**Last Updated:** 07/26/2024

## **General Purpose:**

The Permit and Zoning Coordinator plays a key role in assisting residents, business owners, and developers through the City's building permit, inspection, code enforcement, licensing, and special zoning approval processes; coordinates the efficient processing of permit, development, and special zoning approval applications; helps the Department manage change in the community; and supports informed and efficient decision making by City elected, appointed, and staff officials. This position also supports the economic development efforts of the City. It serves as a primary point of contact for questions and customer service needs involving the Community Development Department's core services and responsibilities.

## **Supervision Received:**

The Permit and Zoning Coordinator works under the immediate supervision of the Community and Economic Development Director.

## **Supervision Exercised:**

The Permit and Zoning coordinator supervises two Administrative Clerks.

## **Essential Duties and Responsibilities:**

- Coordinates and attends meetings with residents, businesses, developers, and consultants to explain City zoning regulations and permitting processes.
- Reviews zoning and development applications for completeness and guides applicants through the City's permit application and public hearing processes.
- Composes legal notices, correspondence, memoranda, reports, and other material requiring judgment as to content and attention to accuracy and completeness.
- Presents information at City Council, Workshop, and Plan Commission meetings.
- Coordinates the timely review and processing of building permits, contractor licensing, and special zoning and development applications.
- Performs research, collects data, and assembles reference materials for special projects, policies, procedures, and potential code updates.
- Provides administrative support for the City's Economic Development efforts including processing Façade Improvement Grant Program applications.
- Coordinates administration of the Department's Rental Registration and Inspection and Administrative Adjudication Hearing Program related responsibilities.

- Processes invoices and ensures all required building and development permit application, review, and inspection fees are paid.
- Researches, recommends, and coordinates the implementation of new or updated software and websites that enhance the Department's delivery of core services.
- Oversees organization, maintenance, and efforts to store historical department records digitally and coordinates the posting of updated Department information and Plan Commission application materials on the City's website.
- Coordinates processing of Freedom of Information Act requests involving Community Development Department-related records.
- Supervises and mentors Administrative Clerks including, but not limited to, division of duties, quality of work, scheduling, performance reviews, and disciplinary actions as appropriate.
- Other duties as assigned.

### **Desired Minimum Qualifications**

#### **Education and Experience:**

- Graduation from high school or GED equivalent required.
- Associate's degree preferred.
- At least three years of progressively responsible experience in customer service or administrative support in a government organization, construction or real estate-related business, architectural or engineering consulting firm, or any combination of education and experience sufficient to perform the essential duties and responsibilities of the position.
- Prior experience supervising subordinate employees a plus.

#### **Knowledge, Skills, and Abilities:**

- Excellent customer service skills including the ability and commitment to listen, decipher needs, and provide personalized service and solutions promptly.
- Ability to properly maintain and organize office files and records.
- Knowledge of Microsoft Word, Excel, and Outlook, and the ability to learn other software as needed.
- Ability to communicate effectively and professionally in the English language both verbally and in writing, using complex sentences, proper punctuation, spelling, and grammar.
- Experience with and understanding of municipal government decision processes, zoning regulations, building codes and related permit processes, and code enforcement procedures.
- Ability to apply common sense understanding to carry out detailed instructions, prioritize multiple tasks, and work independently to meet deadlines.
- Ability to enhance relations with coworkers and the public with a professional demeanor, sensitivity, and tactfulness.
- Demonstrate proficiency in everyday operations and minor maintenance of required tools and equipment.
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.
- Ability to use discretion with sensitive information.

### **Tools and Equipment, Physical Demands, Working Conditions**

#### **Tools and Equipment:**



The following list of tools and equipment is a representative and not necessarily all-inclusive inventory of items needed to successfully perform the essential job duties:

- Telephone, facsimile, photocopier, printer, document scanner, personal computer, calculator, audio/visual equipment, motorized vehicles and equipment.

### **Physical Demands:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, possess average ordinary visual acuity necessary to prepare or inspect documents or operate office equipment, talk, reach with hands and arms, walk, climb and descend stairs, bend, crouch, lift and/or move up to 25 pounds. Frequent and regular movements are required using wrists, hands, and fingers to feel, handle, or operate equipment, tools, or controls. Effective audio-visual discrimination and perception to quickly and accurately make observations, correctly identify red, yellow, and blue, and green, distance and peripheral vision, depth perception and ability to adjust focus is also required. Hearing must be sufficient for average or normal conversations, to understand verbal direction, and to detect abnormal equipment operation and alarms.

### **Working Conditions:**

Work activities are conducted in a climate-controlled open office environment and noise levels are usually quiet. This position routinely uses standard office equipment including computers, phones, photocopiers, filing cabinets, adding machines, and fax machines. There are no hazardous or significantly unpleasant conditions.

