



## City Council Work Session

Crest Hill, IL

June 08, 2026

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

## Agenda

### MAYOR

1. Police Pension Board Appointment

### CLERK

### TREASURER

### CITY ADMINISTRATOR

1. Discussion on America250 Commemoration
2. Discussion on List of Bills & Payroll to be Read by City Treasurer
3. Hiring an Intern
4. Lockport Township Back to School Request
5. 1,4 Dioxane Legal Services Agreement
6. Discussion of Draft Water & Sewer Payment Plan Options

### ECONOMIC DEVELOPMENT DEPARTMENT

1. Partial Tap-On Fee Discussion
2. Discussion on Regulation of Tarped vehicles.
3. Plan Commission Recommendation for a Special Use Permit for a Self-Service Storage Facility with Respect to Real Property Located at 103 Elsie Ave in Crest Hill, Illinois (application of Bernardino Estrada)
4. Plan Commission Recommendation for Rezoning, Plat of Easement, a Special Use Permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations Request from the Crest Hill Zoning Ordinance with Respect to Real Property Located at 1818-1820 N Broadway Street in Crest Hill, Illinois (application of Javier Salazar)

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.

5. Discussion on Adding a New Liquor License Category - Limited Beer and Wine Restaurant
6. Direction on Zoning Ordinance and City Code Amendments – Updates to Use Chart and Sign Code

### **ENGINEERING DEPARTMENT**

1. A Resolution for a Professional Services Agreement for a 2026 Water System Model Update and Water Main Replacement Prioritization Plan by and Between the City of Crest Hill, Will County, Illinois and Strand and Associates, Inc. in the amount of \$150,000.00.
2. Discussion on the Approval of an Agreement with the State of Illinois, Capital Development Board and the City of Crest Hill for the Extension of a Watermain from Well 11 to Broadway
3. Provide direction to staff and budget number to purchase and install 250<sup>th</sup> Banner and/or Standard Banner.
4. A Resolution Approving an Amendment to the Construction Agreement by and between the City of Crest Hill, Will County, Illinois and P.T. Ferro Construction Company for the Division Roadway Reconstruction Improvement.
5. Discussion on Assistant City Engineer Position

### **POLICE DEPARTMENT**

### **PUBLIC WORKS DEPARTMENT**

### **FINANCE DEPARTMENT**

1. Community Portal for Caselle to use Credit Card on Website

### **PUBLIC COMMENT(Limit 3 minutes per person)**

### **EXECUTIVE SESSION:**

1. 5ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
2. 5ILCS 120/2 (c)/(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

3. 5ILCS 120/2 (c)(2): Collective negotiating matters between the public body and its employees or their representative, or deliberations concerning salary schedules for one or more classes of employees.

**ADJOURNMENT**



**Agenda Memo**

**Crest Hill, IL**

**Meeting Date:** June 8, 2026  
**Submitter:** Mayor Raymond R. Soliman  
**Department:** Mayor's Office  
**Agenda Item:** Police Pension Board Appointment

**Summary:** I am recommending Mr. Bill Barler for appointment to the City of Crest Hill Pension Board. Please see attached information and feel free to contact me with any questions.

**Recommended Council Action:**

**Financial Impact:**

**Funding Source:**

**Budgeted Amount:**

**Cost:**

**Attachments:**

RECEIVED APR 20 2026

COMMISSIONER APPLICATION

- Plan Commission
- Veterans' Committee
- Civil Service Commission
- Events Committee
- Police Pension Board
- Beautification Committee

Name: MILES WILLIAM BARLER Phone: [REDACTED]

Home Address: [REDACTED] CREST HILL, 60403

Years as Crest Hill Resident: 4 1/2 Registered Voter: YES

Email Address: [REDACTED]

Present Employer: RETIRED Position: N/A

College or University, if appropriate: 2 YEAR DEGREE, CITY COLLEGE OF CHICAGO

Degree and Major: ASSOCIATE DEGREE: LAW ENFORCEMENT

Previous experiences related to Commission of interest:  
ASSOCIATE DEGREE: LAW ENFORCEMENT, EXPLORER SCOUT POLICE PROGRAM - 3 YRS.

Current membership in local organizations and offices held:  
MEDINAH SHRINERS: HOSPITAL LAISON, GREETERS CLUB, ANTIQUE CAR CLUB, POTENTIALS AIDE, "ROARING '57'S"

Past membership in local organizations and offices held: CARILLON LAKES VETERANS' CLUB, OAKLAWN MASONIC LODGE: SENIOR WARDEN - 10 YRS ASSOCIATE MEDINAH SHRINERS: 10 YRS, PRES. "ROARING '57'S" - 2016 + 20. MEMBER

Please attach resume and letter of intent and add additional pertinent information you feel would exemplify you as a Commission member - Why do you want to serve?

I FEEL IT IS A CITIZEN'S OBLIGATION TO TAKE AN ACTIVE PART IN THEIR LOCAL GOVERNMENT, TO MAKE MEANINGFUL CHANGES AND BENEFIT THEIR COMMUNITY.

Miles "Bill" Barler \_\_\_\_\_  
Signature Date: 4/18/26

Return Application to: Raymond R. Soliman, Mayor

Miles Barler · [REDACTED] &gt;

5/8/2026 7:33 PM

## Resume for Miles "Bill" Barler

To raysoliman@comcast.net · Raymond Soliman &lt;rsoliman@cityofcresthill.com&gt; Copy

Barler Miles · [REDACTED]

# **RESUME FOR MILES "BILL" BARLER**

## **EDUCATION:**

1970: Graduated Gage Park High School - Chicago IL.

1970 - 1972: Chicago Junior College, Bogan Campus. Received Associates Degree in Law Enforcement.

1972 - 1977: Took classes part-time at Moraine Valley College while working full time.

## **EMPLOYMENT:**

1968 - 1972: City of Chicago Public Library, worked as stock boy, restocking and organizing books and periodicals.

1972 - 1979: Central Steel & Wire Company, Chicago. Job responsibilities included loading of trucks for delivery of products to customers. Overseeing the loading and unloading of trucks, approximately 95 per 8 hour shift. At this time I was working the midnite to 8:00 shift. Moved to day shift in 1974. Where i supervised the operation of 3 steel cutting and slitting machines. On 7/11/77, I was severely injured while checking the status of a machine used to cut steel coils into sheets. The injury caused the amputation of the 4 fingers on my right hand. After 2 years of rehabilitation and 11 reconstructive surgeries, I was left with partial fingers on the right hand. After returning to work at Central Steel, I was offered a janatorial position. Deciding this was not my future, I left CS&W for other opportunities.

1980 - 1985: Commercial Services Inc., Elmhurst, IL.. This was a local company working in the Midwest. With approximately 95 field staff. Work involved doing commercial property inspections for major insurance companies (including Aetna, Cigna, Industrial Risk Insurers, and others). We would arrive at a risk, make a detailed evaluation of the type of construction the building was, then make an interior review of the occupancy, related hazards such as flammable liquids storage, spray painting and processes such plastics or fiberglass work, workman's comp and health hazards. Also, evaluated were issues such as property protection, fire sprinklers, portable extinguishers, other fire suppression equipment, along with the local fire department and hydrant distance and location. I then compiled this information into a comprehensive report which was sent to the requesting insurance carrier, for their use in evaluating their risk regarding insuring an individual property.

In 1983 I was promoted from field inspector to supervisor, among my duties, included review of field work, answering questions from both field inspectors and customers, as well as training new hires.

1985 - 2011: Insurance Services Office: Chicago, IL.. This was a nationwide company established in 1878 after the Great Chicago Fire to help to mitigate the risk of insuring commercial properties. The company had 29 offices across the country and over 950+ field staff. Starting Work at "ISO", responsibilities were similar to those at Commercial Services. Inspecting commercial properties and preparing reports for major insurance companies. I was required to follow a very specific set of rules and regulations set forth by our training in preparing these reports. Knowing full well that an incomplete or inaccurate report, could result in catastrophic property loss and even injury or death to employees or first responders. I was also responsible for doing ride alongs with field staff for quality review purposes. In 1990 I was promoted to IN-House Field Inspector whose responsibilities included answering technical questions for field staff, phone questions from customers, and accompanying our sales staff on customer calls to answer specific questions.

In 1993 i was promoted to a position of national trainer. This made me and 3 other trainers responsible for design, development, and delivery of new and refresher training material for our 950+ field people. I traveled the country conducting training classes which ran from 2 days to 3 weeks.

After 6 years on the road, in 1999 I returned to the Chicago office as line supervisor for our quality review unit. Overseeing the work of 8 quality review analysts, along with providing technical assistance to the field staff in the western half of the country. These responsibilities were my primary duties, although I continued to do customer calls with our sales staff and field ride alongs until my retirement in July of 2011.

I participated in many courses/classes in my 26 year career with Insurance Services Office, including but not limited to:

CPCU: Certified Property Casualty Underwriter (10 semesters of class)

CFPE: Certified Fire Protection Engineer (8 semesters of class)

PTD: Professional Trainers Designation (4 semesters of training)

Fire Protection & Suppression Systems - IRI (4 weeks of training)

Basics of Building Constuction (1 week of training)

Advance Building Construction (1 week of training)

Construction and The Effects of Fire (2 weeks of training)

## **ACTIVITIES:**

I have been an active member of the Riverside Masonic Lodge and the Medinah Shriners for 15 years. As a Shriner we do 45-50 parades a year to help support the 26 Shriner's Hospitals across the country. Our parade unit is the "Roaring '57s", in which we drive go-karts bodied as 1957 Chevys. I have held several positions in the Shrine including Aide to the Potentate, parade manager and twice president of the "Roaring '57s", member of the Greeters, Antique Car Club and others.

Both my wife and I are avid car nuts, we have owned several classic cars over our 52 years of marriage. We belong to several car clubs in the area.



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Blaine Wing, City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	America250 Commemoration Discussion

**Summary:** As communities across the country prepare for America's 250<sup>th</sup> anniversary, I wanted to share several things that staff have already planned and then note that Public Works and Engineering are also working on banners for City Council's considerations.

Staff have already ordered/planning:

- Two (2) 250<sup>th</sup> banners for the Council Chambers. These will be placed on the back wall, one (1) on each side of the Crest Hill name.
- Three (3) 250<sup>th</sup> flags that will be flown below the US flags during the month of July.
- Staff are contacting civic groups to lead the City in the pledge of allegiance during July.
- Staff are updating the recommended IML 250<sup>th</sup> draft resolution encouraging residents to participate in 250<sup>th</sup> celebrations around the State and US.
- The City Hall lights will be changed to red, white, and blue during the month of July.
- Staff will use our social media and digital signs to celebrate the 250<sup>th</sup>.
- And finally, there will be a discussion regarding purchasing banners.

**Recommended Council Action:** Discussion and direction being sought.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF CREST HILL IN SUPPORT OF THE ILLINOIS AMERICA250 COMMEMORATION**

**WHEREAS**, the United States of America will commemorate its 250th anniversary on July 4, 2026, marking a historic milestone in the nation’s history; and

**WHEREAS**, on July 4, 1776, the Second Continental Congress formally adopted the Declaration of Independence, asserting the American colonies’ freedom from British rule and laying the foundation for the principles of democracy and self-governance; and

**WHEREAS**, the U.S. Semiquincentennial Commission, known as the America250 Commission ([america250.org](http://america250.org)) was established by Congress in 2016 to plan and orchestrate the 250th anniversary of the signing of the Declaration of Independence, aiming to engage all Americans in commemorating this historic event through educational initiatives.

**WHEREAS**, the Illinois America250 Commission ([IL250.org](http://IL250.org)) was established to develop, encourage and execute an inclusive commemoration and observance of the founding of the United States of America, and Illinois’ imperative role in the nation’s history; and

**WHEREAS**, the Illinois America250 Commission encourages communities, libraries, schools, local governments, historical societies, cultural institutions and individuals of all ages to develop inclusive commemorations that reflect on Illinois’ role in the nation’s history and development; and

**WHEREAS**, recognizing and supporting the Illinois America250 Commission will help ensure a meaningful and educational commemoration for all residents and future generations; and

**WHEREAS**, the commemoration provides an opportunity to reflect on the state’s historical significance, honor the achievements of its people and inspire civic engagement; and

**WHEREAS**, the City of Crest Hill hereby formally supports the Illinois America250 Commission and its mission to commemorate our nation’s 250th anniversary.

**NOW, THEREFORE**, be it resolved that the Mayor and City Council of the City of Crest Hill expresses its support for the Illinois America250 Commission, and encourages all Illinois communities to organize and participate in local events leading up to and culminating on July 4, 2026, to celebrate America’s 250th anniversary.

**RESOLVED THIS 15<sup>th</sup> DAY OF JUNE, 2026.**

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

**APPROVED THIS 15<sup>th</sup> DAY OF JUNE, 2026.**

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



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Blaine Wing, City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	Discussion on List of Bills & Payroll to be Read by the City Treasurer

**Summary:** A few months ago there was a City Council member request to have the “List of Bills” once again read by the City Treasurer. Staff reviewed this request and suggest that City Council also consider Payroll be discussed as well.

As I previously shared with City Council in May, last year when staff and the Clerk’s Office initially looked at the agendas of several nearby communities (Joliet, Shorewood, Channahon, and Romeoville) all of them included paying their bills and payroll with their consent agenda. Thus, that was what was recommended to City Council, later approved, and is currently in place.

And while Crest Hill’s code since 9/6/2022 has the Finance Director as the position that puts together the list of bills together, the Crest Hill’s Code doesn’t say that the City Treasurer cannot read the List of Bills, and thus I do not see an issue with that occurring, if that direction is given by City Council. Text from the Crest Hill code: “C) Management and supervision of month-end processing including but not limited to journal entries, posting revenue and manual items, reviewing accounts payable and clearing accounts, posting payroll and benefits, reconciling all cash and investment accounts, posting all interest earned, reviewing and producing all monthly financial material listed on Council agendas, accounts payable and payroll posting to general ledger.”

As such, staff is seeking direction and guidance from City Council.

**Recommended Council Action:** Staff is seeking direction and guidance from City Council.




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 Work Session Memo

Crest Hill, IL

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<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Ashley Monroe, Assistant City Administrator/HR
<b>Department:</b>	Administration / Human Resources
<b>Agenda Item:</b>	Hiring an Intern

**Summary:** During the FY26 budget process, the City included funding for a part-time Administrative Intern position. Staff has in the past partnered with Northern Illinois University's Master of Public Administration (MPA) program and reached out to the program coordinator this spring about their next internship interview process. The NIU MPA internship program has a strong reputation for providing highly qualified candidates who bring relevant educational experience and are expected to meet rigorous performance standards established by the University. Graduate internships are commonly in place for two years, while the student completes their graduate work. This extended time gives the community reliable, dedicated support to operations as the student is exposed to real-world experience in local government.

NIU coordinates annual interviews for municipalities seeking graduate-level interns. A position description and scope of work have been submitted to NIU to allow Crest Hill a chance to participate. Candidate reviews are expected to begin in early June.

If selected to participate in the program, the City will benefit from additional support for implementation of the new website, community engagement initiatives, and assistance with City events, projects, and programs. The scope of work submitted to NIU is also attached for reference.

**Recommended Council Action:** Approve Administrative Intern job description and range of hourly pay.

**Attachments:**

Intern Job Description/Scope of Work

**POSITION TITLE:** Administrative Intern**POSITION SUMMARY:**

The City of Crest Hill is seeking a motivated and service-oriented individual for its Administrative Internship. This part-time internship provides hands-on experience in local government and a chance to apply their academic knowledge while developing professional and administrative skills in public service. The City of Crest Hill's departments include Administration, Community and Economic Development, Finance, Police, and Public Works. The Intern will have an opportunity to engage with other departments in the achievement of City priorities through regular meetings, preparation of issue-related materials, participation in policy-level discussions, and receiving regular coaching from experienced local government professionals. This position may also be assigned and responsible for independent projects.

**ESSENTIAL DUTIES:**

- Provide administrative support for assigned City programs, projects and department initiatives.
- Assist City departments with research, data collection, and analysis related to various programs, services, and operational projects; present findings in informal and formal settings.
- Respond to customer service concerns in person, by phone, or email; research issues and assist in resolving concerns in accordance with City policies and procedures.
- Assist with review, update, and maintenance of the City's website.
- Assist with drafting print and digital content, press releases, and other community communications materials, in coordination with the City's designated communications firm and City departments.
- Support interdepartmental coordination by communicating professionally with City staff, elected officials, residents, vendors, and community organizations.
- Provide general office support, including preparing correspondence and meeting agenda items, and assisting with special projects.
- Attend various City Council regular and work session meetings, as well as advisory body, and/or other community meetings, as necessary.
- Learn and operate the City's audio and video systems during various meetings.
- Attend and work at various community events.
- Perform other duties as assigned.

## **ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES:**

- Basic knowledge of public and municipal administration and operations;
- Knowledge of local, state, and federal government organization and intergovernmental relations;
- Knowledge of Microsoft Word, Excel, Publisher, and Outlook as well as Adobe Acrobat, and the ability to learn other software as needed;
- Ability to communicate effectively both verbally and in writing, using complex sentences, proper punctuation, spelling and grammar;
- Ability to apply common sense understanding to carry out detailed instructions, prioritize multiple tasks and work independently or with a team, to meet deadlines;
- Ability to maintain composure, friendliness and respect in treatment of the public and co-workers;
- Ability to exercise professional diplomacy and maintain confidentiality;
- Ability to properly maintain and organize office files and records;
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures;
- Ability to work in a sitting position for extended periods of time;
- Ability to perform repetitive arm, hand, and eye movements and frequently bend, squat, kneel, stretch, and use hands and fingers to handle equipment to perform duties;
- Ability to occasionally lift and/or move at least twenty (20) pounds with or without assistance; and
- Ability to operate tools and equipment consisting of, but not limited to: Telephone, facsimile, photocopier, printer, document scanner, personal computer, calculator, audio/visual equipment, motorized vehicles and equipment, and mobile phone.

## **EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited university, with acceptance and current participation as a full-time student in an accredited graduate program in public administration or closely related field of study. Valid driver's license or have the ability to obtain license prior to employment required. Candidates should be prepared to commit at least one year of service in the internship and work approximately between 20 and 24 hours per week, with schedule determined by agreed availability and operational needs.

## **COMPENSATION:**

Anticipated Starting: \$18.00 -21.00 - Dependent on Qualifications.

**Note:** *The above statements are intended to describe the general nature and level of work being performed by persons 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.*



## Agenda Memo

Crest Hill, IL

**Meeting Date:** June 8, 2026

**Submitters:** Blaine Wing, City Administrator  
Claudia Gazal, City Council  
Darrell Jefferson, City Council

**Departments:** Administration & Events Committee

**Agenda Item:** Lockport Township Back-to-School Fair Programs

**Summary:** The City received a request (see attachments) from the Lockport Township Supervisor, Alex Zapien to be a co-sponsor of their Back-to-School Fair (specifically the event that will be held in Crest Hill). Depending on the number of participants, the space would be in the Community Room, the Council Chambers, and/or the rooms together on July 31<sup>st</sup>.

On May 25<sup>th</sup> the City's Event Committee met and discussed the request and they are supportive of the City providing the space and financial support up to \$750.

Based on past outreach and general observation, Supervisor Zapien would estimate about 20 kits would likely be requested by Crest Hill residents outside the Township, though planning for up to 30 kits would provide a safe buffer. That would place the City's contribution between \$500 and \$750, respectively. There is some flexibility depending on the level of outreach. For example, if outreach outside the Township is extensive, demand could trend closer to 30 kits. Historically, the Township received around 10-15 calls from non-Township residents with minimal outreach beyond Township borders, so the final number could land closer to that range. If the City prefers to commit to a specific number of kits or funding level, Lockport Township can also cap participation at that amount and maintain a private waitlist if demand exceeds the cap.

**Recommended Council Action:** Discuss, answer questions, and if there is consensus provide direction on Monday night.

**Attachments:**

- Lockport Township Back-to-School Program
- Edu Kit Information



**Alex Zapien**  
**Supervisor**

Item 4.

Phone – (815) 838-0380 ★ 1463 S. Farrell Road, Lockport, IL 60441 ★ Fax – (815) 838-7915  
Email – [supervisor@lockporttownship.com](mailto:supervisor@lockporttownship.com) ★ Website – [lockporttownship.com](http://lockporttownship.com)

## 2026 Lockport Township Government

### Back-to-School Fair Proposal – City of Crest Hill Partnership

#### REQUEST FOR CITY CONSIDERATION

Lockport Township Government is formally requesting to partner with the City of Crest Hill to host the 2026 Back-to-School Fair and to collaborate on expanding outreach and participation for Crest Hill residents.

This request includes:

- Use of the City of Crest Hill Office (20600 City Center Blvd, Crest Hill, IL) as the event location
- Coordination of outreach to Crest Hill residents, including those residing outside Lockport Township boundaries
- Cost-sharing for school supply kits provided to non-Township Crest Hill residents via invoice from Lockport Township

This partnership is intended to support continued expansion of the program as participation has grown significantly each year.





**Alex Zapien**  
**Supervisor**

Item 4.

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Email – [supervisor@lockporttownship.com](mailto:supervisor@lockporttownship.com) ★ Website – [lockporttownship.com](http://lockporttownship.com)

### INTRODUCTION

Lockport Township Government will host its third annual Back-to-School Fair in July 2026, serving approximately 250 grade school students across three locations: Lockport, Crest Hill, and Romeoville.

Each event provides pre-assembled school supply kits to families who register in advance. Community partners will also participate to share resources that help prepare students and families for the upcoming school year. Additional family-friendly items, including balloons and ice cream, will be provided.

This year’s proposal reflects continued program growth and an effort to expand access, particularly in Crest Hill, where demand has increased annually.

### EVENT OVERVIEW

<b>Event Name</b>	Lockport Township Back-to-School Fair (Crest Hill Location)
<b>Event Date</b>	Weekday in July 2026
<b>Event Location</b>	City of Crest Hill Office (20600 City Center Blvd, Crest Hill, IL 60403)
<b>Expected Attendance</b>	100 students and their families

### ELIGIBILITY & REGISTRATION

<b>Eligibility</b>	Any student residing in Crest Hill is eligible to participate, regardless of household income.
<b>Proof of Residence</b>	Families are typically asked to provide a student report card or similar documentation confirming Crest Hill residency at the time of pickup.
<b>Advance Registration Only</b>	This is an advance registration only event. Families must call the Township in advance to reserve a supply kit to be picked up during the event.



**Alex Zapien**  
**Supervisor**

Item 4.

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Email – [supervisor@lockporttownship.com](mailto:supervisor@lockporttownship.com) ★ Website – [lockporttownship.com](http://lockporttownship.com)

	<ul style="list-style-type: none"> <li>• <b>Phone Number:</b> 815-838-0380</li> <li>• <b>Hours:</b> Monday–Friday, 9:00 AM – 4:00 PM</li> </ul> <p>Spots fill up quickly, and the Township strongly prefers registering during standard business hours, as this aligns with staff availability and event operations.</p>
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### EVENT LOGISTICS

<b>Registration &amp; Tracking</b>	Lockport Township will manage all registrations through its main office line and maintain a detailed tracking spreadsheet, including residency verification. Approximately 100 supply kits will be allocated for Crest Hill participants.
<b>Payment</b>	Lockport Township will invoice the City of Crest Hill for the cost of supply kits provided to Crest Hill residents who reside outside Lockport Township boundaries. The Township will cover all ancillary event costs, including ice cream, balloons, and related materials.
<b>Event Format</b>	This is a drive-through/pickup-style event. Stations will be arranged to allow families to move efficiently through check-in, supply distribution, and partner tables. Approximately 8-10 tables are expected, including Township staff and partners such as police, fire, and White Oak Library.



**Alex Zapien**  
**Supervisor**

Item 4.

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	<p>Lockport Township will fully staff and operate the event, including registration, distribution, and on-site coordination. Township staffing will cover all core operational functions regardless of City participation in the partnership.</p>
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### MARKETING & OUTREACH

Lockport Township will promote the event through:

- Mailed summer newsletter (early/mid-June 2026)
- Facebook and social media channels

However, these channels primarily reach Crest Hill residents already within Lockport Township boundaries.

The City of Crest Hill is requested to assist with promotion through its own communication channels to ensure broader outreach, particularly to Crest Hill residents outside Township boundaries.

### FLEXIBILITY & PARTNERSHIP OPTIONS

To support collaboration, the following non-exhaustive list of options are available:

1. The City may set a funding cap on the number of kits it will support (e.g., up to 20 kits). Once that threshold is reached, additional eligible participants will be placed on a waitlist. This internal cap will not be communicated publicly.
2. The City may offset costs through in-kind contributions, including but not limited to providing food or beverages, photography services, or other non-staffing event support.



**Alex Zapien**  
**Supervisor**

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- 3. The City may also provide input on participating community partners for the event, including recommendations for local organizations or service providers to be invited or included in the fair.

### BUDGET OVERVIEW

In 2025, Lockport Township reserved 75 school supply kits for Crest Hill residents. During registration, approximately 10 individuals (~13%) were unable to participate due to residency restrictions.

Based on historical registration data and geographic overlap, it is estimated that approximately 15-20% of Crest Hill participants reside outside Lockport Township boundaries.

For this proposal, we plan to reserve 100 school supply kits for Crest Hill families. The City would be billed proportionally for any kits provided to Crest Hill residents who live outside Lockport Township boundaries. Based on the geographic overlap between Crest Hill and the Township, we estimate that approximately 20 kits would be requested by Crest Hill residents who are not Township residents.

A range of kit quantities and their associated costs is provided below. The Township has historically purchased supplies in bulk and assembled kits internally. For 2026, Lockport Township is transitioning to EduKit, which provides pre-assembled kits containing the same core materials. The per-kit cost is **\$24.85 per unit**.

#### Estimated Cost Range (Crest Hill Allocation)

10 kits	~\$248.50
15-20 kits	~\$372.75 - \$497.00
20-25 kits	~\$497.00 - \$621.25
25-30 kits	~\$621.25 - \$745.50



PO Box 60489  
Colorado Springs, CO  
80960-0489

School Supplies in a Kit—Now that's Smart!™

## SCHOOL

Lockport Township  
Government  
1463 South Farrell Road  
Lockport IL 60441

## ESTIMATE

DATE

ESTIMATE #

3/11/2026

#115828

Supply without Bags

QTY	ITEM CODE	DESCRIPTION	PACKING
1	PCL-025	EduKit™ #2 Pencils, Pre-Sharpended, 12 ct.	KIT
2	GLST-100V	Small Washable Glue Stick, .28 oz.	KIT
2	HIH-010V	Highlighter, Pocket, Yellow, Chisel Tip	KIT
1	MAR-010	Crayola® Markers, Classic, Broad Tip, 8 ct.	KIT
1	CRA-024	Crayola® Crayons, 24 ct.	KIT
1	COL-010	Crayola® Colored Pencils, Full Length, Sharpended, 12 ct.	KIT
3	POR-300-AS	2 Pocket Poly Folder, Assorted Colors	KIT
1	TIS-150	Scotties® Facial Tissues, 2-ply, 110 ct.	KIT
1	WIPE-010	Antibacterial Wet Wipes, Soft Pack (for hands), 40 ct.	KIT
3	WRN-010-AS	Wide Ruled Spiral Notebook, 70 ct., 3-Hole Punched, Assorted Colors, 10.5" x 8"	KIT
1	DRY-100	Expo® Low Odor Dry Erase Marker, Chisel Tip, Black	KIT
1	DRY-220	Expo® Low Odor Dry Erase Marker, Chisel Tip, Blue	KIT
1	SCI-010V	Kids Scissors, Pointed-Tip, 5", Ages 6+, Assorted Colors	KIT
1	ERA-010V	Bevel Eraser, Pink, Latex-Free, 1 ct.	KIT
	Subtotal		
1	Marketing	Internal document for coordinator use only - do not copy or distribute	

Ask about custom planners to be shipped directly to your school.

(866) 660-8854 -- [edukitinc.com](http://edukitinc.com)

\*PACKING  
KIT: Item in kit  
GRADE: Bulk by grade  
SCHOOL: Bulk by school  
BAG: Item sold separately in bag, bags bulk by grade

**TOTAL**

**\$24.85**

*EXCLUDES SALES TAX*



**Agenda Memo**

**Crest Hill, IL**

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<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Blaine Wing, City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	1,4 Dioxane Legal Services Agreement

**Summary:** Attorney Stiff will email over the weekend the draft professional services agreement to City Council along with an explanation what was previously discussed in executive session back in December 2024.

**Recommended Council Action:** Discuss and answer questions with City Council on Monday night.

**Attachments:** No attachments



**Agenda Memo**

**Crest Hill, IL**

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<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Blaine Wing, City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	Discuss Draft Water & Sewer Payment Plan Options

**Summary:** Recently there have been some residents that have been seeking payment plans from the City in regards to their water and sewer bills. The City does not currently have a policy or options available to address these requests.

Staff has quickly reviewed several other community policies and feel that Crest Hill should have a program and policy to address these sort of requests.

Staff plans to provide additional information during Monday evening's meeting with the goal of bringing a policy forward for City Council's consideration on June 15<sup>th</sup>, if City Council is in agreement.

Staff note that simply having payment options will not fully address this issue and are working on several other items, including:

- Moving to monthly billing.
- Having automatic meters that will allow for remote shutoffs and turning on water.
- Improved software.
- Better communication with departments and the public.
- Etc.

**Recommended Council Action:** Discussion and direction being sought.



**Work Session Memo**

**Crest Hill, IL**

**Meeting Date:** June 8, 2026  
**Submitter:** Daniel Ritter, Director of Community and Economic Development  
**Department:** Community and Economic Development  
**Agenda Item:** Partial Tap-On Fee Discussion

**Summary:** At a recent meeting of City Council, a question was raised about tap on fees and past waivers extended to some properties. Some Council members would like to discuss what happens to the properties when they may be sold.

Staff have begun to analyze the issue and can provide the following updates:

1) The tap-on fees were updated in 2019 (ORD 1815) to make them more equitable and comparable, and not to rely on waivers. The charges were moved out of the specific section referenced in the 2013 ordinance and into a new section. There was also a 2021 update (ORD 1878) that updated that entire section again. While not black and white, it seems the entire purpose was to avoid those waivers and update the code to be “equitable”.

2. If the 2013 ordinance was determined to still apply or might apply to the newly adopted fees, it would only apply if the lot in question remained one R-1 residential lot. If it were subdivided to new lots/connections or redeveloped with multiple dwellings/commercial, the waiver wouldn’t apply.

**Recommended Council Action:** Discuss tap on fees.

**Attachments:**  
Related Ordinances

RESOLUTION NO. 923

**RESOLUTION GRANTING PARTIAL WAIVER OF TAP-ON FEES FOR UNDEVELOPED RESIDENTIAL LOTS**

WHEREAS, the City of Crest Hill ("City") passed Ordinance 1513 adopting the 2009 addition of the International Fire Code on December 7, 2009; and

WHEREAS, pursuant to Ordinance 1513, any new residential construction is required to install an automatic sprinkler system; and

WHEREAS, the City has approximately fifty undeveloped residential lots; and

WHEREAS, after holding a work session, the City Council considered public comment in regards to the automatic sprinkler requirement, including installation costs; and

WHEREAS, the City wishes to encourage development within the City and as a result wishes to offset a portion of the additional costs incurred by developers and builders due to Ordinance Number 1513; and

WHEREAS, the Mayor and City Council of the City believe that it is in the best interest of the City to memorialize its decision in writing.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crest Hill, Will County, Illinois as follows:

SECTION 1: The preamble of this Resolution is declared to be true and correct and is incorporated by reference herein.

SECTION 2: Any tap-on fee hereinafter paid pursuant to Section 13.04.060 of the Code of Ordinances shall be reduced by fifty percent (50%) at the time of payment. Said reduction shall be limited to connections made for an undeveloped residential lot in an R-1 Zoning District.

SECTION 3: This Resolution shall be effective upon its passage and approval as provided by law.

ADOPTED THIS 18<sup>th</sup> DAY OF NOVEMBER, 2013.

	Aye	Nay	Absent	Abstain
Alderman John Vershay	_____	_____✓	_____	_____
Alderman Scott Dyke	_____	_____✓	_____	_____
Alderwoman Claudia Gazal	_____✓	_____	_____	_____
Alderwoman Barbara Sklare	_____✓	_____	_____	_____
Alderwoman Tina Oberlin	_____✓	_____	_____	_____
Alderwoman Candis Thuringer	_____✓	_____	_____	_____
Alderman Charles Convery	_____✓	_____	_____	_____
Alderman Tom Inman	_____✓	_____	_____	_____
Mayor Ray Soliman	_____	_____	_____	_____

  
VICKI HACKNEY, CITY CLERK

APPROVED THIS 18<sup>th</sup> DAY OF NOVEMBER, 2013.

  
RAYMOND R SOLIMAN, MAYOR

ATTEST:

  
VICKI HACKNEY, CITY CLERK

**ORDINANCE NO. 1815**

**AN ORDINANCE AMENDING CHAPTER 13.04.110 OF THE CITY OF CREST HILL CODE OF ORDINANCES REGARDING EQUITABLE CONNECTION CHARGES**

WHEREAS, the City of Crest Hill (“City”) has determined that users connected to the City water and sewer system can greatly impact City resources; and

WHEREAS, the current fees assessed for connection to the water facilities does not accurately reflect anticipated water usage; and

WHEREAS, the City wishes to create an Ordinance whereby users connecting to the water system pay the proportionate share of the impact to the City’s water system and treatment plants to ensure the City can continue to meet demands of all system users.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

SECTION 1: The City Council hereby finds that all of the recitals contained in the preamble to this Ordinance are true, correct and complete and hereby incorporates it into this Ordinance by this reference.

SECTION 2: The City of Crest Hill Code of Ordinances shall be amended by replacing Section 13.04.110 of Chapter 13.04 in its entirety as follows:

**§ 13.04.110 EQUITABLE CONNECTION CHARGES.**

Any person, firm, corporation, association, club, partnership or any other organization, prior to making any connection with the municipal water and sewer system of the city and prior to the issuance of any building permits from the city, upon proper application to the Public Works Department shall pay to the city an equitable connection charge as follows,

(A) Population Equivalent (PE) Method

1. Population Equivalent Calculation

(a) Each applicant for such tap-on or connection shall submit to the city a calculation prepared by a professional engineer licensed by the State of Illinois setting forth the anticipated sanitary sewer and water usage requirements of the building, structure, use or customer proposed to be tapped on or connected to the city’s sanitary sewer or water system, expressed as a number of population equivalents.

1) The PE calculation shall be submitted in terms of potable water and sanitary sewer. Each shall be calculated and submitted, but the greater of the two shall be used.

2) The domestic sanitary sewer usage component of this calculation shall be made with reference to the table of commonly used sewage flows set forth at 35 Ill. Adm. Code 370 Appendix B, Table 2, and supplemented with such additional information as the City may reasonably require to determine the industrial and non-domestic sewage flows anticipated to be generated by the building, structure, use or customer in question, and to

the maximum occupancy of the building or structure in question under applicable City ordinances.

- 3) For connections to the water system, the population equivalent calculation for anticipated water usage may be set equal to the number of population equivalents calculated for sanitary sewer usage pursuant to above (for commercial or industrial buildings, structures, uses or customers that do not involve any use of process water or the generation of non-domestic commercial or industrial sewage flows). Otherwise, the calculation shall reflect that number of population equivalents of water usage equal to the population equivalents of anticipated sanitary sewer usage determined pursuant to above, supplemented with such additional information as the City may reasonably require to determine the non-domestic water usage and process water usage anticipated to be generated by the building, structure, use or customer in question.
  2. Costs. The cost for population equivalent will be set by City Council. The tap on fee will be calculated using the PE provided to the Public Works Department and then multiplying that by \$3,274.31.
    - (a) Example
      - 1) Population Equivalent – 5
      - 2)  $5 * \$3,274.31 = \$16,371.55$
  3. Minimums.
    - (a) Residential properties shall not have a minimum PE of less than 3.5.
    - (b) Commercial and Industrial properties shall not have a minimum PE of less than 8.5.
  4. Yearly Increase.
    - (a) The central service fees/equitable connection charges as set forth in divisions above shall be increased 5% annually on the first of each year.
  5. Special Provision.
    - (a) All connections must be made within 1 (one) year of the date that the fee was paid. After 1 (one) year the difference between the current year's fee and the original fee must be paid. Proof of original payment must be provided to the City to determine applicable fees. If proof of payment cannot be provided, current year's rate must be paid in full.
- (B) Application of charges. An applicant shall pay the appropriate charge as provided above prior to making any connection to water and sewer combined, or just water, or just sewer. Should application be made for the latter two, then no additional charge shall be made for further connection of the same unit.
- (C) Payment made. All payments provided for herein shall be made prior to making any connection and no permit shall be issued without the payment of the charge as provided for herein.
- (D) Use of charges. All connection charges obtained by the city from the terms and provisions of this section shall be used for the maintenance, repair or replacement of the city's sewage collection and treatment facilities and city's water production and distribution facilities and the construction of new such facilities.
- (E) Administration. The city Public Works Department shall in all instances assess the appropriate connection charge. Provided, however, that the City Council shall retain jurisdiction with respect to commercial and industrial connection charges to adjust, where necessary, the amount of the

charges upon application to the Council where imposition of the computed charges are unfair to the applicant.

('78 Code, 13.04.110) (Ord. 692, passed - -88; Am. Ord. 962, passed 9-18-95; Am. Ord. 952, passed 5-1-95; Am. Ord. 1039, passed 10-6-97; Am. Ord. 1112, passed 11-15-99; Am. Ord. 1268, passed 10-21-02)

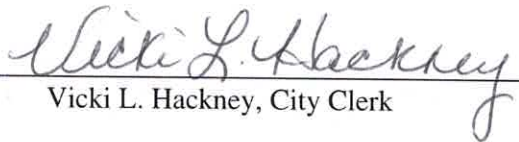
SECTION 3: Repealer. All Ordinances or parts of Ordinances conflicting with any of the provisions of this Ordinance shall be and the same are hereby repealed.

SECTION 4: 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.

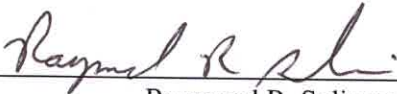
SECTION 5: Publication. This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED THIS 1<sup>st</sup> DAY OF JULY, 2019.

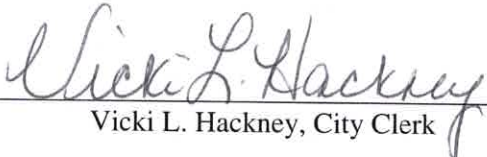
	Aye	Nay	Absent	Abstain
Alderman John Vershay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Scott Dyke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderwoman Claudia Gazal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderwoman Barbara Sklare	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderwoman Tina Oberlin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Marco Coladipietro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Nate Albert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Joe Kubal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Raymond R. Soliman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

  
Vicki L. Hackney, City Clerk

APPROVED THIS 1<sup>st</sup> DAY OF JULY, 2019.

  
Raymond R. Soliman, Mayor

ATTEST:

  
Vicki L. Hackney, City Clerk

**ORDINANCE NO. 1878**

**AN ORDINANCE AMENDING TITLE 13 WATER AND SEWER OF THE CITY OF CREST HILL CODE OF ORDINANCES TO ADD CHAPTERS 13.18 WATER CONNECTIONS, INCLUDING SECTIONS 13.18.010, 13.18.020, AND 13.18.030, AND 13.30 SEWER USE AND WASTEWATER PRETREATMENT ORDINANCE, INCLUDING SECTIONS 13.30.101 THROUGH 13.30.1604, ADDING SECTION 13.04.005, AND AMENDING SECTIONS 13.04.060, 13.04.120 OF CHAPTER 13.04, SECTIONS 13.08.010, 13.08.014, 13.08.016, 13.08.017, 13.08.018, 13.08.080 OF CHAPTER 13.08, AND SECTION 13.28.010 OF CHAPTER 13.28.**

**WHEREAS**, the City of Crest Hill is authorized by Sections 11-109-1 and 11-139-8 of the Illinois Municipal Code to, among other things, regulate the use of culverts, drains and sewers, and may make, enact, and enforce all needful rules, regulations, and ordinances for the care and protection of a combined waterworks and sewerage system as may be conducive to the preservation of the public health, comfort and convenience (65 ILCS 5/11-109-1 and 65 ILCS 5/11-139-8); and

**WHEREAS**, the City of Crest Hill is also authorized and empowered by the Illinois Municipal Code to abate and reduce the pollution of waters cause by industrial waste discharge; and

**WHEREAS**, the City of Crest Hill has previously exercised said authority by adopting Title 13 of the Crest Hill City Code, a comprehensive set of water and sewer ordinances; and

**WHEREAS**, the City of Crest Hill has been issued a National Pollutant Discharge Elimination System (NDPES) permit by the Illinois Environmental Protection Agency, and

**WHEREAS**, the City of Crest Hill, through its Corporate Authorities, has determined that it is reasonable and necessary to exercise its authority to regulate sewer use, prevent the introduction of pollutants into its wastewater facilities, and to comply with its NDPES permit, applicable state and federal laws, including the Clean Water Act, 33 U.S.C. 1251, et. seq.; 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 City Council has determined that the City of Crest Hill Code should be amended to add to Title 13 Water and Sewer, a new Chapter 13.30 SEWER USE AND WASTEWATER PRETREATMENT ORDINANCE, a new Chapter 13.18 WATER CONNECTIONS, to add to Chapter 13.04 a new Section 13.04.005, and to amend other sections of Chapters 13.04, 13.08, and 13.28 to maintain consistency with the new Chapters, specifically Sections 13.04.060, 13.04.120, 13.08.010, 13.08.014, 13.08.016, 13.08.017, 13.08.018, 13.08.080, 13.28.010.

NOW, THEREFORE, BE IT ORDAINED by the City Council 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.** Title 13 WATER AND SEWER of the Crest Hill City Code shall be amended to add new Chapter 13.18 WATER CONNECTIONS (including Sections 13.18.010 through 13.18.030), new Chapter 13.30 SEWER USE AND WASTEWATER PRETREATMENT ORDINANCE (including Sections 13.30.101 through 13.30.1604), and new Section 13.04.005, and to repeal and replace Sections 13.04.060, 13.04.120 of Chapter 13.04, Sections 13.08.010, 13.08.014, 13.08.016, 13.08.017, 13.08.018, and 13.08.080 of Chapter 13.08, and Section 13.28.010 of Chapter 13.28 in their entirety, as follows:

**CHAPTER 13.04: General Provisions**

Section

- 13.04.005 Chapter 13.30 controlling
- 13.04.010 Supervision of waterworks and sewerage system; City Clerk
- 13.04.020 Service Contracts
- 13.04.030 Combined waterworks and sewerage system
- 13.04.040 Maintenance, operation and rates; depreciation fund
- 13.04.041 Care, upkeep and repair of sewer and water lines
- 13.04.050 Restrictions on existing utility companies
- 13.04.060 Tapping on to water and sewer facilities; required; restrictions
- 13.04.065 Size of water line connections to new structures
- 13.04.070 Permit for connection required
- 13.04.080 Revocation of connection permit
- 13.04.090 Temporary connection; permit
- 13.04.100 Temporary connection; supervision required
- 13.04.105 Extension of sewer or water stubs
- 13.04.110 Equitable connection charges
- 13.04.111 Equitable charges for use expansion; P.E. determinations for tap-on fee calculations
- 13.04.115 Equitable connection surcharge for extension of sewer and water stubs
- 13.04.120 Service charge for turn-off, turn-on or repair

**Cross reference**

*Identity Theft Program see Section 2.04.100*

**§ 13.04.005 Chapter 13.30 controlling.**

In the event of a conflict between any Chapter or Section of this Title and Chapter 13.30, Chapter 13.30 shall control.

**§ 13.04.060 TAPPING ON TO WATER AND SEWER FACILITIES; REQUIRED; RESTRICTIONS.**

(A) All owners of new construction shall be required to tap on and pay all fees prescribed by the city for the tap-on service of sewer and water of the city wherever sewer and water service is located within a reasonable distance of such new construction, and such tap-on shall be made prior to any occupancy in the new structure coming within the gamut of

this section. Fees shall be paid prior to the issuance of any building permits to the owner or construction representative.

(B) Any person in violation of this section by refusing, neglecting or failing to pay the required tap-on fee or by occupying the new structure prior to tap-on, will pay a fine of \$50. This section shall be construed that every day shall be considered a separate violation, and the fine shall apply for each and every day of the violation.

(C) Connections to the municipal sewage treatment facilities shall be limited to one connection per subdivided lot, including lots heretofore and hereafter subdivided. Such connection shall be predicated upon one kitchen unit per lot.

(D) The Director of Public Works or his/her designee of the city is directed and ordered not to issue any building permits for the construction of buildings where the buildings contain more than one unit. This Chapter shall not apply where the City Council has allowed the erection of a planned unit development.

('78 Code, § 13.04.060) (Ord. 115, passed - -64; Am. Ord. 301, passed - -72; Am. Ord. 824, passed - -91; Am. Ord. 1637, passed 8-5-13)

**§ 13.04.120 SERVICE CHARGE FOR TURN-OFF, TURN-ON OR REPAIR.**

Whenever any person requests that the city turn off or turn on any water service, outside of the normal business hours of the Public Works Department resulting in an overtime call out to any residential, commercial or industrial user, a \$60 service charge for each and every action taken by the city shall be imposed upon the person making the request.

('78 Code, 13.04.110) (Ord. 572, passed - -82; Am. Ord. 962, passed 9-18-95)

**CHAPTER 13.08: SEWER CONNECTIONS**

**§ 13.08.010 DEFINITIONS.**

For the purpose of this Title, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**BUILDING DRAIN PIPE.** The part of the lowest piping of a drainage system in a building which receives discharge and Wastewater and conveys it to the Building Sewer, or other approved point of discharge. The Building Drain Pipe ends five (5) feet (1.5 meters) outside the inner face of the building wall. Discharge of stormwater runoff to the Building Drain Pipe or Sanitary Sewer is prohibited.

**BUILDING OR HOUSE SEWER.** The extension from the Building Drain Pipe to the Public Sewer or other place of disposal.

**DOWNSPOUT.** Any type of pipe or tube installed for draining off rainwater which collects or accumulates on any building or structure.

**DRAINAGE SYSTEM.** The system of curbs, roadways, drainageways, storm sewers, and their appurtenances utilized for the collection, transportation, storage, detention and release of stormwater.

***DRAINAGEWAY.*** Above-ground watercourses, swales, detention basins and/or their environs which are identified by the presence of one or more of the following:

- (1) All areas within the floodplain of a perennial stream.
- (2) All areas within 25 feet of the ordinary high-water mark of an intermittent stream or within a drainage or detention easement, as shown on a plat of subdivision.

***SANITARY SEWER.*** A pipe or conduit designed and/or intended to carry wastewater from residences, commercial buildings, industrial plants and institutions, and to which stormwater, surface water, ground water and unpolluted non-contact cooling water are not intentionally admitted.

***SEWAGE TREATMENT PLANT or STP or WASTEWATER TREATMENT PLANT or TREATMENT PLANT or WWTP.*** The portion of the POTW which is designed to provide treatment of municipal sewage and Industrial Waste.

***STORM SEWER.*** Any tile, pipe or tube installed on any type of structure that carries rainwater, snow melt and surface drainage but excludes sewage and industrial wastes other than unpolluted cooling water.

('78 Code, 13.08.010) (Ord. passed - -61; Am. Ord. 196, passed - -63; Am. Ord. 1359, passed 6-6-05)

#### **§ 13.08.014 USE OF PUBLIC SEWERS.**

(A) No person or User shall discharge, or cause to be discharged, directly or indirectly, any pollutant, wastewater contaminant, stormwater, surface water, groundwater, roof runoff, substance drainage, uncontaminated cooling water, or unpolluted industrial process waters which will pass through, cause interference with, inhibition of, or upset to the operation of the sewage treatment plant.

(B) Stormwater and all other unpolluted drainage shall be discharged to such sewers and Drainageways as are specifically designated as Combined Sewers or Storm Sewers, or to a Natural Outlet approved by the city. Industrial cooling water or unpolluted process waters may be discharged to a Storm Sewer, Combined Sewer, Drainageways or Natural Outlet only upon approval of the IEPA.

(C) No person or User shall discharge or cause to be discharged, directly or indirectly, any of the following described waters or wastes to any public sewers:

(1) Any gasoline, kerosene, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid or gas, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, carbides, hydrides, Stoddard solvents, sulfides, epoxides, esters, amines, polynuclear aromatic hydrocarbons, pyridines, new and used motor oils, or antifreeze, except at concentrations which do not exceed levels of such substances which are routinely present in the normal wastewater discharge and do not

otherwise violate any section of this Ordinance or the conditions of a Wastewater Discharge Permit or special agreement.

(2) Any waters or wastes having a pH outside the City Local Limit or having any other corrosive property capable of causing damage or hazard to structures, equipment, and/or personnel of the sewage works.

(3) Any solid, solid waste or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage works such as, but not limited to, waste cooking oil, grease, grease interceptor wastes, garbage with particles greater than one-half (1/2-inch) in any direction, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal guts or tissues, bones, whole blood, paunch manure, hair, hides, and fleshings, entrails and paper dishes, cups, milk containers and the like, either whole or ground by garbage grinders, spent limestone or marble dust, metal, shavings, grass clippings, spent grains or hops, paper, residues from gas, tar or asphalt, residues from refining or processing of fuel or lubricating oils, or glass grinding or polishing waste, fatty acids or esters of fatty acids, or any material which can be disposed of as trash.

(4) Substances, materials, waters, or wastes if it appears likely in the opinion of the city that such wastes can harm either the sewers' sewage treatment process or equipment; have an adverse effect on the receiving stream; or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming its opinion as to the acceptability of these wastes, the city will consider such factors as the quantities of subject waste in relation to the flows and velocities in the sewers, materials of construction of sewers, nature of the sewage treatment process, capacity of the sewage treatment plant, and maximum limits established by regulatory agencies.

(5) Any liquid or vapor having a temperature higher which could inhibit biological activity in the sewage treatment plant, but in no case wastewater which causes the temperature at the sewage treatment plant to exceed 40°C. and 104°F

(6) Any waters or wastes containing toxic or poisonous materials or oils, whether emulsified or not, in excess of 100 mg/l or containing substances which may solidify or become viscous at temperatures between 32°F. and 150°F. (0°C. and 65°C.);

(7) Any garbage that has not been properly shredded. The installation and operation of any garbage grinder with a motor of three-fourths horsepower (0.76 hg metric) or greater shall be subject to the review and approval of the city.

(8) Any waters or wastes containing strong acid, iron pickling wastes, or concentrated plating solution whether neutralized or not;

(9) Any waters or wastes containing iron, chromium, copper, zinc, or similar objectionable toxic substances, or wastes exerting an excessive chlorine requirement, to such degree that any such material received in the composite sewage at the sewage treatment works exceed the limits established by the city for such materials;

(10) Any waters or wastes containing phenols or other waste or odor producing substances, in such concentrations exceeding limits which may be established by

the city as necessary after treatment of the composite sewage to meet the requirements of the state, federal or other public agencies with jurisdiction over such discharge to the receiving waters;

(11) Any radioactive wastes or isotopes of such half-life or concentrations as may exceed limits established by the city in compliance with applicable state or federal statutes, laws, regulations, and rules;

(12) Any mercury or any of its compounds as identified in Chapter 13.30 at any time except as permitted by the city in compliance with applicable state and federal regulations;

(13) Any cyanide as identified in Chapter 13.30 at any time except as permitted by the city in compliance with state and federal regulations;

(14) Unusual concentrations of inert suspended solids (such as, but not limited to, Fullers Earth, lime slurries, and lime residues) or dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate);

(15) Waters and wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of agencies having jurisdiction over discharge of the receiving waters.

(16) Pollutants which are or may be sufficient, either alone or by interactions, to cause a safety hazard, fire, explosion, or be injurious in any other way to the facilities or personnel of the City, or to the operation of the POTW, including, but not limited to, waste streams with a closed cup flashpoint of less than 140°F (60°C) using the test methods specified in 40 CFR 261.21;

(17) Pollutants, including biological and chemical oxygen demanding Pollutants, released in a Discharge at a flow rate and/or Pollutant concentration (including any slug load), either singly or by interaction with other Pollutants which may interfere with, inhibit, or upset the POTW;

(18) Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause Interference, Pass-Through, or Upset the POTW;

(19) Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems for City personnel, or which necessitates the City taking special measures to counteract and/or alleviate the impact of the Pollutant(s);

(20) Any trucked or hauled pollutants, except at discharge points designated by the POTW;

(21) Material jettied from building sewers, unless approved by the City. Approval would require sampling of the waste stream generated by sewer jetting for pollutants determined by the City.

(22) Wastewater containing noxious or malodorous solids, liquids, or gases, which either singly or by their interaction with other wastes are sufficient to create a public nuisance or hazard to life, or to interfere with, inhibit or upset any operation of POTW, including but not limited to, prevention of entry into Public Sewer for maintenance and repair;

(23) Substances with color which is not removed in the treatment processes, such as, but not limited to, dye waste, ink waste and vegetable tanning solutions;

(24) Unpolluted water including, but not limited to, uncontaminated non-contact Cooling Water, stormwater, surface and ground waters, subsurface drainage, roof runoff, spill contaminant area runoff, footing drains or construction drainage except as specifically permitted by the City;

(25) Biosolids, Sludge, screenings, or other residues from the Pretreatment of non-residential wastewater;

(26) Wastewater containing any organism, including viruses, considered pathogenic and/or detrimental to WWTP process organisms other than those discharged by direct excrement and any other medical wastes including, but not limited to, isolation wastes, infectious agents, human blood and blood products, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes;

(27) Any Wastewater causing the WWTP effluent to fail a toxicity test;

(28) Wastes containing detergents, surface active agents, aqueous firefighting foam, or other substances which may cause excessive foaming in any part of the POTW that results in Interference, Upset, or is shown to inhibit the nitrification process or Pass Through to the receiving waters. Such prohibited wastes shall not be processed or stored in such a manner that may result in a potential to discharge to the POTW;

(29) Leachate or remediation wastewater, except at discharge points designated by the Pretreatment Coordinator (40 CFR 403.5(b)(8));

(30) Polychlorinated Biphenyls (PCBs) in any detectable concentrations;

(31) Substances that inhibit the use of ultra-violet light for disinfection purposes;

(32) Pollutants in sufficient quantity, either singly or by interaction which;

(a) Injure, interfere with, or upset WWTP processes or POTW facilities;

(b) Constitute a hazard to humans or animals;

(c) Exceed limitations set forth in the Clean Water Act, Illinois Pollution Control Act or as specified in other Water Quality Standards;

- (d) May cause the WWTP to violate its NPDES permit, the receiving stream water quality standards, or general effluent discharge standards;
- (e) May cause the WWTP effluent or Biosolids to be unsuitable for reclamation and re-use, or Interfere with the reclamation processes;  
or
- (f) Cause the City to be in noncompliance with any biosolids use or disposal regulations developed under Section 408 of the Act, or any regulations affecting biosolids use or disposal developed pursuant to the Resource Conservation and Recovery Act, Solids Waste Disposal Act, Toxic Substance Control Act, or any State or local standards applicable to any biosolids management methods either being used or considered by the City.

(33) Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such manner that could result in their discharge to the POTW. All Users with prohibited wastes described in this section or those that have hazardous wastes shall develop and implement a Spill/Slug Control (SSC) Plan consistent with the requirements of Section 13.30.404. The Pretreatment Coordinator may also determine that an SSC Plan is required for liquids and solids not previously described in plans based on an evaluation of a site potential to cause spills or Slug Loads to be introduced to the POTW.

(34) Discharge of unpolluted waters upon adjacent property or public streets or ways is prohibited: It shall be unlawful for any Person to discharge in such manner as to cause such waters to overflow onto adjacent property or to be discharged upon a public street or public way, any stormwater, surface water, ground water, roof runoff, or subsurface drainage, including the use of a sump pump for such purpose.

(D) (1) If any water or wastes are discharged or are proposed to be discharged to the public sewers, which waters contain the substances or process the characteristics enumerated in Paragraph (C) of this section, and/or which are in violation of the standards for pretreatment provided in 40 CFR 403, June 26, 1978 and any amendments thereto, and which are in the judgment of the city may have deleterious effect upon the sewage works, processes, equipment or receiving waters, or which otherwise create hazard to file or constitute a public nuisance, the city may:

- (a) Reject the wastes;
- (b) Require pretreatment to an acceptable condition for discharge to the public sewers;
- (c) Require control over the quantities and rates of discharge; and/or
- (d) Require payment to cover the added costs of handling and treating the wastes not covered by existing taxes or sewer charges, under the provisions of § 13.08.013.

(2) If the city permits the pretreatment of the equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the city, and subject to the requirements of all applicable codes, ordinances and laws.

(E) Grease, oil and sand interceptors shall be provided when, in the opinion of the city, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand or other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the city, and shall be located as to be readily and easily accessible for cleaning and inspection.

(F) Each industry shall be required to install a control manhole and, when required by the city, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable control manhole together with such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of the wastes. Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the city. The manhole shall be installed at the owner's expense and shall be maintained by the owner to be safe and accessible at all times.

(G) (1) The owners of any property serviced by a building sewer carrying industrial wastes shall provide laboratory measurements, tests, and analyses of waters and wastes to illustrate compliance with the ordinances codified in this section and any special conditions for discharge established by the city or regulatory agencies having jurisdiction over the discharge.

(2) The number, type and frequency of laboratory analyses to be performed by the owner shall be stipulated by the city, but no less than once per year. The industry must supply a complete analysis of the constituents of the wastewater discharge to assure that compliance with all federal, state and local standards are being met. The owner shall report the results of measurements and laboratory analyses to the city at such times and in such manner as prescribed by the city. The owner shall bear the expense of all measurements, analyses and reporting required by the city. At such times and as deemed necessary by the city, measurements and samples for analysis may be required to be sent to an outside laboratory service.

(H) All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this chapter shall be determined in accordance with the latest edition of IEPA Division of Laboratories Manual of Laboratory Methods, and shall be determined at the control manhole provided, or upon suitable samples taken at the control manhole. If no special manhole has been required, the control manhole shall be considered to be the nearest manhole in the public sewer to the point at which the building sewer is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards to life, limb and property. The particular analyses involved will determine whether a 24-hour composite of all outfalls of the premises is appropriate or whether a grab sample or samples should be taken. Normally, but not always, BOD and suspended solids analyses are obtained from 24-hour composites of all outfalls, whereas pH's are determined from periodic grab samples. ('78 Code, 13.08.014)

(I) No person shall discharge, place, cause to be discharged, or cause to be placed into any storm drainage system or component thereof any substances, materials, waters, or wastes if it appears likely in the opinion of the city that such wastes can have an adverse effect on the receiving stream, have an adverse effect on the function of the drainage system, or can otherwise endanger life, limb, public property or constitute a nuisance. In forming its opinion, the city will consider such factors as the quantities of subject material, regulations established by regulatory agencies, and nature of the material. Such material includes, but is not limited to the following:

- (1) Landscaping and agricultural material such as grass clippings, leaves and branches.
- (2) Trash, refuse, or garbage.
- (3) Abandoned items (e.g., lawnmowers, bicycles, lawn furniture, tires).
- (4) Oil, grease, coolant or other similar material.
- (5) Soaps, detergents, or other such material which may cause foaming of stormwater.
- (6) Sewage.
- (7) Any impediments to flow.

(Ord. 694, passed - -88; Am. Ord. 759, passed - -90; Am. Ord. 1359, passed 6-6-05)

#### **§ 13.08.016 POWERS AND AUTHORITIES OF INSPECTORS.**

(A) The city and other duly authorized employees of the city, the Illinois Environmental Protection Agency, and the U.S. Environmental Protection Agency, bearing proper credentials and identification shall be permitted to enter all properties for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of this Title in addition to any terms specifically identified in an easement.

(B) The city and other duly authorized employees of the city bearing proper credentials and identification shall be permitted to enter private properties for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the sewage works at reasonable times and upon reasonable notice except in the case of emergency.

('78 Code, 13.08.016) (Ord. 694, passed - -88; Am. Ord. 1359, passed 6-6-05)

#### **§ 13.08.017 DEFINITIONS AND CONSTRUCTION OF LANGUAGE.**

For the purpose of this Title, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**FEDERAL GOVERNMENT.**

- (1) **ADMINISTRATOR.** The Administrator of the U.S. Environmental Protection Agency.
- (2) **FEDERAL ACT.** The Federal Clean Water Act (33 U.S.C. 466 et seq.) as amended, (Pub. L. 95-217).
- (3) **FEDERAL GRANT.** The U. S. government participation in the financing of the construction of treatment works as provided for by Title II, Grants for Construction of Treatment Works, of the Act and implementing regulations.

**LOCAL GOVERNMENT.**

- (1) **APPROVING AUTHORITY.** The City of Crest Hill.
- (2) **CITY.** The City of Crest Hill.
- (3) **CODE.** The City of Crest Hill Code of Ordinances.
- (4) **ORDINANCE.** This Title.

**NPDES PERMIT.** Any permit or equivalent document or requirements issued by the Administrator, or, where appropriated by the Director, after enactment of the Federal Clean Water Act to regulate the discharge of pollutants pursuant to Section 402 of the Federal Act.

**PERSON.** Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or its legal representatives, agents, or assigns. This definition includes all federal, state, and local governmental entities.

**SEWER TYPES AND APPURTENANCES.**

- (1) **SEWER.** A pipe or conduit for conveying sewage or any other waste liquids, including storm, surface and ground water drainage.
- (2) **PUBLIC SEWER.** A sewer provided by or subject to the jurisdiction of the city. It shall also include sewers within or outside the city boundaries that serve one or more persons and ultimately discharge into the city sanitary (or combined) sewer system, even though those sewers may not have been constructed with city funds.
- (3) **SANITARY SEWER.** A sewer that conveys sewage or industrial wastes or a combination of both, and into which storm, surface and groundwaters or polluted industrial wastes are not intentionally admitted.
- (4) **STORM SEWER.** A sewer that carries storm, surface and groundwater drainage but excludes sewage and industrial wastes other than unpolluted cooling water.
- (5) **COMBINED SEWER.** A sewer which is designed and intended to receive wastewater, storm, surface and groundwater drainage.

(6) **BUILDING SEWER.** The extension from the building drain to the public sewer or other place of disposal.

(7) **BUILDING DRAIN.** The part of the lower piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer or other approved point of discharge, beginning five feet (1.5 meters) outside the inner face of the building wall.

(8) **STORMWATER RUNOFF.** That portion of the precipitation that is drained into the sewers and drainageways.

(9) **SEWERAGE.** The system of sewers and appurtenances for the collection, transportation and pumping of sewage.

(10) **EASEMENT.** An acquired legal right for the specific use of land owned by others.

(11) **DRAINAGEWAY.** Above-ground watercourses, detention basins and/or their environs which are identified by the presence of one or more of the following.

(a) All areas within the floodplain of a perennial stream.

(b) All areas within 25 feet of the ordinary high-water mark of an intermittent stream or within a drainage or detention easement, as shown on a plat of subdivision.

**SHALL** is mandatory; **MAY** is permissive.

#### **STATE GOVERNMENT.**

- (1) **DIRECTOR.** The Director of the Illinois Environmental Protection Agency.
- (2) **STATE ACT.** The Illinois Anti-Pollution Bond Act of 1970 and subsequent legislation.
- (3) **STATE GRANT.** The state of Illinois participation in the financing of the construction of treatment works as provided by the Illinois Anti-Pollution Bond Act and for making such grants as filed with the Illinois Secretary of State.

#### **TREATMENT.**

(1) **WASTEWATER TREATMENT WORKS.** An arrangement of devices and structures for treating wastewater, industrial wastes and sludge. Sometimes used a synonymous with **WASTE TREATMENT PLANT** and **WASTEWATER TREATMENT PLANT** or **POLLUTION CONTROL PLANT**.

#### **TYPES OF CHARGES.**

(1) **WASTEWATER SERVICE CHARGE.** The charge per quarter or month levied on all users of the wastewater facilities. The service charge shall be

computed as outlined in Chapter 13.24 of this title and shall consist of the total of the basic user charge, the local capital cost and a surcharge, if applicable.

(2) **USER CHARGE.** A charge levied on users of treatment works for the cost of operation, maintenance and replacement.

(3) **BASIC USER CHARGE.** The basic assessment levied on all users of the public sewer system.

(4) **DEBT SERVICE CHARGE.** The amount to be paid each billing period of payment of interest, principal and coverage of (loan, bond, and the like) outstanding.

(5) **CAPITAL IMPROVEMENT CHARGE.** A charge levied on users to improve, extend or reconstruct the sewage treatment works.

(6) **LOCAL CAPITAL COST CHARGE.** Charges for costs other than the operation, maintenance and replacement costs, such as, debt service and capital improvement costs.

(7) **SURCHARGE.** The assessment in addition to the Basic User Charge and Debt Service Charge which is levied on those Persons whose wastes are greater in strength than the concentration values established in Section 13.08.014 or Chapter 13.30 of this title.

(8) **REPLACEMENT.** Expenditures for obtaining and installing equipment, accessories or appurtenances which are necessary during the useful life of the treatment works to maintain the capacity and performance for which such works were designed and constructed. The term **OPERATION AND MAINTENANCE** includes Replacement.

(9) **USEFUL LIFE.** The estimated period during which the collection system and/or treatment works will be operated.

(10) **SEWERAGE FUND.** The principal accounting designation for all revenues received in the operation of the sewerage system.

#### **USER TYPES.**

(1) **USER CLASS.** The type of user (residential, institutional/governmental, commercial or industrial) as defined in this section.

(2) **RESIDENTIAL USER.** All dwelling units such as houses, mobile homes, apartments and permanent multifamily dwellings.

(3) **COMMERCIAL USER.** Includes transit, lodging, retail and wholesale establishments or places engaged in selling merchandise, and rendering services.

(4) **INSTITUTIONAL/GOVERNMENTAL USER.** Includes schools, churches, penal institutions, and users associated with federal, state and local governments.

(5) **INDUSTRIAL USERS.** Includes establishments engaged in manufacturing activities involving the mechanical or chemical transformation of materials of substance into products.

(6) **CONTROL MANHOLE.** A structure located on a site from which industrial wastes are discharged. Where feasible, the manhole shall have an interior drop. The purpose of a control manhole is to provide access for the city representative to sample and/or measure discharges.

#### **WASTEWATER AND ITS CHARACTERISTICS.**

(1) **WASTEWATER.** The spent water of a community. This may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with any groundwater, surface water and stormwater that may be present.

(2) **SEWAGE** is used interchangeably with **WASTEWATER.**

(3) **EFFLUENT CRITERIA** are defined in any applicable NPDES permit.

(4) **WATER QUALITY STANDARDS** are defined in the Water Pollution Regulations of Illinois.

(5) **UNPOLLUTED WATER.** Water quality equal to or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefitted by discharge to the sanitary sewers and wastewater treatment facilities provided.

(6) **PPM.** Parts per million by weight.

(7) **MILLIGRAMS PER LITER.** A unit of the concentration of water or wastewater constituent. It is 0.001 g. of the constituent in 1,000 ml. of water. It has replaced the unit formerly used commonly, parts per million, to which it is approximately equivalent, in reporting the results of water and wastewater analysis.

(8) **SUSPENDED SOLIDS (SS).** Solids that either float on the surface of, or are in suspension in water, sewage or industrial waste, and which are removable by a laboratory filtration device. Quantitative determination of suspended solids shall be made in accordance with procedures set forth in the IEPA Division of Laboratories Manual of Laboratory Methods.

(9) **BOD (denoting biochemical oxygen demand).** The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20°C., expressed in milligrams per liter.

(10) **pH.** The logarithm (base 10) of the reciprocal of the hydrogen-ion concentration expressed by one of the procedures outlined in the IEPA Division of Laboratories Manual of Laboratory Methods.

(11) **GARBAGE.** Solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of food.

(12) **PROPERLY SHREDDED GARBAGE.** The wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half inch (1.27 centimeters) in any dimension.

(13) **FLOATABLE OIL.** Oil, fat or grease in a physical state such that it will separate by gravity from wastewater by treatment in any grease removal device. Wastewater shall be considered free of floatable fat if it is properly pretreated and the wastewater does not interfere with the collection system.

(14) **POPULATION EQUIVALENT.** A term used to evaluate the impact of industrial or other waste on a treatment works or stream. One population equivalent to 100 gallons of sewage per day, containing 0.17 pounds of BOD and 0.20 pounds of suspended solids.

(15) **SLUG.** Any discharge of water, sewage or industrial waste which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than 15 minutes more than five times the average 24-hour concentration or flows during normal operation.

(16) **INDUSTRIAL WASTE.** Any solid, liquid or gaseous substance discharged, permitted to flow or escaping from any industrial, manufacturing, commercial or business establishment or process or from the development, recovery or processing of any natural resource as distinct from sanitary sewage.

(17) **MAJOR CONTRIBUTING INDUSTRY.** An industrial user of the publicly owned treatment works that:

(a) Has a flow of 80,000 gallons or more per average work day;

(b) Has a flow greater than 10% of the flow carried by the municipal system receiving the waste;

(c) Has in its waste a toxic pollutant in toxic amounts as defined in standards issued under Section 307(a) of the Federal Act; or

(d) Is found by the permit issuant authority, in connection with the issuance of the NPDES permit to the publicly owned treatment works receiving the waste, to have significant impact, either singly or in combination with other contributing industries, on that treatment works or upon the quality of effluent from that treatment works.

**WASTEWATER FACILITIES.** The structures, equipment and processes required to collect, carry away and treat domestic and industrial wastes and transport effluent to a Watercourse.

**WATERCOURSE AND CONNECTIONS.**

(1) **WATERCOURSE.** A channel in which a flow of water occurs, either continuously or intermittently.

(2) **NATURAL OUTLET.** An outlet into a watercourse, pond, ditch, lake or other body of surface or ground water.  
(’78 Code, 13.08.017) (Ord. 759, passed 0 -90; Am. Ord. 1359, passed 6-6-05)

**§ 13.08.018 VIOLATION; PENALTY.**

(A) Any Person found to be violating any provision of this Title except § 13.08.015 shall be served by the city with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

(B) The city may revoke any permit for sewage disposal as a result of any violation of any provision of this chapter.

(C) Any Person who continues any violation beyond the time limit provided in division (A) of this section shall be guilty of a misdemeanor, and upon conviction thereof shall be fined in the amount not exceeding \$1,000 for each violation. Each day in which any such violation shall continue shall be deemed a separate offense.

(D) Any Person violating any of the provisions of this Title shall become liable to the city by reasons of such violations.  
(’78 Code, 13.08.018) (Ord. passed - -90; Am. Ord. 1359, passed 6-6-05)

Any User who violates any provisions of this Ordinance except § 13.08.015 shall be subject to escalating enforcement actions and penalties in addition to the costs described in Subsections below.

**(E) Recovery of Costs Incurred.**

(1) Any Person or User violating any of the provisions of this Title, or who causes damage to or impairs the sewage treatment plant, shall be liable to the City for all expenses, costs, losses, and damages caused directly or indirectly by such violation. The city may invoice costs and expenses including, but not limited to, sampling and analyses associated with the investigation, mitigating impact to the sewage treatment plant, preparing the administrative enforcement actions such as notices or orders, investigative and/or correction actions, and review of response (s) from the User. The City shall invoice the User for the costs and expenses incurred by the City for any and all cleaning, repair, replacement, or other

investigative and/or corrective action(s) as a response to the violation. Any User that does not pay to the City all such assessed costs and expenses shall constitute a violation of this Ordinance enforceable under the provisions of Chapter 13.30, Sections 1101-1207 of this Ordinance.

(2) Liens. If any User refuses to remedy a violation of the provisions of this Ordinance and said violations are remedied by the City, a notice of lien for the cost and expenses incurred shall be recorded in accordance with state and local law.

*(F) Administrative Fines.*

(1) When the City finds that a User has violated, or continues to violate, any provisions of this Title, an individual or general Wastewater Discharge Permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, the City may fine such User in an amount not to exceed One Thousand Dollars (\$1,000) and if convicted by a court, sentenced by the court to incarceration in a penal institution other than a penitentiary for not to exceed six (6) months (65 ILCS 5/1-2-1). Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.

(2) Unpaid charges, fines, and penalties shall, after fifteen (15) calendar days of the date due, be assessed an additional penalty of ten percent (10%) of the unpaid balance. If the unpaid balance is not paid within forty-five (45) days after the submission of the invoice, enforcement actions shall be escalated as appropriate. A lien against the User's property shall be recorded for unpaid charges, fines, and penalties.

(3) Users desiring reconsideration of such fines must file a written request for the City to reconsider the fine along with full payment of the fine amount within thirty (30) calendar days of being notified of the fine. Where a request is made, the City Council shall hear the appeal at a properly convened meeting. In the event the User's appeal is successful, the payment, together with any interest accruing thereto, shall be returned to the User. The City Council shall be the final decision maker and if an appeal is denied, the User may seek any available judicial remedy, including appeal to the Circuit Court under the Illinois Administrative Review Law.

(4) Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the User.

*(G) Injunctive Relief.* When the City finds that a User has violated, or continues to violate, any provision of this Ordinance, a Wastewater Discharge Permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, the City Attorney may petition the Circuit Court of Will County for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the Wastewater Discharge Permit, order, or other requirement imposed by this Ordinance on activities of the User. The City may also take such other action as is appropriate for legal and/or equitable relief, including a requirement that the User conduct environmental

remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a User.

*(H) Civil Penalties*

(1) A User who has violated, or continues to violate, any provision of this Ordinance, an individual or general Wastewater Discharge Permit, or order issued hereunder, or any other Pretreatment Standard or Requirement shall be liable to the City for a maximum civil penalty of One Thousand Dollars (\$1,000) per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.

(2) The City may recover costs, including but not limited to, filing fees, witness fees, attorneys' fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the City.

(3) In determining the amount of fines and/or civil liability, the Court shall consider all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the User's violation, corrective actions by the User the compliance history of the User, and any other factor as justice requires.

(4) Issuing a notice of local ordinance violation or the filing a suit for civil penalties shall not be a bar against, or a prerequisite for, taking any other action against a User.

*(I) Additional Remedies*

(1) In addition to remedies available to the City set forth elsewhere in this Ordinance, if the City is fined by the State EPA or USEPA for violation of its NPDES permit or violation of water quality standards as a result of discharge of pollutants by a User or group of Users, then the fine, including all legal, sampling, analytical testing costs, and any other related costs incurred by the City shall be charges to the responsible User or group of Users. Such charges shall be in addition to, and not in lieu of, any other remedies the City may have under this Ordinance, statutes, regulations, at law or in equity.

(2) If the discharge from any user causes a deposit, obstruction, or damage to any portion of the sewage treatment plant, the City shall cause the deposit or obstruction to be promptly removed or cause the damage to be promptly repaired. The cost for such work, including materials, labor, and supervision, shall be borne by the Person or User causing such deposit, obstruction, or damage.

*(J) Remedies Nonexclusive.* The remedies provided for in this Ordinance are not exclusive. The City may take any, all, or any combination of these actions against a noncompliant User or violator of this Title. Enforcement of Pretreatment violations will generally be in accordance with the City's enforcement response plan. However, the City may take other action against any User when the

circumstances warrant. Further, the City is empowered to take more than one enforcement action against any noncompliant User.

### **§ 13.08.080 RIGHT OF INSPECTION.**

The City, duly authorized agents of the City, the Illinois Environmental Protection Agency (IEPA), and the United States Environmental Protection Agency, hereafter referred to as “the above-named entities”, shall have the right to enter the premises of any User to determine whether the User is complying with all requirements of this Ordinance and any individual or general Wastewater Discharge Permit or order issued hereunder. Users shall allow the above-named entities ready access to all parts of the premises for the purposes of inspection, observation, measurement, sampling, analyses, records examination and copying, and the performance of any additional duties at reasonable times and upon reasonable notice except at a time of emergency.

(A) Where a User has security measures in force which require proper identification and clearance before entry into its premises, the User shall make necessary arrangements so that, upon presentation of suitable identification, the above-named entities will be permitted to enter without delay for the purposes of performing specific responsibilities.

(B) The City shall be permitted to take photographs or videos as needed to compile sufficient information from inspections. Such photographs and video files shall be kept confidential upon request of the User.

(C) The above-named entities shall have the right to set up on the User’s property or require installation of such devices as are necessary to conduct sampling and/or metering of the User’s operations, inspect the premises for leaks or stoppages, or to place dye in the sanitary pipe as to ascertain whether said sanitary pipe is draining into the proper sewage treatment plant.

(D) The City may install monitoring equipment as necessary. The City retains the ability to maintain the sampling and monitoring equipment installed by the City at all times, and the User shall provide a safe and proper operating condition at its own cost and expense. All devices used to measure wastewater flow and quality shall be calibrated at the manufacturer’s recommended frequency to ensure their accuracy.

(E) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the User at the written or verbal request of the City. The costs of providing such access shall be borne by the User.

(F) If necessary, the User shall provide a knowledgeable guide to assist with the inspectors’ purpose on site by providing all necessary information.

(G) Unreasonable delays in allowing the above-named entities access to the User’s premises shall be a violation of this Ordinance.

(H) In the event that a suitable facility does not exist, pursuant to Chapter 13.30, Section 13.30.202, the “sampling facility” shall be considered to be the more feasible

location of the following locations based on the sampling conditions and assurance of compliance; the nearest downstream manhole in the Public Sewer to the point at which the Building Sewer is connected or the most effective point of access to Wastewater Discharge prior to connection to the Public Sewer, even if the Wastewater Discharge at that point does not contain all wastewater from the User.

('78 Code, 13.08.080) (Ord. 830, passed --91; Am. Ord. 1359, passed 6-6-05)

**§ 13.28.010 DUTY OF OFFICERS.**

It shall be the duty of the Director of Public Works, Pretreatment Coordinator or his/her designee and the Plumbing inspector to enforce the provisions of this title.

('78 Code, § 13.28.010) (Ord. 196, passed --67; Am. Ord. 1637, passed 8-5-13)

Additionally, Chapter 13.18 WATER CONNECTIONS (including Sections 13.18.010 through 13.18.030), and Chapter 13.30 SEWER USE AND WASTEWATER PRETREATMENT (including Sections 13.30.101 through 13.30.1604), as contained in the attached Exhibits A and B hereto, are also approved, adopted and ratified for inclusion in Title 13 WATER AND SEWER of the City of Crest Hill Code.

All other Chapters and Sections of Title 13 not identified or referred to in this Ordinance shall remain in full force and effect and are not altered in any way by the passage of this Ordinance amended certain sections and adding new Chapters 13.18 and 13.30.

**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.

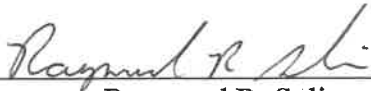
**SECTION 5: EFFECTIVE DATE.** This Ordinance shall be in full force and effect immediately upon its passage and publication according to law.

PASSED THIS 15<sup>th</sup> DAY OF November, 2021.

	Aye	Nay	Absent	Abstain
Alderman John Vershay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Scott Dyke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderwoman Claudia Gazal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Darrell Jefferson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderpersion Tina Oberlin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Mark Cipiti	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Nate Albert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Joe Kubal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Raymond R. Soliman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

  
Christine Vershay-Hall, City Clerk

APPROVED THIS 15<sup>th</sup> DAY OF November, 2021.

  
Raymond R. Soliman, Mayor

ATTEST:

  
Christine Vershay-Hall, City Clerk



**CHAPTER 13.18: WATER CONNECTIONS**

Section

- 13.18.010 Private water well unlawful when city water available
- 13.18.020 Private water well use
- 13.18.030 Shut off valves required on each unit

**§ 13.08.010 PRIVATE WATER WELL UNLAWFUL WHEN CITY WATER SYSTEM AVAILABLE.**

It is unlawful for any person, partnership, corporation, or trustee to install a private well whenever a city water system is available. Any residential, commercial, or industrial property within the corporate limits of the City shall be required to tap on and use the City Owned water supply when a watermain is located within 300' of the frontage of the property or a water service is run to the property or into the building.

**§ 13.08.020 PRIVATE WATER WELL USE.**

No Person shall use, construct or install any private water wells or water source with or without City water source that does not conform to the minimum requirements prescribed from time to time by the Department of Health in and for the county and state. This ordinance takes effect whenever the property changes ownership or pulls any building permit.

**§ 13.08.030 SHUT OFF VALVES REQUIRED ON EACH UNIT.**

Any new multi-unit residential, commercial, or industrial construction shall have one buffalo box or city shut off valve per unit located outside of the building in the existing right of way or city easement. The buffalo box location shall be marked in the curb outside of the property with a "W" marking. Each unit shall be required to purchase at their own cost an automatic shut off meter (alley) whenever the property changes ownership or any building permit is applied for.






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 Work Session Memo

Crest Hill, IL

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<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Daniel Ritter, Director of Community and Economic Development
<b>Department:</b>	Community and Economic Development
<b>Agenda Item:</b>	Discussion on Regulation of Tarped vehicles.

**Summary:** At a recent meeting of City Council, a concern was raised regarding the number and duration of vehicles with tarp coverings. Vehicles are being stored outside residential properties and a request was made to revisit the City's ability to regulate this occurrence.

An ordinance was passed in 2013 related to tarped vehicles, codified under section 7.14 of the City Code. The passed ordinance only regulates vehicles parked on public streets or rights-of-way within the City. It did not include regulations related to tarped vehicles on private property. A tarped vehicle does still have to be parked on a paved surface and be operational. Additionally, the tarp would have to be maintained in compliance with maintenance, sound, and other requirements.

Review of other neighboring community regulations but staff did not see any communities that prohibit or limit tarped vehicles on private property.

If there are other issues with the maintenance of the tarps or vehicles themselves, the City may have other code requirements we can utilize for enforcement. Staff is prepared to do additional research if directed by Council.

Attorney Stiff has conducted research on the City's ability to regulate the matter and will present this information at the Work Session.

**Recommended Council Action:** Discuss regulation of tarped vehicles and provide staff direction.

**Attachments:**

None.



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**Work Session Memo****Crest Hill, IL**

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**Meeting Date:** June 8, 2026**Submitter:** Daniel Ritter, AICP, Community Development Director  
Atefa Ghaznawi, AICP, LEED AP, City Planner**Department:** Community Development**Agenda Item:** Plan Commission recommendation on application of Bernardino Estrada for a Special Use permit for a Self-Service Storage Facility (Case # SU-26-6-5-2) with respect to real property located at 103 Elsie Avenue in Crest Hill, Illinois**Summary:**

Bernardino Estrada (the “Applicant”) is the owner of the Subject Property located at 103 Elsie Avenue, Crest Hill. The Applicant has requested approval of a Special Use permit for a Self-Service Storage Facility. No variations have been requested as part of this application, and no exterior site improvements have been proposed. As such, the existing legal non-confirming physical attributes of the Subject Property will remain unchanged. The existing entrance on Elsie Ave will remain the main site entrance, and the proposed hours of operation will be Monday to Sunday, 9:00 A.M. - 9:00 P.M.

Overall, A Self-Storage Facility is a low-impact, service-oriented use that operates primarily within an enclosed building and generates minimal external activity. It does not create significant traffic demand, noise, or outdoor operational impacts that would interfere with the development potential or improvement of the adjacent properties. While the Subject Property has limited parking, the operational characteristics of a Self-Storage Facility typically require only a small number of parking spaces for short-term customer visits and on-site management, and do not generate sustained parking demand. The site access will utilize the existing driveway and the designated loading/unloading dock that connects to the adjacent public roadway network in a safe and controlled manner. The site configuration will allow efficient movement of passenger vehicles and small trucks without creating queuing or congestion that extends into the public streets.

Additionally, the reuse of the existing vacant commercial property supports, rather than hinders, the stability and continued investment in the area by eliminating vacancy and maintaining occupancy of the building in a manner consistent with the surrounding development patterns. This helps prevent deterioration and contributes to the overall vitality of the neighborhood. Surrounding properties remain fully available for development or redevelopment in accordance with the permitted uses, and the proposed Self-Service Storage Facility does not introduce conditions that would restrict or discourage such investment. Accordingly, the proposed Special Use will not impede the orderly development of neighboring properties and is consistent with the continued investment and improvement within the neighborhood.

**Figure 1: Location Map of 103 Elsie Avenue (the Subject Property)**



The Plan Commission conducted the required public hearing for this application at its May 21, 2026, meeting and unanimously recommended conditional approval of the requested Special Use permit for a Self-Service Storage Facility, subject to the two (2) conditions referenced in the Staff Report. A copy of the draft approval Ordinance is included with the agenda backup materials for this item.

**Council Action Requested:** Direction to include the draft approval Ordinance for a Special Use Permit for a Self-Service Storage Facility with respect to real property located at 103 Elsie Avenue in Crest Hill, on the June 15, 2026, Regular City Council Agenda for final consideration.

**Attachments:**

- Attachment A – May 21, 2026, Plan Commission Meeting Minutes
- Attachment B – An Ordinance Approving a Special Use Permit for a Self-Service Storage Facility with Respect to Certain Real Property Located at 103 Elsie Avenue in Crest Hill, Illinois - Application of Bernardino Estrada (with associated Exhibits)

MINUTES OF THE  
CREST HILL PLAN COMMISSION

The May 21, 2026, Plan Commission meeting was called to order by Chairman Bill Thomas, at 7:00 p.m. in the Council Chambers of the City Center, 20600 City Center Boulevard, Crest Hill, Will County, Illinois.

The Pledge of Allegiance was recited in unison.

Roll call indicated the following present: Chairman Bill Thomas, Commissioner Ken Carroll, Commissioner Gordon Butler, Commissioner Marty Flynn, Commissioner Jeff Peterson, and Commissioner John Stanton.

Also present were: City Planner Atefa Ghaznawi, Community & Economic Development Director Dan Ritter, and Administrative Clerk Linda Riha.

Absent were: Commissioner Cheryl Slabozeski.

APPROVAL OF MINUTES: Chairman Thomas asked for a motion to approve the minutes from the Plan Commission meeting held on April 9, 2026, for Commission approval.

(#1) Motion by Commissioner Peterson seconded by Commissioner Carroll, to approve the minutes from the Plan Commission meeting held on April 9, 2026.

On roll call, the vote was:

AYES: Commissioners Peterson, Carroll, Stanton, Butler, Flynn, Chairman Thomas.

NAYES: None.

ABSTAIN: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

PUBLIC HEARING: Chairman Bill Thomas presented the Public Hearing and Consideration of petition SU-26-6-5-2, a request of Bernardino Estrada seeking approval of a Special Use for a Self-Service Storage Facility located on the approximately 12,789 sq-ft, B-3 Business Service District zoned property located at 103 Elsie Avenue, Crest Hill.

Chairman Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated that the necessary paperwork was in order.

Chairman Thomas asked for a Motion to Open the Public Hearing for Case number SU-26-6-5-2.

(#2) Motion by Commissioner Butler seconded by Commissioner Carroll, to open a public hearing case number SU-26-6-5-2.

On roll call, the vote was:

AYES: Commissioners Butler, Carroll, Peterson, Stanton, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:03 p.m.

Chairman Thomas asked City Planner Atefa Ghaznawi to present the specifics on this case.

City Planner Atefa Ghaznawi presented the case, explaining that Bernardino Estrada is the owner of the subject property at 103 Elsie Ave. Mr. Bernardino is requesting approval of a special use permit for a self-service storage facility for the existing commercial property. No variations have been requested regarding the application, and no site improvements have been proposed. Therefore, the existing legal non-confirming physical attributes of the Subject Property will remain unchanged. The facility would utilize the existing entrance on Elsie Avenue, and the existing basement space was not included in the proposal. Proposed hours of operation are Monday through Sunday, 9:00 a.m. to 9:00 p.m. City Planner Ghaznawi described the self-service storage use as low-impact, generating minimal traffic, noise, and parking demand, and noted that the reuse of a currently vacant commercial property supports the stability and continued investment in the surrounding area.

Bernardino and Sophia Estrada signed in and were sworn in by Chairman Thomas.

Sophia Estrada stated that they want the special use permit for the noted property to be a self-service storage facility. Ms. Estrada stated they already have the loading dock and there wouldn't be any parking changes or modifications to the building needed.

Chairman Thomas asked when the applicant bought the building. Ms. Estrada stated that the building was bought about a year and a half ago and it's been vacant since the purchase. She went on to say that recently, they have a tenant who wants to utilize the existing space as a storage unit.

Community & Economic Development Director Dan Ritter provided additional context, noting the property presents a unique set of challenges: it is zoned B-3, is not situated on a main roadway, and is surrounded by residential properties on three sides. These characteristics made it difficult to attract conventional tenants.

City Planner Atefa Ghaznawi stated that a warehouse use—another logical option for the building—would have required an upzone to M-1 (Limited Manufacturing District), which was deemed undesirable given the proximity to residential uses. The self-service storage special use was determined to be the more appropriate solution.

Commissioner Peterson inquired about site access. It was confirmed that customers would enter via the loading dock at the front of the building, and since the basement is not included in the proposal, the gravel driveway at the rear leading to the basement would not be used to access the self-storage facility. It was noted that the parking spaces out front would be adequate for those who are renting storage space.

Commissioner Carroll asked about security fencing. Director Ritter explained that traditional fencing is not required and that, given the building-contained nature of the operation, cameras would provide adequate security. Commissioner Carroll also asked about night-time lighting, and Ms. Estrada confirmed that existing exterior lighting is in place for the parking area and entrance. There were no public comments.

Chairman Thomas asked for a motion to close the public hearing.

(#3) Motion by Commissioner Peterson seconded by Commissioner Stanton, to close the public hearing for petition SU-26-6-5-2.

On roll call, the vote was:

AYES: Commissioners Peterson, Stanton, Butler, Flynn, Carroll, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:19 p.m.

Chairman Bill Thomas asked for a motion to approve a request of Bernardino Estrada seeking approval of a Special Use for a Self-Service Storage Facility located on the approximately 12,789 sq-ft, B-3 Business Service District zoned property located at 103 Elsie Avenue, Crest Hill.

(#4) Motion by Commissioner Stanton seconded by Commissioner Carroll, to recommend to the City Council the conditional approval of the petition SU-26-6-5-2, a request of Bernardino Estrada seeking approval of a Special Use for a Self-Service Storage Facility located on the approximately 12,789 sq-ft, B-3 Business Service District zoned property located at 103 Elsie Avenue, Crest Hill.

On roll call, the vote was:

AYES: Commissioners Stanton, Carroll, Peterson, Flynn, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

Chairman Thomas explained to the applicant that any recommendation that is given by the Plan Commission will be contingent on the two (2) conditions for approval, which that City staff has discussed with the applicant. The conditions are:

1. Hours of operation are limited to Monday through Sunday, 9:00 a.m. to 9:00 p.m.
2. Prohibition on the storage of flammable, explosive, toxic, hazardous, or radioactive materials.

Chairman Thomas asked the applicant if he agreed to the two (2) conditions. The applicant stated he agreed.

The Plan Commission unanimously recommends City's Council's conditional approval of the Special Use for a Self-Service Storage Facility located on the approximately 12,789 sq-ft, B-3 Business Service District zoned property located at 103 Elsie Avenue, Crest Hill. Chairman Thomas announced that this recommendation will be forwarded to the City Council and to keep in

mind that the Plan Commission is a recommendation body only. There will be a work session meeting on June 8th for discussion with City Council and then the City Council meeting will be on June 15th for the formal vote.

Chairman Bill Thomas presented the Public Hearing and Consideration of petitions RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1, a request of Javier Salazar, seeking the City of Crest Hill Zoning Ordinance special approvals to rezone the Subject Property from B-2 to B-3; Special Use for a Contractor-Based Business known as Concrete Raising & Waterproofing, Inc.; and Variations request from Table 2 Zoning District Standards for Nonresidential Districts, and Section 8.2-18 Outdoor Storage of the Crest Hill Zoning Ordinance to decrease the required lot size, increase the maximum permitted lot coverage, and decrease the minimum required front yard, side yard, and rear yard setbacks, located on the approximately 13,860 sq-ft, B-2 General Business District zoned property located at 1818-1820 N Broadway Street, Crest Hill.

Chairman Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated that the necessary paperwork was in order.

Chairman Thomas asked for a Motion to Open the Public Hearing for Case numbers RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1.

(#5) Motion by Commissioner Butler seconded by Commissioner Peterson, to open a Public Hearing and Consideration of petitions RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1.

On roll call, the vote was:

AYES: Commissioners Butler, Peterson, Flynn, Carroll, Stanton, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:24 p.m.

Chairman Thomas asked the City Planner Atefa Ghaznawi to present the specifics on this case.

City Planner Atefa Ghaznawi presented the multi-petition request of Javier Salazar for the approximately 13,860 sq-ft, B-2 General Business District zoned property at 1818–1820 N Broadway Street. The proposal is to rezone the Subject Property from B-2 to B-3; consolidate two parcels into one parcel, and dedicate 10 feet Utility and Sidewalk Easement; approval of a Special Use permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc.; and Variations request from the Crest Hill Zoning Ordinance to decrease the required lot size, increase the permitted lot coverage, and decrease the required front yard, side yard, rear yard setbacks for the existing building and the proposed outdoor storage. Additionally, the applicant will discontinue and seal the existing septic and water wells on the property and connect to the City's water and sewer, and will install sidewalk and landscaping improvements along Broadway Street as part of this project.

City Planner Ghaznawi described the business as specializing in concrete raising, basement waterproofing, concrete resurfacing, driveway and foundation repair, masonry sealing, and related services, and characterized the contractor-based business as compatible with the existing mix of automotive and commercial uses along the Broadway corridor. The proposed contractor-based business will have limited on-site customer traffic, with activity primarily consisting of administrative functions, equipment storage, and dispatching vehicles to off-site job locations. It was noted that a contractor-based business is not permitted under B-2 zoning and outdoor storage is not permitted in standard business districts, making both the rezoning and special use necessary for the applicant to legally operate their contractor-based business.

Attorney Sara J. Gray appeared on behalf of applicant Javier Salazar. She was sworn in by Chairman Thomas. Ms. Gray explained that she is representing Mr. Salazar and his business. Mr. Salazar is currently leasing a separate off-site storage facility to store the equipment for his business and it is causing him economic strain. The zoning change will give Mr. Salazar a better chance of success, having all of his business-related materials and equipment in one place and being able to manage his employees and business operation more efficiently. Community & Economic Development Director Ritter provided background, noting that Mr. Salazar purchased the property prior to Director Ritter's tenure with the City and had been collaborating with staff to navigate the zoning requirements. Director Ritter emphasized that Salazar had already made meaningful improvements to the site—painting the building, removing a deteriorating awning, adding planters, and replacing the roof—and had adhered to interim guidance from staff regarding exterior storage, keeping trucks and equipment stored inside the building overnight.

Director Ritter identified this project as significant beyond the individual property, noting that it would be the first property on the east side of Broadway Street to connect to the city's newly extended water main, and that the frontage improvements—sidewalk, parkway, landscaping, and utility easement—are consistent with goals articulated in the city's comprehensive plan. Director Ritter expressed the intention to use this project as a reference for future redevelopment along Broadway Street.

Commissioner Stanton raised questions about the nature of the B-2 to B-3 rezoning and whether the zoning districts carried different dimensional standards. City Planner Atefa Ghaznawi clarified that the minimum lot area and setback requirements are actually the same between B-2 and B-3; the primary driver for the rezoning is the B-3 district's allowance of contractor-based businesses and outdoor storage, neither of which are permitted in B-2.

Commissioner Stanton also raised concerns about the extent of the requested variations, particularly the reduction of the required lot area from 1 acre to approximately 0.3 acres—a reduction of roughly 70 percent. He further questioned the drainage implications of converting a largely pervious site to an almost entirely impervious one. Director Ritter acknowledged the significant gap between the required lot size and what is being proposed but explained that virtually no parcel on the Broadway corridor meets the current 1-acre minimum, as these lots were subdivided and developed before the City was incorporated and before current zoning codes were in effect. He noted that the City Engineer had reviewed the proposed site drainage and found it acceptable in principle, with all stormwater required to be directed to Broadway via sheet drainage

and storm sewer—none of which may flow onto neighboring properties. Full grading and slope details would be required at the time of permit.

Commissioner Stanton acknowledged the rationale but expressed the view that, given the extent of the requested variations, the applicant should be expected to make more substantial improvements to the building's front facade as part of the trade-off. He framed his concern not only for this project but as a matter of setting expectations for future Broadway redevelopment. In response to Commissioner Stanton's concerns, Attorney Sara J. Gray stated that since her client purchased the property in 2025, he has made significant interior and exterior improvements to the property. By dedicating Utility and Sidewalk Easement, he is willing to work with the City to extend the water main to the east side of Broadway Street, and providing landscaping and street improvements along the property frontage. Sealing the existing wells on the property and connecting to the City's water and sewer is also another costly investment that will be completed as part of this project. Chairman Thomas and Director Ritter both acknowledged the point, with Director Ritter noting that the frontage improvements—sidewalk, landscaping, utility easements, and water connection—represent significant public benefit and that the improvements Mr. Salazar has already made to the building are significant and meaningful. Director Ritter added that staff would be willing to incorporate additional information, including before-and-after photographs, into the City Council presentation to illustrate what the applicant has already invested. Director Ritter also invited the Plan Commission to provide specific suggestions for building improvement standards that could be applied to future Broadway corridor projects, noting that an overlay zoning district is one long-term option staff can consider but it would have its own challenges for implementation.

Chairman Thomas acknowledged that the variations are substantial but contextualized them within the unique character of the Broadway Street corridor, where the existing non-conforming lot conditions make strict code compliance practically impossible for any reinvestment scenario. He expressed support for the project as an example of the kind of incremental improvement the city is seeking along Broadway Street.

There were no public comments.

Chairman Thomas asked for a motion to close the public hearing for cases RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1.

(#6) Motion by Commissioner Flynn seconded by Commissioner Peterson, to close the Public Hearing and Consideration of petitions RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1.

On roll call, the vote was:

AYES: Commissioners Flynn, Peterson, Stanton, Butler, Carroll, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 8:01 p.m.

Chairman Bill Thomas asked for a motion to approve the requests of Javier Salazar.

(#7) Motion by Commissioner Peterson seconded by Commissioner Flynn, to recommend to the City Council the conditional approval of the Public Hearing and Consideration of petitions RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1, a request of Javier Salazar.

On roll call, the vote was:

AYES: Commissioners Peterson, Flynn, Carroll, Butler, Chairman Thomas.

NAYES: Commissioner Stanton.