The weekly work schedule is approximately 40 hours in duration, Monday through Friday and may be extended in the event of an emergency, disaster, workload, or the need to complete time-sensitive work. Regular attendance at evening meetings may be required.

### **Performance Measurements and Selection Guidelines**

- Regularly arrives for work on time prepared to perform duties of the job.
- Adheres to City and Department policies and procedures.
- Sets a standard of excellence in customer service and staff support.
- Consistently produces accurate work and meets deadlines.
- Uses available methods to track ongoing or semi-regular tasks and project deadlines.
- Completes routine or regular tasks without being directed by others.
- Displays composure, friendliness, and respect in the treatment of the public and coworkers.
- Respects the confidential nature of many aspects of the position.
- Adapts to changes in the work environment and manages competing demands.
- Has a thorough knowledge of the Department's policies, procedures, rules, regulations, structure, and operations and uses it appropriately to resolve problems and crises.

An employee in this position is also evaluated upon the general observations of the ability to perform all of the essential responsibilities and duties.

### **Selection Guidelines:**

Formal application; evaluation of education and experience; oral interview, reference check, background investigation; post-offer medical physical including drug and alcohol screening; job-related tests may also be required.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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Department Head signature

Date

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Employee signature

Date

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Department Head printed name

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Employee printed name

## EXHIBIT D

### BUDGET SUMMARY FOR **CURRENT** DEPT. CONFIGURATION AND SERVICE LEVEL

<b>Annual Personnel Related Costs</b>	<b>Salary<sup>(1)</sup></b>	<b>Benefits <sup>(2)</sup></b>	<b>Totals</b>
CD Director	\$120,000	\$36,000	\$156,000
Planner	\$80,000	\$24,000	\$104,000
Bld. Commissioner	\$94,500	\$28,350	\$122,850
F/T Bldg. Inspector	\$71,400	\$21,420	\$92,820
F/T Bld. Inspector	\$70,000	\$21,000	\$91,000
P/T Bld. Inspector <sup>(3)</sup>	\$30,502	\$2,211	\$32,713
Admin. Clerk	\$53,976	\$16,193	\$70,169
Admin. Clerk	\$61,216	\$18,365	\$79,581
<b>TOTAL</b>			<b>\$749,133</b>

<b>Annual Rental Property Inspection Revenue</b>
158 units @ \$50/unit <sup>(4)</sup>
<b>\$7,900</b>

<b>Total Annual Personnel Budget - Offsetting Rental Inspection Revenue=</b>
<b>\$741,233</b>

**Footnotes:**

(1) Per former Finance Director L. Banovetz

(2) Total annual benefit costs at 30% of annual salary per Interim Human Resource Mgr.

(3) Part-time employees are not eligible for City benefit package

(4) FY 23/24 Actual

# EXHIBIT E

## BUDGET SUMMARY FOR **RECOMMENDED** DEPT. CONFIGURATION AND SERVICE LEVEL

Annual Personnel Related Costs	Salary <sup>(1)</sup>	Benefits <sup>(4)</sup>	Totals
CD Director	\$120,000	\$36,000	\$156,000
Planner <sup>(2)</sup>	\$0	\$0	\$0
Bld. Commissioner Permit and Zoning Coordinator	\$94,500	\$28,350	\$122,850
F/T Bldg. Inspector	\$68,500	\$20,550	\$89,050
F/T Bld. Inspector <sup>(3)</sup>	\$71,400	\$21,420	\$92,820
P/T Bld. Inspector <sup>(5)</sup>	\$0	\$0	\$0
P/T Housing Inspector <sup>(5)</sup>	\$30,502	\$2,211	\$32,713
Admin. Clerk	\$40,000	\$2,900	\$42,900
Admin. Clerk	\$53,976	\$16,193	\$70,169
Admin. Clerk	\$52,915	\$15,875	\$68,790
		<b>TOTAL</b>	
		<b>L</b>	<b>\$675,292</b>

Annual Rental Property Inspection Revenue
1,670 rental units @ \$50/unit <sup>(6)</sup>
<b>\$83,500</b>

<b>Total Annual Personnel Budget - Offsetting Rental Inspection Revenue=</b>
<b>\$591,792</b>

### Footnotes:

(1) Per former Finance Director L. Banovetz

(2) Assumes creation and filling of Permit and Zoning Coordinator position in lieu of Planner position

(3) Assumes creation and filling of part-time Housing Inspector in lieu of full-time Bld. Insp. position

(4) Total annual benefit costs assumed at 30% of annual salary per Interim Human Resource Mgr.

(5) Part-time employees are not eligible for City benefit package

(6) Projected FY 25/26 post implementation of recommended org. structure adjustments