ABSENT: Commissioner Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

Chairman Thomas confirmed that the applicant was aware of and agreed to the six (6) conditions of approval:

1. A 10-foot-wide public sidewalk and utility easement shall be dedicated along the entire west property line facing Broadway Street, and contiguous parcels under the same ownership shall be consolidated. A Plat of Easement and Plat of Consolidation (or a combined Plat of Subdivision) shall be prepared by a licensed surveyor. The signed and stamped Plat(s) shall be submitted by the property owner in the required form within 60 days following approval of the Special Use permit and recorded prior to any exterior storage occurring on-site.
2. Curbed turf area, landscaping, and trees shall be provided along Broadway Street frontage as part of the proposed site development per the approved plans. This shall encompass the parkway, subject to IDOT approval, and a minimum of 10 feet inside of the lot frontage.
3. A 5-foot-wide sidewalk shall be installed along Broadway Street frontage. The property owner shall work with the City to coordinate the sidewalk and landscaping improvements with the City's Water Main Installation. An IDOT permit shall be obtained for any work within the public right-of-way. Please refer to the IDOT website for more information regarding the IDOT permit requirements.
4. The property owner shall connect to the City's water main within 6 months following completion of the City's water main installation on the property. This requirement may be extended up to an additional 6 months with approval of the Director of Engineering for weather, technical, or other delays not caused by the property owner.
5. The property owner shall discontinue and seal the existing septic and water wells on the property and connect to the City's sewer main within 6 months following approval of the Special Use permit and prior to any exterior storage occurring on-site. A permit shall be obtained from the Will County Public Health Department, in addition to the City of Crest Hill, to discontinue and seal the existing septic and water wells.
6. No parking shall occur in the front yard, unless solely accessed from the private lot. Pavement shall be minimized in the front yard to only what is necessary to access the building and site per the proposed site plan.

Ms. Gray stated that she had spoken with Mr. Salazar about these conditions, and he agreed to the six (6) conditions.

The Plan Commission recommends City's Council's conditional approval to rezone the Subject Property from B-2 to B-3; Special Use for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc.; and Variations Request from Table 2 Zoning District Standards for Nonresidential Districts, and Section 8.2-18 Outdoor Storage of the Crest Hill Zoning Ordinance to Decrease the Required Lot Size, Increase the Maximum Permitted Lot Coverage, and Decrease

the Minimum Required Front Yard, Side Yard, and Rear Yard Setbacks, subject to the project being implemented in substantial conformance with the six (6) conditions for approval and application documents referenced in the May 21, 2026, Plan Commission Staff Report for petitions Case # RZ-26-1-5-1, Case # SU-26-5-5-1, and Case # V-26-5-5-1. Chairman Thomas announced that this recommendation will be forwarded to the City Council; keep in mind that the Plan Commission is a recommendation body only. The City Council will hear this case at the June 8<sup>th</sup>, 2026, work session meeting and the June 15<sup>th</sup>, 2026, City Council meeting.

OTHER BUSINESS:

Chairman Bill Thomas presented the reorganization of the plan Commission (election of Chair, Vice Chair, and Secretary for one-year terms), stating that pursuant to the Plan Commission bylaws, the annual election of officers is conducted at the May meeting. All three current officers expressed interest in retaining their positions. Bill Thomas as Chairman, Ken Carroll as Vice Chairman and Cheryl Slabozeski as Secretary.

Chairman Thomas asked for a motion to approve an additional one-year term of Bill Thomas as Plan Commission Chairman.

(#8) Motion by Commissioner Carroll seconded by Commissioner Peterson, to approve an additional one-year term of Bill Thomas as Plan Commission Chairman.

On roll call, the vote was:

AYES: Commissioners Carroll, Peterson, Stanton, Flynn, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

Chairman Thomas asked for a motion to approve an additional one-year term of Ken Carroll as Plan Commission Vice Chairman.

(#9) Motion by Commissioner Peterson seconded by Commissioner Stanton, to approve an additional one-year term of Ken Carroll as Plan Commission Vice Chairman.

On roll call, the vote was:

AYES: Commissioners Peterson, Stanton, Butler, Flynn, Chairman Thomas.

NAYES: None.

ABSTAIN: Commissioner Carroll.

ABSENT: Commissioner Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

Chairman Thomas asked for a motion to approve an additional one-year term of Cheryl Slabozeski as Plan Commission Secretary.

(#10) Motion by Commissioner Flynn seconded by Commissioner Carroll, to approve an additional one-year term of Cheryl Slabozeski as Plan Commission Secretary.

On roll call, the vote was:

AYES: Commissioners Flynn, Carroll, Peterson, Stanton, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The slate of officers remains unchanged: Chairman Bill Thomas, Vice Chairman Ken Carroll, and Secretary Cheryl Slabozewski.

PUBLIC COMMENTS: There were no public comments.

Community & Economic Development Director Dan Ritter provided a staff update on several recent and upcoming developments:

- FAVA Auto Body (1923 Broadway St), Playtime Soccer (former bowling alley, 905 Theodore St), and Muscle Methods were all approved by City Council and are ongoing. Muscle Methods has opened in its new space.
- QuikTrip (former City Hall site) has completed lead and asbestos abatement and is working toward utility disconnection, with demolition anticipated in early July and site work planned for summer and fall 2026.
- Seasons of Crest Hill (new apartment complex) has submitted building permits and final engineering for review, with site work and underground utility work expected to begin within the next one to two months.
- The June 11 Plan Commission meeting has been canceled.
- New Route 66 centennial 3D signs, consistent with the sign outside City Hall, were delivered to the Public Works facility and will be installed across the city within the coming weeks, accompanied by a social media campaign and public contest.
- The Comprehensive Plan update is nearing a first draft, with Houseal Lavigne close to completing initial materials. Staff review will be followed by Plan Commission review and a public open house.
- Mather Farm / US Capital Development Project (Division Street and Weber Road, southwest corner): City Council gave conceptual approval. The project covers the western half of the Mather Farm property and will consist of two approximately 375,000 sq-ft speculative light industrial warehouse buildings with single-sided docks facing existing freight operations, and an office-oriented front facade along Weber Road. Commercial lots along Weber Road will remain and are expected to be more marketable as the area develops.
- Lucky Brothers Gas Station (Quick Run at Broadway/Route 66): Phase 2 truck fueling modifications are being revised due to challenges with site layout and bedrock conditions.

There being no further business before the Commission, a motion for adjournment was in order.

(#11) Motion by Commissioner Peterson seconded by Commissioner Stanton, to adjourn the May 21, 2026, Plan Commission meeting.

On roll call, the vote was:

AYES: Commissioners Peterson, Stanton, Flynn, Butler, Carroll, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED

The meeting was adjourned at 8:14 p.m.

As approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

As presented \_\_\_\_\_

As amended \_\_\_\_\_

\_\_\_\_\_  
BILL THOMAS, COMMISSION CHAIRMAN

DRAFT

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR A SELF-SERVICE STORAGE FACILITY WITH RESPECT TO CERTAIN REAL PROPERTY LOCATED AT 103 ELSIE AVENUE IN CREST HILL, ILLINOIS (APPLICATION OF BERNARDINO ESTRADA)**

**WHEREAS**, the Illinois Municipal Code, 65 ILCS 5/11-13-5 (the “Code”) authorizes the corporate authorities to vary the application of its local Zoning Requirements “in harmony with their general purpose and intent and in accordance with general or specific rules therein contained in cases where there are practical difficulties or particular hardship in the way of carrying out the strict letter of any of those regulations relating to the use, construction, or alteration of buildings or structures or the use of land;” and

**WHEREAS**, the Code states that Special Use requests shall be permitted only upon the finding of certain requirements listed in the Code; and

**WHEREAS**, the City has enacted procedures, requirements, and standards for Special Uses in Section 12.7-6 of the Crest Hill Zoning Ordinance; and

**WHEREAS**, Bernardino Estrada (the “Applicant”) is the owner of real property located at 103 Elsie Avenue in the City of Crest Hill, Illinois, bearing PIN 11-04-33-207-012-0000, which is legally described in Exhibit A-1 (the “Property”), and has filed an application requesting approval a Special Use permit for a Self-Service Storage Facility on the Property (the “Application”); and

**WHEREAS**, the Crest Hill Plan Commission, after proper notice thereof given, conducted a public hearing on the Application on May 21, 2026; and

**WHEREAS**, based on the evidence presented at the public hearing and upon making the following findings, which are more fully detailed in the Findings and Decision attached hereto as Exhibit A, the Plan Commission recommended unanimous but conditional approval of the requested Special Use permit at its May 21, 2026, meeting, finding that:

- A. The Special Use is in harmony with the general purpose and intent of the Zoning Ordinance; and
- B. The establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, or general welfare, and the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood; and
- C. The establishment of the Special Use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district; and

- D. The Special Use, if granted, will not alter the essential character of the locality and will not be a substantial detriment to adjacent properties; and

**WHEREAS**, the Plan Commission’s recommendation to approve the Special Use permit for a Self-Service Storage Facility was made subject to the project being implemented in substantial conformance with the two (2) conditions for approval and application documents referenced in the May 21, 2026, Community Development Department Staff Report attached hereto as Exhibit A-2 (the “Staff Report”); and

**WHEREAS**, the City Council has reviewed the May 21, 2026, Findings and Decision of the Plan Commission and has considered the presentations and arguments of the Applicant in an open meeting regularly scheduled; and

**WHEREAS**, the City Council finds that it is in the best interests of the City that the recommendation of the Plan Commission be adopted and that the Application be granted subject to the project being implemented in substantial conformance with the two (2) conditions for approval and application documents referenced in Exhibit A-2; and

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

**SECTION 1:** The Preambles of this Ordinance are incorporated herein by reference.

**SECTION 2:** That the City Council hereby adopts and ratifies the Findings and Decision of the Plan Commission, attached hereto and incorporated by reference herein as Exhibit A, as the findings and decision of the City Council in relation to the Application.

**SECTION 3:** The Special Use permit is hereby granted and approved subject to the project being implemented in substantial conformance with the following two (2) conditions for approval and application documents referenced in Exhibit A-2, as follows:

1. Hours of operation for the proposed Self-Service Storage facility shall be limited to Monday – Sunday, 9:00 AM – 9:00 PM.
2. Storage of flammable, explosive, toxic, hazardous, or radioactive materials shall be prohibited on the Subject Property.

**SECTION 4:** This Ordinance shall become effective only upon the Applicant executing and submitting to the City the Unconditional Agreement and Consent attached hereto as Exhibit 3 of the attached Exhibit A, within 60 days of the passage of this Ordinance. If the Unconditional Agreement and Consent is not executed within 60 days, this Ordinance shall have no force and effect and shall be subject to repeal by the City Council without further notice or hearing due to the Applicant.

**SECTION 5:** The City Clerk is hereby authorized and directed to record a copy of this Ordinance against the Subject Property, and further to annotate the Special Use permit granted hereby on the Crest Hill Official Zoning Map.

**SECTION 6:** This Ordinance shall take effect upon its passage according to law.

*[Left Intentionally Blank]*

DRAFT

PASSED THIS 15<sup>TH</sup> DAY OF JUNE, 2026

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
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 15<sup>TH</sup> DAY OF JUNE, 2026.

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

ATTEST:

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

## EXHIBIT A

**FINDINGS AND DECISION OF THE  
PLAN COMMISSION AS TO CASE NO. SU-26-6-5-2  
THE APPLICATION OF BERNARDINO ESTRADA FOR A SPECIAL USE PERMIT FOR A  
SELF-SERVICE STORAGE FACILITY AT PROPERTY LOCATED AT 103 ELSIE AVENUE  
IN THE CITY OF CREST HILL, ILLINOIS.**

THIS APPLICATION, coming before the Plan Commission for hearing and decision, and the Plan Commission having heard evidence in support and opposition to the application at a regularly scheduled meeting held on May 21, 2026, being fully advised on the premises, THE COMMISSION DOES MAKE THE FOLLOWING FINDINGS:

- A. That the applicant, Bernardino Estrada, is the owner of real property located at 103 Elsie Avenue in the City of Crest Hill, Illinois, bearing PIN 11-04-33-207-012-0000;
- B. That the application seeks approval of a Special Use permit for a Self-Service Storage Facility for the property described in the application, commonly known as 103 Elsie Avenue in Crest Hill, Illinois (the "Property"), with PIN 11-04-33-207-012-0000, which is legally described in Exhibit A-1, attached hereto and incorporated herein by reference;
- C. That the Property is zoned B-3;
- D. That the application for a Special Use permit for a Self-Service Storage Facility was properly submitted and notice of the application and the public hearing were properly made;
- E. That no interested parties filed their appearances herein;
- F. That the public hearing was opened and called to order on May 21, 2026, and the applicant presented evidence and arguments in support of its application on May 21, 2026.
- G. That the rules adopted by the Plan Commission for the conduct of Public Hearings by the Plan Commission were duly followed and observed;
- H. That the proposed Special Use permit for a Self-Service Storage Facility, as considered under section 12.7 of the Zoning Ordinance, meets the six (6) standards for special use under section 12.7-6;

**THEREFORE, IT IS THE DECISION OF THE PLAN COMMISSION OF THE CITY OF CREST HILL, ILLINOIS, BASED UPON THE EVIDENCE HEARD BY SAME AND ARGUMENTS AND SUGGESTIONS HEARD AT THE PUBLIC HEARING, AND HAVING DULY CONSIDERED THE MANDATES AND STANDARDS AS SET FORTH IN THE CITY OF CREST HILL, ILLINOIS ZONING ORDINANCE FOR THE GRANTING OF A SPECIAL USE PERMIT, AS FOLLOWS:**

1. That the approval of the application of Bernardino Estrada for a Special Use permit for a Self-Service Storage Facility for the Property located at 103 Elsie Avenue in Crest Hill, Illinois with PIN 11-04-33-207-012-0000 is supported by the evidence adduced;

2. It is therefore the recommendation of the City of Crest Hill Plan Commission that the application for a Special Use permit for a Self-Service Storage Facility be granted subject to the project being implemented in substantial conformance with the following two (2) conditions for approval and application documents referenced in the May 21, 2026, Community Development Staff Report for this request, as follows:

1. Hours of operation for the proposed Self-Service Storage facility shall be limited to Monday – Sunday, 9:00 AM – 9:00 PM.
2. Storage of flammable, explosive, toxic, hazardous, or radioactive materials shall be prohibited on the Subject Property.

[Left Intentionally Blank]

Adopted by the Plan Commission of the City of Crest Hill, Illinois, this 21<sup>st</sup> Day of May 2026 upon the following voice vote:

	Aye	Nay	Absent	Abstain
Commissioner Bill Thomas	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Commissioner Ken Carroll	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Commissioner Cheryl Slabozeski	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>
Commissioner Gordon Butler	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Commissioner Marty Flynn	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Commissioner Jeff Peterson	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Commissioner John Stanton	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>

Approved:

\_\_\_\_\_  
Bill Thomas, Chairman

Attest:

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

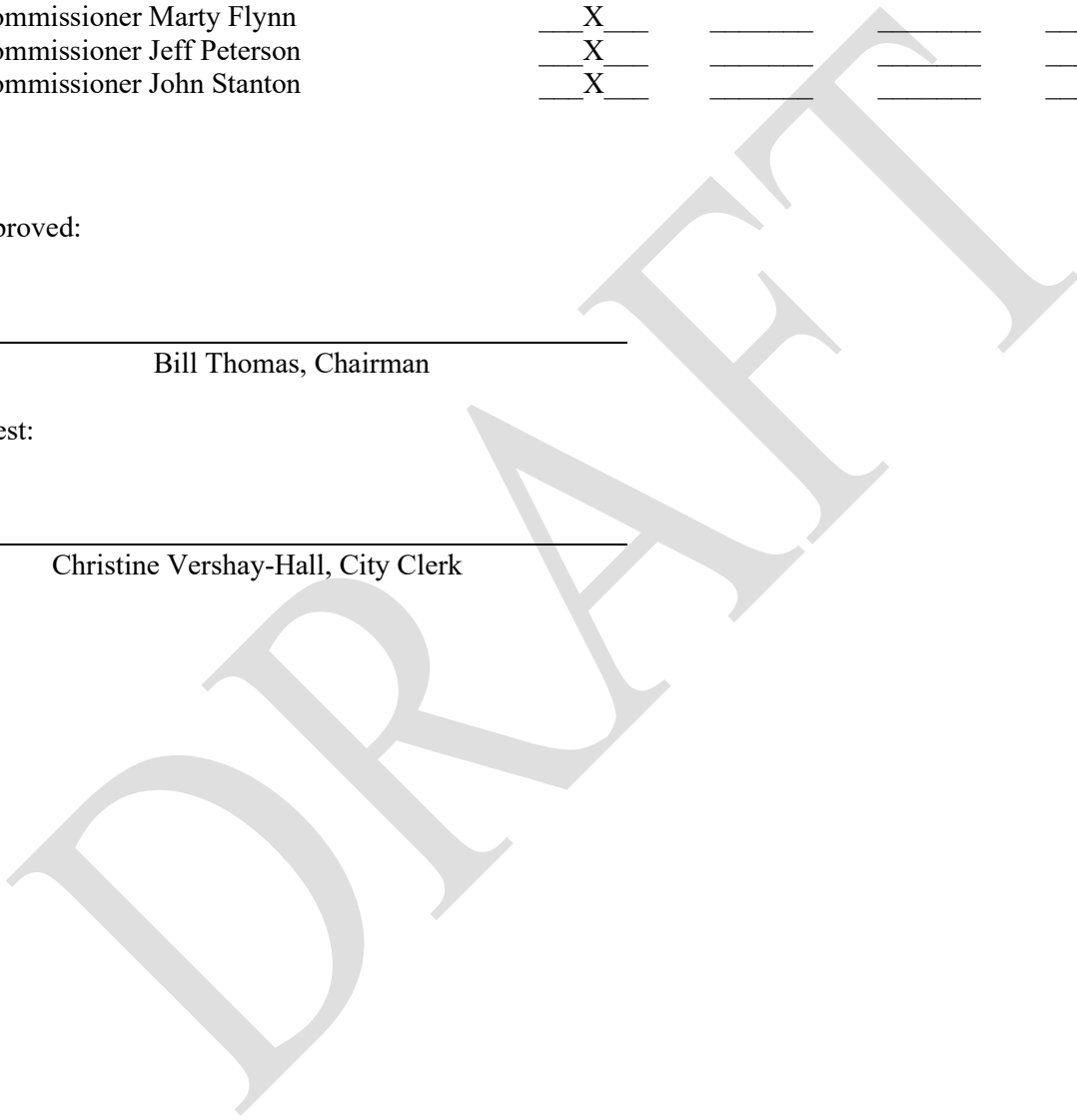


EXHIBIT A-1

LEGAL DESCRIPTION

PROPERTY ADDRESS: 103 ELSIE AVENUE, CREST HILL, IL, 60403

PERMANENT INDEX NO: 11-04-33-207-012-0000

LEGAL DESCRIPTION:

LOTS 25 AND 26 IN MCGOWAN AND GROSS ADDITION TO JOLIET, A SUBDIVISION OF PART OF THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JANUARY 19, 1917, IN PLAT BOOK 19, PAGE 5, AS DOCUMENT NO. 300478 IN WILL COUNTY, ILLINOIS.

DRAFT

EXHIBIT A-2

May 21, 2026, Community Development Department Staff Report

DRAFT

## EXHIBIT A-3

**UNCONDITIONAL AGREEMENT AND CONSENT**

TO: The City of Crest Hill, Illinois ("**City**");

**WHEREAS**, BERNARDINO ESTRADA is the owner of the real property located at 103 Elsie Avenue in the City of Crest Hill, Illinois, bearing PIN 11-04-33-207-012-0000 (the "Subject Property") and has applied for and been granted a Special Use permit for a Self-Service Storage Facility; and

**WHEREAS**, Ordinance No. \_\_\_\_\_, approved and passed by the Crest Hill City Council on June 15, 2026, ("the **Ordinance**"), approved a Special Use permit for a Self-Service Storage Facility, subject to two (2) conditions; and

**WHEREAS**, Section 4 of the Ordinance provides, among other things, that the Ordinance shall not take effect, and subject to repeal unless and until BERNARDINO ESTRADA has executed, within 60 days following the passage of the Ordinance, this Unconditional Agreement and Consent to accept and abide by all the terms, conditions, and limitations set forth in the Ordinance.

**NOW, THEREFORE**, BERNARDINO ESTRADA does hereby agree, warrant and covenant as follows:

1. That he is the legal owner of the Subject Property.
2. That he hereby unconditionally agrees to, accepts, consents to, and will abide by all terms, conditions, limitations, restrictions, and provisions of the Ordinance.
3. That he acknowledges that all required public notices and hearings have been properly given and held with respect to the application process and passage of the Ordinance, understands and has considered the possibility of revocation or repeal of the Ordinance as a result of violation of its terms or failure to abide by the conditions set forth in the Ordinance, and agrees, covenants and warrants that he will not challenge any such revocation on the basis of any procedural infirmity or a denial of any procedural right, provided that the City will provide the Owner with written notice of the City's intent to Repeal or Revoke the Ordinance.
4. That he acknowledges and agrees that the City shall not be in any way liable for any damages or injuries that may be sustained as a result of the City's granting of the Special Use permit or its passage of the Ordinance, and that the City's approvals do not, and will not, in any way be deemed to insure him against damage or injury of any kind at any time.
5. That he hereby agrees to release, defend, indemnify and hold harmless the City of Crest Hill, its corporate authorities, elected and appointed officials, officers, employees, agents, representatives, and attorneys from any and all claims that may, at any time, be asserted against them in connection with (a) the City's review and approval of any plans and issuance of any

permits, (b) the City's passage of the Ordinance, and (c) the maintenance and use of the Property as authorized by the Ordinance.

*[Signature page to follow]*

DRAFT

**OWNER: BERNARDINO ESTRADA**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**SUBSCRIBED** and **SWORN** to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Notary Public

DRAFT



**To:** Plan Commission

**From:** Daniel Ritter, AICP, Community Development Director  
Atefa Ghaznawi, AICP, LEED AP, City Planner

**Date:** May 21, 2026

**Re:** 103 Elsie Avenue, Special Use Application for a Self-Service Storage Facility (Case # SU-26-6-5-2), no Variation is requested as part of this application.

**Project Details**

<b>Project:</b>	Special Use Application for a Self-Service Storage Facility
<b>Applicant:</b>	Bernardino Estrada
<b>Requests:</b>	Special Use Application for a Self-Service Storage Facility
<b>Location:</b>	103 Elsie Avenue (the "Subject Property")

**Site Details**

<b>Lot Size:</b>	Approximately 12,789 sq-ft
<b>Existing Zoning:</b>	B-3 Business Service District
<b>Existing Improvements:</b>	Approx. 6,198 SF existing one-story commercial building with approximately 2,980 SF existing parking, pavement, and driveway

**Surrounding Zoning and Land Use Summary**

	<b>Land Use</b>	<b>Comp Plan</b>	<b>Zoning</b>
<b>Subject Parcels</b>	Commercial, Warehouse	Local Commercial	B-3
<b>North</b>	Single-Family Detached Residence, Truck Parking and Repair	Local Commercial, Light Industrial	R-1, M-1
<b>South</b>	Single-Family Detached Residence, Auto Repair, Car Dealership	Local Commercial, Mixed-Use/Flex	R-1, B-2, B-3
<b>East</b>	Restaurant, Auto Repair, Truck Parking, and Repair	Local Commercial, Heavy Industrial	B-2 SU, M-1

<b>West</b>	Single-Family Detached Residence, Multi-Family Residence	Local Commercial, Single-Family Detached	R-1, R-3
-------------	--	--	----------

**Exhibits**

Application documents submitted by Applicant include:

1. Exhibit B – Application for Development 2026-03-23
2. Exhibit C – Legal Description 2026-03-23
3. Exhibit D – Plat of Survey 2026-03-23
4. Exhibit E – Project Narrative 2026-03-23
5. Exhibit F – Proposed Floor Plan 2026-03-23

**Application Background and Project Summary**

Bernardino Estrada (the Applicant) is the owner of the Subject Property located at 103 Elsie Avenue, Crest Hill. The Applicant is requesting approval of a Special Use permit for a Self-Service Storage Facility for the existing commercial property. No variations have been requested as part of this application, and no exterior site improvements have been proposed. As such, the existing legal non-confirming physical attributes of the Subject Property will remain unchanged. The existing entrance on Elsie Ave will remain the main site entrance. Proposed hours of operation will be Monday to Sunday, 9:00 A.M. - 9:00 P.M. The existing basement space is not included in the proposed Self-Service Storage Facility.

**Figure 1: Location Map of 103 Elsie Avenue (the Subject Property)**



## Summary of Requested Petition

The Applicant is seeking approval of a Special Use permit for a Self-Service Storage Facility for the existing commercial property. No variations have been requested as part of this application, and no exterior site improvements have been proposed.

## Staff Analysis

Overall, the proposed Self-Service Storage Facility is a low-intensity use that typically generates minimal noise, traffic, and on-site activity. Operations are generally limited to occasional customer visits and routine facility management, with no significant outdoor activities, assembly uses, or continuous operational impacts that would interfere with the adjacent properties. The establishment of the proposed Self-Service Storage Facility in the existing vacant commercial building will not impede the normal and orderly development and improvement of surrounding properties for the uses permitted in the B-3 Zoning District.

A Self-Service Storage Facility is a low-impact, service-oriented use that operates primarily within an enclosed building and generates minimal external activity. It does not create significant traffic demand, noise, or outdoor operational impacts that would interfere with the development potential or improvement of the adjacent properties. While the Subject Property has limited parking, the operational characteristics of a Self-Service Storage Facility typically require only a small number of parking spaces for short-term customer visits and on-site management, and do not generate sustained parking demand. The site access will utilize the existing driveway and the designated loading/unloading dock that connects to the adjacent public roadway network in a safe and controlled manner. The site configuration will allow efficient movement of passenger vehicles and small trucks without creating queuing or congestion that extends into the public streets.

Additionally, the reuse of the existing vacant commercial property supports, rather than hinders, the stability and continued investment in the area by eliminating vacancy and maintaining occupancy of the building in a manner consistent with the surrounding development patterns. This helps prevent deterioration and contributes to the overall vitality of the neighborhood. Surrounding properties remain fully available for development or redevelopment in accordance with the permitted uses, and the proposed Self-Service Storage Facility does not introduce conditions that would restrict or discourage such investment. Accordingly, the proposed Special Use will not impede the orderly development of neighboring properties and is consistent with the continued investment and improvement within the neighborhood.

## Staff feedback on specific aspects of the requested approval

Staff reviewed the proposed project with respect to the applicable City regulations. The Crest Hill Zoning Ordinance classifies Self-Service Storage Facilities as Special Use in the B-3 Business Service District. No variations have been requested as part of this application, and no exterior site improvements have been proposed. As such, the existing legal non-confirming physical attributes of the Subject Property will remain unchanged.

## Special Use Approval Standards and Findings

Section 12.7-6 of the Zoning Ordinance states the Plan Commission shall recommend, and the City Council shall grant a Special Use permit only when it shall have been determined, and recorded in writing, that all of the following standards are complied with. Staff has drafted the following findings of fact identified in bold italic font. These drafted findings can be modified or changed as the Plan Commission deems fit and based on the specific findings from the public hearing.

1. That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.

***The establishment, maintenance, and operation of the proposed Self-Service Storage Facility within the existing vacant commercial building will not be detrimental to or endanger the public health, safety, or general welfare. A Self-Service Storage Facility is a low-intensity land use that typically generates minimal traffic, with limited daily trips primarily associated with customers accessing storage units or facility management activities. Unlike higher-intensity commercial uses, it does not involve significant on-site assembly of people, food service, or continuous operational activity, thereby reducing potential impacts on the surrounding properties.***

***The proposed Self-Service Storage Facility will operate primarily within the existing structure, which limits external impacts and maintains compatibility with the surrounding residential and commercial properties. Any concerns related to safety, including fire protection, security, and access, will be addressed through compliance with applicable building codes, fire codes, and security standards, including controlled access, surveillance systems, and adequate emergency access as required by the City and Fire Department. While the Subject Property has limited parking, the operational characteristics of a Self-Service Storage Facility typically require only a small number of parking spaces for short-term customer visits and on-site management, and do not generate sustained parking demand. Accordingly, with appropriate regulatory compliance and site management, the proposed Self-Service Storage Facility will not adversely affect public health, safety, or general welfare.***

2. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

***The proposed Self-Service Storage Facility in the existing vacant commercial building will not be injurious to the use and enjoyment of other property in the immediate vicinity for permitted purposes, nor will it substantially diminish or impair property values within the surrounding neighborhood. A Self-Service Storage Facility is a low-intensity use that typically generates minimal noise, traffic, and on-site activity. Operations are generally limited to occasional customer visits and routine facility management, with no significant outdoor activities, assembly uses, or continuous operational impacts that would interfere with adjacent properties.***

***Because the proposed Self-Service Storage Facility is primarily contained within the existing building, external impacts on neighboring properties are further reduced. Any potential concerns related to appearance, lighting, or security will be addressed through compliance with applicable zoning, building standards, including controlled access, and appropriate maintenance of the property. In addition, the reuse of a vacant commercial building for a Self-Service Storage Facility can provide a stabilizing influence on the area by eliminating vacancy, reducing the likelihood of property deterioration, and maintaining an active but low-impact use consistent with the surrounding development patterns. Accordingly, the proposed Special Use is compatible with the nearby properties and will not negatively affect the enjoyment or value of surrounding land uses.***

3. That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

**The establishment of the proposed Self-Service Storage Facility in the existing vacant commercial building will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the B-3 Zoning District. A Self-Service Storage Facility is a low-impact, service-oriented use that operates primarily within an enclosed building and generates minimal external activity. It does not create significant traffic demand, noise, or outdoor operational impacts that would interfere with the development potential or improvement of the adjacent properties.**

**The reuse of an existing vacant commercial structure also supports, rather than hinders, the stability and continued investment in the area by eliminating vacancy and maintaining occupancy of the building in a manner consistent with the surrounding development patterns. This helps prevent deterioration and contributes to the overall vitality of the neighborhood. Surrounding properties remain fully available for development or redevelopment in accordance with the permitted uses, and the proposed Self-Service Storage Facility does not introduce conditions that would restrict or discourage such investment. Accordingly, the proposed Special Use will not impede the orderly development of neighboring properties and is consistent with continued investment and improvement within the neighborhood.**

4. That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.

**Adequate utilities, access roads, drainage, and other necessary facilities are in place to support the proposed Self-Service Storage Facility in the existing vacant commercial building. The Subject Property is served by existing public utilities, including water, sanitary sewer, and electrical service, which are sufficient to accommodate the low-intensity operational needs of a Self-Service Storage Facility. The facility's utility demands are minimal compared to more intensive commercial or industrial uses, and no significant upgrades are anticipated beyond the existing service connections.**

**The site is accessible via existing public roadways that are designed to accommodate commercial traffic. The anticipated traffic generated by a Self-Service Storage Facility is generally low and consists primarily of occasional customer visits and periodic maintenance activity, which can be safely and efficiently handled by the surrounding roadway network. Stormwater drainage for the site is managed in compliance with applicable City regulations. Accordingly, the Subject Property is adequately served by the existing infrastructure to support the proposed Self-Service Storage Facility.**

5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

**Adequate measures have been taken to provide ingress and egress designed to minimize traffic congestion on public streets for the proposed Self-Service Storage Facility in the existing vacant commercial building. A Self-Service Storage Facility is a low-traffic generator, with vehicle trips typically occurring on an intermittent basis and spread throughout the day. The majority of visits are short-term and involve individual customer access rather than sustained peak-hour traffic. As such, overall traffic impacts are generally minimal compared to other commercial uses.**

**The site access will utilize the existing driveway and the designated loading/unloading dock that connects to the adjacent public roadway network in a safe and controlled manner. The site configuration will allow efficient movement of passenger vehicles and small trucks without creating queuing or congestion that extends into public streets.**

6. That special use shall in all other respects conform to the applicable regulations of this Ordinance and other applicable City regulations, except as such regulations may in each instance be modified by the City Council pursuant to the recommendation of the Plan Commission.

***The proposed Self-Service Storage Facility shall, in all other respects, conform to the applicable regulations of the Zoning Ordinance and all other applicable City regulations. The proposed Self-Service Storage Facility will comply with all standards governing building safety, fire protection, property maintenance, access, lighting, etc. as well as any other applicable City regulations. The proposed Self-Service Storage Facility will be required to obtain all necessary permits and approvals prior to operation and will remain subject to ongoing inspection and enforcement to ensure continued compliance. Accordingly, the proposed Special Use will be operated in full accordance with the Ordinance and all other applicable City regulations.***

### **Conditions of Approval**

The plans submitted for building permits shall be in substantial compliance with the plans approved by the City Council and identified below, unless otherwise noted in the remaining conditions:

1. Hours of operation for the proposed Self-Service Storage facility shall be limited to Monday – Sunday, 9:00 AM – 9:00 PM.
2. Storage of flammable, explosive, toxic, hazardous, or radioactive materials shall be prohibited on the Subject Property.

### **Staff Recommendation**

Based on the drafted findings reflected in this staff report, Staff recommend the following motion to provide a recommendation to the City Council. This motion may be amended by any Plan Commission member making the motion based upon the findings of the public hearing. Staff recommends that any motion be made in the positive form to correspond with the applicant's request to avoid confusion.

**The Plan Commission recommends City Council conditional approval of a Special Use permit for a Self-Service Storage Facility located at 103 Elsie Avenue, subject to the conformance with the two (2) Conditions for Approval and application documents referenced in the May 21, 2026, Plan Commission Staff Report for Case # SU-26-6-5-2.**

**EXHIBIT A****Supplemental Special Use Approval Facts to Consider Per Zoning Ordinance Section 12.7-6**

1. *That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.*
2. *That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.*
3. *That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.*
4. *That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.*
5. *That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.*
6. *That special use shall in all other respects conform to the applicable regulations of this Ordinance and other applicable City regulations, except as such regulations may in each instance be modified by the City Council pursuant to the recommendation of the Plan Commission.*



EXHIBIT B

Application for Development

For Office Use Only: Case Number: SU-26-6-5-2

Project Name: \_\_\_\_\_

Owner: Bernardino Estrada Correspondence To: \_\_\_\_\_

Street address: [Redacted] Street address: \_\_\_\_\_

City, St., Zip: [Redacted] City, St., Zip: \_\_\_\_\_

Phone: [Redacted] Phone: \_\_\_\_\_

Email: [Redacted] Email: \_\_\_\_\_

Property Address: Street address: 103 Elsie Avenue Property Information: Lot Width: \_\_\_\_\_

City, St., Zip: Crest Hill, IL, 60403 Lot Depth: \_\_\_\_\_

PIN: 11-04-33-207-012-0000 Total Area: \_\_\_\_\_

\*Submit an electronic version of the legal description only in a Word document to: buildingdepartment@cityofcresthill.com

Existing Zoning: B-3 Existing Land Use: None

Requested Zoning: B-3 Special Use Proposed Land Use: Self-service Storage Facility

Adjoining Properties Zoning and Uses: North of Property: R-1, M-1

South of Property: R-1, B-2, B-3

East of Property: B-2 SU, M-1

West of Property: R-1, R-3

Purpose Statement (intended use and approval sought): This application is for a special

use permit for an intended Self-Service Storage Facility on our B-3 zoned property.

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

Rezoning: \_\_\_\_\_

Special Use: Requested permit for B-3 zoned property to be used as Self-Service Storage Facility.

Variance: \_\_\_\_\_

Planned Unit Development: \_\_\_\_\_

Annexation: \_\_\_\_\_

Plat: \_\_\_\_\_

Other: \_\_\_\_\_

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

Civil Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

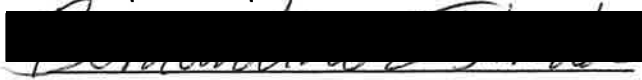
Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Builder: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

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

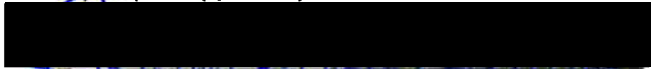


Signature of the Applicant

03/18/26

Date

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



Signature of the Owner

03/23/26

Date

**EXHIBIT C**

**103 ELSIE AVENUE - LEGAL DESCRIPTION**

PROPERTY ADDRESS: 103 ELSIE AVENUE, CREST HILL, IL, 60403

PERMANENT INDEX NO: 11-04-33-207-012-0000

**LEGAL DESCRIPTION:**

LOTS 25 AND 26 IN MCGOWAN AND GROSS ADDITION TO JOLIET, A SUBDIVISION OF PART OF THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JANUARY 19, 1917, IN PLAT BOOK 19, PAGE 5, AS DOCUMENT NO. 300478 IN WILL COUNTY, ILLINOIS.

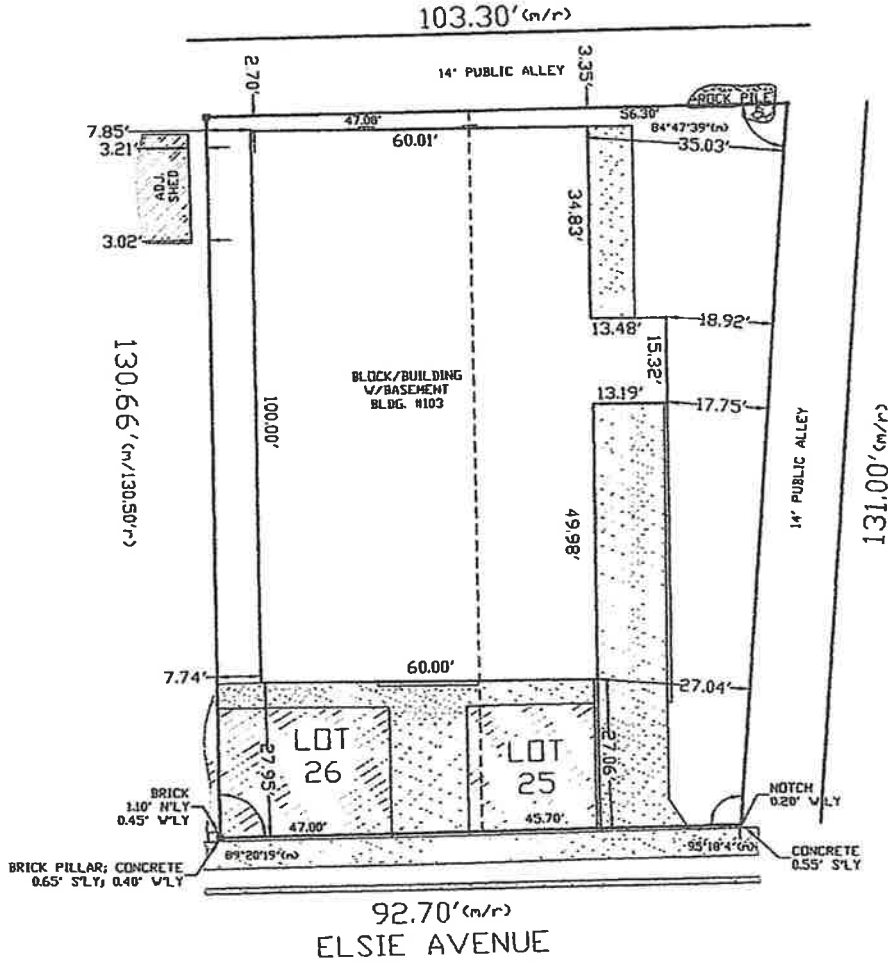
**Associated Surveying Group, LLC**

Illinois Prof. Design Firm No. 184-004973  
 P.O. Box 810 Bolingbrook, IL 60440  
 PH: 630-759-0205 FAX: 630-759-9291

**PLAT OF SURVEY**

LOTS 25 AND 26 IN MCCOWAN AND GROSS ADDITION TO JOLIET, A SUBDIVISION OF PART OF THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JANUARY 19, 1917 IN PLAT BOOK 19 PAGE 5 AS DOCUMENT NO. 300478 IN WILL COUNTY, ILLINOIS.

SCALE 1" = 20'



State of Illinois }  
 County of Will } SS

I, Michael G. Hervey, an Illinois Professional Land Surveyor, do hereby certify that "This professional service conforms to the current Illinois minimum standards for a boundary survey", and that the Plat hereon drawn is a correct representation of said survey.

Dated, this 11<sup>TH</sup> day of JULY, A.D., 2022, FIELDWORK DATE: JUNE 28, 2022  
 at Bolingbrook, Illinois

*Michael G. Hervey*  
 Illinois Professional Land Surveyor No. 35-002900  
 License Expires: November 30, 2022

CLIENT: LUDAS

JOB NO.: 87914-22

NOTES:  
 1. COMPARE THE LEGAL DESCRIPTION OF THIS PLAT WITH YOUR DEED, ABSTRACT, OR CERTIFICATE OF TITLE. ALSO COMPARE ALL FIELD MEASURED LOT CORNERS & BUILDING TIES WITH THIS PLAT BEFORE CONSTRUCTION AND REPORT ANY DIFFERENCE AT ONCE. 2. NO IMPROVEMENTS SHOULD BE CONSTRUCTED ON THE BASIS OF THIS PLAT UNLESS THE LOCATION OF CRITICAL POINTS SHOULD BE ESTABLISHED PRIOR TO COMMENCEMENT OF CONSTRUCTION. 3. D. LONG LINES AND EASEMENTS ARE SHOWN ONLY WHERE THEY ARE SO DEPICTED ON THE RECORDED SUBDIVISION PLAT. REFER TO YOUR DEED, ABSTRACT, OR CERTIFICATE OF TITLE FOR ALL LEGAL ENCUMBRANCES. 4. ALL DISTANCES ARE SHOWN IN FEET AND DECIMALS THEREOF. MEASURED LOT DIMENSIONS ARE SHOWN ONLY WHEN FIELD OR FOR EASY RECORD DIMENSIONS BY 0.10 FEET OR MORE. 5. AREA IS BASED ON MEASURED DISTANCES AT TIME OF SURVEY. 6. CURVED LINES DENOTED WITH ARC LENGTHS UNLESS OTHERWISE NOTED. ALSO ALL AREAS ARE "ASCENT" UNLESS OTHERWISE NOTED.

**LEGEND:**

BRICK	ASPHALT	ADJACENT
WALL	CONCRETE	GABLE
WOOD PVC	ENCLOSED COVERED	STOIL
SEI	IRON PIPE	CROSS
RESURFID	NOTCH	UTILITY POLE
MAG NAIL	PIPE NAILS AS NOTED	CATCH BASIN
CHAIN LINE FENCE	WOOD FENCE	ALL OTHER FENCE TYPES

**ABBREVIATIONS:**

A = ARC LENGTH	KL = NORTHLY
R = RADII	SLY = SOUTHWESTLY
CH = CHORD LENGTH	ELY = EASTERLY
DO = RECORD VALUE	WLY = WESTERLY
± = MEASURED VALUE	TY = TYPICAL
B.S.L. = BUILDING SETBACK LINE OR OVERHANG	
P.U.E. = PUBLIC UTILITY EASEMENT	
P.U.D. = PUBLIC UTILITY DRAINAGE EASEMENT	
V.E.C. = VARIANCE EASEMENT	

EXHIBIT E

03.26.2026

**City of Crest Hill**

Planning and Zoning Department  
20600 City Center Blvd  
Crest Hill, IL 60403  
(815) 741-5100



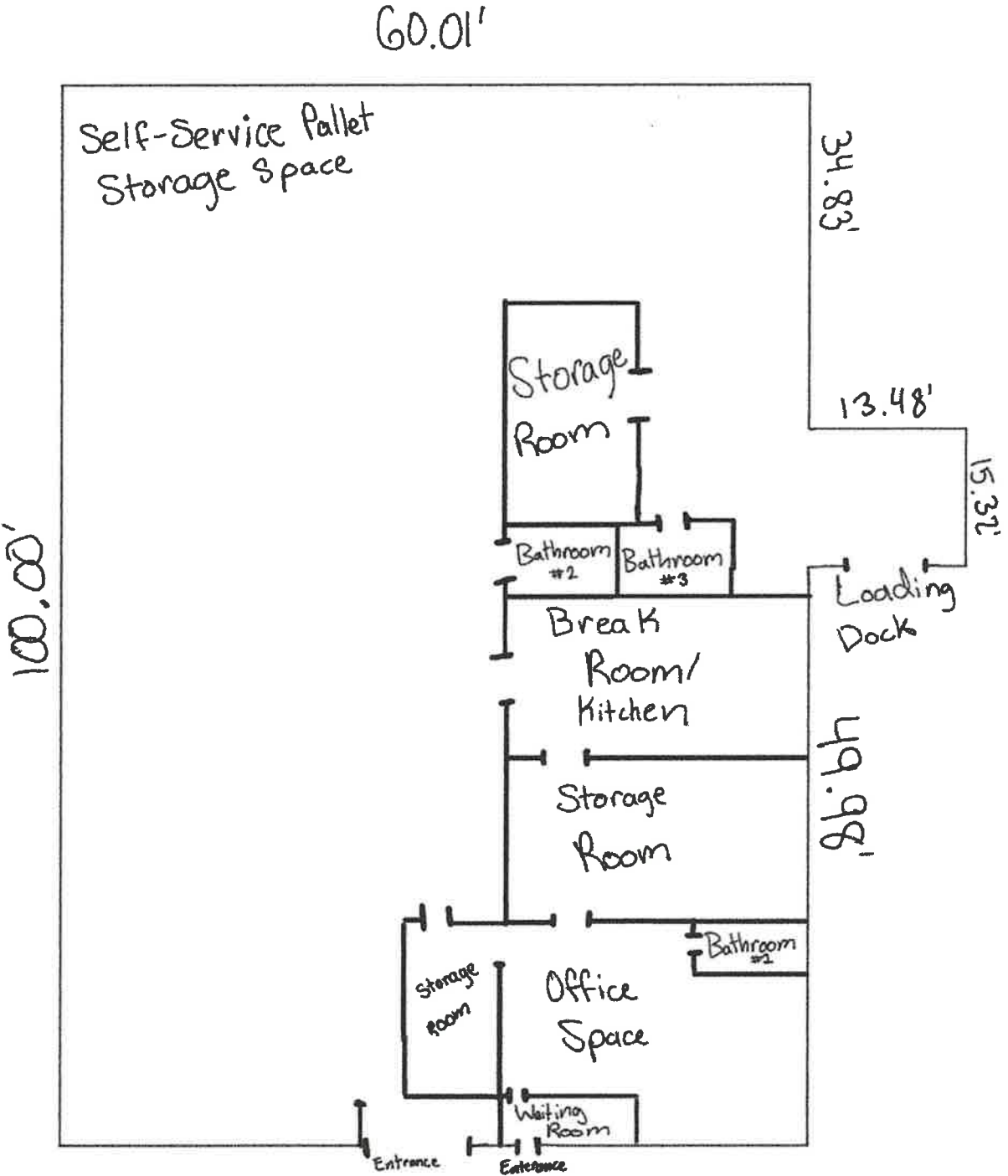
**Re: Elsie Self-Service Storage**  
103 Elsie Ave  
Crest Hill, IL 60403

**Project Summary Narrative:**

Our request for a B-3 special use permit is the only necessary addition for our proposed project. The property at 103 Elsie Avenue is 6,000 sq ft, and the proposed self-service storage facility would make efficient use of the existing open space with no modifications to the building. The existing entrance on Elsie Ave. will remain the main entry point for customers and emergency vehicles. Operating hours will be from 9:00 am - 9:00 pm.

**Request for Special Use:**

We are requesting a special use permit to operate a self-service storage facility on the existing subject property. The subject property is zoned B-3 (General Business District), which requires a special use permit for self-storage. The proposed use is characterized by low traffic generation, minimal noise, and limited off-site impacts, making it compatible with surrounding commercial land uses within the B-3 zoning district.



103 Elsie Ave.  
Crest Hill, IL 60403

Proposed Floor Plan Diagram




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 Work Session Memo

Crest Hill, IL

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**Meeting Date:** June 8, 2026

**Submitter:** Daniel Ritter, AICP, Community Development Director  
 Atefa Ghaznawi, AICP, LEED AP, City Planner

**Department:** Community Development

**Agenda Item:** Plan Commission recommendation on application of Javier Salazar for Rezoning the Subject Property from B-2 (General Business District) to B-3 (Business Service District), Plat of Utility and Sidewalk Easement, a Special Use Permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations Request from the Crest Hill Zoning Ordinance with Respect to Real Property Located at 1818-1820 N Broadway Street in Crest Hill, Illinois

**Summary:**

Javier Salazar (the Applicant) is the owner of the Subject Property located at 1818-1820 N Broadway Street. The Applicant is proposing to operate a concrete raising contractor business on the property that will include outdoor storage. Concrete Raising & Waterproofing Inc. specializes in various concrete and waterproofing services such as concrete raising, basement waterproofing, concrete resurfacing, driveway and foundation repairs, masonry sealing, and new concrete services. The proposal is to rezone the Subject Property from B-2 to B-3; consolidate two parcels into one parcel, and dedicate 10 feet Utility and Sidewalk Easement; approval of a Special Use permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc.; and Variations request from the Crest Hill Zoning Ordinance to decrease the required lot size, increase the permitted lot coverage, and decrease the required setbacks for the existing building and the proposed outdoor storage. Additionally, the applicant will discontinue and seal the existing septic and water wells on the property and connect to the City's water and sewer, and will install sidewalk and landscaping improvements along Broadway Street as part of this project.

Overall, the proposed Contractor-Based Business for the commercially zoned Subject Property is consistent with other existing automotive and commercial activities on the Broadway Street commercial corridor. The proposed Special Use permitted by the proposed rezoning is appropriate for a Contractor-Based Business, given the functional characteristics of the area and the nature of the operations. Contractor-Based Businesses typically involve limited on-site customer traffic, with activity primarily consisting of administrative functions, equipment storage, and dispatching of vehicles to off-site job locations. Additionally, Contractor-Based Businesses often serve the local community, providing essential services that benefit nearby residential and commercial properties. Given these factors, the proposed rezoning and Special Use will allow for a use that aligns with the existing and planned character of the neighborhood, while maintaining compatibility with surrounding land uses and supporting economic activity.

The requested Variations to decrease the required lot size and minimum building setbacks will address the existing non-conforming conditions of the property. The requested Variations to increase maximum permitted lot coverage and decrease side yard setback for outdoor storage will help address the operational needs of a Contractor-Based Business, such as adequate space for vehicle parking, equipment storage, and maneuvering areas, which require a site layout that is often constrained by strict lot coverage limits and setback requirements. The requested variations are necessary to enable a reasonable and functional use of the property for a Contractor-Based Business, consistent with its physical characteristics and intended purpose.

**Figure 1: Location Map of 1818-1820 N Broadway St (the Subject Property)**



The Plan Commission conducted the required public hearing for this application at its May 21, 2026, meeting and recommended, by a vote of 5-1, conditional approval of the requested Rezoning, Plat of Easement, a Special Use Permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations Request from the Crest Hill Zoning Ordinance, subject to the six (6) conditions referenced in the Staff Report. The Commissioner opposing it noted they wanted to see additional improvements to the exterior façade of the building. A copy of the draft approval Ordinance is included with the agenda backup materials for this item.

**Council Action Requested:** Direction to include the draft approval Ordinance for Rezoning, Plat of Easement, a Special Use Permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations Request from the Crest Hill Zoning Ordinance with respect to real property located at 1818-1820 N Broadway Street in Crest Hill, on the June 15, 2026, Regular City Council Agenda for final consideration.

**Attachments:**

- Attachment A – May 21, 2026, Plan Commission Meeting Minutes
- Attachment B – An Ordinance Approving Rezoning, Plat of Easement, a Special Use Permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations Request from the Crest Hill Zoning Ordinance with respect to real property located at 1818-1820 N Broadway Street in Crest Hill, Illinois - Application of Javier Salazar (with associated Exhibits)

MINUTES OF THE  
CREST HILL PLAN COMMISSION

The May 21, 2026, Plan Commission meeting was called to order by Chairman Bill Thomas, at 7:00 p.m. in the Council Chambers of the City Center, 20600 City Center Boulevard, Crest Hill, Will County, Illinois.

The Pledge of Allegiance was recited in unison.

Roll call indicated the following present: Chairman Bill Thomas, Commissioner Ken Carroll, Commissioner Gordon Butler, Commissioner Marty Flynn, Commissioner Jeff Peterson, and Commissioner John Stanton.

Also present were: City Planner Atefa Ghaznawi, Community & Economic Development Director Dan Ritter, and Administrative Clerk Linda Riha.

Absent were: Commissioner Cheryl Slabozeski.

APPROVAL OF MINUTES: Chairman Thomas asked for a motion to approve the minutes from the Plan Commission meeting held on April 9, 2026, for Commission approval.

(#1) Motion by Commissioner Peterson seconded by Commissioner Carroll, to approve the minutes from the Plan Commission meeting held on April 9, 2026.

On roll call, the vote was:

AYES: Commissioners Peterson, Carroll, Stanton, Butler, Flynn, Chairman Thomas.

NAYES: None.

ABSTAIN: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

PUBLIC HEARING: Chairman Bill Thomas presented the Public Hearing and Consideration of petition SU-26-6-5-2, a request of Bernardino Estrada seeking approval of a Special Use for a Self-Service Storage Facility located on the approximately 12,789 sq-ft, B-3 Business Service District zoned property located at 103 Elsie Avenue, Crest Hill.

Chairman Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated that the necessary paperwork was in order.

Chairman Thomas asked for a Motion to Open the Public Hearing for Case number SU-26-6-5-2.

(#2) Motion by Commissioner Butler seconded by Commissioner Carroll, to open a public hearing case number SU-26-6-5-2.

On roll call, the vote was:

AYES: Commissioners Butler, Carroll, Peterson, Stanton, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:03 p.m.

Chairman Thomas asked City Planner Atefa Ghaznawi to present the specifics on this case.

City Planner Atefa Ghaznawi presented the case, explaining that Bernardino Estrada is the owner of the subject property at 103 Elsie Ave. Mr. Bernardino is requesting approval of a special use permit for a self-service storage facility for the existing commercial property. No variations have been requested regarding the application, and no site improvements have been proposed. Therefore, the existing legal non-confirming physical attributes of the Subject Property will remain unchanged. The facility would utilize the existing entrance on Elsie Avenue, and the existing basement space was not included in the proposal. Proposed hours of operation are Monday through Sunday, 9:00 a.m. to 9:00 p.m. City Planner Ghaznawi described the self-service storage use as low-impact, generating minimal traffic, noise, and parking demand, and noted that the reuse of a currently vacant commercial property supports the stability and continued investment in the surrounding area.

Bernardino and Sophia Estrada signed in and were sworn in by Chairman Thomas.

Sophia Estrada stated that they want the special use permit for the noted property to be a self-service storage facility. Ms. Estrada stated they already have the loading dock and there wouldn't be any parking changes or modifications to the building needed.

Chairman Thomas asked when the applicant bought the building. Ms. Estrada stated that the building was bought about a year and a half ago and it's been vacant since the purchase. She went on to say that recently, they have a tenant who wants to utilize the existing space as a storage unit.

Community & Economic Development Director Dan Ritter provided additional context, noting the property presents a unique set of challenges: it is zoned B-3, is not situated on a main roadway, and is surrounded by residential properties on three sides. These characteristics made it difficult to attract conventional tenants.

City Planner Atefa Ghaznawi stated that a warehouse use—another logical option for the building—would have required an upzone to M-1 (Limited Manufacturing District), which was deemed undesirable given the proximity to residential uses. The self-service storage special use was determined to be the more appropriate solution.

Commissioner Peterson inquired about site access. It was confirmed that customers would enter via the loading dock at the front of the building, and since the basement is not included in the proposal, the gravel driveway at the rear leading to the basement would not be used to access the self-storage facility. It was noted that the parking spaces out front would be adequate for those who are renting storage space.

Commissioner Carroll asked about security fencing. Director Ritter explained that traditional fencing is not required and that, given the building-contained nature of the operation, cameras would provide adequate security. Commissioner Carroll also asked about night-time lighting, and Ms. Estrada confirmed that existing exterior lighting is in place for the parking area and entrance. There were no public comments.

Chairman Thomas asked for a motion to close the public hearing.

(#3) Motion by Commissioner Peterson seconded by Commissioner Stanton, to close the public hearing for petition SU-26-6-5-2.

On roll call, the vote was:

AYES: Commissioners Peterson, Stanton, Butler, Flynn, Carroll, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:19 p.m.

Chairman Bill Thomas asked for a motion to approve a request of Bernardino Estrada seeking approval of a Special Use for a Self-Service Storage Facility located on the approximately 12,789 sq-ft, B-3 Business Service District zoned property located at 103 Elsie Avenue, Crest Hill.

(#4) Motion by Commissioner Stanton seconded by Commissioner Carroll, to recommend to the City Council the conditional approval of the petition SU-26-6-5-2, a request of Bernardino Estrada seeking approval of a Special Use for a Self-Service Storage Facility located on the approximately 12,789 sq-ft, B-3 Business Service District zoned property located at 103 Elsie Avenue, Crest Hill.

On roll call, the vote was:

AYES: Commissioners Stanton, Carroll, Peterson, Flynn, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

Chairman Thomas explained to the applicant that any recommendation that is given by the Plan Commission will be contingent on the two (2) conditions for approval, which that City staff has discussed with the applicant. The conditions are:

1. Hours of operation are limited to Monday through Sunday, 9:00 a.m. to 9:00 p.m.
2. Prohibition on the storage of flammable, explosive, toxic, hazardous, or radioactive materials.

Chairman Thomas asked the applicant if he agreed to the two (2) conditions. The applicant stated he agreed.

The Plan Commission unanimously recommends City's Council's conditional approval of the Special Use for a Self-Service Storage Facility located on the approximately 12,789 sq-ft, B-3 Business Service District zoned property located at 103 Elsie Avenue, Crest Hill. Chairman Thomas announced that this recommendation will be forwarded to the City Council and to keep in

mind that the Plan Commission is a recommendation body only. There will be a work session meeting on June 8th for discussion with City Council and then the City Council meeting will be on June 15th for the formal vote.

Chairman Bill Thomas presented the Public Hearing and Consideration of petitions RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1, a request of Javier Salazar, seeking the City of Crest Hill Zoning Ordinance special approvals to rezone the Subject Property from B-2 to B-3; Special Use for a Contractor-Based Business known as Concrete Raising & Waterproofing, Inc.; and Variations request from Table 2 Zoning District Standards for Nonresidential Districts, and Section 8.2-18 Outdoor Storage of the Crest Hill Zoning Ordinance to decrease the required lot size, increase the maximum permitted lot coverage, and decrease the minimum required front yard, side yard, and rear yard setbacks, located on the approximately 13,860 sq-ft, B-2 General Business District zoned property located at 1818-1820 N Broadway Street, Crest Hill.

Chairman Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated that the necessary paperwork was in order.

Chairman Thomas asked for a Motion to Open the Public Hearing for Case numbers RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1.

(#5) Motion by Commissioner Butler seconded by Commissioner Peterson, to open a Public Hearing and Consideration of petitions RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1.

On roll call, the vote was:

AYES: Commissioners Butler, Peterson, Flynn, Carroll, Stanton, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:24 p.m.

Chairman Thomas asked the City Planner Atefa Ghaznawi to present the specifics on this case.

City Planner Atefa Ghaznawi presented the multi-petition request of Javier Salazar for the approximately 13,860 sq-ft, B-2 General Business District zoned property at 1818–1820 N Broadway Street. The proposal is to rezone the Subject Property from B-2 to B-3; consolidate two parcels into one parcel, and dedicate 10 feet Utility and Sidewalk Easement; approval of a Special Use permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc.; and Variations request from the Crest Hill Zoning Ordinance to decrease the required lot size, increase the permitted lot coverage, and decrease the required front yard, side yard, rear yard setbacks for the existing building and the proposed outdoor storage. Additionally, the applicant will discontinue and seal the existing septic and water wells on the property and connect to the City's water and sewer, and will install sidewalk and landscaping improvements along Broadway Street as part of this project.

City Planner Ghaznawi described the business as specializing in concrete raising, basement waterproofing, concrete resurfacing, driveway and foundation repair, masonry sealing, and related services, and characterized the contractor-based business as compatible with the existing mix of automotive and commercial uses along the Broadway corridor. The proposed contractor-based business will have limited on-site customer traffic, with activity primarily consisting of administrative functions, equipment storage, and dispatching vehicles to off-site job locations. It was noted that a contractor-based business is not permitted under B-2 zoning and outdoor storage is not permitted in standard business districts, making both the rezoning and special use necessary for the applicant to legally operate their contractor-based business.

Attorney Sara J. Gray appeared on behalf of applicant Javier Salazar. She was sworn in by Chairman Thomas. Ms. Gray explained that she is representing Mr. Salazar and his business. Mr. Salazar is currently leasing a separate off-site storage facility to store the equipment for his business and it is causing him economic strain. The zoning change will give Mr. Salazar a better chance of success, having all of his business-related materials and equipment in one place and being able to manage his employees and business operation more efficiently. Community & Economic Development Director Ritter provided background, noting that Mr. Salazar purchased the property prior to Director Ritter's tenure with the City and had been collaborating with staff to navigate the zoning requirements. Director Ritter emphasized that Salazar had already made meaningful improvements to the site—painting the building, removing a deteriorating awning, adding planters, and replacing the roof—and had adhered to interim guidance from staff regarding exterior storage, keeping trucks and equipment stored inside the building overnight.

Director Ritter identified this project as significant beyond the individual property, noting that it would be the first property on the east side of Broadway Street to connect to the city's newly extended water main, and that the frontage improvements—sidewalk, parkway, landscaping, and utility easement—are consistent with goals articulated in the city's comprehensive plan. Director Ritter expressed the intention to use this project as a reference for future redevelopment along Broadway Street.

Commissioner Stanton raised questions about the nature of the B-2 to B-3 rezoning and whether the zoning districts carried different dimensional standards. City Planner Atefa Ghaznawi clarified that the minimum lot area and setback requirements are actually the same between B-2 and B-3; the primary driver for the rezoning is the B-3 district's allowance of contractor-based businesses and outdoor storage, neither of which are permitted in B-2.

Commissioner Stanton also raised concerns about the extent of the requested variations, particularly the reduction of the required lot area from 1 acre to approximately 0.3 acres—a reduction of roughly 70 percent. He further questioned the drainage implications of converting a largely pervious site to an almost entirely impervious one. Director Ritter acknowledged the significant gap between the required lot size and what is being proposed but explained that virtually no parcel on the Broadway corridor meets the current 1-acre minimum, as these lots were subdivided and developed before the City was incorporated and before current zoning codes were in effect. He noted that the City Engineer had reviewed the proposed site drainage and found it acceptable in principle, with all stormwater required to be directed to Broadway via sheet drainage

and storm sewer—none of which may flow onto neighboring properties. Full grading and slope details would be required at the time of permit.

Commissioner Stanton acknowledged the rationale but expressed the view that, given the extent of the requested variations, the applicant should be expected to make more substantial improvements to the building's front facade as part of the trade-off. He framed his concern not only for this project but as a matter of setting expectations for future Broadway redevelopment. In response to Commissioner Stanton's concerns, Attorney Sara J. Gray stated that since her client purchased the property in 2025, he has made significant interior and exterior improvements to the property. By dedicating Utility and Sidewalk Easement, he is willing to work with the City to extend the water main to the east side of Broadway Street, and providing landscaping and street improvements along the property frontage. Sealing the existing wells on the property and connecting to the City's water and sewer is also another costly investment that will be completed as part of this project. Chairman Thomas and Director Ritter both acknowledged the point, with Director Ritter noting that the frontage improvements—sidewalk, landscaping, utility easements, and water connection—represent significant public benefit and that the improvements Mr. Salazar has already made to the building are significant and meaningful. Director Ritter added that staff would be willing to incorporate additional information, including before-and-after photographs, into the City Council presentation to illustrate what the applicant has already invested. Director Ritter also invited the Plan Commission to provide specific suggestions for building improvement standards that could be applied to future Broadway corridor projects, noting that an overlay zoning district is one long-term option staff can consider but it would have its own challenges for implementation.

Chairman Thomas acknowledged that the variations are substantial but contextualized them within the unique character of the Broadway Street corridor, where the existing non-conforming lot conditions make strict code compliance practically impossible for any reinvestment scenario. He expressed support for the project as an example of the kind of incremental improvement the city is seeking along Broadway Street.

There were no public comments.

Chairman Thomas asked for a motion to close the public hearing for cases RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1.

(#6) Motion by Commissioner Flynn seconded by Commissioner Peterson, to close the Public Hearing and Consideration of petitions RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1.

On roll call, the vote was:

AYES: Commissioners Flynn, Peterson, Stanton, Butler, Carroll, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 8:01 p.m.

Chairman Bill Thomas asked for a motion to approve the requests of Javier Salazar.

(#7) Motion by Commissioner Peterson seconded by Commissioner Flynn, to recommend to the City Council the conditional approval of the Public Hearing and Consideration of petitions RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1, a request of Javier Salazar.

On roll call, the vote was:

AYES: Commissioners Peterson, Flynn, Carroll, Butler, Chairman Thomas.

NAYES: Commissioner Stanton.

ABSENT: Commissioner Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

Chairman Thomas confirmed that the applicant was aware of and agreed to the six (6) conditions of approval:

1. A 10-foot-wide public sidewalk and utility easement shall be dedicated along the entire west property line facing Broadway Street, and contiguous parcels under the same ownership shall be consolidated. A Plat of Easement and Plat of Consolidation (or a combined Plat of Subdivision) shall be prepared by a licensed surveyor. The signed and stamped Plat(s) shall be submitted by the property owner in the required form within 60 days following approval of the Special Use permit and recorded prior to any exterior storage occurring on-site.
2. Curbed turf area, landscaping, and trees shall be provided along Broadway Street frontage as part of the proposed site development per the approved plans. This shall encompass the parkway, subject to IDOT approval, and a minimum of 10 feet inside of the lot frontage.
3. A 5-foot-wide sidewalk shall be installed along Broadway Street frontage. The property owner shall work with the City to coordinate the sidewalk and landscaping improvements with the City's Water Main Installation. An IDOT permit shall be obtained for any work within the public right-of-way. Please refer to the IDOT website for more information regarding the IDOT permit requirements.
4. The property owner shall connect to the City's water main within 6 months following completion of the City's water main installation on the property. This requirement may be extended up to an additional 6 months with approval of the Director of Engineering for weather, technical, or other delays not caused by the property owner.
5. The property owner shall discontinue and seal the existing septic and water wells on the property and connect to the City's sewer main within 6 months following approval of the Special Use permit and prior to any exterior storage occurring on-site. A permit shall be obtained from the Will County Public Health Department, in addition to the City of Crest Hill, to discontinue and seal the existing septic and water wells.
6. No parking shall occur in the front yard, unless solely accessed from the private lot. Pavement shall be minimized in the front yard to only what is necessary to access the building and site per the proposed site plan.

Ms. Gray stated that she had spoken with Mr. Salazar about these conditions, and he agreed to the six (6) conditions.

The Plan Commission recommends City's Council's conditional approval to rezone the Subject Property from B-2 to B-3; Special Use for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc.; and Variations Request from Table 2 Zoning District Standards for Nonresidential Districts, and Section 8.2-18 Outdoor Storage of the Crest Hill Zoning Ordinance to Decrease the Required Lot Size, Increase the Maximum Permitted Lot Coverage, and Decrease

the Minimum Required Front Yard, Side Yard, and Rear Yard Setbacks, subject to the project being implemented in substantial conformance with the six (6) conditions for approval and application documents referenced in the May 21, 2026, Plan Commission Staff Report for petitions Case # RZ-26-1-5-1, Case # SU-26-5-5-1, and Case # V-26-5-5-1. Chairman Thomas announced that this recommendation will be forwarded to the City Council; keep in mind that the Plan Commission is a recommendation body only. The City Council will hear this case at the June 8<sup>th</sup>, 2026, work session meeting and the June 15<sup>th</sup>, 2026, City Council meeting.

OTHER BUSINESS:

Chairman Bill Thomas presented the reorganization of the plan Commission (election of Chair, Vice Chair, and Secretary for one-year terms), stating that pursuant to the Plan Commission bylaws, the annual election of officers is conducted at the May meeting. All three current officers expressed interest in retaining their positions. Bill Thomas as Chairman, Ken Carroll as Vice Chairman and Cheryl Slabozeski as Secretary.

Chairman Thomas asked for a motion to approve an additional one-year term of Bill Thomas as Plan Commission Chairman.

(#8) Motion by Commissioner Carroll seconded by Commissioner Peterson, to approve an additional one-year term of Bill Thomas as Plan Commission Chairman.

On roll call, the vote was:

AYES: Commissioners Carroll, Peterson, Stanton, Flynn, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

Chairman Thomas asked for a motion to approve an additional one-year term of Ken Carroll as Plan Commission Vice Chairman.

(#9) Motion by Commissioner Peterson seconded by Commissioner Stanton, to approve an additional one-year term of Ken Carroll as Plan Commission Vice Chairman.

On roll call, the vote was:

AYES: Commissioners Peterson, Stanton, Butler, Flynn, Chairman Thomas.

NAYES: None.

ABSTAIN: Commissioner Carroll.

ABSENT: Commissioner Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

Chairman Thomas asked for a motion to approve an additional one-year term of Cheryl Slabozeski as Plan Commission Secretary.

(#10) Motion by Commissioner Flynn seconded by Commissioner Carroll, to approve an additional one-year term of Cheryl Slabozeski as Plan Commission Secretary.

On roll call, the vote was:

AYES: Commissioners Flynn, Carroll, Peterson, Stanton, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED.

The slate of officers remains unchanged: Chairman Bill Thomas, Vice Chairman Ken Carroll, and Secretary Cheryl Slabozewski.

PUBLIC COMMENTS: There were no public comments.

Community & Economic Development Director Dan Ritter provided a staff update on several recent and upcoming developments:

- FAVA Auto Body (1923 Broadway St), Playtime Soccer (former bowling alley, 905 Theodore St), and Muscle Methods were all approved by City Council and are ongoing. Muscle Methods has opened in its new space.
- QuikTrip (former City Hall site) has completed lead and asbestos abatement and is working toward utility disconnection, with demolition anticipated in early July and site work planned for summer and fall 2026.
- Seasons of Crest Hill (new apartment complex) has submitted building permits and final engineering for review, with site work and underground utility work expected to begin within the next one to two months.
- The June 11 Plan Commission meeting has been canceled.
- New Route 66 centennial 3D signs, consistent with the sign outside City Hall, were delivered to the Public Works facility and will be installed across the city within the coming weeks, accompanied by a social media campaign and public contest.
- The Comprehensive Plan update is nearing a first draft, with Houseal Lavigne close to completing initial materials. Staff review will be followed by Plan Commission review and a public open house.
- Mather Farm / US Capital Development Project (Division Street and Weber Road, southwest corner): City Council gave conceptual approval. The project covers the western half of the Mather Farm property and will consist of two approximately 375,000 sq-ft speculative light industrial warehouse buildings with single-sided docks facing existing freight operations, and an office-oriented front facade along Weber Road. Commercial lots along Weber Road will remain and are expected to be more marketable as the area develops.
- Lucky Brothers Gas Station (Quick Run at Broadway/Route 66): Phase 2 truck fueling modifications are being revised due to challenges with site layout and bedrock conditions.

There being no further business before the Commission, a motion for adjournment was in order.

(#11) Motion by Commissioner Peterson seconded by Commissioner Stanton, to adjourn the May 21, 2026, Plan Commission meeting.

On roll call, the vote was:

AYES: Commissioners Peterson, Stanton, Flynn, Butler, Carroll, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Slabozeski.

There being six (6) affirmative votes, the MOTION CARRIED

The meeting was adjourned at 8:14 p.m.

As approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

As presented \_\_\_\_\_

As amended \_\_\_\_\_

\_\_\_\_\_  
BILL THOMAS, COMMISSION CHAIRMAN

DRAFT

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE APPROVING REZONING, PLAT OF EASEMENT, A SPECIAL USE PERMIT FOR A CONTRACTOR-BASED BUSINESS KNOWN AS CONCRETE RAISING & WATERPROOFING INC., AND VARIATIONS REQUEST FROM THE CREST HILL ZONING ORDINANCE WITH RESPECT TO CERTAIN REAL PROPERTY LOCATED AT 1818-1820 N. BROADWAY STREET IN CREST HILL, ILLINOIS (APPLICATION OF JAVIER SALAZAR)**

**WHEREAS**, the Illinois Municipal Code, 65 ILCS 5/11-13-5 (the “Code”) authorizes the corporate authorities to vary the application of its local zoning requirements “in harmony with their general purpose and intent and in accordance with general or specific rules therein contained in cases where there are practical difficulties or particular hardship in the way of carrying out the strict letter of any of those regulations relating to the use, construction, or alteration of buildings or structures or the use of land;” and

**WHEREAS**, the Code states that Rezoning, Plat of Easement, Special Use, and Variation requests shall be permitted only upon the finding of certain requirements listed in the Code; and

**WHEREAS**, the City of Crest Hill (“City”) has enacted procedures, requirements, and standards for Zoning Map Amendment (Rezoning) in Section 12.8-5 of the Crest Hill Zoning Ordinance; and

**WHEREAS**, the City has enacted procedures, requirements, and standards for Special Use in Section 12.7-6 of the Crest Hill Zoning Ordinance; and

**WHEREAS**, the City of Crest Hill (“City”) has enacted procedures, requirements, and standards for Variations from its zoning requirements in Section 12.6-2 of the Crest Hill Zoning Ordinance; and

**WHEREAS**, the City has enacted procedures, requirements, and standards for dedication of easement in Section 15.32 Subdivision Regulations of the Crest Hill Code of Ordinances; and

**WHEREAS**, Javier Salazar (the “Applicant”) is the owner of the real property located at 1818-1820 N Broadway Street in the City of Crest Hill, Illinois, bearing PINs 11-04-33-412-005-0000 and 11-04-33-412-006-0000, which is legally described in Exhibit 1 of the attached Exhibit A (the “Property”); and

**WHEREAS**, the Applicant has filed an application requesting approval of Rezoning the Subject Property from B-2 to B-3, Plat of Utility and Sidewalk Easement, a Special Use Permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations request from the Crest Hill Zoning Ordinance (the “Application”); and

**WHEREAS**, the Crest Hill Plan Commission, after proper notice thereof given, conducted a public hearing on the Application on May 21, 2026; and

**WHEREAS**, based on the evidence presented at the public hearing and upon making the following findings, which are more fully detailed in the Findings and Decision attached hereto as Exhibit A, the Plan Commission recommended conditional approval of the requested Rezoning, Plat of Easement, a Special Use Permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations outlined in Exhibit 2 of attached Exhibit A at its May 21, 2026, meeting:

- A. The Rezoning, Plat of Easement, Special Use permit, and Variations are in harmony with the general purpose and intent of the Zoning Ordinance; and
- B. The establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, or general welfare, and the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood; and
- C. The plight of the Applicant is due to unique circumstances and thus strict enforcement of the Crest Hill Zoning Ordinance would result in practical difficulties or impose exceptional hardships due to the special and unusual conditions that are not generally found on other properties in the same zoning district; and
- D. The Property cannot yield a reasonable return for the proposed commercial uses if permitted to be used only under the conditions allowed by the Zoning Ordinance; and
- E. The Rezoning, Plat of Easement, Special Use permit, and Variations, if granted, will not alter the essential character of the locality and will not be a substantial detriment to adjacent properties; and

**WHEREAS**, the Plan Commission's recommendation to approve the Rezoning of the Subject Property from B-2 to B-3, Plat of Utility and Sidewalk Easement, a Special Use permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations, listed in Exhibit 2 of attached Exhibit A was made subject to the project being implemented in substantial conformance with the six (6) conditions for approval and the application documents referenced in the May 21, 2026, Community Development Department Staff Report attached hereto as Exhibit 3 of attached Exhibit A (the "Staff Report"); and

**WHEREAS**, the City Council has examined the May 21, 2026, Findings and Decision of the Plan Commission and has considered the presentations and arguments of the Applicant in a regularly scheduled open meeting; and

**WHEREAS**, the City Council finds that it is in the best interests of the City that the recommendation of the Plan Commission be adopted and that the Application be granted subject to the project being implemented in substantial conformance with the six (6) conditions for approval and application documents referenced in the Staff Report; and

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

**SECTION 1:** The Preambles of this Ordinance are incorporated herein by reference.

**SECTION 2:** That the City Council hereby adopts and ratifies the Findings and Decision of the Plan Commission, attached hereto and incorporated by reference herein as Exhibit A, as the findings and decision of the City Council in relation to the Application.

**SECTION 3:** The Rezoning of the Subject Property from B-2 to B-3, Plat of Utility and Sidewalk Easement, a Special Use permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations listed in Exhibit 2 of the attached Exhibit A are hereby granted and approved subject to the project being implemented in substantial conformance with the following six (6) conditions for approval and application documents referenced in the May 21, 2026, Community Development Staff Report for the Plan Commission Case #RZ-26-1-5-1, Case #SU-26-5-5-1, and Case #V-26-5-5-1:

1. A 10-foot-wide public sidewalk and utility easement shall be dedicated along the entire west property line facing Broadway Street, and contiguous parcels under the same ownership shall be consolidated. A Plat of Easement and Plat of Consolidation (or a combined Plat of Subdivision) shall be prepared by a licensed surveyor. The signed and stamped Plat(s) shall be submitted by the property owner in the required form within 60 days following approval of the Special Use permit and recorded prior to any exterior storage occurring on-site.
2. Curbed turf area, landscaping, and trees shall be provided along Broadway Street frontage as part of the proposed site development per the approved plans. This shall encompass the parkway, subject to IDOT approval, and a minimum of 10 feet inside of the lot frontage.
3. A 5-foot-wide sidewalk shall be installed along Broadway Street frontage. The property owner shall work with the City to coordinate the sidewalk and landscaping improvements with the City's Water Main Installation. An IDOT permit shall be obtained for any work within the public right-of-way. Please refer to the IDOT website for more information regarding the IDOT permit requirements.
4. The property owner shall connect to the City's water main within 6 months following completion of the City's water main installation on the property. This requirement may be extended up to an additional 6 months with approval of the Director of Engineering for weather, technical, or other delays not caused by the property owner.
5. The property owner shall discontinue and seal the existing septic and water wells on the property and connect to the City's sewer main within 6 months following approval of the Special Use permit and prior to any exterior storage occurring on-site. A permit shall be obtained from the Will County Public Health Department, in addition to the City of Crest Hill, to discontinue and seal the existing septic and water wells.

6. No parking shall occur in the front yard, unless solely accessed from the private lot. Pavement shall be minimized in the front yard to only what is necessary to access the building and site per the proposed site plan.

**SECTION 4:** This Ordinance shall become effective only upon the Applicant executing and submitting to the City the Unconditional Agreement and Consent attached hereto as Exhibit 4 of the attached Exhibit A, within 60 days of the passage of this Ordinance. If the Unconditional Agreement and Consent is not executed within 60 days, this Ordinance shall have no force and effect and shall be subject to repeal by the City Council without further notice or hearing due to the Applicant.

**SECTION 5:** The City Clerk is hereby authorized and directed to record a copy of this Ordinance against the Subject Property, and further to annotate the Special Use permit granted hereby on the Crest Hill Official Zoning Map.

**SECTION 6:** This Ordinance shall take effect upon its passage according to law.

*[Left Intentionally Blank]*

PASSED THIS 15<sup>TH</sup> DAY OF JUNE, 2026

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
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 15<sup>TH</sup> DAY OF JUNE, 2026.

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

ATTEST:

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

## EXHIBIT A

**FINDINGS AND DECISION OF THE  
PLAN COMMISSION AS TO CASE NO. RZ-26-1-5-1, CASE NO. SU-26-5-5-1, AND CASE NO.  
V-26-5-5-1 APPLICATION OF JAVIER SALAZAR FOR REZONING, PLAT OF EASEMENT,  
SPECIAL USE PERMIT FOR A CONTRACTOR-BASED BUSINESS KNOWN AS CONCRETE  
RAISING & WATERPROOFING INC., AND VARIATIONS FROM THE CREST HILL  
ZONING ORDINANCE ON PROPERTY LOCATED AT 1818-1820 N. BROADWAY STREET IN  
THE CITY OF CREST HILL, ILLINOIS.**

THIS APPLICATION, coming before the Plan Commission for hearing and decision, and the Plan Commission having heard the evidence in support and opposition to the application at a regularly scheduled meeting held on May 21, 2026, being fully advised on the premises, THE COMMISSION DOES MAKE THE FOLLOWING FINDINGS:

A. That the applicant, Javier Salazar is the owner of the real property located at 1818-1820 N. Broadway Street in the City of Crest Hill, Illinois, bearing PINs 11-04-33-412-005-0000 and 11-04-33-412-006-0000;

B. That the Application seeks approval of Rezoning the Subject Property from B-2 to B-3, Plat of Utility and Sidewalk Easement, a Special Use permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations from the Crest Hill Zoning Ordinance for the property described in the application, commonly known as 1818-1820 N. Broadway Street in Crest Hill, Illinois (the "Property"), with PINs 11-04-33-412-005-0000 and 11-04-33-412-006-0000, which is legally described in Exhibit A-1, attached hereto and incorporated herein by reference;

C. That the Application seeks approval of Variations from Table 2 Zoning District Standards for Nonresidential Districts and Section 8.2-18 Outdoor Storage of the Crest Hill Zoning Ordinance to decrease the minimum required lot size; increase the maximum permitted lot coverage; and decrease the minimum required front yard, side yard, and rear yard setbacks for the existing building and the proposed outdoor storage;

D. That the Property is zoned B-2;

E. That the Application was properly submitted and notice of the Application and the public hearing were properly made;

F. That no interested parties filed their written appearance herein;

G. That the public hearing was opened and called to order on May 21, 2026, and the applicant presented evidence and arguments in support of its application on May 21, 2026;

H. That the rules adopted by the Plan Commission for the conduct of public hearings by the Plan Commission were duly followed and observed;

I. That the proposed Rezoning, Plat of Easement, a Special Use permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations request as considered under Section 12.8-5 of the Zoning Ordinance meet the thirteen (13) standards for Rezoning, the six (6) standards for Special Use under Section 12.7-6, and the three (3) standards for the granting of a Variation under Section 12.6-2 as well as the supplemental considerations set forth in subsections 12.6-2(1)-(8) of the Zoning Ordinance;

**THEREFORE, IT IS THE DECISION OF THE PLAN COMMISSION OF THE CITY OF CREST HILL, ILLINOIS, BASED UPON THE EVIDENCE HEARD BY SAME AND ARGUMENTS AND SUGGESTIONS HEARD AT THE PUBLIC HEARING, AND HAVING DULY CONSIDERED THE MANDATES AND STANDARDS AS SET FORTH IN THE CITY OF CREST HILL, ILLINOIS ZONING ORDINANCE FOR THE GRANTING OF REZONING, PLAT OF EASEMENT, SPECIAL USE PERMIT, AND VARIATIONS AS FOLLOWS:**

1. That the approval of the application of Javier Salazar for Rezoning the Subject Property from B-2 to B-3, Plat of Utility and Sidewalk Easement, a Special Use permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations as listed in the attached Exhibit A-2 for the Property located at 1818-1820 N Broadway Street in Crest Hill, Illinois with PINs 11-04-33-412-005-0000 and 11-04-33-412-006-0000 is supported by the evidence adduced;

2. It is therefore the recommendation of the City of Crest Hill Plan Commission that the application for the Rezoning, Plat of Easement, a Special Use permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations request be granted subject to the project being implemented in substantial conformance with the following six (6) conditions for approval and application documents referenced in the May 21, 2026, Community Development Staff Report for this request, as follows:

1. A 10-foot-wide public sidewalk and utility easement shall be dedicated along the entire west property line facing Broadway Street, and contiguous parcels under the same ownership shall be consolidated. A Plat of Easement and Plat of Consolidation (or a combined Plat of Subdivision) shall be prepared by a licensed surveyor. The signed and stamped Plat(s) shall be submitted by the property owner in the required form within 60 days following approval of the Special Use permit and recorded prior to any exterior storage occurring on-site.
2. Curbed turf area, landscaping, and trees shall be provided along Broadway Street frontage as part of the proposed site development per the approved plans. This shall encompass the parkway, subject to IDOT approval, and a minimum of 10 feet inside of the lot frontage.
3. A 5-foot-wide sidewalk shall be installed along Broadway Street frontage. The property owner shall work with the City to coordinate the sidewalk and landscaping improvements with the City's Water Main Installation. An IDOT permit shall be obtained for any work within the public right-of-way. Please refer to the IDOT website for more information regarding the IDOT permit requirements.
4. The property owner shall connect to the City's water main within 6 months following completion of the City's water main installation on the property. This requirement may be extended up to an additional 6 months with approval of the Director of Engineering for weather, technical, or other delays not caused by the property owner.

5. The property owner shall discontinue and seal the existing septic and water wells on the property and connect to the City's sewer main within 6 months following approval of the Special Use permit and prior to any exterior storage occurring on-site. A permit shall be obtained from the Will County Public Health Department, in addition to the City of Crest Hill, to discontinue and seal the existing septic and water wells.
6. No parking shall occur in the front yard, unless solely accessed from the private lot. Pavement shall be minimized in the front yard to only what is necessary to access the building and site per the proposed site plan.

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DRAFT

Adopted by the Plan Commission of the City of Crest Hill, Illinois, this 21<sup>st</sup> Day of May, 2026 upon the following voice vote:

	Aye	Nay	Absent	Abstain
Commissioner Bill Thomas	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Commissioner Ken Carroll	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Commissioner Cheryl Slabozeski	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>
Commissioner Gordon Butler	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Commissioner Marty Flynn	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Commissioner Jeff Peterson	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Commissioner John Stanton	<u>      </u>	<u>  X  </u>	<u>      </u>	<u>      </u>

Approved:

\_\_\_\_\_  
Bill Thomas, Chairman

Attest:

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

DRAFT

EXHIBIT A-1

LEGAL DESCRIPTION

PROPERTY ADDRESS: 1818-1820 N BROADWAY STREET, CREST HILL, IL, 60403

PERMANENT INDEX NOs: 11-04-33-412-005-0000 & 11-04-33-412-006-0000

LEGAL DESCRIPTION:

LOTS 3 AND 4, IN MCFADDENS'S SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SECTION 33, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 27, 1921, AS DOCUMENT NUMBER 337010, IN PLAT BOOK 17, PAGE 23, IN WILL COUNTY, ILLINOIS.

DRAFT

## EXHIBIT A-2

## 1818-1820 N BROADWAY ST – LIST OF REQUESTED VARIATIONS

**Crest Hill Zoning Ordinance, Table 2 Zoning District Standards for Nonresidential Districts, B-3 Business Service District:**

- (i) Minimum required lot size is 1 acre. *Existing lot size 0.32 acre*
- (ii) Maximum permitted lot coverage is 85%. *Proposed lot coverage is 86.5%*
- (iii) Minimum required front yard setback is 30 feet. *Existing front yard setback is 20 feet*
- (iv) Minimum required side yard setback is 10 feet. *Existing side yard setback is 9 feet*

**Crest Hill Zoning Ordinance, Section 8.2-18 Outdoor Storage:**

h. All goods, material, merchandise or raw materials must maintain a minimum setback of 10' from the rear and side yards. No goods, material, merchandise or raw materials may be stored in the front yard. *Proposed outdoor storage of material will be located 6 feet from the rear lot line, and 0 foot from the side lot line.*

EXHIBIT A-3

May 21, 2026 Community Development Department Staff Report

DRAFT

## EXHIBIT A-4

**UNCONDITIONAL AGREEMENT AND CONSENT**

TO: The City of Crest Hill, Illinois ("**City**");

**WHEREAS**, JAVIER SALAZAR is the owner of the real property located at 1818-1820 N. Broadway Street in the City of Crest Hill, Illinois, bearing PINs 11-04-33-412-005-0000 and 11-04-33-412-006-0000 (the "Subject Property") and has applied for and been granted Rezoning the Subject Property from B-2 to B-3, Plat of Utility and Sidewalk Easement, a Special Use permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations request from the City of Crest Hill Zoning Ordinance; and

**WHEREAS**, Ordinance No. \_\_\_\_\_, approved and passed by the Crest Hill City Council on June 15, 2026, ("the **Ordinance**"), approved Rezoning of the Subject Property from B-2 to B-3, Plat of Utility and Sidewalk Easement, a Special Use permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc., and Variations request from the City of Crest Hill Zoning Ordinance, subject to six (6) conditions; and

**WHEREAS**, Section 4 of the Ordinance provides, among other things, that the Ordinance shall not take effect, and subject to repeal unless and until JAVIER SALAZAR has executed, within 60 days following the passage of the Ordinance, this Unconditional Agreement and Consent to accept and abide by all the terms, conditions, and limitations set forth in the Ordinance.

**NOW, THEREFORE**, JAVIER SALAZAR does hereby agree, warrant and covenant as follows:

1. That he is the legal owner of the Subject Property.
2. That he hereby unconditionally agrees to, accepts, consents to, and will abide by all terms, conditions, limitations, restrictions, and provisions of the Ordinance.
3. That he acknowledges that all required public notices and hearings have been properly given and held with respect to the application process and passage of the Ordinance, understands and has considered the possibility of revocation or repeal of the Ordinance as a result of violation of its terms or failure to abide by the conditions set forth in the Ordinance, and agrees, covenants and warrants that he will not challenge any such revocation on the basis of any procedural infirmity or a denial of any procedural right, provided that the City will provide the Owner with written notice of the City's intent to Repeal or Revoke the Ordinance.
4. That he acknowledges and agrees that the City shall not be in any way liable for any damages or injuries that may be sustained as a result of the City's granting of the Rezoning, Plat of Easement, Special Use permit and Variations or its passage of the Ordinance, and that the City's approvals do not, and will not, in any way be deemed to insure him against damage or injury of any kind at any time.

5. That he hereby agrees to release, defend, indemnify and hold harmless the City of Crest Hill, its corporate authorities, elected and appointed officials, officers, employees, agents, representatives, and attorneys from any and all claims that may, at any time, be asserted against them in connection with (a) the City's review and approval of any plans and issuance of any permits, (b) the City's passage of the Ordinance, and (c) the maintenance and use of the Property as authorized by the Ordinance.

*[Signature page to follow]*

DRAFT

**OWNER: JAVIER SALAZAR**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**SUBSCRIBED** and **SWORN** to before me

this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Notary Public

DRAFT



**To:** Plan Commission

**From:** Daniel Ritter, AICP, Community Development Director  
Atefa Ghaznawi, AICP, LEED AP, City Planner

**Date:** May 21, 2026

**Re:** 1818-1820 N Broadway Street, Rezone the Subject Property from B-2 to B-3 (Case # RZ-26-1-5-1); Special Use for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc. (Case # SU-26-5-5-1); and Variations Request from Table 2 Zoning District Standards for Nonresidential Districts, and Section 8.2-18 Outdoor Storage of the Crest Hill Zoning Ordinance to Decrease the Required Lot Size, Increase the Maximum Permitted Lot Coverage, and Decrease the Minimum Required Front Yard, Side Yard, and Rear Yard Setbacks (Case # V-26-5-5-1), last revised 2026-05-19

**Project Details**

<b>Project:</b>	Rezone the Subject Property from B-2 to B-3; Special Use for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc.; and Variations Request from Table 2 Zoning District Standards for Nonresidential Districts, and Section 8.2-18 Outdoor Storage of the Crest Hill Zoning Ordinance to Decrease the Required Lot Size, Increase the Maximum Permitted Lot Coverage, and Decrease the Minimum Required Front Yard, Side Yard, and Rear Yard Setbacks.
<b>Applicant:</b>	Javier Salazar
<b>Requests:</b>	Special approvals from the City of Crest Hill Zoning Ordinance to Rezone the Subject Property from B-2 to B-3; Special Use for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc.; and Variations Request from Table 2 Zoning District Standards for Nonresidential Districts, and Section 8.2-18 Outdoor Storage of the Crest Hill Zoning Ordinance to Decrease the Required Lot Size, Increase the Maximum Permitted Lot Coverage, and Decrease the Minimum Required Front Yard, Side Yard, and Rear Yard Setbacks.
<b>Location:</b>	1818-1820 N Broadway Street (the "Subject Property")

**Site Details**

<b>Lot Size:</b>	Approximately 13,860 sq-ft
------------------	----------------------------

<b>Existing Zoning:</b>	B-2 General Business District
<b>Existing Improvements:</b>	Approx. 3,930 SF existing one-story commercial building, and approx. 2,450 existing pavement and driveways

**Surrounding Zoning and Land Use Summary**

	<b>Land Use</b>	<b>Comp Plan</b>	<b>Zoning</b>
<b>Subject Parcels</b>	Commercial, Warehouse	Mixed-Use/Flex	B-2
<b>North</b>	Industrial, Truck Parking and Repair	Mixed-Use/Flex, Heavy Industrial	B-2, M-2, Unincorporated, Will County
<b>South</b>	Commercial, Auto Repair	Mixed-Use/Flex	B-2
<b>East</b>	Industrial, Truck Parking and Repair	Heavy Industrial	M-2
<b>West</b>	Single-Family Detached Residence, HVAC Contractor, Auto Repair, Restaurant	Local Commercial, Mixed-Use/Flex	B-2, R-1

**Exhibits**

Application documents submitted by Applicant include:

1. Exhibit D – Application for Development 2025-09-19
2. Exhibit E – Legal Description 2025-10-20
3. Exhibit F – Plat of Survey 2025-10-20
4. Exhibit G – List of Requested Variations 2025-10-27
5. Exhibit H – Project Narrative 2025-10-27
6. Exhibit I – Response to Standards for Variation
7. Exhibit J – Response to Standards for Special Use
8. Exhibit K – Response to Standards for Rezoning
9. Exhibit L – Proposed Site Plan with Landscaping and Utility and Sidewalk Easement, by Atlantis Architects, last revised 2026-04-08
10. Exhibit M – Plat of Easement prepared by Robinson Engineering LTD. last revised 2026-05-14

**Application Background and Project Summary**

Javier Salazar (the Applicant) is the owner of the Subject Property located at 1818-1820 N Broadway Street, Crest Hill. The Applicant is proposing to operate a concrete raising contractor business on the property that will include outdoor storage. He is proposing to redevelop the property and improve it to more closely meet the city’s current standards for development and meet screening requirements.

The proposal will include a request to rezone the Subject Property from B-2 (General Business District) to B-3 (Business Service District); consolidate two parcels into one parcel, and dedicate 10 feet Utility and Sidewalk Easement; request approval of a Special Use permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc.; and Variations request from Table 2 Zoning District Standards for Nonresidential Districts, and Section 8.2-18 Outdoor

Storage of the Crest Hill Zoning Ordinance to decrease the required lot size, increase the maximum permitted lot coverage, and decrease the minimum required front yard, side yard, and rear yard setbacks for the existing building and the proposed outdoor storage. Additionally, the applicant will discontinue and seal the existing septic and water wells on the property and connect to the City's water and sewer, and will install sidewalk and landscaping improvements along Broadway Street as part of this project. Concrete Raising & Waterproofing Inc. specializes in various concrete and waterproofing services such as concrete raising (mud jacking), basement waterproofing, concrete resurfacing, driveway and foundation repairs, masonry sealing, and new concrete services. The proposed hours of operation are Monday – Friday, 9:00 AM – 7:00 PM.

**Figure 1: Location Map of 1818-1820 N Broadway Street (the Subject Property)**



### Ongoing and Proposed Improvements

- **Interior Improvements:** Replaced concrete floor, renovated interior spaces, insulated roofs and walls, installed a 10,000 BTU gas heater, and other miscellaneous code compliance improvements.
- **Exterior Improvements:** Painted exterior walls; installed new window awning; construct new driveway and rear parking lot; install new gate facing Broadway Street; install fencing along the north and south of the Subject Property bordering commercial properties; discontinue and seal the existing septic and water wells on the property and connect to the City's water and sewer, after the City work is completed to extend the water main; and install sidewalk and landscaping improvements along Broadway Street.

### Summary of Requested Petitions

The Applicant is seeking approval for the following petitions:

- Rezone the Subject Property from B-2 (General Business District) to B-3 (Business Service District)
- Plat/Easement Approvals - Consolidate two (2) parcels into one (1) parcel and dedicate 10 feet Utility and Sidewalk Easement

- (iii) Special Use for a Contractor-Based Business
- (iv) Variations from Table 2 Zoning District Standards for Nonresidential Districts of the Crest Hill Zoning Ordinance to decrease the minimum required lot size; increase the maximum permitted lot coverage; and decrease the minimum required front yard and side yard setbacks.
- (v) Variations from Section 8.2-18 Outdoor Storage of the Crest Hill Zoning Ordinance to decrease the minimum required rear yard and side yard setbacks for outdoor storage.

### Staff Analysis

Overall, the proposed Contractor-Based Business for the commercially zoned Subject Property is consistent with other existing automotive and commercial activities on the Broadway Street commercial corridor. The proposed Special Use permitted by the proposed rezoning is appropriate for a Contractor-Based Business, given the functional characteristics of the area and the nature of the operations. Contractor-Based Businesses typically involve limited on-site customer traffic, with activity primarily consisting of administrative functions, equipment storage, and dispatching of vehicles to off-site job locations. As such, Contractor-Based Businesses are generally compatible with areas that accommodate light industrial, service commercial, or transitional land uses.

The Subject Property is located on the Broadway Street commercial corridor, which accommodates a mix of uses that range from service commercial, warehouse, light industrial, and residential uses. A Contractor-Based Business is consistent with this pattern and represents a low- to moderate-intensity use that can coexist with other permitted and existing uses on Broadway Street. The nature of the operation—primarily involving office functions, storage, and dispatching—does not preclude or conflict with future development opportunities on adjacent properties. Additionally, Contractor-Based Businesses often serve the local community, providing essential services that benefit nearby residential and commercial properties. Given these factors, the proposed rezoning and Special Use will allow for a use that aligns with the existing and planned character of the neighborhood, while maintaining compatibility with surrounding land uses and supporting economic activity.

With respect to the public services, the anticipated demand is expected to be minimal and well within the capacity of existing infrastructure and municipal service providers. Services such as fire protection, utilities, and roadway networks are already in place to serve similar commercial or light industrial uses in the area. The Subject Property will benefit from the City's water main extension to the east side of Broadway Street, by dedicating utility and sidewalk easement on the property, sealing the existing septic and water wells, and connecting to the City's water and sewer utilities. In addition, the productive reuse of the existing commercial property will contribute to the overall stability and attractiveness of the area, supporting continued reinvestment and improvement along Broadway Street. Accordingly, the proposed rezoning and Special Use will not interfere with, but rather support, the planned and anticipated development of the surrounding area.

The Variations request to decrease the required lot size, increase the maximum permitted lot coverage, and decrease the minimum required front yard, side yard, and rear yard setbacks, if granted, will not alter the essential character of the neighborhood. The operational needs of a Contractor-Based Business, such as adequate space for vehicle parking, equipment storage, maneuvering areas, etc., require a site layout that is often constrained by strict lot coverage limits and setback requirements. Under the current regulations, the developable area will be significantly reduced, limiting the ability to develop the site in a manner that can support efficient operations. As a result, the property will be restricted to a layout that is impractical or economically

unfeasible for a Contractor-Based Business, thereby diminishing its utility and marketability. The inability to reasonably accommodate necessary improvements and operational features will prevent the property from achieving a viable return under the existing zoning regulations in the B-3 Zoning District. Accordingly, relief from the lot size, lot coverage, and setback requirements is necessary to enable a reasonable and functional use of the property for a Contractor-Based Business, consistent with its physical characteristics and intended purpose.

### Staff feedback on specific aspects of the requested approvals

- **Crest Hill Zoning Ordinance, Table 2 Zoning District Standards for Nonresidential Districts, B-3 Business Service District:**

- (i) Minimum required lot size is 1 acre. *Existing lot size 0.32 acre*
- (ii) Maximum permitted lot coverage is 85%. *Proposed lot coverage is 86.5%*
- (iii) Minimum required front yard setback is 30 feet. *Existing front yard setback is 20 feet*
- (iv) Minimum required side yard setback is 10 feet. *Existing side yard setback is 9 feet*

- **Crest Hill Zoning Ordinance, Section 8.2-18 Outdoor Storage:**

h. All goods, material, merchandise or raw materials must maintain a minimum setback of 10' from the rear and side yards. No goods, material, merchandise or raw materials may be stored in the front yard. *Proposed outdoor storage of material will be located 6 feet from the rear lot line, and 0 foot from the side lot line.*

Staff reviewed the proposed project with respect to the applicable City regulations. The Crest Hill Zoning Ordinance classifies Contractor-Based Businesses as Special Use in the B-3 Business Service District. To operate the proposed Contractor-Based Business, the Subject Property must be rezoned from B-2 General Business District to B-3 Business Service District, and a Special Use permit and the above-mentioned Variations request be granted.

### Variation Approval Standards and Findings

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. Staff has drafted the following findings of fact identified in bold italic font. These drafted findings can be modified or changed as the Plan Commission deems fit and based on the specific findings from the public hearing.

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.

***The property in question cannot yield a reasonable return if limited to compliance with the existing lot size, lot coverage, and setback regulations for the B-3 Zoning District as currently applied to a Contractor-Based Business.***

***The operational needs of a Contractor-Based Business, such as adequate space for vehicle parking, equipment storage, maneuvering areas, etc., require a site layout that is often constrained by the strict location of the existing building, lot coverage limits, and setback requirements. Under the current zoning regulations for the B-3 Zoning District, the developable area will be significantly reduced, limiting the ability to develop the site in a manner that supports efficient operations.***

***As a result, the property will be restricted to a layout that is impractical and economically unfeasible for a Contractor-Based Business, thereby diminishing its***

**utility and marketability. The inability to reasonably accommodate necessary improvements and operational features will prevent the property from achieving a viable return under the existing zoning constraints. Accordingly, relief from the lot size, lot coverage, and setback requirements is necessary to enable a reasonable and functional use of the property for a Contractor-Based Business, consistent with its physical characteristics and intended purpose.**

2. That the plight of the owner is due to unique circumstances.  
**The plight of the owner is due to unique circumstances related to the physical characteristics of the property and the operational requirements of a Contractor-Based Business, rather than any conditions created by the owner. The Subject Property will be constrained by factors such as the location of the existing building, limited depth and width, and the location of the existing and proposed utility infrastructure, all of which can significantly restrict the developable area under the standard lot size, lot coverage, and setback requirements in the B-3 Zoning District. These constraints will make it difficult to configure the site in a manner that accommodates the functional needs of a Contractor-Based Business, including vehicle parking, circulation, and equipment and material storage.**

**In addition, Contractor-Based Businesses often require more flexible site layouts than conventional commercial uses due to the need for outdoor operational space and access for larger vehicles and equipment. When combined with strict setback and lot coverage limitations, these requirements can create conditions that are not reasonably adaptable to the standard development patterns. Accordingly, the hardship experienced by the property owner arises from these unique physical and regulatory circumstances, which limit the practical use of the Subject Property for an otherwise appropriate and permitted type of business, rather than from any self-created conditions.**

3. That the variation, if granted, will not alter the essential character of the locality.  
**The requested Variations, if granted, will not alter the essential character of the locality. The reliefs sought are limited to adjustments in lot size, lot coverage and setback requirements to accommodate a Contractor-Based Business, a use that is generally low- to moderate-intensity in nature. The primary functions of such a business—office operations, vehicle parking, and equipment storage—will be designed and operated in a manner that is consistent with the surrounding development patterns. The Variations requested will not introduce a new or more intensive use to the area than already exists, nor is the development inconsistent with the existing character of Broadway Street Commercial Corridor and the nearby properties. Any potential visual or operational impacts associated with the proposed Contractor-Based Business will be effectively mitigated through site design measures such as improved landscaping, fencing, screening, and organized outdoor storage.**

**Furthermore, the surrounding locality typically includes a mix of residential, commercial, service-oriented and light industrial uses, where similar flexibility in site design is often necessary to accommodate practical development needs. The proposed Variations will allow the property to function efficiently while maintaining compatibility with adjacent properties. Accordingly, the approval of the Variations for lot size, lot coverage and setback reliefs will not change the essential character**

***of the locality, but will instead allow the property to be developed in a manner that is both functional and consistent with the surrounding area.***

In addition, Section 12.6-2 Standards for Variations, Section 12.7-6 Standards for Special Use, and 12.8-5 Standards for Rezoning/Map Amendments of the Zoning Ordinance further suggest that the Plan Commission supplement the above standards by taking into consideration the extent to which the facts listed on Exhibit A, Exhibit B, and Exhibit C have been established by the evidence presented during the public hearing process and further support the approval of the Applicant's requests. Please refer to Exhibit I for the response to Standards for Variations, Exhibit J for the response to Standards for Special Use, and Exhibit K for the response to Standards for Rezoning.

### **Conditions of Approval**

The plans submitted for building permits shall be in substantial compliance with the plans approved by the City Council and identified below, unless otherwise noted in the remaining conditions:

1. A 10-foot-wide public sidewalk and utility easement shall be dedicated along the entire west property line facing Broadway Street, and contiguous parcels under the same ownership shall be consolidated. A Plat of Easement and Plat of Consolidation (or a combined Plat of Subdivision) shall be prepared by a licensed surveyor. The signed and stamped Plat(s) shall be submitted by the property owner in the required form within 60 days following approval of the Special Use permit and recorded prior to any exterior storage occurring on-site.
2. Curbed turf area, landscaping, and trees shall be provided along Broadway Street frontage as part of the proposed site development per the approved plans. This shall encompass the parkway, subject to IDOT approval, and a minimum of 10 feet inside of the lot frontage.
3. A 5-foot-wide sidewalk shall be installed along Broadway Street frontage. The property owner shall work with the City to coordinate the sidewalk and landscaping improvements with the City's Water Main Installation. An IDOT permit shall be obtained for any work within the public right-of-way. Please refer to the IDOT website for more information regarding the IDOT permit requirements.
4. The property owner shall connect to the City's water main within 6 months following completion of the City's water main installation on the property. This requirement may be extended up to an additional 6 months with approval of the Director of Engineering for weather, technical, or other delays not caused by the property owner.
5. The property owner shall discontinue and seal the existing septic and water wells on the property and connect to the City's sewer main within 6 months following approval of the Special Use permit and prior to any exterior storage occurring on-site. A permit shall be obtained from the Will County Public Health Department, in addition to the City of Crest Hill, to discontinue and seal the existing septic and water wells.
6. No parking shall occur in the front yard, unless solely accessed from the private lot. Pavement shall be minimized in the front yard to only what is necessary to access the building and site per the proposed site plan.

**Staff Recommendation**

Based on the drafted findings reflected in this staff report, Staff recommend the following motion to provide a recommendation to the City Council. This motion may be amended by any Plan Commission member making the motion based upon the findings of the public hearing. Staff recommends that any motion be made in the positive form to correspond with the applicant's request to avoid confusion.

**The Plan Commission recommends City Council conditional approval to rezone the Subject Property from B-2 to B-3; Special Use for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc.; and Variations Request from Table 2 Zoning District Standards for Nonresidential Districts, and Section 8.2-18 Outdoor Storage of the Crest Hill Zoning Ordinance to Decrease the Required Lot Size, Increase the Maximum Permitted Lot Coverage, and Decrease the Minimum Required Front Yard, Side Yard, and Rear Yard Setbacks, subject to the project being implemented in substantial conformance with the six (6) conditions for approval and application documents referenced in the May 21, 2026, Plan Commission Staff Report for petitions Case # RZ-26-1-5-1, Case # SU-26-5-5-1, and Case # V-26-5-5-1.**

**EXHIBIT A**

**Supplemental Variation Approval Facts to Consider Per Zoning Ordinance Section 12.6-2**

- 1. *That the particular physical surroundings, shape, or topographical condition of the specific property involved will 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 deprives 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.*

**EXHIBIT B****Supplemental Special Use Approval Facts to Consider Per Zoning Ordinance Section 12.7-6**

1. *That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.*
2. *That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.*
3. *That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.*
4. *That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.*
5. *That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.*
6. *That special use shall in all other respects conform to the applicable regulations of this Ordinance and other applicable City regulations, except as such regulations may in each instance be modified by the City Council pursuant to the recommendation of the Plan Commission.*

**EXHIBIT C****Supplemental Rezoning/Map Amendments Approval Facts to Consider Per Zoning Ordinance Section 12.8-5**

1. *Whether the uses permitted by the proposed amendment would be appropriate in the area concerned.*
2. *Whether adequate public school facilities and other public services exist or can be created to serve the needs of any additional dwelling units likely to be constructed as a result of such change.*
3. *Whether the proposed change is in accord with any existing or proposed plans for providing public water supply and sanitary sewers in the vicinity.*
4. *Whether the proposed amendment is likely to result in an increase or decrease in the total zoned residential capacity of the City and the probable effect of such change on the cost of providing public services.*
5. *The amount of vacant land which is currently zoned for similar development in the City or in contiguous areas, and particularly in the vicinity of the area included in the proposed amendment, and any special circumstances which may make part of such vacant land unavailable for development.*
6. *The recent rate at which land is being developed in the proposed district of the City, and particularly in the vicinity of the area included in the proposed amendment.*
7. *The effect of the proposed amendment upon the growth of existing neighborhoods as envisaged by the Crest Hill Comprehensive Plan.*
8. *Whether other areas designated for similar development are likely to be so developed if the proposed amendment is adopted, and whether the designation for such future development should be withdrawn from such areas by further amendment of this Ordinance.*
9. *If the proposed amendment involves a change from a residential to a non-residential designation, whether more non-residential land is needed in the proposed location to provide commercial services or employment for the residents of the City.*
10. *Existing uses and zoning within the general area of the property in question.*
11. *The extent to which property values are diminished by particular zoning restrictions.*
12. *The extent to which the restriction of property values of the petitioner promotes the health, safety, morals, or general welfare of the public.*
13. *Whether the proposed amendment is the minimum adjustment necessary to allow the reasonable use of the property.*



EXHIBIT D

Application for Development

V-26-5-5-1

For Office Use Only: Case Number: RZ-26-1-5-1, SU-26-5-5-1

Project Name: \_\_\_\_\_

Owner: Javier Salazar Correspondence To: Javier Salazar

Street address: 1820 N. Broadway Street address: 1820 N Broadway

City, St., Zip: Crest Hill, IL 60403 City, St., Zip: Crest Hill, IL 60403

Phone: [Redacted] Phone: [Redacted]

Email: [Redacted] Email: [Redacted]

Property Address: Street address: 1820 N. Broadway St Property Information: Lot Width: 86' 42" 16"

City, St., Zip: Crest Hill, IL 60403 Lot Depth: 03' 17" 44"

PIN: 11-04-33-412-000-0000 Total Area: 13,860 sq ft

\*Submit an electronic version of the legal description only in a Word document to: [buildingdepartment@cityofcresthill.com](mailto:buildingdepartment@cityofcresthill.com)

Existing Zoning: B2 Existing Land Use: \_\_\_\_\_

Requested Zoning: B3 Proposed Land Use: \_\_\_\_\_

Adjoining Properties Zoning and Uses: North of Property: B2

South of Property: B2

East of Property: B2, B3

West of Property: B2

Purpose Statement (intended use and approval sought): \_\_\_\_\_

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

- Rezoning: B3
- Special Use: Contractor-Based Business
- Variance: Lot Size, Lot Coverage, and Setbacks
- Planned Unit Development: \_\_\_\_\_
- Annexation: \_\_\_\_\_
- Plat: \_\_\_\_\_
- Other: \_\_\_\_\_

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

- Civil Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_
- Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_
- Architect: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_
- Builder: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_

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

[Redacted Signature]  
Signature of the Applicant

09/19/25  
Date

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

[Redacted Signature]  
Signature of the Owner

09/19/25  
Date

**EXHIBIT E**

**1820 N BROADWAY STREET - LEGAL DESCRIPTION**

PROPERTY ADDRESS: 1818-1820 N BROADWAY STREET, CREST HILL, IL, 60403

PERMANENT INDEX NOs: 11-04-33-412-005-0000 & 11-04-33-412-006-0000

**LEGAL DESCRIPTION:**

LOTS 3 AND 4, IN MCFADDENS'S SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SECTION 33, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 27, 1921, AS DOCUMENT NUMBER 337010, IN PLAT BOOK 17, PAGE 23, IN WILL COUNTY, ILLINOIS.

EXHIBIT F

Item 4.

# PLAT OF SURVEY

ADDRESS:  
1820 Broadway St.  
Crest Hill, IL 60403

LOTS 3 AND 4, IN McFADDEN'S SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SECTION 33, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 27, 1921, AS DOCUMENT NUMBER 337010, IN PLAT BOOK 17, PAGE 23, IN WILL COUNTY, ILLINOIS.

FIELD WORK COMPLETED ON: 08/11/2025

CLIENT:  
Javier Salazar

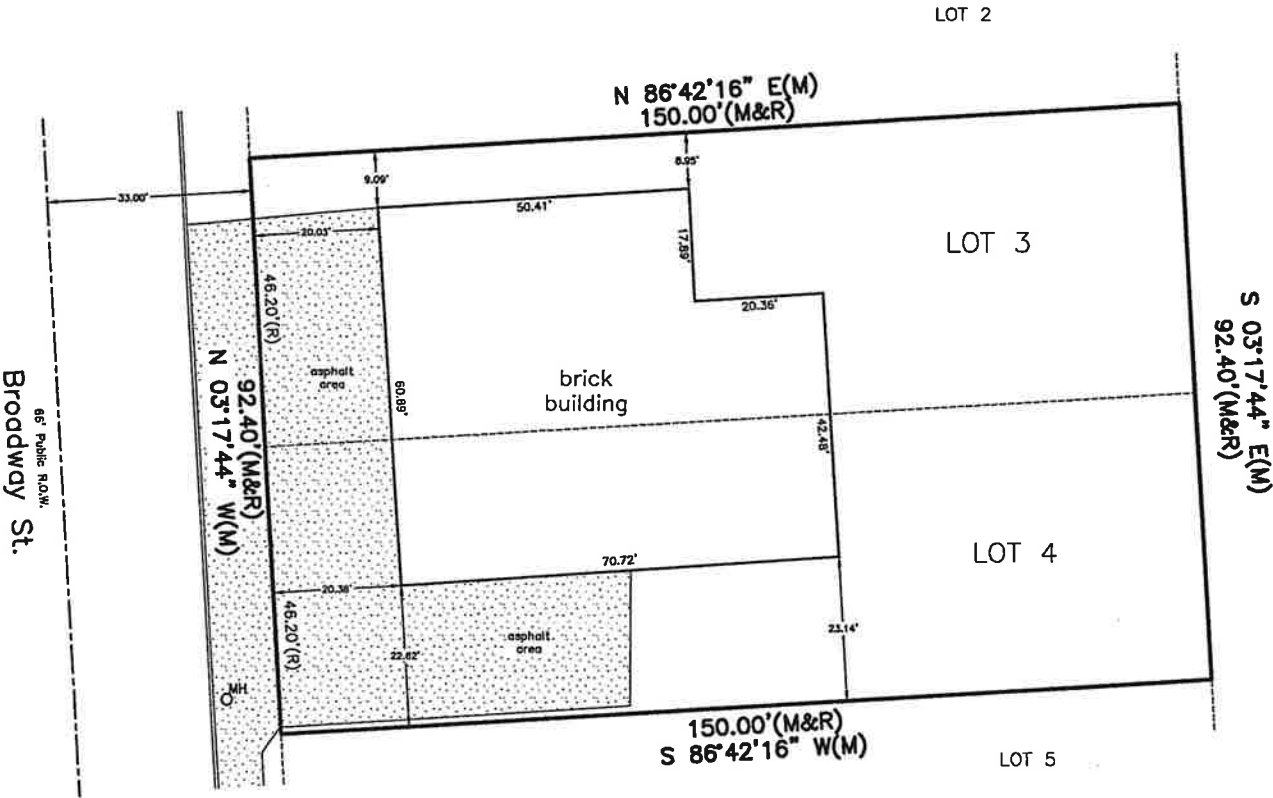
Area: 13,860.00 Sq. Feet



SCALE 1"=20'

Basis of Bearing

STATE PLANE COORDINATES



STATE OF ILLINOIS  
COUNTY OF GRUNDY

THIS IS TO CERTIFY THAT I, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, HAVE SURVEYED THE PROPERTY DESCRIBED IN THE ABOVE CAPTION AS SHOWN BY THE DRAWN PLAT WHICH IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY.

DIMENSIONS SHOWN HEREON ARE IN FEET AND DECIMAL PARTS THEREOF.

GIVEN UNDER MY HAND AND SEAL AT MINOOKA, ILLINOIS,  
THIS 12TH DAY OF AUGUST OF 2025.

JOSE RAFAEL SALAS  
ILLINOIS LICENSE NO. 035.003933, EXPIRES NOVEMBER 30TH, 2026.

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



LEGEND



Asphalt Surface

- Center Line
- Boundary Line
- Adjacent Line

- MH manhole
- (M) Measured or Calculated
- (R) Recorded
- Monument Found
- Monument Set

Notes:  
Compare this Plat with your records and immediately report any discrepancies.



SALAS LAND SURVEYING  
P.O. BOX 681  
Minooka, IL 60447  
(815) 521-6354  
sls@landsurveying.com

**EXHIBIT G**

**1818-1820 N BROADWAY ST – LIST OF REQUESTED VARIATIONS**

**Crest Hill Zoning Ordinance, Table 2 Zoning District Standards for Nonresidential Districts, B-3 Business Service District:**

- (i) Minimum required lot size is 1 acre. Existing lot size 0.32 acre
- (ii) Maximum permitted lot coverage is 85%. Proposed lot coverage is 86.5%
- (iii) Minimum required front yard setback is 30 feet. Existing front yard setback is 20 feet
- (iv) Minimum required side yard setback is 10 feet. Existing side yard setback is 9 feet

**Crest Hill Zoning Ordinance, Section 8.2-18 Outdoor Storage:**

- h. All goods, material, merchandise or raw materials must maintain a minimum setback of 10' from the rear and side yards. No goods, material, merchandise or raw materials may be stored in the front yard. Proposed outdoor storage of material will be located 6 feet from the rear lot line, and 0 foot from the side lot line.

## **Rezoning & Special Use Permit Request Information: 1820 Broadway St**

**Proposed Site Plan:** Indicated on the plat of survey. Outdoor storage will be in the back to store mason sand, baseball mix and  $\frac{3}{4}$  stone mix.

**Required number of parking spaces:** 7 parking spaces total measuring 10ft by 20ft each will be added (3 on the front property and 4 on the back of property)

**Detailed floor plans:** marked on plat of survey

### **Project Narrative:**

**Hours of Operation:** Monday- Friday 9:00am – 5:00pm

**Number of employees:** 2

**Services Offered:** Concrete Raising (mud jacking), basement waterproofing, concrete repairs, concrete resurfacing, driveway repairs, foundation repairs, masonry sealing, new concrete services. Portable bathroom rentals.

**Proposed Signage:** Nothing at this time (Awning sign proposed is prohibited)

### **Scope of Work:**

**Exterior Improvements:** Planned installation of Asphalt Driveway and entire parking lot back and north side of the property. Installing 3-inch-thick asphalt driveway and parking lot with the following dimensions:

North side of the property 10ft x 70ft

South side of the property 23ft x 70ft

Back (east side of property) 92ft x 60ft

Exterior walls - 3 sides north, south and west side walls have been painted. (cost \$3,200)

Back Garage (20ft x 40ft) proposed improvements –

1. Remove concrete floor (20ft x 40ft) and pour new concrete
2. Remove walls measuring 2ft x 4 ft x 10ft high (north, south and east side of building) and reinstall with 2ft x 6ft x 10ft high same areas mentioned above.
3. Install Metal sheets on the exterior walls to the above-mentioned walls.

Install gas heater 10,000 BTU

### **Interior Improvements:**

Interior walls have been painted, and interior remodeling is currently underway under existing permit authorization (25-08-0083).

Insulation installation to roof and walls.

**Total Estimated Cost including labor and material \$38,000**

## EXHIBIT I: City of Crest Hill Standards for Variations

### 12.6-2 STANDARDS FOR VARIATIONS, CREST HILL ZONING ORDINANCE

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;**

The property in question cannot yield a reasonable return if limited to compliance with the existing lot size, lot coverage, and setback regulations for the B-3 Zoning District as currently applied to a Contractor-Based Business.

The operational needs of a Contractor-Based Business, such as adequate space for vehicle parking, equipment storage, maneuvering areas, etc., require a site layout that is often constrained by the strict location of the existing building, lot coverage limits, and setback requirements. Under the current zoning regulations for the B-3 Zoning District, the developable area will be significantly reduced, limiting the ability to develop the site in a manner that supports efficient operations.

As a result, the property will be restricted to a layout that is impractical and economically unfeasible for a Contractor-Based Business, thereby diminishing its utility and marketability. The inability to reasonably accommodate necessary improvements and operational features will prevent the property from achieving a viable return under the existing zoning constraints. Accordingly, relief from the lot size, lot coverage, and setback requirements is necessary to enable a reasonable and functional use of the property for a Contractor-Based Business, consistent with its physical characteristics and intended purpose.

**2. That the plight of the owner is due to unique circumstances;**

The plight of the owner is due to unique circumstances related to the physical characteristics of the property and the operational requirements of a Contractor-Based Business, rather than any conditions created by the owner. The Subject Property will be constrained by factors such as the location of the existing building, limited depth and width, and the location of the existing and proposed utility infrastructure, all of which can significantly restrict the developable area under the standard lot size, lot coverage, and setback requirements in the B-3 Zoning District. These constraints will make it difficult to configure the site in a manner that accommodates the functional needs of a Contractor-Based Business, including vehicle parking, circulation, and equipment and material storage.

In addition, Contractor-Based Businesses often require more flexible site layouts than conventional commercial uses due to the need for outdoor operational space and access for larger vehicles and equipment. When combined with strict setback and lot coverage limitations, these requirements can create conditions that are not reasonably adaptable to the standard development patterns. Accordingly, the hardship experienced by the property owner arises from these unique physical and regulatory circumstances, which limit the practical use of the Subject Property for an otherwise appropriate and permitted type of business, rather than from any self-created conditions.

**3. That the Variation, if granted, will not alter the essential character of the locality.**

The requested Variations, if granted, will not alter the essential character of the locality. The reliefs sought are limited to adjustments in lot size, lot coverage and setback requirements to accommodate a Contractor-Based Business, a use that is generally low- to moderate-intensity in nature. The primary functions of such a business—office operations, vehicle parking, and equipment storage—will be designed and operated in a manner that is consistent with the surrounding development patterns. The Variations requested will not introduce a new or more intensive use to the area than already exists, nor is the development inconsistent with the existing character of Broadway Street Commercial Corridor and the nearby properties. Any potential visual or operational impacts associated with the proposed Contractor-Based Business will be effectively mitigated through site design measures such as improved landscaping, fencing, screening, and organized outdoor storage.

Furthermore, the surrounding locality typically includes a mix of residential, commercial, service-oriented and light industrial uses, where similar flexibility in site design is often necessary to accommodate practical development needs. The proposed Variations will allow the property to function efficiently while maintaining compatibility with adjacent properties. Accordingly, the approval of the Variations for lot size, lot coverage and setback reliefs will not change the essential character of the locality, but will instead allow the property to be developed in a manner that is both functional and consistent with the surrounding area.

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.**

The particular physical surroundings, shape, and site conditions of the Subject Property will result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict application of the zoning regulations governing lot size, lot coverage, and setbacks were enforced for the proposed Contractor-Based Business. The Subject Property will be constrained by the unique physical characteristics such as strict location of the existing building, lot coverage limits, and nonconforming lot configuration that reduce the amount of developable area. These conditions, when combined with the functional requirements of a Contractor-Based Business—such as building area, employee and fleet parking, equipment storage, and safe vehicle maneuvering—significantly limit the ability to utilize the Subject Property in a practical and efficient manner under the strict zoning requirements in the B-3 Zoning District.

Strict adherence to the current lot size, lot coverage, and setback requirements in the B-3 Zoning District will result in an inefficient site layout that restricts the usable portion of the property to an extent that impairs reasonable development. This condition is not generally experienced by other properties within the same zoning district that may have more conventional dimensions or fewer physical constraints. Accordingly, the hardship arises from the unique physical characteristics of the property itself, rather than any action by the owner, and creates a limitation on the reasonable use and development of the Subject Property for a Contractor-Based Business under the strict application of the Zoning Ordinance.

- 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.**

The conditions upon which the Variations request is based are unique to the Subject Property and the specific operational requirements of the proposed Contractor-Based Business, and are not generally applicable to other properties within the B-3 Zoning District. The Subject Property is distinguished by physical limitations such as strict location of the existing building, lot coverage limits, and nonconforming lot configuration that reduce flexibility in meeting strict lot size, lot coverage, and setback requirements. These conditions are inherent to the property itself and are not typically present across other similarly zoned parcels, which may have more conventional shapes, sizes, and development opportunities.

In addition, the nature of the proposed Contractor-Based Business requires functional site planning for vehicle parking, equipment storage, and operational circulation. When combined with the site's unique physical constraints, these requirements create a need for flexibility that is specific to this property and its intended use, rather than a condition experienced broadly by other properties in the B-3 Zoning District. Accordingly, the basis for the requested variations arises from unique, site-specific circumstances affecting the Subject Property and is not a general condition applicable to other properties 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**

The alleged difficulty or hardship is caused by the strict application of the Zoning Ordinance requirements governing lot size, lot coverage, and setbacks, and is not self-created by any person presently having an interest in the property. The existing ordinance standards, when applied to the subject property, limit the amount of developable area available for a contractor-based business and restrict the placement and configuration of necessary site improvements such as buildings, parking areas, vehicle maneuvering space, and outdoor storage. These requirements, while generally applicable across the zoning district, create practical limitations when applied to a property with site-specific constraints.

The condition prompting the request for relief is not the result of any action by the current property owner, including subdivision, construction, or use decisions. Rather, the hardship arises from the interaction between the ordinance requirements and the existing physical characteristics of the site, which together restrict reasonable development of the property for its intended use. Accordingly, the difficulty experienced is attributable to the regulatory framework as applied to the property, rather than any self-imposed condition, and justifies consideration of the requested Variations for the proposed Contractor-Based Business.

- 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.**

The proposed Variations from lot size, lot coverage, and setback requirements will not impair an adequate supply of light and air to adjacent properties, nor will it substantially increase street congestion, create fire hazards, endanger public safety, or diminish surrounding property values. The requested Variations are intended solely to allow a more functional site layout for the

proposed Contractor-Based Business, including appropriately configured parking and site circulation, and limited outdoor storage of vehicles, equipment and material.

Any potential impacts to adjacent properties will be mitigated through site design measures such as buffering and screening which will help preserve light, air, and visual compatibility with the adjacent properties. The scale and nature of the proposed Contractor-Based Business typically do not generate high levels of pedestrian or customer traffic, and vehicular activity can be accommodated on-site, thereby minimizing any effect on the surrounding streets. Furthermore, with proper ingress and egress design, traffic circulation will not be significantly impacted, and emergency access will be maintained in accordance with all applicable regulations. The proposed Contractor-Based Business is not expected to introduce conditions that would increase fire risk or otherwise compromise public safety. Accordingly, the Variations will allow reasonable use of the property for The proposed Contractor-Based Business without adversely affecting adjacent properties or the surrounding 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.”**

The requested Variations do not permit a use otherwise excluded from the B-3 Zoning District, except as may be authorized through the established review and approval process for “similar and compatible uses” by the Plan Commission, subject to approval by the City Council. The relief sought is limited to adjustments in lot size, lot coverage, and setback requirements to accommodate the proposed Contractor-Based Business, which is consistent with the type of low- to moderate-intensity service and light industrial uses in the Broadway Street Commercial Corridor. The Variations do not introduce a fundamentally new or unrelated use, nor do it expand permitted uses beyond those that are reviewed and approved through the City’s existing zoning procedures.

**6. That the variation granted is the minimum adjustment necessary for the reasonable use of the land.**

The requested Variations represent the minimum adjustment necessary to permit the reasonable use of the Subject Property for the proposed Contractor-Based Business. The reliefs sought are narrowly tailored to address specific constraints related to lot size, lot coverage, and setback requirements that limit the ability to utilize the site in a functional and efficient manner. These adjustments are intended solely to accommodate essential components of the Contractor-Based operation, including required parking, vehicle circulation, and limited outdoor storage.

The Variations request does not seek broad or unnecessary deviations from the Crest Hill Zoning Ordinance, but rather only those modifications required to allow the property to be used in a practical and viable manner consistent with its intended purpose. All other applicable zoning standards, including those related to safety, access, buffering, and screening will remain in full effect. Accordingly, the Variations request is the minimum relief necessary to enable reasonable development and use of the property for the proposed Contractor-Based Business while maintaining compliance with the intent and purpose of the Crest Hill Zoning Ordinance.

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.**

The granting of the requested Variations is in harmony with the general purposes and intent of the Crest Hill Zoning Ordinance and supports its objective of promoting reasonable and appropriate land use while protecting the public health, safety, and welfare. The reliefs sought for lot size, lot coverage, and setback requirements are limited in scope and is intended solely to allow the efficient and practical development of the proposed Contractor-Based Business. The proposed use is generally low- to moderate-intensity in nature and will operated in a manner that is compatible with surrounding properties through appropriate site planning, buffering, and compliance with applicable development standards.

The Variations request will not be injurious to the neighborhood or detrimental to the public welfare. Any potential impacts related to traffic, noise, or outdoor activity will be effectively mitigated through standard regulatory controls and site design measures. The essential character of the locality will remain unchanged, as the proposed use is consistent with the existing transitional land use patterns in the Broadway Street Commercial Corridor. Furthermore, the Variations request is not in conflict with the City's Comprehensive Plan for development. Rather, it supports the Comprehensive Plan's broader goals of encouraging compatible land use transitions, promoting economic development, and allowing for the efficient use of the land within appropriate areas. Accordingly, the granting of the variations request for lot size, lot coverage, and setback requirements is consistent with the Crest Hill Zoning Ordinance and Comprehensive Plan and will not adversely affect the surrounding area or the overall community welfare.

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.**

The circumstances and conditions affecting the Subject Property are such that strict application of the Zoning Ordinance provisions governing lot size, lot coverage, and setbacks requirements will substantially limit the ability of the property owner to make a reasonable and beneficial use of the Subject Property for the proposed Contractor-Based Business. The combined effect of these requirements, when applied to the site's physical constraints and the operational needs of the proposed Contractor-Based Business, significantly reduces the developable area available for buildings, parking, vehicle maneuvering, and equipment storage. This results in a site configuration that will not be practical or functional for the intended use, thereby limiting the property's ability to be reasonably utilized in a manner consistent with similar properties and permitted development expectations. While mere loss in value is not, by itself, sufficient to justify the Variation request, the conditions here go beyond a simple reduction in value. The strict application of the Zoning Ordinance will effectively deprive the property owner of a reasonable and viable use of the Subject Property for the proposed Contractor-Based Business, given the functional requirements of the use and the constraints imposed by the existing regulations. Accordingly, the requested Variations are necessary to allow a reasonable and beneficial use of the Subject Property consistent with the intent of the Zoning Ordinance and the operational requirements of the proposed Contractor-Based Business.

## EXHIBIT J: City of Crest Hill Standards for Special Uses

### SECTION 12.7-6 STANDARDS FOR SPECIAL USES, CREST HILL ZONING ORDINANCE

No special use, including Planned Unit Developments, shall be recommended by the Plan Commission unless said Commission shall find:

- 1. That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.**

The establishment, maintenance, and operation of the proposed Contractor-Based Business will not be detrimental to or endanger the public health, safety, or general welfare. Contractor-Based Businesses are generally low-intensity in nature, with the majority of work occurring off-site and limited on-site activity related to office functions, equipment storage, and dispatching. As such, the use is not expected to generate significant noise, traffic, or environmental impacts beyond those typically associated with permitted commercial and light industrial uses on the Broadway Street Commercial Corridor.

Potential impacts to public health and safety—such as vehicle movements, outdoor storage, and operational activities—will be effectively managed through compliance with the applicable zoning regulations, building codes, and performance standards. Measures such as designated parking and loading areas, proper screening and buffering, adherence to hours of operation, and safe ingress and egress will ensure that the proposed Contractor-Based Business operates in a controlled and orderly manner. In addition, the property will be subject to oversight by local authorities, including fire, police, and code enforcement, further ensuring that all activities are conducted safely and in accordance with the applicable regulations. Accordingly, with appropriate site design and regulatory compliance, the proposed Contractor-Based Business will not pose a risk to public health, safety, or general welfare and is compatible with the surrounding area.

- 2. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.**

The proposed Contractor-Based Business will not be injurious to the use and enjoyment of other properties in the immediate vicinity for permitted purposes, nor will it substantially diminish or impair property values within the neighborhood. Contractor-Based Businesses are typically characterized by limited on-site activity, with most operations occurring off-site. As a result, impacts such as noise, traffic, and customer activity are generally minimal and comparable to other low-intensity commercial or light industrial uses in the Broadway Street Commercial Corridor. Any potential external effects—such as vehicle storage, equipment, and materials—will be effectively mitigated through appropriate site design, including screening, fencing, landscaping, and designated storage areas.

In addition, adherence to the zoning regulations governing hours of operation, screening, and access, will ensure that the use remains compatible with surrounding properties. Proper ingress and egress design will minimize traffic disruptions, and buffering measures will protect nearby residential and commercial uses. Given these considerations, the operation of the proposed Contractor-Based Business at the Subject Property is not expected to interfere with the reasonable use and enjoyment of neighboring properties. On the contrary, maintaining and utilizing the Subject Property in a productive manner may contribute positively to the Broadway Street

Commercial Corridor by reducing vacancy and underutilization. Therefore, the proposed Special Use will not adversely affect nearby property values or the overall character of the neighborhood.

**3. That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.**

The establishment of the proposed Contractor-Based Business will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the existing Zoning Districts. The Subject Property is located in the Broadway Street Commercial Corridor which accommodates a mix of uses that is transitioning toward commercial or light industrial activities. The proposed Contractor-Based Business is consistent with this pattern and represents a low- to moderate-intensity use that can coexist with the other permitted uses in the in the Broadway Street Commercial Corridor. The nature of the operation—primarily involving office functions, storage, and dispatching—does not preclude or conflict with the future development opportunities on the adjacent properties.

Furthermore, the proposed Contractor-Based Business will be subject to applicable zoning regulations and performance standards, ensuring that site design, access, screening, and operational characteristics remain compatible with the surrounding properties. These measures will help maintain an orderly development pattern and prevent adverse impacts that could otherwise hinder neighboring investment or redevelopment. In addition, the productive use of the existing commercial property will contribute to the overall stability and attractiveness of the Broadway Street Commercial Corridor, supporting continued reinvestment and improvement. Accordingly, the proposed Special Use will not interfere with, but rather align with, the planned and anticipated development of the Broadway Street Commercial Corridor and the surrounding area.

**4. That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.**

Adequate utilities, access roads, drainage, and other necessary facilities are in place to support the proposed Contractor-Based Business. The Subject Property will benefit from City's water main extension to the east side of Broadway Street, by dedicating utility and sidewalk easement on the property, sealing the existing septic and water wells, and connecting to the City's water and sewer infrastructure. The anticipated demand associated with the proposed Contractor-Based Business is relatively modest and can be accommodated within the capacity of the existing infrastructure. Any required service connections or upgrades will be completed in accordance with applicable engineering standards and the City requirements.

The site has direct access to the Broadway Street Commercial Corridor that is sufficient to accommodate the type and volume of traffic generated by contractor operations, including employee vehicles and work trucks. Ingress and egress will be designed to ensure safe and efficient traffic flow, minimizing congestion and maintaining compatibility with the surrounding uses. Based on these factors, the necessary infrastructure and public facilities are in place to adequately support the proposed Contractor-Based Business.

**5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.**

Adequate measures will be taken to provide ingress and egress designed to minimize traffic congestion on public streets for the proposed Contractor-Based Business. The nature of a Contractor-Based Business typically results in limited and predictable traffic patterns, with most vehicle trips occurring during standard business hours and consisting primarily of employee vehicles and work trucks. Customer traffic is generally minimal. The site will be designed to accommodate these patterns through clearly defined access point that provide safe and efficient entry and exit.

The proposed internal circulation will allow for the orderly movement of vehicles, including sufficient space for maneuvering and staging, thereby preventing queuing or congestion on the adjacent Broadway Street. Additionally, on-site parking and loading areas will be provided in accordance with zoning requirements to ensure that all business-related vehicles are accommodated on the property. Based on these considerations, the proposed ingress and egress design will effectively minimize traffic congestion and ensure safe and efficient access to and from the site.

**6. That special use shall in all other respects conform to the applicable regulations of this Ordinance and other applicable City regulations, except as such regulations may in each instance be modified by the City Council pursuant to the recommendation of the Plan Commission.**

The proposed Contractor-Based Business will conform to the applicable regulations of the Crest Hill Zoning Ordinance and applicable City requirements. The site is designed in accordance with applicable landscaping, screening, and fencing regulations to ensure compatibility with the surrounding properties. In addition, the proposed Contractor-Based Business will adhere to all building, fire, and life safety codes, as well as any applicable licensing or operational requirements. Accordingly, the proposed Special Use will be developed and operated in full compliance with the Crest Hill Zoning Ordinance and all other applicable City regulations.

## EXHIBIT K: City of Crest Hill Standards for Rezoning/Map Amendments

### 12.8-5 STANDARDS FOR REZONING/MAP AMENDMENTS CREST HILL ZONING ORDINANCE

The Plan Commission shall recommend, and the City Council shall grant a Rezoning/Map Amendment only when it shall have been determined, and recorded in writing, that all of the following standards are complied with:

**1. Whether the uses permitted by the proposed amendment would be appropriate in the area concerned.**

The proposed use permitted by the proposed rezoning will be appropriate for a Contractor-Based Business given the functional characteristics of the Broadway Street Commercial Corridor and the nature of the operations. Contractor-Based Businesses typically involve limited on-site customer traffic, with activities primarily consisting of administrative functions, equipment storage, and dispatching of vehicles to off-site job locations. As such, a Contractor-Based Business is generally compatible with the Broadway Street Commercial Corridor that accommodates light industrial, service commercial, or transitional land uses.

The Subject Property appears capable of supporting such operations without creating undue impacts on surrounding properties. Potential concerns such as noise, traffic, and outdoor storage will be effectively mitigated through compliance with zoning performance standards and the Conditions of Approval. Additionally, Contractor-Based Businesses often serve the local community, providing essential services that benefit nearby residential and commercial properties. Given these factors, the proposed rezoning will allow for a use that aligns with the existing and planned character of the area, while maintaining compatibility with surrounding land uses and supporting economic activity.

**2. Whether adequate public school facilities and other public services exist or can be created to serve the needs of any additional dwelling units likely to be constructed as a result of such change.**

The proposed rezoning to allow a Contractor-Based Business is not anticipated to generate additional dwelling units; therefore, it will not place a direct impact on public school capacity. Contractor-Based Businesses are typically non-residential in nature, involving office, storage, and dispatch functions rather than housing, and accordingly do not contribute to increased student enrollment.

With respect to other public services, the anticipated demand is expected to be minimal and well within the capacity of existing infrastructure and municipal service providers. Services such as fire protection, utilities, and roadway networks are already in place to serve similar commercial or light industrial uses in the area. The Subject Property will benefit from City's water main extension to the east side of Broadway Street, by dedicating utility and sidewalk easement on the property, sealing the existing septic and water wells, and connecting to the City's water and sewer infrastructure.

**3. Whether the proposed change is in accord with any existing or proposed plans for providing public water supply and sanitary sewers in the vicinity.**

The proposed rezoning for a Contractor-Based Business is in accord with existing and planned public water supply and sanitary sewer service for the area. The Subject Property is located within

an area that is already served, and planned to be served, by municipal water and sewer infrastructure consistent with adopted utility plans and capital improvement programs.

Contractor-Based Businesses typically have relatively modest water usage and wastewater generation compared to more intensive commercial or industrial uses. Any site-specific connections or improvements will be completed in compliance with applicable engineering standards and municipal regulations. Accordingly, the proposed rezoning aligns with the community's infrastructure planning, and adequate sanitary sewer services are available, and public water services can be readily provided, to support the intended use.

**4. Whether the proposed amendment is likely to result in an increase or decrease in the total zoned residential capacity of the City and the probable effect of such change on the cost of providing public services.**

The proposed rezoning to allow a Contractor-Based Business is not expected to result in an increase/decrease in the City's total zoned residential capacity. The proposed rezoning will reclassify the Subject Property from B-2 General Business District to B-3 Business Service District which will not materially affect the overall housing supply within the City.

With respect to public service costs, Contractor-Based Businesses generally place a lower demand on municipal services compared to residential uses. They do not generate school enrollment and typically require fewer ongoing services such as parks, libraries, and residential waste collection. While there may be minor demands on services such as police, fire protection, and roadway maintenance due to business operations and vehicle trips, these impacts are generally modest and comparable to other low-intensity commercial and light industrial uses in the Broadway Street Commercial Corridor.

**5. The amount of vacant land which is currently zoned for similar development in the City or in contiguous areas, and particularly in the vicinity of the area included in the proposed amendment, and any special circumstances which may make part of such vacant land unavailable for development.**

There is a limited amount of vacant land within the City and in contiguous areas that is currently zoned for similar Contractor-Based Business development, particularly in locations that provide the necessary access, visibility, and compatibility with surrounding uses. While some parcels are zoned for commercial or light industrial purposes, not all are readily developable for a Contractor-Based Business due to site-specific constraints.

In the vicinity of the Subject Property, vacant land appropriately zoned for a Contractor-Based Business are constrained by factors such as inadequate lot size or configuration, lack of direct access to arterial or collector roadways, limited availability of utilities, environmental conditions (e.g., floodplain or drainage issues), or proximity to residential properties that will make contractor operations less suitable. Additionally, some vacant parcels are held for future development, encumbered by ownership or market limitations, or otherwise not available for immediate use. Given these considerations, the amount of vacant, suitable, and available land for Contractor-Based Businesses is effectively limited. The proposed rezoning will help address this gap by reusing an existing commercial property that is functional, appropriately located, and capable of accommodating the operational needs of such a business without adverse impacts on surrounding properties.

**6. The recent rate at which land is being developed in the proposed district of the City, and particularly in the vicinity of the area included in the proposed amendment.**

The recent rate of development within the City—particularly in and around the area of the proposed rezoning—indicates a steady and ongoing pattern of growth across residential, commercial, and industrial sectors.

Within the vicinity of the Subject Property, development patterns are characterized by incremental infill, redevelopment of underutilized existing commercial properties, and continued expansion of commercial and light industrial uses. These trends support the conclusion that the area is actively transitioning and accommodating new development consistent with the market demand. Based on these factors, the recent rate of land development on the Broadway Street Commercial Corridor and the surrounding area can be characterized as steady and increasing, reflecting an active development climate. The proposed rezoning to allow a Contractor-Based Business is consistent with this pattern and represents a logical continuation of ongoing development trends in the area.

**7. The effect of the proposed amendment upon the growth of existing neighborhoods as envisaged by the Crest Hill Comprehensive Plan.**

The proposed rezoning to allow a Contractor-Based Business is consistent with the growth and development patterns envisioned by the Crest Hill Comprehensive Plan and is not expected to adversely affect existing neighborhoods. The Comprehensive Plan generally promotes the orderly transition between land uses, encouraging appropriate buffers and compatibility between residential areas and non-residential uses. Contractor-Based Businesses, which are typically low-intensity in nature with limited customer traffic, can function effectively in transitional areas between residential neighborhoods and commercial and light industrial uses. When properly regulated, such uses do not generate the level of activity typically associated with more intensive commercial operations.

The Subject Property is located on the Broadway Street Commercial Corridor where there are a mix of uses and a transition in land use. Allowing a Contractor-Based Business at this location supports the Crest Hill Comprehensive Plan's objectives by facilitating adaptive reuse and productive use of an existing commercial property while maintaining compatibility with surrounding development. Any potential impacts related to noise, traffic, or outdoor storage will be mitigated through compliance with zoning standards, buffering, screening, and operational limitations. Accordingly, the proposed rezoning will not hinder the growth of the existing neighborhoods but rather support the Comprehensive Plan's vision of balanced development, appropriate land use transitions, and the efficient use of land resources.

**8. Whether other areas designated for similar development are likely to be so developed if the proposed amendment is adopted, and whether the designation for such future development should be withdrawn from such areas by further amendment of this Ordinance.**

The adoption of the proposed rezoning to allow a Contractor-Based Business is not expected to negatively affect the likelihood that other areas designated for similar development will be developed. Market demand, site characteristics, access to transportation, and availability of utilities remain the primary factors influencing whether such areas are developed, and those factors will continue to guide investment decisions irrespective of the proposed rezoning.

In many cases, Contractor-Based Businesses require specific site conditions—such as adequate lot size, outdoor storage capability, and convenient access to arterial roadways—that are not uniformly present across all designated areas. As a result, the Subject Property is particularly well-suited for this use, while other designated areas may develop over time with similar or alternative permitted uses consistent with their individual characteristics and market conditions.

Furthermore, the approval of the proposed rezoning does not indicate an oversupply of land for Contractor-Based Businesses, nor does it undermine the long-term viability of other designated areas. Rather, it provides an additional opportunity to accommodate a use that may otherwise be difficult to site. Accordingly, there is no compelling basis to conclude that the designation for similar future development should be withdrawn from other areas. Existing zoning designations should remain in place to preserve flexibility and allow the market to determine the most appropriate timing and location for such development, consistent with the City's planning objectives.

**9. If the proposed amendment involves a change from a residential to a non-residential designation, whether more non-residential land is needed in the proposed location to provide commercial services or employment for the residents of the City.**

The proposed rezoning does not involve a change from a residential to a non-residential designation. The rezoning of land to accommodate a Contractor-Based Business will serve a functional need by expanding opportunities for local employment and service provision within the City. Contractor-Based Businesses provide essential services to residents and other businesses, including construction, maintenance, and repair activities. These uses generate employment opportunities across a range of skill levels and support the local economy. The availability of appropriately located sites for such businesses is often limited due to operational needs such as outdoor storage, vehicle access, and buffering from residential uses. As a result, rezoning of the Subject Property from B-2 General Business District to B-3 Business Service District will help meet this demand.

The Subject Property offers characteristics that are conducive to this type of use, such as direct access to the Broadway Street Commercial Corridor and compatibility with the nearby non-residential and transitional land uses. The proposed rezoning will support the City's goal of maintaining a balanced land use pattern by providing employment-generating uses while still preserving the overall supply of residential land. Accordingly, the proposed rezoning will help address the need for commercial land in an appropriate location, enhancing the City's ability to provide commercial services and employment opportunities for its residents without adversely impacting the broader residential development pattern.

**10. Existing uses and zoning within the general area of the property in question.**

The existing uses and zoning classification within the general area of the Subject Property reflect a mix of residential, commercial, and light industrial designations, indicative of a transitional land use pattern. Nearby properties along the Broadway Street Commercial Corridor are zoned for a combination of single-family and multi-family residential uses, service-oriented commercial uses and light industrial uses. Existing uses in the vicinity include residential neighborhoods, small-scale service businesses, office uses, contractor yards, storage facilities, and low and high intensity industrial operations. This mix of uses suggests that the area is not exclusively residential in character, but rather accommodates a range of activities with varying intensities.

Given this context, a Contractor-Based Business will be compatible with the surrounding zoning and land use pattern, particularly as the Subject Property is located near commercial and light industrial zoned properties and along the Broadway Street Commercial Corridor which supports higher-intensity uses. The presence of similar or complementary uses in the area further supports the appropriateness of the proposed rezoning, as it will be consistent with the established development pattern in the Broadway Street Commercial Corridor. Overall, the existing mix of uses and zoning in the general area provides an appropriate setting for a Contractor-Based Business, especially where adequate buffering, screening, and site design measures will be implemented to ensure compatibility with the nearby residential and commercial properties.

**11. The extent to which property values are diminished by particular zoning restrictions.**

The extent to which property values are diminished by the zoning restrictions in the B-2 Zoning District, as they relate to a Contractor-Based Business, is tied to the limitations those regulations place on the reasonable and economically viable use of the Subject Property. Where B-2 Zoning District restricts the Subject Property to more limited commercial uses, the property owner is unable to utilize the site for a Contractor-Based Business despite its suitability in terms of location, access, and configuration. Contractor-Based Businesses often require features such as outdoor storage, parking for work vehicles, and flexible building space—characteristics that are typically not permitted in the B-2 Zoning District. As a result, the property’s marketability will be reduced because it cannot be used for a use that aligns with the market demand and the physical attributes of the site.

In the Broadway Street Commercial Corridor where there is a demonstrated need for Contractor-Based Businesses and limited availability of appropriately zoned land, such restrictions can further constrain the pool of potential buyers or tenants, thereby diminishing the property’s overall value. Conversely, permitting a Contractor-Based Business can enhance the property’s utility and economic potential by allowing a use that is both functional and in demand. Accordingly, the strict zoning limitations of the B-2 Zoning District that prohibit the Contractor-Based Business operations will have the effect of diminishing property value by preventing the highest and best use of the property, particularly where the surrounding area and site conditions would otherwise support such a use.

**12. The extent to which the restriction of property values of the petitioner promotes the health, safety, morals, or general welfare of the public.**

The extent to which the restriction of the petitioner’s property promotes the health, safety, morals, or general welfare of the public must be evaluated in relation to the actual impacts of the proposed Contractor-Based Business and the context of the surrounding area. Zoning restrictions are intended to protect the public by separating incompatible land uses and minimizing adverse impacts such as excessive noise, traffic congestion, visual blight, or safety hazards. In strictly residential areas, limitations on Contractor-Based Businesses can serve a valid public purpose by preserving neighborhood character and reducing potential conflicts between the residential living and business operations.

However, as the Subject Property is located on the Broadway Street Commercial Corridor and in proximity to other transitional commercial or light industrial uses, the continued restriction of the property will provide limited additional public benefit. Contractor-Based Businesses are generally low-intensity in nature, with most activity occurring off-site and relatively modest on-site impacts. Potential concerns—such as vehicle storage, hours of operation, or outdoor materials—will be

effectively addressed through reasonable conditions, screening, and compliance with performance standards. If such mitigation measures are available and enforceable, the strict application of zoning restrictions of the B-2 Zoning District cannot substantially advance public health, safety, or welfare beyond what could otherwise be achieved while allowing a Contractor-Based Business. In that context, the zoning restrictions can impose a disproportionate limitation on the property owner relative to the public benefit gained. Accordingly, while zoning restrictions can serve an important role in protecting the public, their application in this instance can only minimally promote those objectives, particularly if the proposed Contractor-Based Business can operate in a manner that is compatible with surrounding uses and consistent with the applicable regulations.

**13. Whether the proposed amendment is the minimum adjustment necessary to allow the reasonable use of the property.**

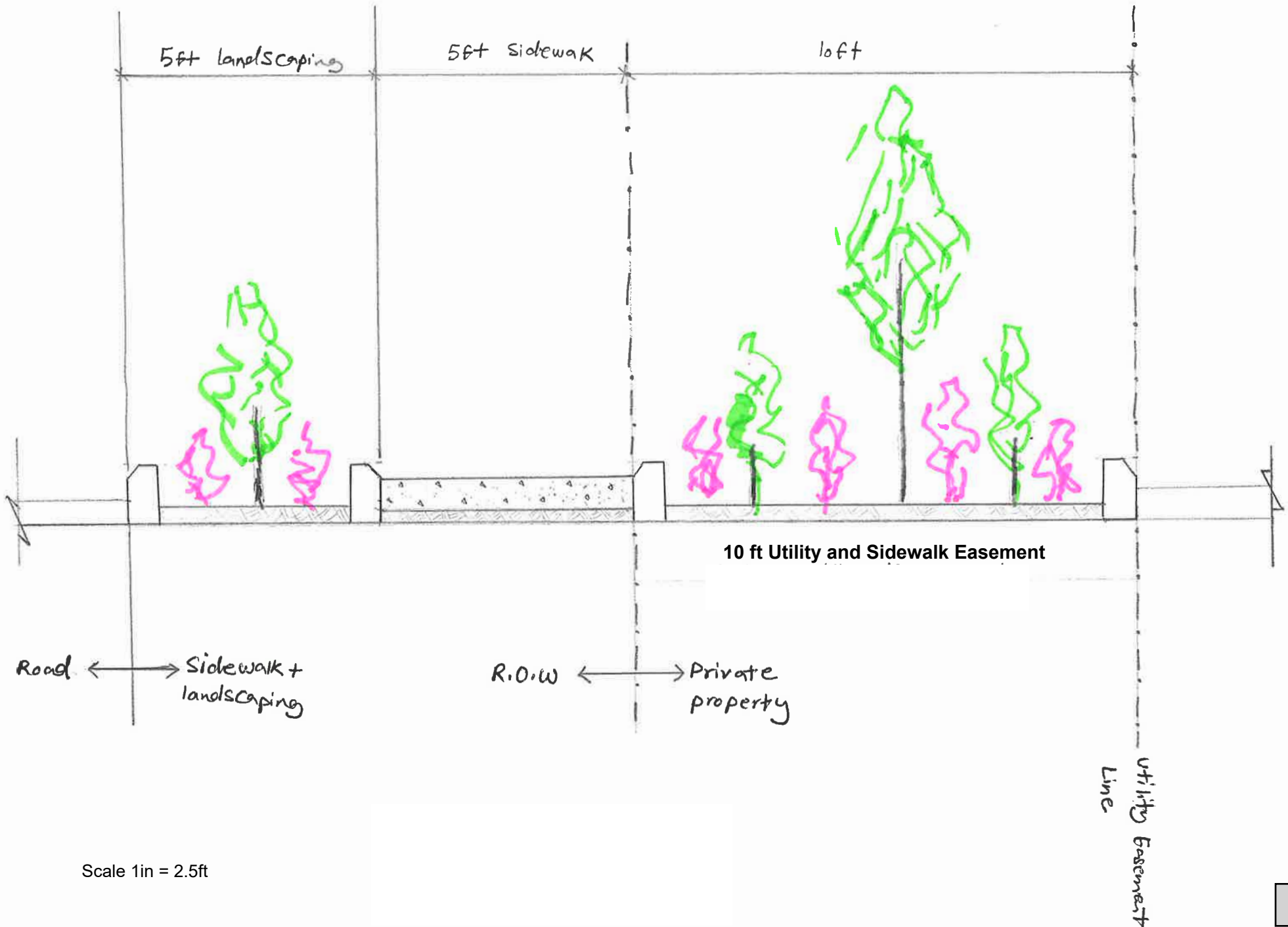
The proposed rezoning represents the minimum adjustment necessary to allow the reasonable use of the property for a Contractor-Based Business. The Subject Property's physical characteristics, location, and access makes it suitable for contractor operations; however, the existing zoning regulations of the B-2 Zoning District limit its ability to be utilized in a manner consistent with the market demand. Without the proposed rezoning, the property will be restricted to uses that do not fully align with its functional capabilities and economic potential.

The rezoning is narrowly tailored to permit a Contractor-Based Business use rather than introducing a broad range of more intensive commercial or industrial uses. In addition, any potential impacts associated with the use—such as outdoor storage, vehicle parking, or operational activity—will be addressed through applicable zoning standards and Conditions of Approval, ensuring compatibility with the surrounding properties. As such, the rezoning request does not exceed what is necessary to enable a reasonable and viable use of the property, and it avoids unnecessary expansion of permitted uses beyond those required. Accordingly, the proposed rezoning can be considered the minimum adjustment needed to accommodate the intended Contractor-Based Business while maintaining the overall intent of the zoning regulations.



TYPICAL STREET CROSS SECTION - BROADWAY STREET

Item 4.








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 Work Session Memo

Crest Hill, IL

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<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Daniel Ritter, Community Development Director
<b>Department:</b>	Community Development
<b>Agenda Item:</b>	Discuss Adding a New Liquor License Category - Limited Beer and Wine Restaurant

**Summary:**

The City offers a variety of liquor license classifications; however, for most new restaurant establishments seeking a liquor license, only one category is generally available. This category is the Class H (Restaurant) Liquor License, which requires approval by the Liquor Commissioner (Mayor), includes minimum floor area requirements, and permits the sale of alcoholic beverages only when food is being prepared and served. The license allows the sale of all types of alcoholic beverages, including beer, wine, and distilled spirits, without restriction.

Several restaurant operators have expressed concerns regarding both the scope and annual cost of the Class H license. The current annual fee is \$1,200 and authorizes full bar service, including hard liquor. While this may be appropriate for larger establishments or businesses that intend to generate significant revenue from alcohol sales, it can be difficult for smaller restaurants to justify the expense. Many of these businesses are interested only in offering beer and wine as an accompaniment to meals and may not generate sufficient alcohol sales to offset the cost of a full liquor license. In addition, the current license grants the authority to sell hard liquor, even when such sales are not part of the business's operating model.

As a result, several businesses have requested the creation of a lower-cost liquor license category that would permit the sale of beer and wine only. This type of license is common in municipalities throughout the region and provides greater flexibility for new and smaller businesses. A beer-and-wine-only license allows restaurants to meet customer expectations and enhance their dining experience while avoiding the higher costs associated with a full liquor license. For many small businesses, the ability to offer beer and wine can be an important factor in attracting and retaining customers, even when alcohol sales are not intended to be a primary source of revenue.

Currently, Crest Hill is the only surrounding community that does not offer a beer-and-wine-only liquor license option. The absence of this license may place local businesses at a competitive disadvantage and could influence prospective restaurant operators to locate in neighboring communities that provide more flexible licensing options. National restaurant chains such as Chipotle, Noodles & Company, Blaze Pizza, Shake Shack, and Starbucks have incorporated beer and wine service at select locations, although the greatest benefit would likely be realized by locally owned and independent restaurants.

## City Council Work Session

June 8, 2026 – Beer & Wine Only Restaurant Liquor License

Establishing a beer-and-wine-only license would also provide the City with an additional regulatory tool. In situations where a full liquor license may not be appropriate due to factors such as the business model, location, menu, ownership experience, or operational considerations, the City could approve a more limited license rather than choosing between outright denial and unrestricted hard liquor sales. This option would allow the City to better tailor liquor licensing decisions to the circumstances of each application.

While liquor license structures, fees, and demand vary among municipalities, nearby communities consistently offer reduced-fee license categories for establishments serving only beer and wine. Some communities impose additional limitations, such as requiring beverages to be sold only in pre-packaged bottles or cans, prohibiting draft service, or restricting the presence of a dedicated bar area. These examples demonstrate the range of regulatory approaches available while still providing businesses with a more affordable and limited alcohol service option.

### Area Examples:

- Joliet – Class D (Beer & Wine Only) - \$750
- Romeoville – Class S (Canned/Bottled Beer & Wine Only) - \$500
- Plainfield - Class E (Limited Service Dining Beer & Wine Only) - \$1,000
- Lockport – Class J-1 (Restaurant – Beer and Wine) - \$1,000
- Shorewood – Class B-1 (Restaurants Serving Beer and Wine Only) - \$1,325
- New Lenox – Class D (Restaurant Beer and Wine) - \$1,000
- Minooka – Class A4 (Restaurant, Wine and Beer Only, Prohibiting Bars) - \$1,000

The initial request for a beer-and-wine-only license was submitted by Black Sheep Craft Kitchen; however, staff has also received interest from several other restaurant operators. Some establishments currently maintain a full liquor license despite operating at a loss on alcohol sales, while others have chosen not to obtain a liquor license due to the cost of the existing Class H license.

The City recently amended its liquor regulations to allow establishments operating under the Class H (Restaurant) license to serve alcohol indoors until midnight. Staff recommends that the proposed beer-and-wine-only license maintain the same permitted hours of operation, as well as the existing requirement that food be prepared and available whenever alcoholic beverages are offered for sale. Proposed is the creation of a new H-1 liquor license classification. The H-1 license would be subject to all of the same requirements and restrictions as the existing Class H (Restaurant) license, with the exception that alcohol sales would be limited to beer and wine (served from bottles, cans, or draft). No distilled spirits or mixed drinks would be permitted under this license category.

The annual license fee is subject to City Council direction; however, staff's initial recommendation is an annual fee of \$800. This recommendation is based on a review of the City's existing liquor license fee structure, as well as comparable beer-and-wine-only license fees in neighboring communities. The proposed fee would provide a meaningful cost savings for qualifying restaurants while still generating revenue to offset administrative and regulatory oversight costs.

**Recommendation for Discussion:** *Discuss staff recommendation for creation of a new liquor license (H-1) for a beer and wine only restaurant and direct the attorney to draft the applicable ordinance for adoption.*



## Work Session Memo

Crest Hill, IL

<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Daniel Ritter, Community Development Director
<b>Department:</b>	Community Development
<b>Agenda Item:</b>	Direction on Zoning Ordinance and City Code Amendments – Updates to Use Chart and Sign Code

### Summary:

City staff periodically reviews the Zoning Ordinance and other development regulations to ensure they remain effective in advancing the City's goals related to economic development, land use compatibility, community appearance, and quality of life. Through ongoing administration of the Code, staff has identified concerns regarding certain business uses and the effectiveness of the City's current sign regulations. Staff has also received feedback from residents, businesses, and elected officials regarding the concentration of specific uses in commercial areas and the visual impact of permanent and temporary signage throughout the community.

Based on this feedback and staff's experience administering the Code, staff is considering potential amendments in two areas: (1) use regulations within the Zoning Ordinance and (2) the City's Sign Code. Before investing significant time in research and drafting amendments for formal Plan Commission review, staff seeks preliminary feedback and direction from the City Council regarding these potential initiatives.

### Use Chart and Use Regulations

Staff is seeking City Council feedback before undertaking a comprehensive review of certain land uses and preparing potential Zoning Ordinance amendments for consideration by the Plan Commission. Concerns have been raised about the concentration and proliferation of certain uses that may adversely affect community character, commercial vitality, and long-term economic development objectives. Staff would like to comprehensively review all uses, but some specific principal and accessory uses that may be reviewed include:

- Tobacco (including Vape), Cigar, Cigarette Shops
- Package Liquor Sales
- Second Hand, Rummage, and Discount Stores
- Personal Storage
- Truck and Trailer Repair/Parking
- Automotive Repair/Parking
- Public Parks/Playgrounds, Forest Preserve, and Public Library
- Tattoo and Body Piercing
- Outdoor Storage of Trucks and Trailers

While we don't need specific feedback about uses at this time, if there are general concerns about specific uses (too strict, too lenient, traffic issues, etc.), then those would be helpful to know as we review of the allowable uses.

### Sign Code

Through the administration, interpretation, and enforcement of the City's Sign Code (Chapter 15.12 of the Code of Ordinances), staff has identified several provisions that are outdated, difficult to interpret, or unnecessarily burdensome to administer. In addition, the current regulations do not adequately address evolving sign technologies, changing legal standards, or contemporary development practices. These shortcomings have contributed to inconsistent sign quality, visual clutter, and enforcement challenges along the City's commercial corridors.

Staff proposes a comprehensive review and update of the Sign Code to modernize the regulations and ensure they remain effective, enforceable, and aligned with the City's planning and economic development objectives. Potential amendments would:

- Establish updated standards for sign design, size, placement, maintenance, and landscaping to improve community aesthetics.
- Ensure compliance with current legal requirements and standards, including having content-neutral sign regulations.
- Clarify nonconforming sign provisions that create administrative and enforcement challenges.
- Provide clear standards for specific sign types, including window signs, awning and canopy signs, fuel station signage, and other commonly used sign formats.
- Improve consistency and cohesion between the Comprehensive Plan, Zoning Ordinance, and economic development goals.
- Enhance public safety by addressing visibility, traffic safety, illumination, and maintenance concerns.
- Streamline the review procedures and administrative processes for businesses/property owners.
- Create fair and predictable standards that balance business identification needs with neighborhood compatibility and community character.

Overall, proposed amendments would modernize the City's Sign Code, improve its clarity and enforceability, and support the City's vision for attractive commercial corridors, high-quality development, and a well-maintained built environment.

**Recommended Council Action:** Direct staff to complete applicable research and draft proposed Zoning Code Amendments for the Use Chart and Signage to the Plan Commission for review at a public hearing.

### **Attachments:**

1. Current Zoning Use Chart – Residential and Commercial
2. Current Sign Code

**CITY OF CREST HILL ZONING ORDINANCE**  
**TABLE 3: Index of Permitted & Special Uses**  
**Residential Uses**

USE	R1A	R1B	R1	R2	R3	T1	B1	B2	B3	M1	M2	Use Standards
Residential; above ground floor of a business							S	S				
Residence of Proprietor, Caretaker or Watchman							S	S	S	S	S	8.2-5
Assisted Living Facility (Independent Living Facility, Nursing Home)	S	S	S	S	S			S	S			
Group Home, large					S							8.2-1
Group Home, small	P	P	P	P	P							8.2-1
Residential Treatment Facility					S							
Congregate Residential Facility	S	S	S	S	S							
Single-Family Detached Dwellings	P	P	P	S	S							
Two-Family Dwellings/Duplex				P	S							
Multi-Family Attached Dwelling Units no more than 6 units per building					P							
Multi-Family Attached Dwelling Units, more than 6 units per building					S							
Mobile Home Parks					S							8.2-3

P= Permitted Use S=Special Use

**CITY OF CREST HILL ZONING ORDINANCE**  
**TABLE 4: Index of Permitted & Special Uses**  
**Non-Residential Uses**

USE	R1A	R1B	R1	R2	R3	T1	B1	B2	B3	M1	M2	Use Standards
<b>Commercial</b>												
Retail sales of goods less than 15,000 square feet, associated with a permitted use							P	P	P			
Retail sales of goods greater than 15,000 square feet but less than 100,000 square feet, associated with a permitted use								P	P			
Retail sales of goods over 100,000 square feet, associated with a permitted use								S	P			
Business sales and service less than 15,000 square feet, associated with a permitted use							P	P	P	P	P	
Business sales and service great than 15,000 square feet but less than 100,000 square feet, associated with a permitted use							S	P	P	P	P	
Business sales and service over 100,000 square feet, associated with a permitted use								S	P	P	P	
Personal Services							P	P	P			
Barber Shop/Beauty Parlor/Salon							P	P	P			
Alternative Beauty and Personal Services (per ORD 2026)							S	S	S			
Large Equipment/Machinery, Boats, Trucks, Campers, RV, Sales/Rental								S	S	S	S	8.2-13
Large Equipment/Machinery, Boats, Trucks, Campers, RV, Service									S	P	P	
Small Equipment Rental								P	P	P	P	
Convenience Store							S	P	P			
Dry Cleaning/Pressing Establishments, Laundromats; incl. drop-off service, not serving more than one retail outlet							S	P	P			
Dry Cleaning/Pressing Establishments, Laundromats; central plant, serving more than one retail outlet										S	P	

P=Permitted Use    S= Special Use

**CITY OF CREST HILL ZONING ORDINANCE**  
**TABLE 4: Index of Permitted & Special Uses**  
**Non-Residential Uses**

USE	R1A	R1B	R1	R2	R3	T1	B1	B2	B3	M1	M2	Use Standards
Indoor Recreational and Entertainment Facility								S	S	S	S	
Indoor Recreational Instructional Facility, small							P	P	P	S	S	
Health/Fitness Club								P	P	S	S	
Outdoor Recreational and Entertainment Facility	S	S	S	S	S	S	S	S	S	S	S	8.2-29
Animal Hospital/Veterinary Clinic						S	S	P	P	P	P	8.2-17
Animal Shelter/Kennel								S	S	S	S	8.2-17
Medical or Dental Office/Clinic						P	P	P	P			
Medical Research Facilities						S			S	S		
Hotels/Motel								S	S			8.2-11
Automobile Body Repairing/Painting Services and Automobile Diagnostic/Service Centers									S	P	P	8.2-24
Automobile Laundry (Car Wash)								S	P	P	P	
Automobile Rental Agency								S	S	S	S	
Automobile Sales and or Leasing/Service; new and used								S	S	S	S	8.2-24
Fueling Station							S	S	P			
Banks (Financial Institutions)						P	P	P	P			
Banquet Halls								S	S			
Billiard/Pool Hall								S	S			8.2-11
Bowling Alley								S	S			8.2-11
Business/Professional Offices						P	P	P	P			
Car Title Loans							S	S	S			
Day Care Centers/Nursery Schools	S	S	S	S	S	S	S	P	P			8.2-2
Coin Stores							S	S	S			
Pawn Shop							S	S	S			8.2-11
Resale Dealer							S	S	S			
Second Hand Shops/Rummage Shops							P	P	P			
Currency Exchanges							S	S	S			
Convention Center									S			
Pay Day Loans							S	S	S			

**CITY OF CREST HILL ZONING ORDINANCE**  
**TABLE 4: Index of Permitted & Special Uses**  
**Non-Residential Uses**

USE	R1A	R1B	R1	R2	R3	T1	B1	B2	B3	M1	M2	Use Standards
Day Labor Employment Agencies							S	S	S			
Drive-In Establishment (per Ord. 1476)									S			8.2-12
Drive through, associated with a permitted Use							S	S	S			
Package Liquor Stores							P	P	P			8.2-11
Sale of alcoholic beverage associated with restaurant, convenient store, gas station, grocery store, banquet facility, etc.							P	P	P			8.2-11
Printing Facility								S	P	P	P	
Restaurants							P	P	P			8.2-11
Catering Establishments							S	P	P	P		
Sexually Oriented Business (Per ORD 1322)										S	P	8.2-27
Massage Establishments							S	S	S			8.2-28
Tattoo Parlor, Body Piercing Establishments (per ORD 1234)										S	P	8.2-21
Adult-Use Cannabis Dispensing Organizations (Per ORD 1931)								S	S	S	S	8.2-30
Blood Bank/Blood Center								S	S			
Taverns								S	S			8.2-11
Theaters; indoor								S	S			
Theaters; outdoor/drive-in									S			
Tobacco, Cigar/Cigarette Shops							S	P	P			8.2-11
Video Game Arcades								S	S			
Wholesale and Warehouse Distribution Establishments										P	P	8.2-16
Firearm Retail Business (per ORD 2026)								S	S	S	S	8.2-35
Off-Premises FFL Transfer Business (per ORD 2026)										S	S	8.2-36
Firearm Manufacturer (per ORD 2026)										S	S	8.2-37
<b>Manufacturing</b>												
Manufacturing, Light										P	P	
Manufacturing, Heavy											P	

P=Permitted Use    S= Special Use

**CITY OF CREST HILL ZONING ORDINANCE  
TABLE 4: Index of Permitted & Special Uses  
Non-Residential Uses**

USE	R1A	R1B	R1	R2	R3	T1	B1	B2	B3	M1	M2	Use Standards
Chemical Processing/Production; inflammable										S	P	
Electric Service Facilities (ORD. 1207)										S	S	8.2-23
Contractor and Landscaping Based Businesses (per ORD 2026)									S	P	P	8.2-18 and 8.2-34
Nursery										P	P	
Medical Cannabis Cultivation Center (Per ORD 1645)										S		
Research Facility										S	P	
Motor Vehicle Salvage and/or Wrecking Facility (per ORD 2026)										S	S	8.2-26
Storage; flammable liquids											S	
Outdoor Storage of Uncontained Bulk Materials										S	P	8.2-18
Outdoor Storage of Contained Bulk Materials									P	P	P	8.2-18
Self Service Storage Facility									S	S	P	8.2-14
Towing Service with Storage of Vehicles										S	P	8.2-15
Truck Terminals											P	8.2-25
Aircraft Dealer, Assembly/Testing of Fuselage Motors											S	
Incinerators/Decomposing Products by Deterioration											S	
Office Use, Ancillary (per ORD 1362)										P	P	8.2-20
Bus, Truck, Tractor, RV, and Boat Storage Yard (per ORD 2026)										S	S	8.2-31
Storage Garage (per ORD 2026)										P	P	8.2-32
Architectural Salvage Facility (per ORD 2026)										S	S	8.2-33
<b>Miscellaneous Uses</b>												
Ambulance Service									S	P	P	8.2-9
Airport, Heliport										S	S	
Chapels, Churches, Synagogues, Temples, etc.	S	S	S	S	S							8.2-8
Cemetery	S	S	S	S	S							
Pet Cemetery	S	S	S	S								

**CITY OF CREST HILL ZONING ORDINANCE**  
**TABLE 4: Index of Permitted & Special Uses**  
**Non-Residential Uses**

USE	R1A	R1B	R1	R2	R3	T1	B1	B2	B3	M1	M2	Use Standards
Crematoria, associated with a funeral home, undertaker						S	S	S	S			8.2-6
Crematoria										S	S	8.2-6
Funeral Home/Undertaking Establishments						S	S	P	P			
Cultivation of Field/Garden Crops/Farming, on parcels 5 acres or more, crops only	S	S	S	S	S							
Indoor Civic, cultural, religious, or institutional (including government buildings)	S	S	S	S	S	S	S	S	S	S	S	8.2-8
Library	S	S	S	S	S		S	S	S			8.2-8
Assembly Hall								S	S			
Farm, on parcels 40 acres or more	S	S	S	S	S							8.2-22
Flea Market										S		
Forest Preserve	S	S	S									
Hospital	S	S	S	S	S		S	S	S			
Parking Deck							S	S	S			
Park/Playground	S	S	S	S	S							
Planned Unit Development	S	S	S	S	S	S	S	S	S	S	S	10.0
Public Transportation Facility, does not include Bus Stops								S	S	S		
Sanitary Landfill											S	
Business College/Commercial Trade/Instructional						S		S	S	S		
School, public or private (college, university, junior colleges, elementary and highschool)	S	S	S	S	S	S						
Stable/Riding Academy; non-commercial, on minimum 5.0 acres	S											
Taxicab, Chauffeur/Limousine Service								S	S	P		
Telecommunication station and transmission device						S	S	S	S	S	S	8.2-7
Utility Facility	S	S	S	S	S	S	S	S	S	S	S	
Zoos									S			

## CHAPTER 15.12: SIGN CODE

### Section

15.12.010	Definitions
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15.12.030	Permit; application
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15.12.275	Variations
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15.12.280	Violation; penalty
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### § 15.12.010 DEFINITIONS.

For the purpose of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

<sup>1</sup>For statutory provisions authorizing municipalities to license street advertising and to control the location of signs on vacant property and on buildings, see ILCS Ch. 65, Act 5, § 11-80-15; for provisions of the Highway Advertising Control Act of 1971, see ILCS Ch. 225, Act 440, § 1 et seq.

**ALTERATION.** Any change or modification to a structure which does not increase its exterior dimensions.

**ANCHOR.** The mechanical nonplastic means by which various materials and the structural members in the construction or erection of a sign are used.

**APPROVED.** As applied to any material, device, or mode of construction, means approved by the Building Commissioner under the provisions of this chapter, or by any other authority designated by law to give approval of the matter in question.

**AREA, SIGN.** The area of a sign shall be determined by calculating the area within a single continuous perimeter encompassing the entire advertising copy and/or art designed to attract attention. This shall include the extreme limits of characters, lettering, illustrations, ornamentation, or other figures, together with any other material, design, or color forming an integral part of the display. The area within the single continuous perimeter shall be calculated by determining the area of the smallest measurable square, circle, rectangle, or triangle within the single continuous perimeter, including the frame, border, or other material, which forms an integral part of the display and is used to differentiate such sign from the wall or background against which it is placed. For freestanding signs, sign area shall not include any structural or framing element lying outside the limits of the sign face where copy is placed and not forming an integral part of the display.

**BEAM.** A horizontal or inclined structural member that carries loads principally by its flexural strength and transmits such loads to other supporting structural members.

**BUILDING.** A structure built for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind.

**BUILDING COMMISSIONER.** Shall also refer to the Zoning Officer or any officer appointed by the Mayor to enforce the provisions of this chapter.

**BUILDING LINE.** The rear line of the minimum front yard as designated in the Zoning Ordinance of the city.

**CHANGEABLE COPY SIGN.** A sign which displays words, lines, logos, or symbols which can change to provide different information. Changeable copy signs include computer signs, reader boards with changeable letters and time and temperature units.

**ELECTRONIC MESSAGE CENTER.** Signs whose alphabetic, pictographic, or symbolic informational content can be changed or altered on a fixed display screen composed of electrically illuminated segments.

**ERECT.** Includes build, construct, attach, hang, place, suspend or affix, and also includes the painting of wall signs.

**FACING OR SURFACE.** The surface of the sign upon, against or through which the message is displayed or illustrated on the sign.

**FREESTANDING SIGN.** A sign anchored directly to the ground or supported by one or more posts, columns, or other vertical structures or supports, and is not attached to or dependent for support from any building. For the purposes of this chapter, **FREESTANDING SIGNS** shall include ground mounted and pylon/pole signs.

## Sign Code

**GROUND MOUNTED SIGN (MONUMENT SIGN).** As regulated by this chapter a freestanding sign having a solid base constructed of a masonry (or similar) material and anchored in or upon the ground.

**HEIGHT, FREESTANDING SIGN.** The vertical distance from average adjacent ground level, to the top of the sign including the support structure and any design element.

**HEIGHT, WALL SIGN.** The vertical dimension of an imaginary box drawn so as to completely enclose each entire symbol, word, phrase, title, or name appearing on the sign and computing the sum of all such geometric figures.

**ILLUMINATED SIGN.** Any sign which has characters, letters, figures, designs or outline illuminated by electric lights or luminous tubes as part of the sign proper.

**MONUMENT SIGN.** See **GROUND MOUNTED SIGN.**

**NONCOMBUSTIBLE MATERIAL.** Any material, no part of which will ignite and burn when subjected to fire. Any material which liberates flammable gas when heated to a temperature of 1380°F., for five minutes, shall not be considered noncombustible for purposes of this chapter.

**ON PREMISES SIGN.** A sign which directs attention to a business or profession conducted, including commodity, entertainment, or service sold, offered, or manufactured on the premises where the sign is located.

**OTHER ADVERTISING STRUCTURE.** Any marquee, canopy or awning.

**OWNER.** Includes his duly authorized agent or attorney, a purchaser, devisee, or any person entitled to an interest in the property in question.

**PERSON.** Includes an individual and also shall be deemed to include and to be followed by the words firm, corporation, association, estate of trust.

**PROJECTING SIGN.** Any sign which is attached to a building or other structure and extends beyond the surface of that portion of the building or structure to which it is attached.

(1) **HORIZONTAL PROJECTING SIGN.** Any sign which is greater in width than in height.

(2) **VERTICAL PROJECTING SIGN.** Any sign which is greater in height than in width.

**PYLON/POLE SIGN.** A sign that is mounted on a freestanding pole or other support so that the bottom edge of the sign face is six feet or more above grade and does not have the appearance of a solid base.

**REBUILD.** To reconstruct or alter a structure which may or may not increase its exterior dimensions.

**REPAIR.** A removal or replacement of any element or part of a sign that does not affect its plan or structural framework or any of its structural members.

**ROOF SIGN.** Any sign erected, constructed or maintained, wholly or partially, upon or over the roof of any structure, whether supported on the roof structure or in any other manner.

**SETBACK, SIGN.** The minimum distance required between any property line and any portion of a sign or sign structure.

**SIGN.** Includes every sign, freestanding sign, billboard, ground mounted sign, monument sign, wall sign, window sign, roof sign, illuminated sign, pylon/pole sign, and projecting sign, and includes any announcement, declaration, demonstration, display illustration or insignia used to advertise or promote the interests of any person when the same is placed out of doors in view of the general public.

**STRUCTURE.** Includes a combination of materials assembled at a fixed location to give support or shelter, such as a building, bridge, trestle, tower, framework, retaining wall, tank, swimming pool, wading pool, tunnel, tent, stadium, reviewing stand, platform, bin, fence, sign, flagpole, or the like, including any construction of any kind affecting or endangering life or property.

**STRUCTURAL TRIM.** The molding, battens, cappings, nailing strips, latticing and platforms which are attached to the sign structure.

**TEMPORARY SIGN.** Any sign which is not permanently affixed either to the land or to a permanent building on the land. All movable devices, including but not limited to banners; suspended cloth, fabric or cardboard pennants; flags (not intended to include flags of any nations); including feather flags; searchlights; twirling or sandwich-type signs; sidewalk or curb signs; and balloons or other air or gas-filled figures are temporary signs, whether or not they are attached to an electric or other power source.

**WALL SIGN.** Includes all flat signs of solid face construction which are placed against or painted on a building or other structure and attached to the exterior front, rear or side wall of any building or other structure.

('78 Code, § 15.12.010) (Ord. 57, passed - -62; Am. Ord. 549, passed - -82; Am. Ord. 1799, passed 2-4-19)

#### **§ 15.12.020 PERMIT; REQUIRED.**

It is unlawful for any person, firm or corporation, either directly or indirectly, or by its agents, to proceed with the erection, alteration, or relocation of any sign or signs in the city unless application for a permit has been made with the Zoning Officer and a permit has been issued therefor.

('78 Code, § 15.12.020) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

#### **§ 15.12.030 PERMIT; APPLICATION.**

An application for a permit shall be submitted to the Zoning Officer on the form supplied by him and shall be accompanied by plans and specifications setting forth the character of the sign in all its structural parts; an accurate sketch of the property designating the location of all existing and proposed signs; and, when requested by the Building Commissioner, a copy of the stress sheets and calculations showing the structure is designed for dead load and wind pressure in any direction in the amount required by this chapter and all other laws and ordinances of the city as well as such other information as the Building Commissioner may deem necessary. Further, an application for an illuminated sign shall be accompanied by a certificate of compliance with all requirements of the Underwriters' Laboratory, or Code of Electrical Department of the state.

('78 Code, § 15.12.030) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

## Sign Code

### § 15.12.040 PERMIT; FEES.

The applicant for any permit for the erection, alteration, relocation or structural repair of all signs, shall, at the time of his application, pay to the city clerk for the use of the city a fee of \$10 for each \$1,000 or fractional part thereof, of the estimated cost of any such sign, except that the fee for the relocation of a sign shall be \$5.

(78 Code, § 15.12.040) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.050 RESERVED.

(78 Code, § 15.12.050) (Ord. 57, passed - -62; Am. Ord. 549, passed - -82; Am. Ord. 1799, passed 2-4-19)

### § 15.12.060 ISSUANCE OF PERMITS.

The Building Commissioner shall act upon the application for a permit within 15 days after its receipt by either approving or rejecting it, or requiring modification of the plans and specifications. When the Building Commissioner has approved the application, the City Clerk shall issue the permit. Every permit shall be considered cancelled if active work is not commenced within a period of 60 days from the date of its issue.

(78 Code, § 15.12.060) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.065 TEMPORARY SIGNS.

Temporary signs are not allowed, except that the City Clerk in his/her discretion may issue a permit to the person or entity desiring to erect a temporary sign. The issuance of the permit shall be subject to the following requirements and limitations:

(A) The person or entity desiring the permit must fill out an application for the permit. The application shall be signed by the applicant and shall require the following information

- (1) The name of the person or entity filling out the application;
- (2) The name of the person or entity that desires to display the temporary sign;
- (3) The name of the person or entity that owns the sign;
- (4) The address where the sign will be displayed;
- (5) The dates between which the sign is sought to be displayed;
- (6) A statement as to whether the sign will be lighted and serviced by electric power; and
- (7) A statement that the information on the application is true to the best of the applicant's belief.

(B) Upon the filling out and signing the application, the applicant shall return it to the City Clerk with a nonrefundable application fee of \$25. The City Clerk shall approve or disapprove the application. The application form shall contain the alternatives "approved" and "disapproved" one of which the City Clerk shall designate. The application form shall also contain a signature space for the City Clerk's signature.

(C) Reserved.

(D) No temporary permit shall be valid for a period of more than ten consecutive days.

(E) No more than three permits during any one calendar year shall be allowed for a business, except that upon application to and approval by the City Council, no more than an additional six permits may be issued by the City Clerk upon compliance with division (B) of this section. City Council approval shall not be withheld upon a showing of commercial necessity or hardship.

(F) The rules concerning temporary signs set out in this section shall not apply as follows:

(1) To temporary signs placed on private property advertising for sale the real estate on which the temporary sign is placed, provided however that any sign, pennant, streamer, banner, or other device upon which is placed any words, designs or symbols with reference to the rental of real property may not be displayed unless the yearly fee of \$100 or where applicable, the temporary permit fee has been paid.

(2) To political signs for candidates running for public office or to political signs the subject matter of which is to be voted on by the public in an election, provided however that all such political signs must be removed from view no later than one week following the election to which such signs apply.

(G) Notwithstanding anything to the contrary contained above in this section, no signs, whether temporary or otherwise, shall be erected, placed, located or otherwise affixed within the parkways of the City of Crest Hill, Illinois, except for any signs set forth in the parkways by federal, state or local governmental entities, or bus stop benches when located in a lawful area or the parkway, as designated by the City of Crest Hill. Without limiting the generality of the foregoing, such restriction shall include by way of illustration, but not by way of limitation, signs such as real estate signs, garage sale signs, directional signs, political signs, advertising signs, and similar signs of a like kind and nature. For the purposes of this division (G), **PARKWAY** shall be defined as the area between the street curb and the sidewalk, and in those areas where no sidewalk exists, the **PARKWAY** shall include any portion of the right-of-way not improved by a street or sidewalk. All signs in violation of this division (G) shall be subject to immediate removal by the city.

(H) Any temporary garage sale sign advertising the City of Crest Hill sponsored bi-annual city-wide garage sale weekend as established by Resolutions 410 and 558 shall be exempt from the placement restrictions in division (G) above and shall not be subject to a separate temporary sign permit so long as the resident shall have applied for and received a garage sale permit for a city sponsored bi-annual city-wide garage sale weekend as established by Resolutions 410 and 558. Any signs exempted from the placement restrictions division (G) above shall be removed on the Monday following the last day (Sunday) of any bi-annual city-wide garage sale weekend. All such exempted signs not removed shall be subject to immediate removal and disposal by the city.

(78 Code, § 15.12.060) (Ord. 549, passed - -82; Am. Ord. 766, passed - -90; Am. Ord. 781, passed - -90; Am. Ord. 796, passed - -91; Am. Ord. 805, passed - -91; Am. Ord. 1467, passed 10-6-08; Am. Ord. 1664, passed 5-19-14; Am. Ord. 1799, passed 2-4-19; Am. Ord. 1812, passed 6-17-19; Am. Ord. 1872, passed 9-7-21)

#### § 15.12.067 ON PREMISES SIGNS.

Only on premises signs are permitted in any zoning district and must comply with the regulations set forth in this chapter. Off-premises signs are not permitted, except when approved by City Council. (Ord. 1799, passed 2-4-19)

## Sign Code

(1) Freestanding signs within the residential district are only allowed for residential developments, schools, churches, hospitals, and permitted buildings; and uses other than dwellings and must comply with the following regulations.

(a) *Permitted number.* One freestanding sign is permitted per public right-of-way for schools, churches, hospitals, and permitted buildings and uses other than dwellings. Residential developments may be allowed one freestanding sign per entrance to the development, however no more than two signs per public-right-of-way.

(b) *Setback.* All freestanding signs must maintain a setback of not less than ten feet from the property line and no signs may be permitted within a sight triangle, except for safety-related signs. No freestanding sign shall conflict with drainage.

(c) *Height.* No freestanding sign shall be greater than ten feet in height. The base of the sign is included in the calculation of the overall height of the sign, but not the area of the sign.

(d) *Area.* The maximum allowable area for freestanding signs is 20 square feet.

(e) *Calculation of sign area for freestanding signs.* Electronic message center/changeable copy signs are strictly prohibited on residential development signs. In the case where electronic message/changeable copy is included in a sign, the changeable copy portion of the sign shall not exceed 20 square feet and will not be counted towards the area of the sign but will be counted towards the overall height.

(f) *Landscaping.* Landscaping shall be provided around the base of each freestanding sign. The landscaping shall be well maintained which shall include but not be limited to the removal of dead or dying plant material and weeds. All signs and the premises surrounding the same shall be maintained by the owner thereof in a clean, sanitary and inoffensive condition, and free and clear of all obnoxious rubbish.

(g) *Illumination.* Freestanding signs must be externally illuminated and be in compliance with all current electrical codes. The illumination of the sign should be done in such a manner as to not create a hazard to motorists. Internally illuminated signs in the residential districts are prohibited.

(h) *Material and design.* Freestanding signs shall be constructed of wood or masonry material. Architectural features will not be counted in height or the area of the sign. All structural supports of the signs shall either be encased in a masonry material or painted/coated and maintained in a like new condition. All posts, anchors and bracing shall be treated to protect them from moisture by creosoting or other approved methods when they rest upon or enter into the ground.

(i) All freestanding signs must comply with the regulations established by § 15.12.080 of this chapter.

(C) Real estate signs advertising the sale or rental of premises on which sign is located; provided, the area on one side of any such sign shall not exceed nine square feet and not more than two such signs shall be erected for any property held in single and separate ownership.

(D) Trespassing, entrance, exit and parking signs or signs indicating the private nature of a driveway or premises; provided, that the area on one side of any such sign shall not exceed two square feet.

(E) Temporary signs of mechanics and artisans; provided, that such signs shall be erected only on the premises where such work is being performed, the area of one side of any such sign shall not exceed 12 square feet, and such signs shall be removed promptly upon completion of the work;

(F) Public utility signs in connection with the identification, operation, or protection of a public utility; provided, that the area on one side of any such sign shall not exceed nine square feet;

(G) Bulletin boards not over 15 square feet in area for public, charitable or religious institutions when the same are located on the premises of such institutions.

('78 Code, § 15.12.070) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

#### § 15.12.080 SIGNS IN BUSINESS, OFFICE AND MANUFACTURING DISTRICTS.

The following types of signs shall be permitted in business, office and manufacturing districts:

(A) Any sign permitted in residence districts.

(B) Real estate signs advertising the sale or rental of premises on which the sign is located; provided, that the area on one side of any such sign shall not exceed 20 square feet, and not more than two such signs shall be erected for any property held in single and separate ownership.

(C) *Wall signs.* Wall signs are permitted within the business, office, and manufacturing districts in accordance with the regulations outlined below:

(1) *Permitted number.* One wall sign is permitted per public right-of-way. In no case shall more than two such signs be erected upon each frontage. One additional wall sign may be erected on any premises abutting upon a railroad right-of-way.

(2) *Placement of sign.* No wall sign shall cover wholly or partially any wall opening, nor project beyond the ends or top of the wall to which it is attached. No wall sign shall be permitted to extend more than 15 inches beyond the building line, and shall not be attached to a wall of a height of less than ten feet above the ground level.

(3) *Allowable area.* Any one wall sign shall not exceed 15% of the wall area of the wall surface, including window and door areas on which they are displayed.

(4) *Illumination.* Wall signs may be externally or internally illuminated and be in compliance with all current electrical codes. The illumination of the sign should be done in such a manner as to not create a hazard to motorists.

(5) *Materials required.* All wall signs shall have a surface or facing of noncombustible material. However, combustible structural trim may be used thereon.

(6) Automobile dealers having a new car franchise may select one street front of their choice and be permitted, in addition to those signs permitted per this chapter, one sign for each make of new automobile offered for sale on the premises, and no such additional sign shall exceed 20 square feet.

(7) Wall signs are prohibited in residential districts, unless installed on schools, churches, hospitals, and permitted buildings and uses other than dwellings, which shall comply with the regulations outlined for wall signs in the business, manufacturing and office districts, per § 15.12.080.

(D) *Freestanding sign.* Freestanding signs are permitted within the business, office, and manufacturing districts in accordance with the regulations outlined below.

(1) Freestanding signs in business, manufacturing, and office districts:

## Sign Code

(a) *Permitted number.* One freestanding sign is permitted per public right-of-way.

(b) *Setback.* All freestanding signs must maintain a setback of not less than ten feet from the property line and no signs may be permitted within a sight triangle, except for safety-related signs. No freestanding sign shall conflict with drainage.

(c) *Height.* The height of a freestanding sign is based on the acreage of the property in which the sign is representing. The height of the sign may be based on the total acreage of a development or each individual lot. The base or pole of the sign is included in the calculation of the overall height of the sign, but not the area of the sign. The overall height of the sign shall be in accordance with the height established in Table A entitled Allowable Sign Area and Height for Business Districts, below. Freestanding signs in the office or manufacturing district are restricted to an overall maximum height of 15 feet.

(d) *Allowable sign area within the business districts.* The maximum allowable area for freestanding signs is based on the acreage of the property in which the sign is representing. The allowable area of the sign maybe based on the total acreage of a development or each individual lot. The base of the sign is not included in the calculation of the overall area of the sign. In the case where the freestanding sign includes the name of the center or development, this text shall be included in the calculation of the overall height of the sign, but not the area. The allowable area of the freestanding sign in the business districts shall be in accordance with the sign area established in Table A entitled Allowable Sign Area and Height for Business Districts, below. Freestanding signs in the office or manufacturing district are restricted to a maximum area of 50 square feet.

**Table A: Allowable Sign Area and Height For Business Districts**

<b><i>Lot or Development Acreage</i></b>	<b><i>Allowable Sign Area</i></b>	<b><i>Allowable Sign Height</i></b>
Less than 5 acres	50 square feet	15 feet
5.1 acres to 15 acres	75 square feet	20 feet
15.1 acres to 25 acres	100 square feet	25 feet
25.1 acres and above	150 square feet	30 feet

(e) *Electronic message center sign/changeable copy.* In the case of electronic message center/changeable copy signs, the electronic message/changeable copy portion of the sign shall not exceed 20 square feet and will not be counted towards the area of the sign but will be included in the overall height.

(f) *Landscaping.* Landscaping shall be provided around the base of each freestanding sign. The landscaping shall be well maintained which shall include, but not be limited to the removal of dead or dying plant material and weeds. All signs and the premises surrounding the same shall be maintained by the owner thereof in a clean, sanitary and inoffensive condition, and free and clear of all obnoxious rubbish.

(g) *Illumination.* Freestanding signs may be externally or internally illuminated and be in compliance with all current electrical codes. The illumination of the sign should be done in such a manner as to not create a hazard to motorists.

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(h) *Material and design.* Freestanding signs shall be constructed of materials complementary to the buildings on the property on which the sign is located. All structural supports of the signs shall either be encased in a masonry material or painted/coated and maintained in a like new condition. All posts, anchors and bracing shall be treated to protect them from moisture by creosoting or other approved methods when they rest upon or enter into the ground.

(i) Architectural features will not be counted towards the height or the area of the sign.

(j) Automobile dealers having a new car franchise may select one street front of their choice and be permitted, in addition to those signs permitted per this chapter, one sign for each make of new automobile offered for sale on the premises, and no such additional sign shall exceed 20 square feet.

(2) All freestanding signs must comply with the following regulations:

(a) *Construction.* All freestanding/ground signs shall have a surface or facing of noncombustible material; provided, however, that combustible material may be safely and securely built or attached to the sign structure. No nails, tacks, or wire shall be permitted to protrude therefrom.

(b) Reserved.

(c) Reserved.

(d) *Bracing, anchorage and supports.* All freestanding/ground signs shall be securely built, constructed and erected upon posts and standards sunk at least three feet below the natural surface of the ground.

(3) In addition to the regulations outlined in § 15.12.080 of this chapter, all pylon signs must comply with the following requirements:

(a) *Construction.* Every pylon sign or pylon upon which a sign is to be erected, including all braces and supports thereof, shall be designed by a registered architect and shall be approved by the Building Commissioner as in compliance with the sign code of the city.

(b) *Anchorage and supports.* All pylon signs or pylon upon which a sign is to be erected shall be set in a concrete base designed to support such sign or pylon in a manner to afford the greatest protection and safety to the public.

(c) *Limitation of glass.* The lettering or advertising designs of signs to be illuminated may be composed of glass or other transparent or semitransparent noncombustible material. Any glass forming a part of any sign shall be safety glass or plat glass at least one-fourth inch thick and, in case any single piece or pane of glass has an area exceeding three square feet in area, constructed of wire glass or safety glass shall be permitted on each side of a sign.

(d) *Obstruction of openings.* No sign, nor the braces or chains supporting or slaying same, shall be so erected or constructed so as to obstruct any door, window or fire escape of any building. No sign of any kind shall be attached to a stand pipe or fire escape.

(e) Pylon signs are prohibited in residential districts.

('78 Code, § 15.12.080) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

## Sign Code

### § 15.12.085 EXEMPTION.

All signs approved by the City Council and erected on property owned or controlled by the City of Crest Hill shall be exempt from the restrictions contained in § 15.12.080 and the variation process and procedure contained in §§ 15.12.275 and 15.12.276.

(Ord. 1940, passed 1-16-23)

### § 15.12.090 RESTRICTIONS GENERALLY.

The restrictions set forth in §§ 15.12.100 through 15.12.220 shall apply to all permitted sign uses.

('78 Code, § 15.12.090) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.100 WOODEN SIGNS.

All wooden signs must comply with the regulations established for freestanding and wall signs found in § 15.12.080 of this chapter for those signs located in the business, office, and manufacturing districts and § 15.12.070 for those signs located in residential districts.

('78 Code, § 15.12.100) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.110 NONCOMBUSTIBLE SIGNS.

Noncombustible signs shall be entirely constructed of noncombustible materials, including all supports and braces for same. Such signs shall be securely attached to posts or other supporting structures and may be erected so that no part of the sign or structure extends within one foot of any property line when erected at right angles to the street frontage. Such sign structures shall be securely imbedded in concrete base. Signs erected parallel to the street frontage shall be located entirely within the property lines.

('78 Code, § 15.12.110) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.120 ELECTRIC SIGNS.

(A) Electric signs, made of metal or glass with lamps inside the sign or with letters composed of lamps on outside of same, or similar construction, may be erected, provided they are securely attached to posts or other supporting structures by metal supports or fasteners.

(B) Reflectors and lights shall be permitted on ground and wall signs, provided they are equipped with long restraining hoods to concentrate the illumination upon the area of the sign and so as to prevent glare upon the street or adjacent property. No light shall be of the flashing type.

('78 Code, § 15.12.120) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.130 RESERVED.

('78 Code, § 15.12.130) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.140 RESERVED.

('78 Code, § 15.12.140) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.150 ROOF SIGNS.

(A) **ROOF SIGN**, as regulated by this chapter, means any sign erected, constructed and maintained upon or over the roof of any building with the principal support on the roof structure.

(B) Every roof sign, including the upright supports and braces thereof, shall be constructed entirely of incombustible materials. However, combustible structural trim may be used thereon.  
(78 Code, § 15.12.150) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.160 PROJECTING SIGNS.

(A) *Construction.* Every projecting sign, including the frames, braces and supports thereof, shall be designed by a structural engineer, registered architect or sign manufacturer and shall be approved by the Building Commissioner of the city and shall be constructed of incombustible or approved combustible materials.

(B) *Location.* Every projecting sign erected or maintained over a public sidewalk shall be placed at least ten feet above the level of the same, and at a distance not greater than two feet from the face of the wall to which it is attached, measuring from the point of the sign nearest thereto, nor shall any projecting sign or part thereof extend more than eight feet from the structure to which it is attached or be nearer the curbline than two feet, whichever is the lesser. Every projecting sign erected or maintained over public driveways, alleys and thoroughfares, other than sidewalks, shall be placed not less than 15 feet above the level of the same, and at a distance measuring from the point of the sign nearest thereto, nor shall any such projecting sign or part thereof extend more than eight feet from the structure to which it is attached.

(C) *Size.* All projecting signs shall be limited to a size of no greater than 15 square feet.

(D) *Erection.*

(1) *Bracing, anchorage and supports.* Projecting signs exceeding ten square feet in area for 50 pounds in weight shall not be attached to nor supported by frame buildings nor the wooden framework of a building. The signs shall be attached to masonry walls with corrosion resistant expansion bolts at least three-eighths inch in diameter which shall be embedded at least five inches into the wall.

(2) *Anchorage with wire prohibited.* No projecting sign shall be secured with wire, strips of wood or nails, nor shall any projecting sign be hung or secured to any other sign.

(E) *V-shaped signs prohibited.* V-shaped signs, consisting of two single-faced signs erected without a roof or ceiling, shall not be permitted.

(F) Projecting signs are prohibited in residential districts, unless installed on schools, churches, hospitals and permitted buildings and uses other than dwellings.  
(78 Code, § 15.12.160) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.170 PYLON SIGNS.

(A) *Construction.* Every pylon sign or pylon upon which a sign is to be erected, including all braces and supports thereof, shall be designed by a registered architect and shall be approved by the Building Commissioner as in compliance with the sign code of the city.

## Sign Code

(B) *Anchorage and supports.* All pylon signs or pylon upon which a sign is to be erected shall be set in a concrete base designed to support such sign or pylon in a manner to afford the greatest protection and safety to the public.

(C) *Limitation of glass.* The lettering or advertising designs of signs to be illuminated may be composed of glass or other transparent or semi transparent noncombustible material. Any glass forming a part of any sign shall be safety glass or plat glass at least one-fourth inch thick and, in case any single piece or pane of glass has an area exceeding three square feet in area, constructed of wire glass or safety glass shall be permitted on each side of a sign.

(D) *Obstruction of openings.* No sign, nor the braces or chains supporting or slaying same, shall be so erected or constructed so as to obstruct any door, window or fire escape of any building. No sign of any kind shall be attached to a stand pipe or fire escape.  
(‘78 Code, § 15.12.170) (Ord. 57, passed - -62)

### § 15.12.180 ERECTION AT INTERSECTION; VISIBILITY.

No sign or other advertising structure as regulated by this chapter shall be erected at the intersection of any streets in such a manner as to obstruct free and clear vision; or at any location where, by reason of the position, shape or color, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device.

(‘78 Code, § 15.12.180) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.190 CURB OR SIDEWALK SIGNS PROHIBITED.

There shall be no curb or sidewalk signs, nor shall signs be attached or suspended from any outdoor bench, chair, or other article.

(‘78 Code, § 15.12.190) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.200 TACKING SIGNS ON POLES.

It is unlawful for any person, firm or corporation to advertise by sign tacking or advertise by tacking, pasting or tying on poles, posts, trees, buildings, fences or other structures. Real estate directional signs shall not be permitted.

(‘78 Code, § 15.12.200) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.210 REMOVAL.

Any sign now or hereafter existing which no longer advertises a bona fide business conducted on the property on which the sign is erected must be removed within 30 days after written notification from the Building Commissioner and, upon failure to comply with such notice, the Building Commissioner is authorized to cause removal of such sign, and any expense incident thereto shall be paid by the owner of the building, structure or ground on which the sign is located.

(‘78 Code, § 15.12.210) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

**§ 15.12.220 ANIMATED AND INTENSELY LIGHTED SIGNS.**

No sign shall be permitted which is animated by means of flashing, scintillating, blinking or traveling lights of over forty watts per lamp. Public service information signs and other electronic message centers classified as "changing signs" are permitted and not subject to this wattage-rating per lamp restriction. However, all electronic message center signs shall be equipped with technology that automatically dims the electronic message center according to ambient light conditions.

(78 Code, § 15.12.220) (Ord. 57, passed - -62; Am. Ord. 549, passed - -82; Am. Ord. 1799, passed 2-4-19)

**§ 15.12.225 PERIMETER OR BORDER WINDOW LIGHTING AND ATTENTION GETTING DEVICES.**

(A) Lighting around the perimeter of window or door openings with a visible source of light, such as neon, fluorescent, LED or similar lighting source is hereby prohibited.

(B) Attention-getting devices, except electronic message center signs, as permitted by the chapter shall be prohibited. For the purpose of this regulation, attention-getting devices shall include flashing lights, strings of light bulbs, moving signs, light beams, strobe lights, animated light display, and rotating signs. Lights being displayed in conjunction with traditional holiday decorations shall be exempt.

(Ord. 1740, passed 7-17-17; Am. Ord. 1799, passed 2-4-19)

**§ 15.12.230 PERMIT FEE NOT REQUIRED WHEN.**

No permit or fee shall be required for the following types of signs: official traffic signs, real estate signs advertising sale or rental, trespassing signs or signs indicating private nature of a driveway or premises, temporary signs of contractors, builders, plumbers, artisans and/or mechanics, and public utility signs or other signs that do not advertise a product, service or event.

(78 Code, § 15.12.230) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

**§ 15.12.240 POWERS AND DUTIES OF BUILDING COMMISSIONER.**

The powers and duties of the Building Commissioner shall be to:

(A) Examine all applications, plans and specifications submitted and to approve them within 15 days if in conformity with the provisions of this chapter, and thereupon to notify the City Clerk to issue a permit for such sign; or to disapprove them if they do not conform to this chapter, and to refuse permits therefor until they are modified so as to conform to such requirements, to give notice to stop work and to prosecute for any infraction or violation of this chapter.

(B) Inspect all signs during the course of erection and to see that the provisions of this chapter and of the permit are carried out.

(C) Keep all applications, plans and specifications and a record of all permits, refusals, inspections, and other action taken by him, which record shall be kept on file with the City Clerk.

(D) Stop the erection, alteration, relocation or repair of any sign where the same is being carried on contrary to the provisions of this chapter, to order the removal of any materials that may be unsafe or unfit for the purpose for which they were intended to be used, in accordance with the terms and definitions of this chapter, and to revoke the permit for such cause.

## Sign Code

(E) Direct that precautions shall be taken by the erection of suitable scaffolding or other protection whenever the work of erecting, altering, relocating or repairing of any sign may in his judgment affect the public safety.

(F) Inspect annually, or at such time as he deems necessary, each sign or other advertising structure regulated by this chapter for the purpose of ascertaining whether the same is secure or insecure and whether it is in need of removal or repair.

(G) Cause to be removed summarily and without notice any sign or other advertising structure which is an immediate peril to persons or property.  
(’78 Code, § 15.12.240) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.250 NONCONFORMING SIGNS.

Every sign or other advertising structure, except for temporary signs, in existence on the adoption of the ordinance codified in this chapter which violates or does not conform to the provisions hereof, may continue to exist and shall be deemed a legal non-conforming sign. Should the non-conforming signs be moved, removed or altered or replaced, it shall then be required to conform with the provisions of this chapter and regulations. These provisions shall not preclude one from completing routine maintenance or modifications that are required to address current or potential safety concerns. All non-conforming temporary signs, as defined by § 15.12.010, must be removed within three months from the adoption of this chapter, February 4, 2019.

(’78 Code, § 15.12.250) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-2019)

### § 15.12.260 REVOCATION OF PERMIT.

The Mayor is authorized and empowered to revoke any permit issued upon failure of the holder thereof to comply with any provision of this chapter and regulations. All rights and privileges acquired under the provisions of this chapter, or any amendment thereto, are mere licenses revocable at any time.  
(’78 Code, § 15.12.260) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

### § 15.12.270 APPEAL OF DECISIONS.

Whenever the applicant of any sign about to be or in the course of being erected, altered, relocated or repaired, or any other person, takes exception to the decision of the Building Commissioner in refusing to approve the manner of construction, or the kinds of materials to be used in the erection, alteration, relocation or repair of any sign, or as to its safety or its compliance with the provisions of this chapter, such applicant or person or his duly-authorized attorney or agent may, within ten days after such decision, take an appeal therefrom to the City Council. Such appeal shall be in writing, shall state the decision of the Building Commissioner and the reasons for the exception taken thereto, shall be verified by affidavit and shall be filed with the City Clerk. The person appealing shall have the right to appear and to be heard, if he states his desire to do so in his written appeal. A prompt decision of such appeal shall be made by the City Council and shall be duly recorded and the decision shall be final.

(’78 Code, § 15.12.270) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

**§ 15.12.275 VARIATIONS.**

(A) Purpose. The City Council may vary the requirements of the Sign Code. It is the intent of the Sign Code to use variations only to modify the application of the Sign Code to achieve a parity among properties similarly located and classified. Specifically, it is to be used to overcome some exceptional physical condition which poses practical difficulty or particular hardship in such a way as to prevent an owner from using his or her property as intended by the Sign Code. Such practical difficulty or hardship must be clearly exhibited and must be as a result of an external influence; it may not be self-imposed.

## (B) Standards for variations.

(1) The City Council shall grant a variation to the Sign Code only when it shall have been determined, and recorded in writing, that all of the following standards are complied with:

(a) That the property in question cannot yield a reasonable return if the Sign Code restrictions are enforced without the requested variations.

(b) That the plight of the owner is due to unique circumstances; and

(c) That the variation, if granted, will not alter the essential character of the locality.

(2) For the purpose of supplementing the above standards, the City Council, 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:

(a) That the particular physical surroundings, shape, or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.

(b) 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.

(c) 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.

(d) 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.

(e) That the variation granted is the minimum adjustment necessary for the reasonable use of the land.

(f) That the granting of any variation is in harmony with the general purposes and intent of the Sign Code, 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 city's Comprehensive Plan.

(g) That, for reasons fully set forth in the decision by the City Council, the aforesaid circumstances or conditions are such that the strict application of the provisions of the Sign Code would

**Sign Code**

deprive the applicant of any reasonable use of the land. Mere loss in value shall not justify a variation; there must be a deprivation of beneficial use of land.

(3) In addition, the City Council may impose such conditions and restrictions upon the premises benefitted 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 section.

(Ord. 1940, passed 1-16-23)

**§ 15.12.276 VARIATION PROCEDURE.**

(A) Application for variation. An application for a variation shall be filed in writing with the City Clerk. The application shall be accompanied by such plans and data as required by Section 9 of the Crest Hill Zoning Ordinance, and all other information required by the City of Crest Hill Development Handbook.

(B) Hearing procedure for variation.

(1) Upon receipt of the application, in proper form, the City Clerk shall determine a reasonable time and place for the public hearing to be held at a regularly scheduled City Council meeting. The Notice of Public Hearing shall be published at least once, not more than 30 days, and not less than 15 before the hearing, in a newspaper of general circulation in Crest Hill. The published notice may be supplemented by such additional form of notice as the City Council, by rule, may require.

(2) The applicant shall notify surrounding properly owners within 300 feet no more than 30 days but no less than 15 days prior to the public hearing. At the applicant's expense, the city will post appropriate signage on the property for notification of the public hearing. Notification procedures shall follow those outlined in the City of Crest Hill Development Handbook.

(3) The public hearing pertaining to the requested variation shall be held by the City Council within 60 days of the filing of the application. At such time, the City Council shall hear evidence on the application for variance giving due notice thereof to the concerned parties, and shall render a written decision to grant, deny, or modify the requested variation without unreasonable delay. Action taken on a variation by the City Council shall be deemed as final administrative determination, subject to change only upon proper judicial review and order.

(C) Effect of denial of a variation. No application for a variation which has been denied wholly or in part by the City Council shall be resubmitted for a period of one year from the date of said order of denial, except on grounds of new evidence or proof of changed conditions found to be valid by said City Council.

(D) Revocation.

(1) A variation shall be revoked if the testimony upon which the variance was granted was falsely given.

(2) In any case where a variation has been granted, and where no construction or development has taken place within one year of granting thereof, then without further action by the City Council, said variation shall become null and void, unless the property owner/applicant submits a formal request in

writing seeking an extension. Such written request for extension must be submitted 30 days prior to expiration date.

(Ord. 1940, passed 1-16-23)

#### **§ 15.12.280 VIOLATION; PENALTY.**

Any person found guilty of a violation of any of the provisions of this chapter shall be fined not less than \$75, but no more than \$750 for each offense.

(78 Code, § 15.12.280) (Ord. 549, passed - -82; Am. Ord. 766, passed - -90; Am. Ord. 998, passed 7-1-96; Am. Ord. 1799, passed 2-4-19)

#### **§ 15.12.290 STREET NUMBERS FOR BUILDINGS.**

(A) *Establishment of number.* From and after the adoption of this section, the City Engineer shall, from time to time as necessary, establish street numbers for all lots or parcels of land situated within the corporate limits of the city, both for lots or parcels now fronting or adjoining existing streets and for all lots or parcels which may hereafter front or adjoin all new streets and highways hereinafter constructed and laid out in the city.

(B) *Minimum size and color restrictions.* The owners or persons in possession of any buildings on any lot or parcel for which there has been designated a street number shall display in a prominent place on the building the number so designated so that the same is plainly visible and readable by a person with normal vision from the street or highway on which the parcel or lot fronts or adjoins, which number shall not be less than three inches each in height and which number shall be of a shade or color which contrasts with the background thereof.

(C) *Duty to maintain.* It shall be the duty of the owner or person in possession of each such building upon which the numbers are displayed to keep and maintain the numbers in good condition so that they remain clearly visible and readable by a person with normal vision from the street or highway on which the parcel or lot fronts or adjoins.

(D) *Removing or defacing numbers.* No person shall remove or deface any house number placed upon any house in accordance with the provisions of this section. No person shall retain any number on his house other than that provided by the provisions hereof. No owner, agent or person in possession of any house shall refuse or neglect to number the house or cause the same to be numbered in conformity with this section.

(E) *Penalty.* Any person who shall violate the provisions of this section shall be fined not less than \$100 nor more than \$500 for each violation hereof. Each day a violation exists shall be deemed to be a separate violation.

(Ord. 928, passed 9-6-94; Am. Ord. 1799, passed 2-4-19)



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Ronald J Wiedeman
<b>Department:</b>	Engineering
<b>Agenda Item:</b>	A Resolution for a Professional Services Agreement for a 2026 Water System Model Update and Water Main Replacement Prioritization Plan by and Between the City of Crest Hill, Will County, Illinois and Strand and Associates, Inc. in the amount of \$150,000.00.

**Summary:** Engineering is presenting a proposal for consideration by council to approve a professional services agreement for engineering services by Strand & Associates, Inc. to update the model of the City's existing water system and create a new list of priority water main locations that can be used by staff to plan future city infrastructure improvements.

The last time the city's system was modeled was in 2021 and since then we have completed many water system improvements that need to be included into the model

The consultant's work will complete the following tasks:

- Review water demands projections prepared during the Lake Michigan Allocation process and update analysis to reflect demand trends from 2022-2025 and prepare projections through 2050.
- Perform a water supply capacity analysis to review the ability of the city's system and future Lake Michigan water supply to meet the water demand projections.
- Prepare a report with the finding of the water demand and pumping capacity analyses and finding.
- Prepare an exhibit showing proposed hydrant flow test locations.
- Prepare a draft risk assessment matrix for Staff use of water main replacement locations.
- Update the existing water model using the software WaterGEMS.
- Will perform fire flow reading at 15 locations to compare with results of the water modeling.
- Review and provide information to the City on the performance of the City's water system during current average and maximum day demands.

- Generate pressure and maximum day demand available fire flows based on updated model.
- Identify deficiencies within the City's system based on new model results on average day demands, and maximum day demand.
- The new model will incorporate the new ground water tanks along with the two new water pumping stations constructed to receive water from the Commission.
- The new model will provide information on the demands of the City with anticipated a future growth from 2030 through 2050.
- Develop a risk-based asset assessment and water main replacement prioritization plan using risk matrix, scoring breakdowns and weighted factors.
- Based on all of the work above a final report will be produced that compiles all of the information from the model along with final list of water main replacement prioritization locations.

If the work is authorized it will begin immediately and be completed by May 2027.

**Recommended Council Action:** A Resolution for a Professional Services Agreement for a 2026 Water System Model Update and Water Main Replacement Prioritization Plan by and Between the City of Crest Hill, Will County, Illinois and Strand and Associates, Inc. in the amount of \$150,000.00.

**Financial Impact:**

**Funding Source:** Water Fund (07-06-5330)

**Budgeted Amount:** \$145,000.00

**Cost:** 150,000.00

**Attachments:**

Resolution-Water Model Study

Exhibit A-Agreement for Engineering Services Water Model and WM Prioritization Plan Services.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION FOR A PROFESSIONAL SERVICES AGREEMENT FOR A 2026  
WATER SYSTEM MODEL UPDATE AND WATER MAIN REPLACEMENT  
PRIORITIZATION PLAN BY AND BETWEEN THE CITY OF CREST HILL, WILL  
COUNTY, ILLINOIS AND STRAND ASSOCIATES, INC IN THE AMOUNT OF  
\$150,000.00**

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WHEREAS, the Corporate Authorities of the City of Crest Hill, Will County, Illinois, have the authority to adopt resolutions and to promulgate rules and regulations that pertain to the City's government and affairs and protect the public health and, safety, and welfare of its citizens; and

WHEREAS, pursuant to Section 2-2-12 of the Illinois Municipal Code (65 ILCS 5/2-2-12), the City Council possesses the authority to enter into contracts that serve the legitimate corporate purposes of the City; and

WHEREAS, Strand Associates, Inc. (the "COMPANY"), is an entity that is in the business of providing engineering services, to update a water model and prepare a water main replacement prioritization plan, and all collateral work (the "Services"); and

WHEREAS, the City Council desires to engage the Company to provide the Services and the Company is ready, willing to perform the Services for the City; and

WHEREAS, City Staff have negotiated an AGREEMENT FOR a 2026 Water System Model Update and Water Main Replacement prioritization plan (the "Agreement") with the Company for the purposes of engaging the Company to perform the Services ( a copy of the Agreement is attached hereto as Exhibit A and fully incorporated herein); and

WHEREAS, the Staff and City Council has reviewed the Agreement and determined that the conditions, terms, and provisions of the Agreement are fair, reasonable, and acceptable to the City; and

WHEREAS, the City Council has determined that it is in the best interest of the City and its citizens to enter into the Agreement with the Company.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crest Hill, Illinois, pursuant to its statutory authority, as follows:

SECTION 1: PREAMBLE. The City Council hereby finds that all of the recitals contained in the preamble to this Resolution are true, correct and complete and are hereby incorporated by reference hereto and made part hereof.

SECTION 2: AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of this Agreement (Exhibit A) in the amount of 150,000.00 are fair,

reasonable, and acceptable to the City and that the same is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the Mayor to execute and deliver, and the Clerk to attest, the Agreement, and further to take any and all other actions, including without limitation the execution and delivery of any and all documents, necessary and appropriate to effectuate the intent of this Resolution, which is to enter into the Agreement with the Company.

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

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

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

*[Intentionally Blank]*

PASSED THIS 15TH DAY JUNE, 2026.

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

APPROVED THIS 15TH DAY OF JUNE, 2026.

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

ATTEST:

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

# EXHIBIT A



April 21, 2026

City of Crest Hill  
20600 City Center Boulevard  
Crest Hill, IL 60402

Attention: Mr. Ron Weideman, P.E., City Engineer

Re: Agreement for Engineering Services  
2026 Water System Model Update and Water Main Replacement Prioritization Plan

This is an Agreement between the City of Crest Hill, Illinois, hereinafter referred to as OWNER, and Strand Associates, Inc.<sup>®</sup>, hereinafter referred to as ENGINEER, to provide engineering services (Services) for the 2026 Water System Model Update and Water Main Replacement Prioritization Plan project. This Agreement shall be in accordance with the following elements.

### **Scope of Services**

ENGINEER will provide the following Services to OWNER.

#### Data Collection and Existing System Details

1. Conduct an initial project meeting with OWNER to gather data, review scope and schedule, and discuss the quantitative risk-based assessment of the existing water distribution system using probability of failure (POF) and consequence of failure (COF) criteria.
2. Prepare an updated summary of the existing facility's capacities, pertinent equipment such as pump sizes and capacities, and storage tank styles and capacities.
3. Prepare preliminary figures based on OWNER-supplied data summarizing water main and water system details including diameters, material types, break locations, high-use customers, dead end locations, transmission main, and other details which may affect water main life based on discussions with OWNER.
4. Summarize the project background and data collected and existing water system details in draft report Sections 1 and 2.

#### Water Demand Analysis and Pumping Capacity Analysis

1. Review water demand projections prepared during the Lake Michigan Allocation process. Update analysis to reflect demand trends from 2022 to 2025, and prepare new demand projections through 2050, including pending development along Caton Farm Road, Division Street and Broadway Street.
2. Perform a water supply capacity analysis to review the ability of the existing system and future Lake Michigan water system to meet the water demand projections.
3. Prepare draft report Section 3 summarizing the water demand and pumping capacity analyses and findings.

City of Crest Hill, Illinois  
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 April 21, 2026

4. Prepare a figure showing proposed hydrant flow test locations and a draft risk assessment matrix for evaluation of water main replacement. Submit the figure, matrix, and draft report Sections 1–3 to OWNER and attend Progress Meeting No. 1 to review the information and gather comments.

Steady-State Water Model Development

1. Prepare an updated computerized WaterGEMS water system model (water model) using updated geographical information system data and other OWNER-provided information.
2. Attend OWNER-conducted fire flow testing for up to 15 locations and gather flow and pressure readings using ENGINEER’s gauges and equipment.
3. Perform a steady-state calibration of the water model using field fire flow testing results and OWNER-provided supervisory control and data acquisition system information, including booster pump flows and storage facility water levels during testing.
4. Review the existing water system performance using the steady-state calibrated water model for current average and maximum day demands. Generate pressure and maximum day demand available fire flow figures.
5. Review potential system deficiencies based on average day demands (ADD), maximum day demands (MDD), and MDD with available fire flow modeling. The following 2025 steady state simulations will be modeled under Section 4 of the report:

Steady State Simulations—Table 1	
Demand Scenario	Description
Pressures Under 2025 ADD	Existing System Hydraulic Analysis
Pressures Under 2025 MDD	
Fire Flows Under 2025 MDD	

6. Prepare a draft report Section 4 summarizing the model preparation, calibration, and current day analyses.

Extended Period Simulation (EPS) Model Calibration and Analysis

1. Perform an EPS calibration of the water model using OWNER-provided hourly pumping and storage facility information from a 24-hour period in 2025 that represents the maximum day demand condition. This calibration will not include pipe segment C-factor field testing.
2. Adjust well operation settings under a 2025 ADD EPS to simulate reduced runtimes associated with wells historically higher in per- and polyfluoroalkyl substances (PFAS).
3. Review model-predicted water age for the water model junctions and storage facilities using an extended period simulation for the 2025 average day demand condition. Water age will be relative water age based on EPS calibration. The following extended period simulations will be modeled under Section 4 of the report:

EPS—Table 2	
Demand Scenario	Description
Water Age Under 2025 ADD	PFAS and Well Water Trace Analysis
Trace Analysis Under 2025 ADD	
Pressures Under 2025 MDD	

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4. Supplement the steady-state water model development report section, Section 4, with the extended period simulation analysis and results.

Water System Analysis for Modifications and Future Growth

1. Use the water model to simulate changes in demands caused by growth to years 2030 and 2050 and review potential modifications to meet the changes in demand including the potential need for additional water supply, storage, or pumping facilities. Include OWNER-identified water main replacement and construction within the city to 2050. Growth information shall be provided by OWNER.
2. Use the water model to review OWNER’s scenarios and review infrastructure modifications. The following future simulations will be modeled under Section 5 of the report:

Future Simulations—Table 3

Demand Scenario	Simulation Type	Description
Pressures and Velocities Under 2030 ADD	Steady State	Lake Michigan Water System Hydraulic Analysis
Pressures and Velocities Under 2030 MDD		
Fire Flows Under 2030 MDD		
Water Age Under 2025 ADD	EPS	
Pressures and Velocities Under 2050 ADD	Steady State	Long-Term Lake Michigan Water System Hydraulic Analysis
Fire Flows Under 2050 MDD		
Seven Additional OWNER-Provided Model Simulations		

Risk Assessment-Based Water Main Replacement Prioritization Plan

1. Review OWNER-provided information that is anticipated to include water main age, potential remaining life, break history, material, size, and soil characteristics.
2. Review water system for potential water main extensions for distribution system looping purposes. Review potential extensions with modeling results.
3. Prepare a draft risk assessment matrix based on POF and COF criteria and submit to OWNER for review prior to Progress Meeting 1. Review OWNER-provided road condition report to revise COF criteria.
4. Review draft water main risk matrix, scoring breakdowns, and weighting factors prior to the initial risk score calculations during Progress Meeting 1. Incorporate OWNER comments, as appropriate.
5. Develop initial water main prioritization ranking list and color-coded figure based on matrix scoring criteria, weightings, and non-water projects established by OWNER.
6. Prepare a draft report Section 6 with a summary of risk-based asset assessment and water main prioritization plan.
7. Submit draft report Sections 4–6 to the OWNER and attend Progress Meeting No. 2 to review the information and collect comments.

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Additional Assessments and Analyses

1. Perform up to two additional iterations of adjustments and analyses of the scenarios in the water model based on comments from OWNER review meeting and adjust draft report sections to reflect changes in results.
2. Perform up to two additional iterations of water main prioritization ranking and figure development.
3. Attend Progress Meeting No. 3 to discuss the updated results of the additional iterations of modeling and water main replacement ranking.

Summary and Conclusions

1. Prepare opinions of probable capital cost (OPCC) for water system modifications in the various report sections in accordance with Association for the Advancement of Cost Engineering (AACE) Cost Estimate Classification System, Class 5 criteria.
2. Provide AACE Cost Estimate Classification System, Class 5 OPCC for the prioritized water main replacement projects through the next five-year planning period based on OWNER-selected annual goals and budgets for water main replacement.
3. Prepare a figure showing project locations and possible year of the modifications.
4. Prepare draft report Section 7 with the summary and conclusions.

Final Report

1. Compile report sections into one draft report document and submit to OWNER for review. Attend Progress Meeting 4 with OWNER to review the draft report and gather comments.
2. Incorporate OWNER comments into the report, as appropriate, and compile a final report with Executive Summary and Conclusions.
3. Finalize the report and submit two hard copies and one electronic copy to OWNER.
4. Provide OWNER's current water system model files with 2025 water demands and current day scenarios on a portable media storage device.

**Service Elements Not Included**

The following services are not included in this Agreement. If such services are required, they will be provided through an amendment to this Agreement or through a separate agreement with OWNER.

1. Additional Site Visits and/or Meetings: Additional OWNER-required site visits or meetings.
2. Drawings and Specifications: Design services including drawings and specifications.
3. Preparation for and/or Appearance in Litigation on Behalf of OWNER: Any services related to litigation.
4. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed.

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### Compensation

OWNER shall compensate ENGINEER for Services under this Agreement on an hourly rate basis plus expenses an estimated fee of \$150,000, generally allocated as follows:

Services	Compensation
Data Collection and Existing System Details	\$ 13,500
Water Demand Analysis and Pumping Capacity Analysis	\$ 10,600
Steady-State Water Model Development	\$ 29,200
EPS Model Calibration and Analysis	\$ 24,000
Water System Analysis for Modifications and Future Growth	\$ 16,600
Risk Assessment-Based Water Main Replacement Prioritization Plan	\$ 22,600
Additional Assessment and Analyses	\$ 15,700
Summary and Conclusions	\$ 9,800
Final Report	\$ 8,000
<b>Total</b>	<b>\$150,000</b>

Expenses incurred such as those for travel, meals, printing, postage, copies, computer, electronic communication, and long-distance telephone calls will be billed at actual cost plus ten percent.

Only sales taxes or other taxes on Services that are in effect at the time this Agreement is executed are included in the Compensation. If the tax laws are subsequently changed by legislation during the life of this Agreement, this Agreement will be adjusted to reflect the net change.

The estimated fee for the Services is based on wage scale/hourly billing rates, adjusted annually on July 1, that anticipates the Services will be completed as indicated. Should the completion time be extended, it may be cause for an adjustment in the estimated fee that reflects any wage scale adjustments made.

The estimated fee will not be exceeded without prior notice to and agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**. Any adjustments will be negotiated based on ENGINEER's increase or decrease in costs caused by delays, extensions, amendments, or changes.

### Schedule

Services will begin upon execution of this Agreement, which is anticipated the week of June 17, 2026. Services are scheduled for completion in general accordance with the following project milestones.

Services	Completion Date
Draft Report Sections 1–3: Data Collection, Existing System Details, Water Demand, Storage and Pumping Capacity Analysis	August 10, 2026
Draft Report Sections 4–6: Steady-State Water Model Development, EPS Model Calibration and Analysis, Water System Analysis for Modifications and Future Growth, Risk Assessment-Based Water Main Replacement Prioritization Plan	November 19, 2026
Additional Assessments and Analyses (Draft Report Sections 4 and 5 Supplement)	January 29, 2027
Final Draft Report Sections 1–7	March 29, 2027
Final Report	May 19, 2027

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### **Standard of Care**

The Standard of Care for all Services performed or furnished by ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's Services.

### **OWNER's Responsibilities**

1. Assist ENGINEER by placing at ENGINEER's disposal all available information pertinent to this project including previous reports, previous drawings and specifications, and any other data relative to the scope of this project.
2. Furnish to ENGINEER, as required by ENGINEER for performance of Services as part of this Agreement, data prepared by or services of others obtained or prepared by OWNER relative to the scope of this project, such as soil borings, probings and subsurface explorations, and laboratory tests and inspections of samples, all of which ENGINEER may rely upon in performing Services under this Agreement.
3. Provide access to and make all provisions for ENGINEER to enter upon public and private lands as required for ENGINEER to perform Services under this Agreement.
4. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by ENGINEER and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the performance of ENGINEER.
5. Provide all legal services as may be required for the development of this project.
6. Pay all permit and plan review fees payable to regulatory agencies.
7. Provide operation of all valves and hydrants and all traffic control for the fire flow testing.

### **Opinion of Probable Cost**

Any opinions of the probable cost prepared by ENGINEER are supplied for general guidance of OWNER only. ENGINEER has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to OWNER. If OWNER requires more than general guidance, then OWNER agrees to obtain an independent cost estimate by others.

### **Changes**

1. OWNER may make changes within the general scope of this Agreement in the Services to be performed. If such changes cause an increase or decrease in ENGINEER's cost or time required for performance of any Services under this Agreement, an equitable adjustment will be made, and this Agreement will be modified in writing accordingly.
2. No services for which additional compensation will be charged by ENGINEER will be furnished without the written authorization of OWNER. The fee established herein will not be exceeded without agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**.
3. If there is a modification of Agency requirements relating to the Services to be performed under this Agreement subsequent to the date of execution of this Agreement, the increased or decreased cost of performance of the Services provided for in this Agreement will be reflected in an appropriate modification of this Agreement.

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### **Extension of Services**

This Agreement may be extended for additional Services upon OWNER's authorization. Extension of Services will be provided for a lump sum or an hourly rate plus expenses.

### **Payment**

OWNER shall make monthly payments to ENGINEER for Services performed in the preceding month based upon monthly invoices. Nonpayment 30 days after the date of receipt of invoice may, at ENGINEER's option, result in assessment of a 1 percent per month carrying charge on the unpaid balance.

Nonpayment 45 days after the date of receipt of invoice may, at ENGINEER's option, result in suspension of Services upon five calendar days' notice to OWNER. ENGINEER will have no liability to OWNER, and OWNER agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by OWNER. Upon receipt of payment in full of all outstanding sums due from OWNER, or curing of such other breach which caused ENGINEER to suspend Services, ENGINEER will resume Services and there will be an equitable adjustment to the remaining project schedule and compensation as a result of the suspension.

Failure to make payments to ENGINEER is cause for termination upon two-week notice to OWNER.

### **Termination**

This Agreement may be terminated with cause in whole or in part in writing by either party subject to a two-week notice and the right of the party being terminated to meet and discuss the termination before the termination takes place. ENGINEER will be paid for all completed or obligated Services up to the date of termination.

### **Data Provided by Others**

ENGINEER is not responsible for the quality or accuracy of data nor for the methods used in the acquisition or development of any such data where such data is provided by or through OWNER, contractor, or others to ENGINEER and where ENGINEER's Services are to be based upon such data. Such data includes, but is not limited to, soil borings, groundwater data, chemical analyses, geotechnical testing, reports, calculations, designs, drawings, specifications, record drawings, contractor's marked-up drawings, and topographical surveys.

### **Third-Party Beneficiaries**

Nothing contained in this Agreement creates a contractual relationship with or a cause of action in favor of a third party against either OWNER or ENGINEER. ENGINEER's Services under this Agreement are being performed solely for OWNER's benefit, and no other party or entity shall have any claim against ENGINEER because of this Agreement or the performance or nonperformance of Services hereunder. OWNER and ENGINEER agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in this project to carry out the intent of this provision.

### **Dispute Resolution**

Except as may be otherwise provided in this Agreement, all claims, counterclaims, disputes, and other matters in question between OWNER and ENGINEER arising out of or relating to this Agreement or the breach thereof will be decided first by mediation, if the parties mutually agree, or with a bench trial in a court of competent jurisdiction within the State of Illinois.





Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Ronald J Wiedeman
<b>Department:</b>	Engineering
<b>Agenda Item:</b>	Discussion on the approval of an Agreement with the State of Illinois, Capital Development Board and the City of Crest Hill for the extension of a water main from Well 11 to Broadway.

**Summary:** Staff along with the City Attorney have been working with the State of Illinois, Capital Development Board, on an agreement for a water main extension along the south side of Division in an utility easement provided by the Department of Corrections for the new Crime Lab and existing State Police District 5 building.

Staff will discuss details.

**Recommended Council Action:** Discussion on the approval of an Agreement with the State of Illinois, Capital Development Board and the City of Crest Hill for the extension of a water main from Well 11 to Broadway.

**Financial Impact:**

**Funding Source:**

**Budgeted Amount:** n/a

**Cost:** n/a

**Attachments:**

Draft State of Illinois FORM Utility Agmt 6.4.2026

Section A-Scope of work of Water Main Extension\_5018.2026

Section B-ISP Water Extension Exhibit\_5.18.2026

The City of Crest Hill, a Municipal Corporation ("the City") and State of Illinois, Capital Development Board ("Customer") agree that the City will furnish at the Customer's expense all labor and materials necessary to extend the City's existing water main from Crest Hill Well #11 east to the existing Illinois State Police District 5 Headquarters and new Illinois State Police Crime Lab (Customer's Premises) located at or near 16648 Broadway St., Lockport, 19422 Division St, 19444 Division St, Illinois as more further defined in Sections A, B, and C below and attached.

- [X] Section A. Providing water service facilities to be owned and maintained by the City. See attached Section A, Scope of Water Main Extension.
- [X] Section B. A sketch attached hereto is hereby made a part of this Agreement and expressly designates ownership of the facilities and location of work., See Section B.
- [X] Section C. A detailed cost estimate of work and services being reimbursed by Customer to the City.

The Customer agrees to pay to the City the full amount needed to prepare design plans, and conveyance documents, to bid out per city requirements, to construct the new water main utility and costs associated with the inspection and documentation to ensure compliance with City requirements, as estimated in Exhibit C, which is estimated at \$1,800,000.00, but, final costs will be based on actual costs incurred by the City. The City will provide to the Customer documentation in the form of pay requests, invoices and proof of payment for reimbursement of work performed as outlined in Exhibit C. Reimbursement will be submitted on a monthly basis until work is completed and the full balance owed is paid.

Work will be performed by contractors, approved and awarded pursuant to the City's normal bidding procedures.

All water main and transmission equipment installed as part of the scope of work is and shall remain the property of the City.

FOR THE CITY:

FOR THE CUSTOMER

Submitted by:  
City of Crest Hill

Accepted by:  
State of Illinois  
Capital Development Board

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

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

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

Title: \_\_\_\_\_

Title: Executive Director

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

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

By: \_\_\_\_\_

(Signature)

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

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

(Signature)

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

Title: CFO

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

By: \_\_\_\_\_

(Signature)

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

Title: General Counsel

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

Approved By:

By: \_\_\_\_\_

(Signature)

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

Title: \_\_\_\_\_

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

City's Mailing Address:

20600 City Center Blvd.  
Crest Hill, Illinois, 60403  
Attention: City Administrator

Customer's Mailing Address:

Capital Development Board  
3<sup>rd</sup> Floor, Stratton Building  
401 S. Spring St.  
Springfield, Illinois 62706  
Attention: Dan Troglia  
CDB Project No 291-000-018

**CHARGES UNDER CUSTOMER WORK AGREEMENT****Section C (Project Cost Estimates)****Total Estimated Cost**

<b>Design Engineering</b>	<b>\$100,000.00</b>
<b>Survey Engineering</b>	<b>\$30,000.00</b>
<b>Conveyance Document Services (Attorney Prepared Documents)</b>	<b>\$25,000.00</b>
<b>Construction</b>	<b>\$1,500,000.00</b>
<b>Construction Engineering</b>	<b>\$125,000.00</b>
<b>Construction Testing</b>	<b>\$20,000.00</b>
<b>Estimated Total Project Costs</b>	<b>\$1,800,000.00</b>

**Termination of Funding:**

CDB's obligations shall cease immediately, without further payment being required, in any year for which the General Assembly of the State of Illinois or other legally applicable funding source fails to make an appropriation sufficient to pay such obligation

**CERTIFICATIONS**

**LEGAL ABILITY TO CONTRACT:** City certifies it is under no legal prohibition on contracting with the State of Illinois, has no known conflicts of interest and further specifically certifies that:

1.1. As part of each certification, City acknowledges and agrees that should City or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Illinois Certification requirements, one or more of the following sanctions will apply:

- the contract may be void by operation of law,
- the State may void the contract, and
- the City and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

1.2. City certifies it is not prohibited by federal agencies pursuant to a United States Department of Homeland Security Binding Operational Directive due to cybersecurity risks. 30 ILCS 500/25-90.

1.3. certifies that it is a legal entity authorized to do business in Illinois prior to submission of a bid, offer, or proposal. 30 ILCS 500/1-15.80, 20-43.

- 1.4. City certifies it has neither been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor made an admission of guilt of such conduct that is a matter of record. 30 ILCS 500/50-5.
- 1.5. City certifies it is not barred from having a contract with the State based upon violating the prohibitions related to either submitting/writing specifications or providing assistance to an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or similar assistance (except as part of a public request for such information). 30 ILCS 500/50-10.5(e), *amended* by Pub. Act No. 97-0895 (August 3, 2012).
- 1.6. City certifies that it and its affiliates are not delinquent in the payment of any debt to the State (or if delinquent has cured the delinquency within 7 calendar days from the bid date by satisfying the entire debt, entering into a deferred payment plan to pay the debt, or is actively disputing or seeking a resolution to the debt), and City and its affiliates acknowledge the State may declare the contract void if this certification is false or if City or an affiliate later becomes delinquent and has not entered into a deferred payment plan to pay off the debt. 30 ILCS 500/50-11, 50-60.
- 1.7. City certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years and is therefore not barred from being awarded a contract. 30 ILCS 500/50-14.
- 1.8. City certifies it has neither paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract. 30 ILCS 500/50-25.
- 1.9. City certifies it is not in violation of the “Revolving Door” provisions of the Illinois Procurement Code. 30 ILCS 500/50-30.
- 1.10. City certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. 30 ILCS 500/50-38.
- 1.11. City certifies that if it has hired a person required to register under the Lobbyist Registration Act to assist in obtaining any State contract, that none of the lobbyist’s costs, fees, compensation, reimbursements, or other remuneration were billed to the State. 30 ILCS 500/50-38.

- 1.12. City certifies it will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers, or employees of the State. 30 ILCS 500/50-40, 50-45, 50-50.
- 1.13. City certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring Agency/University grants an exception. 30 ILCS 565.
- 1.14. Drug Free Workplace
  - 4.20.1. If City employs 25 or more employees and this contract is worth more than \$5,000, City certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.
  - 4.20.2. If City is an individual and this contract is worth more than \$5,000, City certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the contract. 30 ILCS 580.
- 1.15. City certifies that neither City nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the United States. Department of Commerce. 30 ILCS 582.
- 1.16. City certifies it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States. 720 ILCS 5/33 E-3, E-4.
- 1.17. City certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, which include providing equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies. 775 ILCS 5/2-105.
- 1.18. City certifies it does not pay dues to or reimburse or subsidize payments by its employees for any dues or fees to any “discriminating club.” 775 ILCS 25/2.
- 1.19. City certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been or will be produced in whole or in part by forced labor or indentured labor under penal sanction. 30 ILCS 583.
- 1.20. City certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12. 30 ILCS 584.
- 1.21. City certifies that any violation of the Lead Poisoning Prevention Act, as it applies to owners of residential buildings, has been mitigated. 410 ILCS 45.
- 1.22. City warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Citys and subcontractors from hiring the then-serving Governor’s family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

1.23. City certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this contract comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at (www.dhs.state.il.us/iitaa) 30 ILCS 587.

1.24. City certifies that it has read, understands, and is in compliance with the registration requirements of the Elections Code (10 ILCS 5/9-35) and the restrictions on making political contributions and related requirements of the Illinois Procurement Code. 30 ILCS 500/20-160 and 50-37. City will not make a political contribution that will violate these requirements.

In accordance with section 20-160 of the Illinois Procurement Code, City certifies as applicable:

City is not required to register as a business entity with the State Board of Elections.

or

City has registered with the State Board of Elections. As a registered business entity, City acknowledges a continuing duty to update the registration as required by the Act.

1.25. City certifies that if it is awarded a contract through the use of the preference required by the Procurement of Domestic Products Act, then it shall provide products pursuant to the contract or a subcontract that are manufactured in the United States or Illinois. 30 ILCS 517.

1.26.  City certifies that, for the duration of this contract it will:

- post its employment vacancies in Illinois and border states on the Department of Employment Security’s IllinoisJobLink.com website or its successor system; or
- will provide an online link to these employment vacancies so that this link is accessible through the IllinoisJobLink.com website or its successor system; or
- is exempt from 20 ILCS 1005/1005-47 because the contract is for construction-related services as that term is defined in section 1-15.20 of the Procurement Code; or the contract is for construction and City is a party to a contract with a bona fide labor organization and performs construction. (20 ILCS 1005/1005-47).

CITY (show Company name and DBA)

\_\_\_\_\_

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Title\_\_\_\_\_Date\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

- *If you are an individual, enter your name and SSN as it appears on your Social Security Card.*
- *If you are a sole proprietor, enter the owner's name on the name line followed by the name of the business and the owner's SSN or EIN.*
- *If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's name on the name line and the d/b/a on the business name line and enter the owner's SSN or EIN.*
- *If the LLC is a corporation or partnership, enter the entity's business name and EIN and for corporations, attach IRS acceptance letter (CP261 or CP277).*
- *For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.*

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

Business Name: \_\_\_\_\_

Taxpayer Identification Number:  
 Social Security Number \_\_\_\_\_  
 or  
 Employer Identification Number \_\_\_\_\_

Legal Status (*check one*):

- |  |  |
|--|--|
| <input type="checkbox"/> Individual  | <input checked="" type="checkbox"/> Governmental   |
| <input type="checkbox"/> Sole Proprietor   | <input type="checkbox"/> Nonresident alien   |
| <input type="checkbox"/> Partnership   | <input type="checkbox"/> Estate or trust   |
| <input type="checkbox"/> Legal Services Corporation  | <input type="checkbox"/> Pharmacy (Non-Corp.)  |
| <input type="checkbox"/> Tax-exempt  | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.)  |
| <input type="checkbox"/> Corporation providing or billing classification)<br>medical and/or health care services | <input type="checkbox"/> Limited Liability Company (select applicable tax<br><input type="checkbox"/> D = disregarded entity<br><input type="checkbox"/> C = corporation |
| <input type="checkbox"/> Corporation NOT providing or billing medical and/or health care services                | <input type="checkbox"/> P = partnership   |

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

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

## Section A

The scope of work will consist of the extension of the City's existing water main from the City's existing well no. 11 east to the existing Illinois State Police Facility. The new water main will be installed in a new 10-ft wide utility easement adjacent to the south right of way line of Division St. An additional 5-ft wide temporary construction easement will also be needed for construction of the new extended water main.

The work to extend the water main shall include furnishing and installing an 8-12-inch diameter water main. The final size of the water line is to be determined by the City of Crest Hill. The extended water line will include two new service taps for both the new State Crime Lab and the existing Illinois State Police Facility; valves and fire hydrants and the new main shall be installed according to city standards. The service lines will extend the new water main to the north right of way line. The installed water main shall be tested, disinfected, and commissioned in accordance with applicable standards and be owned by the City of Crest Hill.

The project shall include coordination with the City of Crest Hill, Capital Development Board and the Illinois Department of Corrections (DOC) for required easements and utility agreements along with cost contributions.

The responsibilities for completion of this work will be assigned accordingly, The City of Crest Hill through the use of consultants and the city attorney will be responsible for the preparation of easement documents, bid documents and plans, IEPA permits, construction, construction inspection and certification of the work.

Once the legal documents and exhibits are completed, they will be provided to the Capital Development Board to work with DOC to acquire the required permanent and temporary easements.

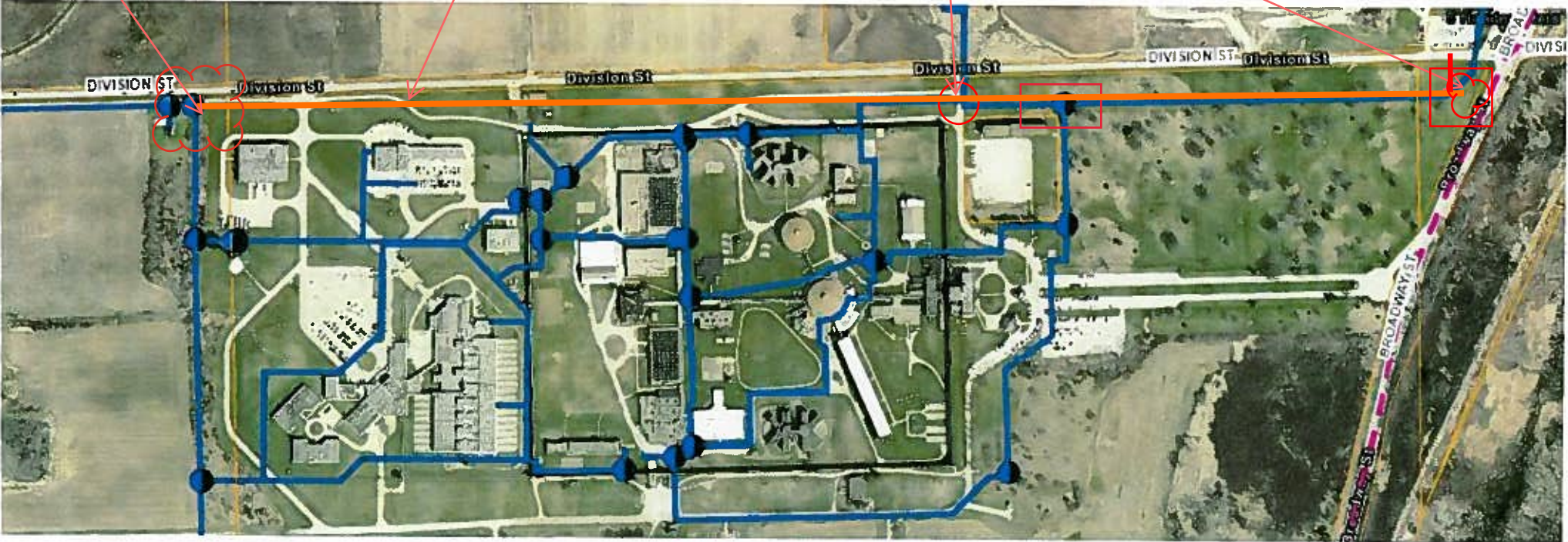
All costs related to survey, conveyance document preparation, design, construction engineering services and construction costs will be reimbursed to the City of Crest Hill based on actual costs.

New proposed water main to be placed in a 10 ft wide utility easement granted by the DOC to the City of Crest Hill.  
Once constructed the city will own and maintain this new water main extension.

Approximate proposed new ISP Lab water service tie-in location construction to the north right of way line of Division St.

Approximate location of new ISP water service tie-in location constructed to the north right of way to Division St.

Extend Water Main from City of Crest Hill's Well 11.



Note:  
All required easements to be acquired by the State of Illinois Capital Development Board from the Department of Corrections.



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Gary Richarson/Ronald J Wiedeman
<b>Department:</b>	Public Works/Engineering
<b>Agenda Item:</b>	Provide direction to staff and budget number to purchase and install 250 <sup>th</sup> Banner and/or Standard Banner.

**Summary:** Discussion with Council regarding the 250<sup>th</sup> Celebration.

Purchase Banners:

- All with reference of 250<sup>th</sup>
- None with reference 250<sup>th</sup>
- Mix between 250<sup>th</sup> and no 250<sup>th</sup>.
- Other options
- Purchase Nothing

The total number of poles around City Hall is 29.

Total Cost for 29 banners is \$900.00

Public Works rental of Inner Boom Truck Daily Rate is \$450.

**Recommended Council Action:** Provide direction to staff and budget number to purchase and install 250<sup>th</sup> Banner and/or Standard Banner.

**Financial Impact:**

**Funding Source:** General Fund

**Budgeted Amount:** TBD

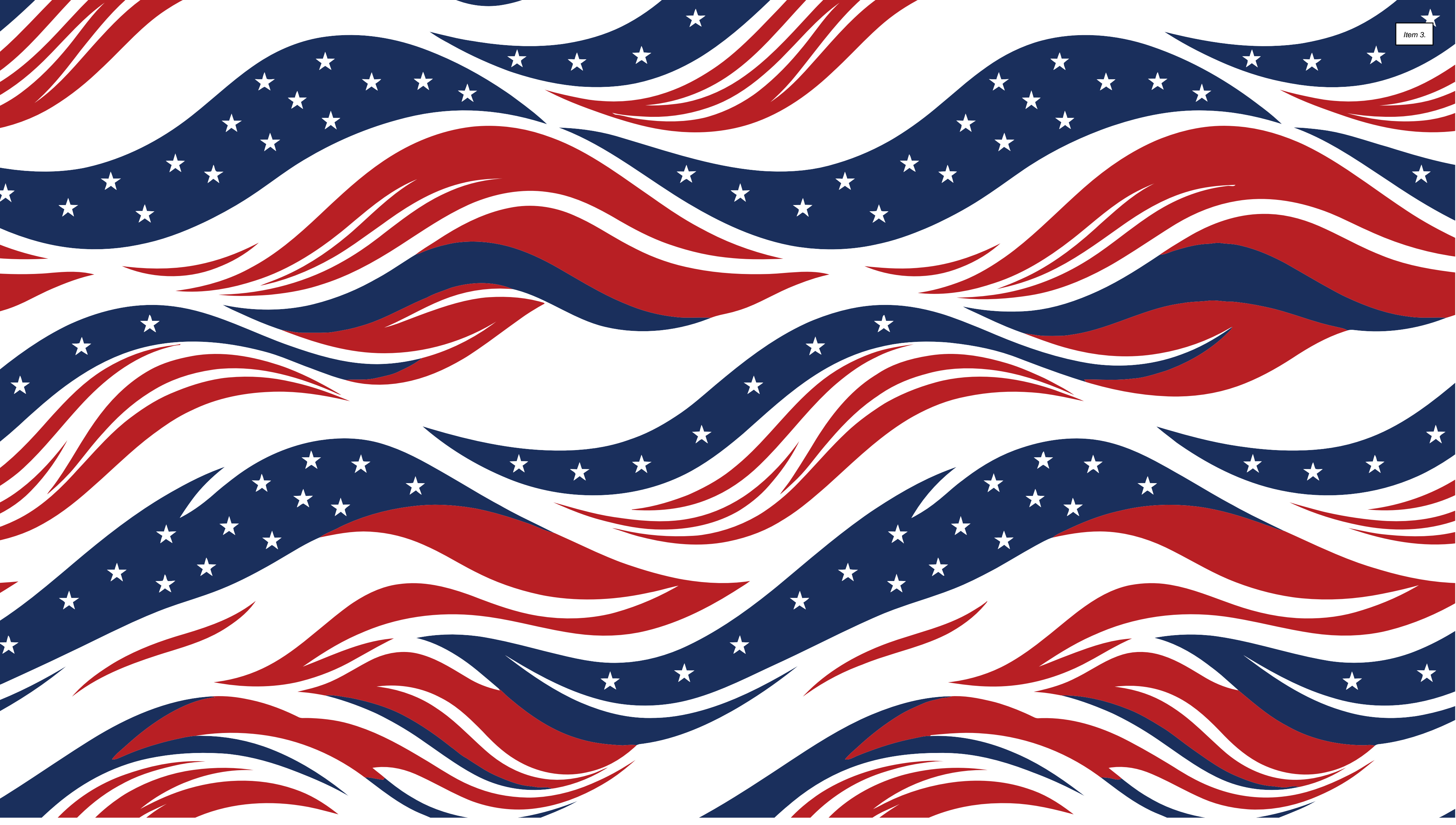
**Cost:** TBD

**Attachments:**

250<sup>th</sup> USA-Roadway Banners  
 124980-Revised Quote-Roadway Banners  
 TEL-29-N-NE Product Sheet 201904.  
 Unit #1149 Rental Estimate.



**1776 - 2026**

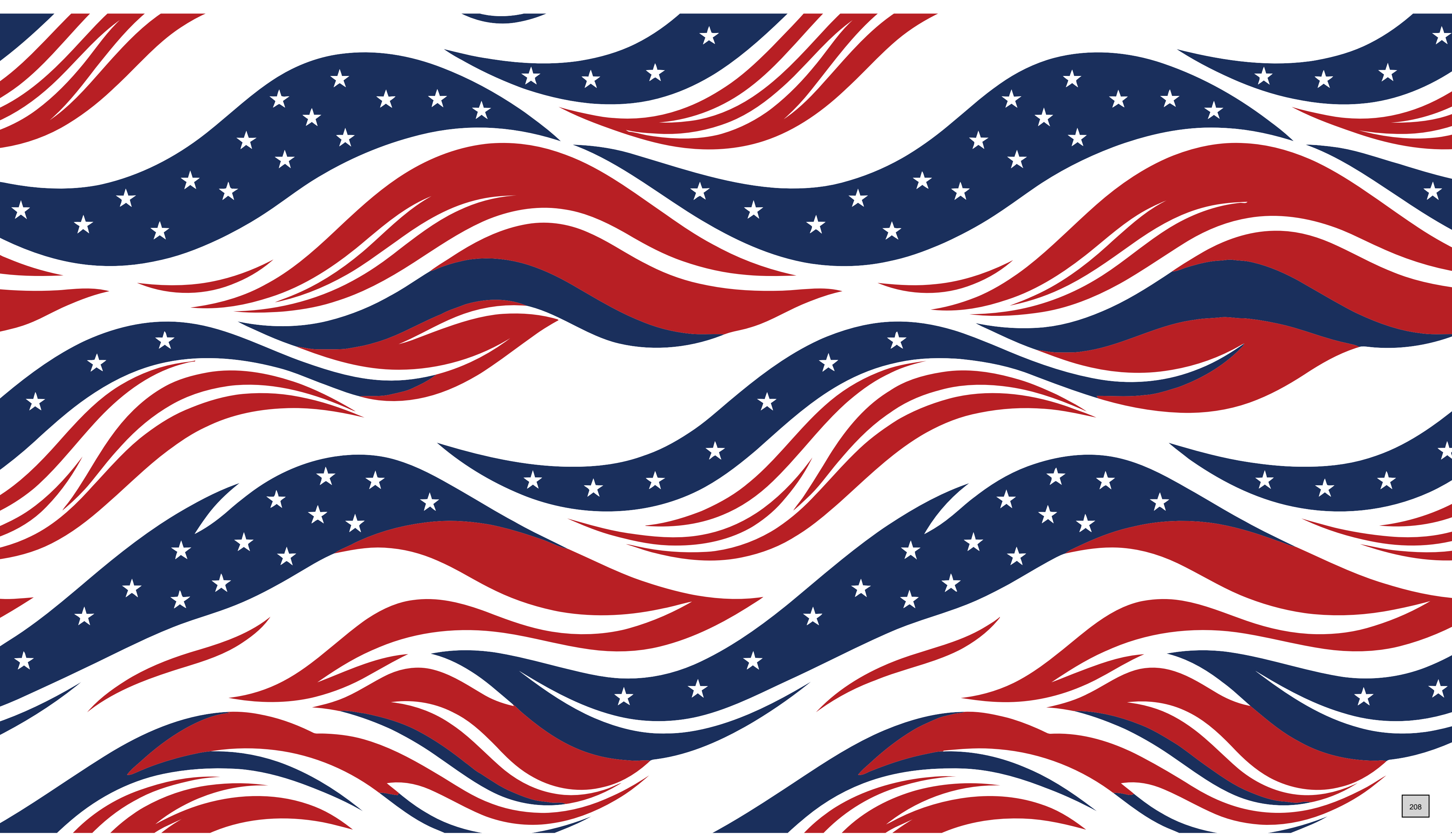


UNITED STATES OF AMERICA

# 250<sup>TH</sup> ANNIVERSARY

★ ★ ★ 1776 - 2026 ★ ★ ★

*Crest Hill*  
CITY OF NEIGHBORS



UNITED STATES OF AMERICA

250<sup>TH</sup> ANNIVERSARY

★ ★ ★ 1776 - 2026 ★ ★ ★

*Crest Hill*  
CITY OF NEIGHBORS





*Crest Hill*  
CITY OF NEIGHBORS

1453 Caton Farm Road • Lockport, IL 60441  
 (p) 630.759.0007 • (f) 630.759.0008  
 www.unlimitedgraphix.com

## QUOTATION

Item 3.

Number	Date
124980	06/05/26
Customer:	
CITCRE	

### BILL TO:

CITY OF CREST HILL  
 ACCOUNTS PAYABLE / CITY TREASURER  
 1610 PLAINFIELD ROAD  
 CREST HILL IL 60403  
 Phone: 815-741-5103  
 Fax: 815-741-5116  
 Email: accountspayable@cityofcresthill.com

### SHIP TO:

CUSTOMER PICKUP  
 CITY OF CREST HILL  
 RON WIEDEMAN 815-741-5122

*THANK YOU FOR ALLOWING US THE OPPORTUNITY TO BE OF SERVICE.*

ACCOUNT EXECUTIVE	PRODUCTION TIME AFTER FINAL ART APPROVAL	SHIP VIA	TERMS	
RN - KIM RABKA	APPROXIMATELY 12-14 WORKDAYS AFTER PROOF APPROVAL	BEST WAY	NET 20 DAYS	
PRICING IS VALID FOR 30 DAYS. Your indication of quantity and approval of this proposal will serve as authorization for Unlimited Graphix, Inc. to proceed as indicated. Certain orders will be subject to additional order acknowledgments or as requested by the client. Invoices past due will be assessed at a 1-1/2% per month finance charge which is an annual percentage rate of 18%. Title and possession of all artwork, plates, dies, etc. purchased by Unlimited Graphix, Inc. pursuant to the fulfillment of this order shall remain the property of Unlimited Graphix, Inc. unless invoiced as a separate line item and paid for by the customer.				
Item	Description	Quantity	UOM	Unit Price

32207	ROADWAY LIGHT BANNERS	29	EA	\$28.58
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\*\*\*\*\*  
 - PRINTS FULL COLOR - 2 SIDES  
 \*\*\*\*\*

SETUP AND PROOF = \$67.50  
 - INCLUDES FIRST PROOF AND 1 ROUND OF REVISIONS  
 - ADDITIONAL REVISIONS TO BE BILLED AT \$90.00 / HR IF NEEDED  
 \*\*\*\*\*

UNIT PRICE DOES NOT INCLUDE:  
 INSTALLATION IF NEEDED,  
 SALES TAX & DELIVERY

SUBTOTAL = \$896.32 \*\*  
 (INCLUDES - SETUP AND PROOF,  
 DNI SALES TAX, INSTALLATION OR DELIVERY)



Any Customer supplied artwork VIA electronic media or otherwise must be completed with original pictures, fonts, files and print calibrated color proof. Additional artwork, prepress or proofing required will be Billed accordingly.

**ALL QUOTED PRODUCTS ARE SUBJECT TO FREIGHT F.O.B. PLANT UNLESS OTHERWISE NOTED**

AUTHORIZED SIGNATURE	P.O. NUMBER	DATE	
CREDIT CARD NUMBER	AMEX	VISA	MASTERCARD

THE ABOVE PRICES DO NOT INCLUDE THE FOLLOWING:  
 INDUSTRY STANDARD 10% OVER OR UNDER RUN  
 25% CANCELLATION AND RESTOCKING FEE  
 CURRENT SALES TAX IS NOT INCLUDED IN THE ABOVE PRICING.

THANK 212 !!

# TEL-29-N/NE

Telescopic Aerial Device

Item 3.

**WORKING HEIGHT:** Up to 34 ft 9 in (10.6 m)

**HORIZONTAL REACH:** Up to 22 ft 7 in (6.88 m)

**PLATFORM CAPACITY:** Up to 400 lb (181 kg)

**ALUMINUM**

Inner Boom

**LIGHT  
WEIGHT**

Pedestal



*TEL-29-NE model shown here.*

**VERSALIFT**

**VERSALIFT** is a leading global manufacturer of bucket trucks, digger derricks, cable placers and other specialty equipment for use in the power generation, transmission and distribution, investor-owned utility, telecommunications, bridge inspection, light and sign, and forestry industries. Providing equipment sales, service, training, warranty and financing to government agencies, corporations, contractors, co-ops and municipalities through its global network of facilities and distributors. the company employs more than 900 employees worldwide.

# TEL-29-N/NE

Telescopic Aerial Device



## GENERAL SPECIFICATIONS:

(Based on 40 in Frame)

### Horizontal Reach

TEL-29-N	20 ft 8 in (6.30 m)
TEL-29-NE	22 ft 7 in (6.88 m)

### Maximum Rated Platform Capacity

TEL-29-N	350 lbs (160 kg)
TEL-29-NE	400 lbs (181 kg)

Outer Boom Articulation -14° to +74°

Inner Boom Extension 116 in (2.95 m)

## WITH STANDARD PEDESTAL:

### Height to Bottom of Platform

TEL-29-N	28 ft 11 in (8.81 m)
TEL-29-NE	29 ft 9 in (9.07 m)

### Working Height

TEL-29-N	33 ft 11 in (10.34 m)
TEL-29-NE	34 ft 9 in (10.6 m)

### Stowed Travel Height

9 ft 9 in (2.97 m)

## HYDRAULIC SYSTEM:

Operating Pressure 2250 psi (155 bar)

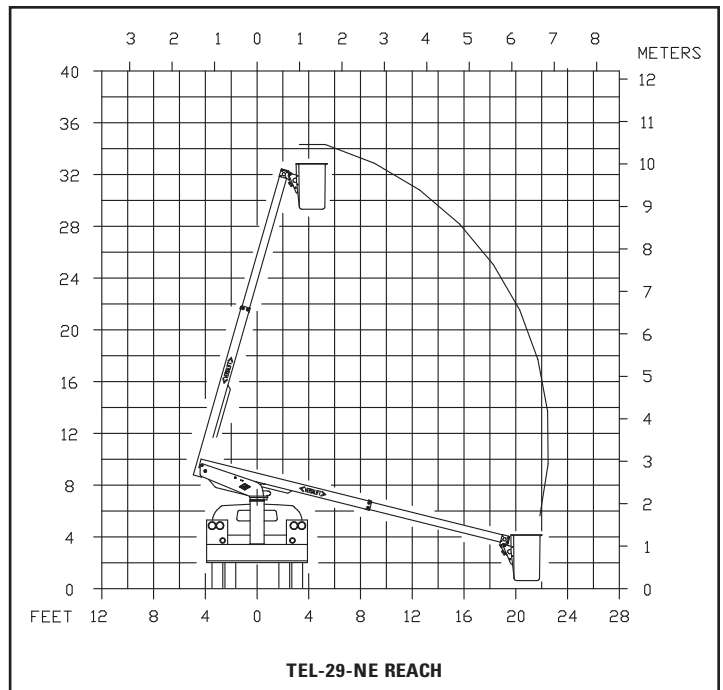
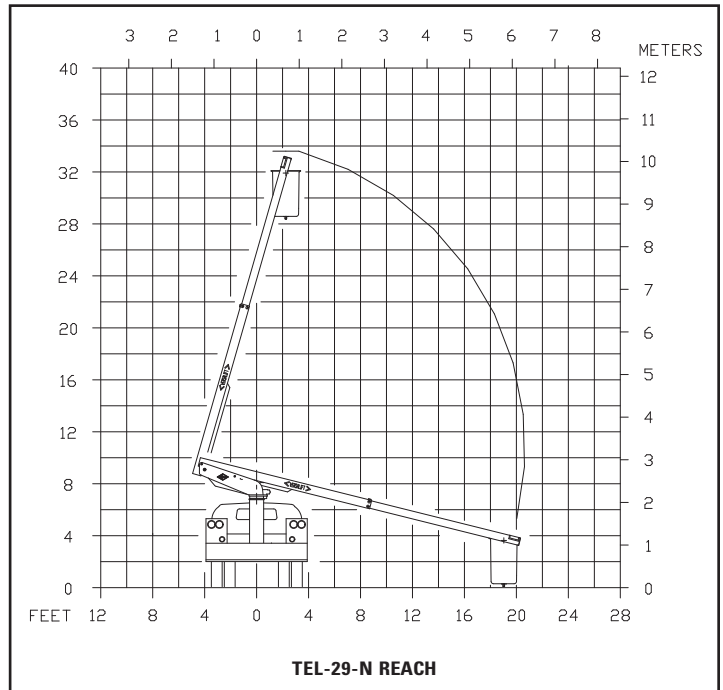
Flow Rate 2 gpm (8 lpm)

Filtration 10 micron pressure  
10 micron return  
100 mesh suction

System Type Open Center

## OPTIONS:

- Backup 12-Volt Pump
- Continuous Rotation
- Hydraulic Leveling
- Taller Pedestal
- Engine Throttle Control
- Various Platforms and Covers
- 120-Volt Hour Meter
- Extra Control Circuit from the Platform
- 180 Degree Platform Positioner (-NE only)
- Bridge Mount Pedestal
- Emergency Lowering
- Remote Lower Control
- Torsion Bar



Note: Specifications on units may vary or change without prior notifications due to option selections.



605 Anderson Drive Romeoville, IL 60446  
Phone: 815-886-1776

**Daily Rate: \$420    Weekly Rate: \$1,255    4 weeks: \$3,200**

Mileage Allowance: 75/day; 375/five-day work week; or 1,500 four-weeks, Overage: \$.25/mile

<b>Unit Number</b>	<b>1149</b>
<b>Value</b>	<b>\$113,000.00</b>
<b>Chassis Year</b>	<b>2013</b>
<b>Chassis Make/Model</b>	<b>FORD F350</b>
<b>Chassis VIN</b>	<b>1FDRF3G64DEA57341</b>
<b>Equipment Manufacturer</b>	<b>VERSALIFT</b>
<b>Equipment Model</b>	<b>TEL29N-03</b>
<b>Equipment Serial Number</b>	<b>AG130024</b>
<b>Gross Vehicle Weight</b>	<b>13,000lbs</b>
<b>Drivers Licensed Required</b>	<b>"D"</b>
<b>License Plate</b>	<b>FP205664</b>

- Worker's compensation and employer's liability insurance, with limits of at least the statutory minimum.
- Primary non-contributory commercial general liability insurance on an occurrence basis, including bodily injury and property damage coverage with minimum limits of \$1,000,000 per occurrence and \$1,000,000, in the aggregate.

If Lessee has excess or umbrella insurance, Lessee's policy must be endorsed so that it is primary to all of Lessor's insurance policies.

- Commercial Automobile Liability in the amount of \$1,000,000.00, with Lessor named as additional insured; comprehensive and collision coverage with Lessor named as Loss Payee, and a minimum 30 days written notice of cancellation.
- Inland marine/all-risk physical damage insurance to cover the full insurance value of the Equipment, including any boom or jib, for its loss or damage from any and all causes, including but not limited to, overloading, misuse, fire, theft, flood, explosion, overturn, accident, and acts of God occurring during the rental term. The valuation of the Equipment is listed under the heading of "Details of Equipment", and the parties agree that this is the actual value of the Equipment for the purposes of fixing the Equipment's insurable value.
- All policies are to be written by insurance companies acceptable to the Lessor.
- The Lessor is to be included as an additional insured on all liability insurance policies, including primary, and any umbrella/excess (ISO Form CG 20 10 10 01, ISO CG 20 37 10 01, CG 20 28 07 04, and CG 20 34 03 97 must be used); Lessee shall name Lessor as loss payee on all insurance policies. Also, the Lessor is to be named as an additional insured on all liability insurance certificates. Lessee shall provide all such liability insurance certificates to Lessor.

All policies shall be endorsed to require the insurer to give thirty (30) days advanced notice to Lessor prior to cancellation. Estimate for rental units are good for 30 days.

**TOLLS AND ANY SPEEDING OR MOVING VIOLATIONS ARE THE CUSTOMERS RESPONSIBILITY AND WILL CHARGED AN ADMINISTRATION FEE. ANY INCIDENT INVOLVING A RENTAL UNIT MUST BE REPORTED TO USSI RENTALS, INC. NO SMOKING OR VAPING IN ANY RENTAL UNIT.**




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**Agenda Memo**
**Crest Hill, IL**


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<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Ronald J Wiedeman
<b>Department:</b>	Engineering
<b>Agenda Item:</b>	A Resolution Approving an Amendment to the Construction Agreement by and between the City of Crest Hill, Will County, Illinois and P.T. Ferro Construction Company for the Division Roadway Reconstruction Improvement.

**Summary:** During the removal of the existing pavement existing organic and silty soils were identified that required removal to provide a new pavement structure that will not fail for the design life of the pavement. The city qualified soil tester verified these areas of removal and pay items identified in the plans to complete this work was not in sufficient quantity to address all of the removal needed. During design the boring that were taken showed that their materials present that needed to be removed, but this boring are only in isolated locations to provide enough information on the extent of the required removal. This is not known until the actual material is exposed and also depends on the time of year material are exposed.

Based on field conditions an additional \$120,000 of excavation and placement of stone was required. See attached Change order from our engineering consultant firm for additional information.

**Recommended Council Action:** A Resolution Approving an Amendment to the Construction Agreement by and between the City of Crest Hill, Will County, Illinois and P.T. Ferro Construction Company for the Division Roadway Reconstruction Improvement.

---

**Financial Impact:**

**Funding Source:** Capital Projects Fund

**Budgeted Amount:** \$2,200,000.00

**Cost Approved to Date:**

Award Construction Amount \$2,023,482.72

Plus Change Order No.2 \$120,000.00

New Cost Approved to Date \$2,143,482.72

**Attachments**

CO3-P.T Ferro-Division- Resolution

Exhibit A-Division-PT Ferro CO3-Memo

## RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AN AMENDMENT TO THE TO THE CONSTRUCTION AGREEMENT BY AND BETWEEN THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS AND P.T. FERRO CONSTRUCTION COMPANY FOR THE DIVISION ROADWAY RECONSTRUCTION IMPROVEMENT.**

---

**WHEREAS**, the Corporate Authorities of the City of Crest Hill, Will County, Illinois, have the authority to adopt resolutions and to promulgate rules and regulations that pertain to the City's government and affairs and protect the public health and, safety, and welfare of its citizens; and

**WHEREAS**, pursuant to Section 2-2-12 of the Illinois Municipal Code (65 ILCS 5/2-2-12), the City Council possesses the authority to enter into contracts that serve the legitimate corporate purposes of the City; and

**WHEREAS**, P.T. Ferro Construction Company. (the "COMPANY"), is an entity that is in the business of providing Construction Services and on February 17, 2025, the City of Crest Hill, by the passage of Resolution 1384, was awarded the contract to perform the Division Roadway Reconstruction Improvement. (the "Project") in the amount of \$2,023,482.72; and

**WHEREAS**, During the removal of the existing pavement existing organic and silty soils were identified that required removal to provide a new pavement structure that will not fail for the design life of the pavement

**WHEREAS**, The city's qualified soil tester verified these areas of removal and pay items identified in the plans to complete this work was not in sufficient quantity to address all of the removal needed, the City's staff and the Company have negotiated an amendment (Change Order) to the original contract which will increase the total amount of the contract by \$120,000 to a total of \$2,143,82.72, which Change Order is attached hereto as Exhibit A and incorporated herein; and

**WHEREAS**, the City Council has determined that it is in the best interests of the City and its residents to approve the Change Order and amendment to the total contract price to avoid delays and keep the project on schedule; and

**WHEREAS**, City Staff and the City Council have reviewed Exhibit A and determined that the conditions, terms, and provisions are fair, reasonable, and acceptable to the City and that the Contract approved by Resolution #1384 should be amended to include the Change Order attached as Exhibit A

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crest Hill, Illinois, pursuant to its statutory authority, as follows:

**SECTION 1: PREAMBLE.** The City Council hereby finds that all the recitals contained in the preamble to this Resolution are true, correct and complete and are hereby incorporated by reference hereto and made part hereof.

**SECTION 2: AGREEMENT APPROVED.** The City Council hereby finds and declares that the conditions, terms, and provisions of the Change Order to the Contract approved by Resolution #1384, which Change Order is attached as (Exhibit A in the amount of \$120,000.00 are fair, reasonable, and acceptable to the City and that the same is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the Mayor to execute and deliver, and the Clerk to attest, the Change Order, and further to take any and all other actions, including without limitation the execution and delivery of any and all documents, necessary and appropriate to effectuate the intent of this Resolution, which is to increase the total contract amount of the Contract approved by Resolution #1384 by \$120,000 to a total of \$2,143,82.72.

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

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

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

*[Intentionally Blank]*

PASSED THIS 15TH DAY JUNE, 2026.

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

APPROVED THIS 15TH DAY OF JUNE, 2026.

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

ATTEST:

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

# EXHIBIT A

(P.T.FERRO CONSTRUCITON  
CHANGE ORDER #3)

**CHANGE ORDER 3**  
**AUTHORIZATION / CHANGE ORDER JUSTIFICATION**  
**City of Crest Hill**  
**Division Street Improvements**  
**Additional Subgrade Stabilization Due to Unsuitable Organic and Silty Soils**

This authorization is requested for additional quantities associated with unsuitable subgrade conditions encountered during construction of the Division Street Improvements project.

During roadway excavation and subgrade preparation, areas of organic and silty soil were identified within the proposed pavement limits. A qualified soils tester evaluated the exposed subgrade conditions and determined that the unsuitable materials required removal and replacement with stabilization materials to provide a suitable foundation for the proposed roadway section.

The following contract items were utilized to address these field conditions:

**Removal and Disposal of Unsuitable Materials**

Used to remove and dispose of unsuitable organic and silty soils encountered below the proposed roadway section.

**Geotechnical Fabric for Ground Stabilization**

Used to separate the existing subgrade from the aggregate stabilization layer, limit migration of fines, and provide reinforcement across weaker areas.

**Aggregate Subgrade Improvement**

Used to replace unsuitable material with aggregate and provide a stable working platform for roadway construction.

The additional quantities were required due to actual field conditions encountered during construction that were not fully known prior to excavation. The work was necessary to properly construct the roadway section in accordance with the contract documents and applicable Standard Specifications for Road and Bridge Construction.

The following contract items exceeded the as-bid quantities as a result of these field-discovered unsuitable soil conditions:

<b>Contract Item</b>	<b>Overage</b>
Removal and Disposal of Unsuitable Materials	\$70,000.00
Geotechnical Fabric for Ground Stabilization	\$20,000.20
Aggregate Subgrade Improvement	\$30,000.00
<b>Total Authorization / Change Order Amount</b>	<b>\$120,000.00</b>

Sincerely,  
V3 COMPANIES, LTD.

Accepted For:  
City of Crest Hill

*Joe Cipriani*

Joe Cipriani  
Engineer

By: \_\_\_\_\_

Title: \_\_\_\_\_

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



## Work Session Memo

Crest Hill, IL

<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Ron Wiedeman, Director of Engineering Ashley Monroe, Assistant City Administrator/HR
<b>Department:</b>	Engineering
<b>Agenda Item:</b>	Assistant City Engineer Position

**Summary:** During the FY26 budget process, an Assistant City Engineer position received preliminary approval to include in the budget for approximately six months of salary. This position would assist the Director of Engineering with review, analysis, and execution of capital projects as well as the transition to Lake Michigan water.

As outlined in the attached job description, the Assistant City Engineer will perform a variety of engineering, project management, and development review functions and will serve as the primary Engineering Department contact in the absence of the Director of Engineering.

Staff is seeking direction regarding the position and proposed salary range. The recommended range is intended to provide flexibility to attract qualified candidates, with starting compensation dependent upon experience, professional licensure, certifications, and successful completion of applicable engineering examinations.

Tentatively, staff anticipates posting the position from August through September, reviewing applications and interviewing in mid- to late-fall, and starting the candidate after January 1, 2027. This timeline allows plenty of opportunity to advertise the position and seek appropriate candidates, and pay salary for just four months of the fiscal year.

**Recommended Council Action:** Approve Job Description, salary range, and posting for Assistant Engineer.

**Attachments:**  
Job Description



**Position:** Assistant City Engineer

**Department:** Engineering

**Status:** Exempt

**Last Updated:** 6/8/2026

**Salary Range:** \$100,000 To \$125,000.00 Annually

**General Purpose:** The Assistant City Engineer contributes to the management of the engineering department and practices municipal engineering activities for streets, utilities, and facilities. Assists the Director of Engineering in planning, organizing, coordinating, and evaluating work within the Engineering Department including capital projects and development review. Serves as the main contact for the Engineering Department in the absence of the Director of Engineering.

**Supervision Received:**

The Assistant City Engineer works under the immediate supervision of the Director of Engineering.

**Supervision Exercised:**

None.

**Duties and Responsibilities:**

The Assistant City Engineer shall have the following duties:

- (A) Assist the Director of Engineering to manage, plan, and implement the capital improvement program and development review programs
- (B) Coordinate with management and City staff on completing development reviews including managing processes and timelines
- (C) Ensure the accurate review of plans and completion of reports for residential and commercial private development projects for compliance with City design standards, state regulations and municipal codes
- (D) Ensure the accurate review and approval of right-of-way permits for both City and non-City projects
- (E) Coordinate with management and City staff on completing Capital Improvement Projects, including providing engineering and construction management
- (F) Coordinate, manage, and monitor progress of assigned projects
- (G) Monitor capital project expenditures against authorized budget limits to include design, construction, and staffing costs
- (H) Assist in professional services procurement and contract management process for the preparation of required plans, specifications, and engineering studies, including but not limited to: RFQ preparation and issuance, SOQ scoring/selection or interview panel scoring/selection, and professional services contract preparation
- (I) Prepare and/or oversee the preparation of plans and specifications for City Projects from conceptual design through construction
- (J) Assist contract issuance, management, and closeout
- (K) Administer construction contracts to ensure conformance with plans and specifications and ensure compliance with regulatory and funding requirements
- (L) Prepare and negotiate fees and change orders

- (M) Perform engineering studies and/or manage consultants who perform studies of City infrastructure
- (N) Prepare cost/benefit analysis for plan/project alternatives as needed, and present recommendations to management staff for approval
- (O) Identify potential project funding sources and prepare grant applications
- (P) Coordinate with management staff regularly on projects and provide technical assistance to maintenance and operations staff and other City departments
- (Q) Respond accurately and timely to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding engineering and development projects
- (R) Attend and/or make presentations at City Council meetings, public hearings, and other public education and outreach
- (S) Reliable and regular attendance is required
- (T) Document progress, conduct inspections, and collaborate with the Director of Engineering to maintain project integrity.
- (U) Inspection duties including photographs, field notes, measurements, red-line drawing, payment quantities, review of change orders and pay applications
- (V) Perform constructability review of municipal project prepared consultants on the project plans, specifications and cost estimates.
- (W) Ensure adherence to local, state and federal regulations and codes.
- (X) Document and coordinate solutions with Director of Engineering on any issues during construction that will either require a change order, design change or delay in project schedule.
- (Y) Ensure that materials and equipment received at the project site are properly inspected, stored, maintained, marked, identified and documented.
- (Z) Perform layout duties for items being removed, installed or limits project disturbance, etc.
- (AA) Inspection of daily erosion control items for conformance to the plan's effectiveness in the field.
- (BB) Communicate effectively with contractors, city engineer, and city officials and staff to address any compliance or safety issues discovered during inspections.
- (CC) Attend project meetings to provide insight and updates on construction progress.
- (DD) Recommend corrective actions and follow up to ensure that they are implemented.
- (EE) Any and other duties, as assigned by the Director of Engineering.

### **Minimum Qualifications**

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

- Bachelor's degree in accredited Civil Engineering program.
- Registration as a Professional Engineer (P.E.) in the State of Illinois or ability to obtain registration is preferred.
- A minimum of 2+ years of professional level Civil Engineering work experience is required, with a minimum of 5+ years' experience preferred.
- Proven work experience as a designer, construction inspector or similar role is preferred.
- Ability to read and understand civil roadway and pump station plans and project specifications is preferred.
- Valid Drivers license and the ability to travel to various construction sites.

**Knowledge, Skills and Abilities:**

- Knowledge of complex and modern civil engineering as applied to municipal Public Works projects and developments.
- Ability to coordinate, manage, and track multiple projects activities on several projects concurrently.
- Skilled in managing design and construction of capital improvement projects including budget, schedule, scope, and project risks.
- Excellent communication and interpersonal skills
- Ability to act ethnically and exhibit integrity in interactions with staff, council and member of the public.
- Demonstrates skilled interactions with City elected officials, state, county and municipal government officials, other City staff, developers, contractors, and outside consultants, engineering professionals, auditors and other business-related individuals or agencies.
- Demonstrates skill in work with the City Attorney on legal matters affecting the operations of the City.
- Ability to prepare and operate within the constraints of a budget.
- Ability to prepare reports and properly maintain organized office files and records.
- Knowledge of Microsoft Word, Excel, Access, and Outlook as well as Adobe Acrobat and the ability to learn other software as needed.
- Ability to apply common sense understanding to carry out detailed instructions, make responsible decisions, prioritize multiple tasks and work independently to meet deadlines.
- Ability to perform basic math skills and tabulate data to create spreadsheets.
- Ability to enhance relations with coworkers and the public with a professional demeanor, sensitivity and tactfulness.
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.
- Prepares and submits reports maintaining compliance with State and Federal agencies.
- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to work in the field on a variety of civil engineering and public works projects including traversing uneven terrain, operating a motor vehicle and visit various City sites.
- Ability to visually inspect assigned projects.
- Ability to read printed materials.
- Ability to hear and verbally communicate in person and before groups.
- Mobility allows frequent conduction of inspections to identify problems and hazards.
- Ability to, on occasion, lift, carry materials and objects up to 35 pounds.

**Physical Demands and Working Conditions:****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.

**Working Conditions**

May work either indoors or outdoors as required. Repeated interruption of the work routine may occur. May be exposed to extremes in temperatures, chemicals, direct sunlight, dust, pollen, machinery or its moving parts, noxious fumes, May be required to walk in or around construction sites and may encounter

hazards such as open ditches, vaults, manholes, heavy machinery, hazardous gases, excessive noise, and vehicle traffic. May be required to wear protective clothing or equipment in the performance of duties.

Weekly work schedule is 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. Employees working in this position may be required to work on some Saturdays, Sundays, and holidays. Work is sometimes required under adverse or unusual conditions such as in cold, hot, wet, dark, and cramped surroundings, in all weather conditions and at all hours of the day.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation.

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Asst City Administrator/HR Director Date

\_\_\_\_\_  
City Administrator Date



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	June 8, 2026
<b>Submitter:</b>	Glenn Gehrke
<b>Department:</b>	Finance
<b>Agenda Item:</b>	Website – Community Portal

### Summary:

Administrator Wing, Assistant City Administrator Monroe, and Finance Director Gehrke met with the Finance committee June 4, 2026, and hope to meet with the Treasurer June 8, 2026. To discuss the Caselle Community Portal. The following topics were discussed:

The portal will enable residents/customers to pay bills online, review their Utility Bills, apply for Permits to include uploading necessary documents, and making payments on the permits. It also supports Business Licensing, including payments online.

The Credit Card fee for this service will be 3.00% to be paid by the customer. This is an increase over our current fee of 2.25%. This will be an increase of \$9.00/year for the average Utility bill of \$200. That is less than \$1.00/month.

Cost of the service is \$100/month for basic services; additional services are Business License \$15/month, Miscellaneous \$10/month, Permits \$15/month, Accounts Receivable \$15/month.

Custom Forms (e.g. Garage Sale applications) can be added for \$1,200 one-time fee to create 6 custom forms; additional forms created by Caselle will incur additional one-time fees. Service cost is \$60/month for unlimited custom forms.

### Recommended Council Action:

Staff recommend accepting the attached proposal.

### Financial Impact:

**Funding Source:** FY 2027 Budget

**Budgeted Amount:** \$3,000

**Cost:** \$1,860

**Attachments:**

Crest Hill, City of – IL Caselle Community Connect Convenience Proposal (1).pdf

Highlights of Community Portal.pdf

# CASELLE



# COMMUNITY CONNECT

PRICE PROPOSAL FOR Crest Hill, City  
of - IL



## PRICING & TERMS

Pricing is based on the following information provided by the Crest Hill, City of - IL:

CLIENT OVERVIEW	
Bills/Month (Est.)	6700
Average Payment (Est.)	175
Credit Card Transactions (Est.)	N/A
ACH Transactions (Est)	N/A
Pricing Model	Convenience Fees

PAYMENT FEES	
Credit/Debit Card	3%
ACH	\$1.50
All fees include recurring, one-time payments, all payment channels, and all card brands (Visa, MasterCard, American Express and Discover).	

OTHER FEES	
Text Notifications – Charged per outbound text notification to each contact	\$.10 per outbound (Waived)
Chargeback	\$15 per Chargeback
Unauthorized ACH Return	\$15 per Unauthorized ACH Return
ACH Return	\$2.5 per Return
PCI Compliance Fee	\$8 per month (Waived)

COMMUNITY CONNECT PORTAL FEES			
Base Package – Utility Payments		\$100/mo	
Portal Add-Ons:			
<b>Miscellaneous</b>	\$10/mo	<b>Permits</b>	\$15/mo
<b>Business License</b>	\$15/mo	<b>Accounts Receivable</b>	\$15/mo
<b>Business Tax</b>		<b>Custom Forms</b>	
Implementation Fee – Includes integration, billing process configuration, portal setup, and staff training		Included	
Client Support - Unlimited phone + e-mail inquiries.		Included	
Cash Receipting Web Services		Existing Application	
Utility Management Web Services		Existing Application	
Business Web Services		N/A	

- I. Unless otherwise specified, Implementation Fee includes up to six (6) hours of implementation work by Caselle staff. Any required work above six hours will be billed hourly increments at \$200/hour.
- II. All clients will be invoiced in advance of implementation. All invoiced fees are due at receipt and required to begin implementation, unless otherwise specified.
- III. Community Connect Portal application fees will be invoiced with all other Caselle applications. For clients billed for support annually, Community Connect Portal application fees will be invoiced initially on a pro rata basis to align with the client's upcoming renewal.
- IV. For clients absorbing the payment processing fees, clients will be charged via direct deposit monthly by our payment processing partner, Zift.

Entity Name

**Account Type**  
Complete a separate Pricing Agreement for each deposit account and/or Account Type that is required.

General Government	Yes
Utility	Yes
Visa Registered Utility Biller	No

**Absorb Processing Fees?**

Visa / Mastercard / Amex / Discover	No
ACH	No

**Convenience Fee Rates (Visa / Mastercard / Amex / Discover)**

Rules			Percentage Fee	Per Item Fee
Between	\$0.00	-	0.00%	
Over	0	-	3%	
N/A		-	0.00%	\$0.00
N/A		-	0.00%	\$0.00
N/A		-	0.00%	\$0.00

**Convenience Fee Rates (ACH )**

Rules			Percentage Fee	Per Item Fee
	\$0.00	-	0.00%	\$1.50
N/A		-	0.00%	\$0.00
N/A		-	0.00%	\$0.00
N/A		-	0.00%	\$0.00
N/A		-	0.00%	\$0.00

Processing Fees	
Only applicable for accounts absorbing fees.	
Pricing Type	NA
Visa / Mastercard / Discover / Amex Rate	NA
Visa / Mastercard / Discover / Amex Per Item	NA
ACH Rate	NA
ACH Per Item	NA

**\*\*NOTICE AND DISCLOSURE OF CARD ASSOCIATION PASS-THROUGH FEES "COST":** Each card organization assess fees to merchants in connection with transactions outside of the bank's control, such as dues and assessments, fixed acquirer network fees, international/cross-border transaction fees, network access and data usage charges. These fees apply to all merchants, regardless of bank, processor or ISO affiliation and are passed through at cost to you, the merchant, and are not marked up. For interchange pass through pricing, by signing this Custom Pricing Quote and Agreement, you accept and agree to these pass-through fees and understand that they may change from time-to-time without notice.

Fixed Fees	
Applicable to all accounts.	
Per Chargeback	\$15.00
Per ACH Return	\$2.50
Per Unauthorized ACH Return	\$15.00
Monthly PCI Validation Fee	\$8.00 (Waived)

### Additional Instructions

By proceeding, you agree to the fees outlined in this Caselle Proposal and agreement and acknowledge acceptance of the associated Terms and Conditions.

Accepted By: \_\_\_\_\_ Title: \_\_\_\_\_

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

\_\_\_\_\_

**Contact Information**

Please provide the employee information the team will be working with to setup and implement this order.

Name:

Email:

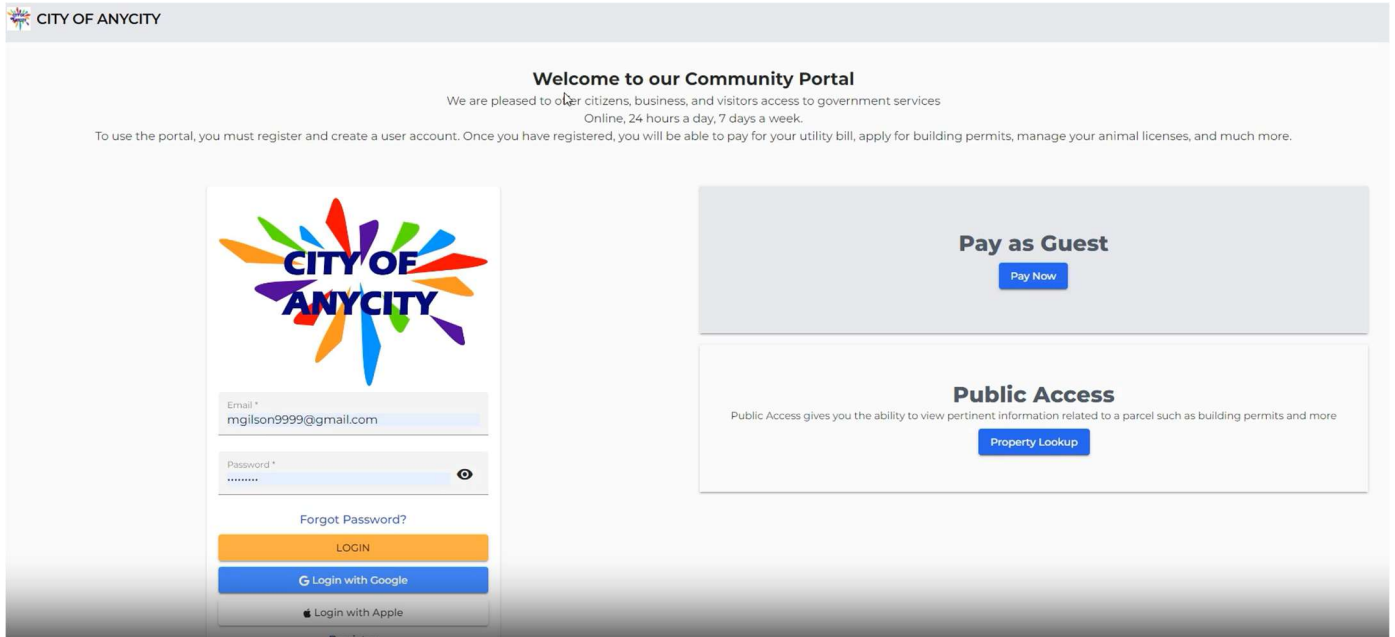
Phone Number:

Address: 20600 City Center Blvd., Crest Hill, IL, 60403

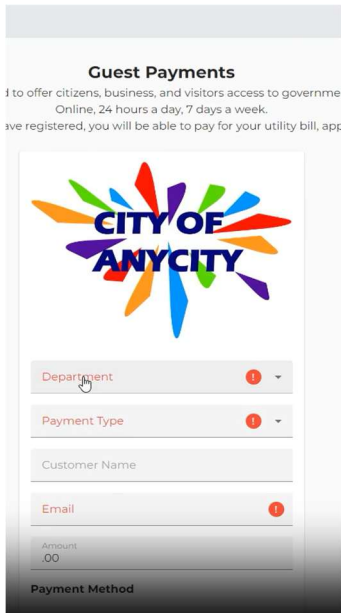


# Highlights for Crest Hill Community Portal

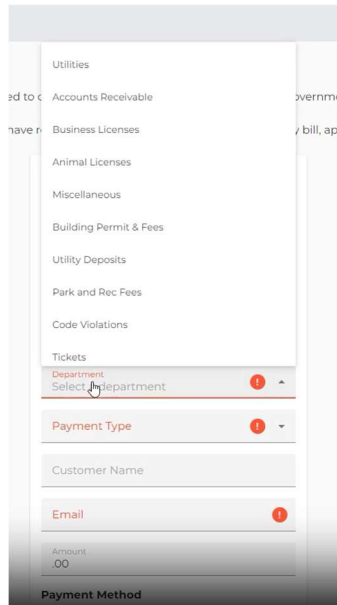
## Welcome Page



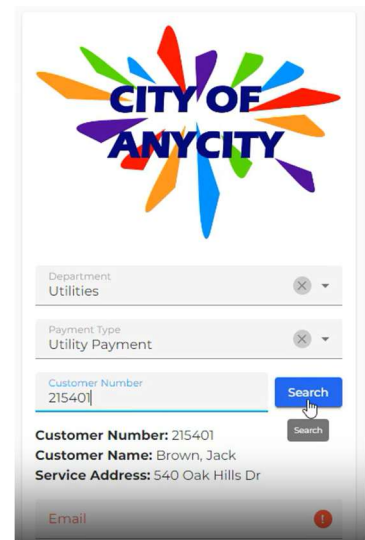
## Guest Payment



## Select Department




## Customer Information Displayed



# Highlights for Crest Hill Community Portal

Enter email and Select Payment Type



Department: Utilities

Payment Type: Utility Payment

Customer Number: 215401 [Search](#)

**Customer Number:** 215401  
**Customer Name:** Brown, Jack  
**Service Address:** 540 Oak Hills Dr

Email: joe@gmail.com

Amount: 188.05

**Payment Method**

[Pay with credit card](#)

[Pay with ACH](#)

## Account Transaction History

CITY OF ANYCITY **UTILITY BILLS** BUILDING PERMITS BUSINESS LICENSE BUSINESS TAX MISC BILLINGS MISC mgilson9999@gmail.com

**UTILITY BILLS**

HOME

UTILITY BILLS

**TRANSACTION HISTORY**

GRAPHS

COMMUNICATIONS

MANAGE AUTO PAY

**Account Summary**  
 4661 MONACO STREET  
**Account Number:** 1,101,01

Total Amount Due

**\$395.95**

Due on: 04/30/2022  
[Make Payment](#)

Last Payment: \$412.94 on 02/04/2022

**Customer Info**  
 Acme Manufacturing  
 mark.meyer@bakertilly.com

**Service Address:**  
 4661 Monaco Street  
 Madison, WI 80216

**Mailing Address:**  
 1538 S 780 W  
 PO Box 290  
 Payson, WI 84651  
[Enroll in Paperless](#)  
[Manage Auto Pay](#)  
[Manage Wallet](#)  
[Link Another Account](#)

Summarize

Date ↓ 1	Description ↑ 2	Amount	Balance
4/30/2022	Billings	\$0.00	\$395.95
4/30/2022	Payments	\$0.00	\$395.95
3/31/2022	Billings	\$405.95	\$395.95
3/31/2022	Payments	\$0.00	(\$10.00)
2/28/2022	Billings	\$379.08	(\$10.00)
2/28/2022	Payments	(\$412.94)	(\$389.08)
1/31/2022	Billings	\$412.94	\$7.06

# Highlights for Crest Hill Community Portal

View Bills by clicking VIEW, to view the actual bill

The screenshot shows a web portal for utility bills. On the left is a navigation menu with options: HOME, UTILITY BILLS (highlighted), TRANSACTION HISTORY, GRAPHS, COMMUNICATIONS, and MANAGE AUTO PAY. The main content area is titled 'Utility Bills' and features an 'Account Summary' for 4661 MONACO STREET, Account Number: 1.101.01. The total amount due is \$395.95, due on 04/30/2022. A 'Make Payment' button is visible. Below the summary is a table of utility bills:

Utility Bills	Bill Date ↓	Amount
<a href="#">VIEW</a>	3/31/2022	\$405.95
<a href="#">VIEW</a>	2/28/2022	\$379.08

To view the exact replica of the mailed bill

This is an exact replica of a mailed utility bill. It includes the following information:

- City of Demonstration**: 202 North Second Street, Demonstration, USA 99999
- Customer Information**: Customer Number: 1.1010.1, Service Address: 180 S Commerce Ave
- Acme Manufacturing**: 180 S Commerce Ave, PO Box 290, Anycity WI 88888
- Billing Date**: 3/31/2022
- Amount Due**: \$405.95
- Postage**: First Class Mail U.S. POSTAGE PAID DEMO USA PERMIT #1 PRESORTED FIRST CLASS
- Barcode**: \* 1 1 0 1 0 1 \*
- Retain This portion For Your Records**: Customer Number: 1.1010.1, Customer Name: Acme Manufacturing, Service Address: 180 S Commerce Ave
- Table of Service Amounts**

Service Description	Reading Dates		Readings		Usage	Service Amount
	Previous	Current	Current	Previous		
Electricity	02/24/22	03/27/22	22,597	16,451	4,180	306.21
Water	02/24/22	03/27/22	1,745	1,436	21	21.60
Sewer						28.80
Garbage						15.00
Yard Light						15.50
Sales Tax						18.84
Penalty						.00

**Account balance subject to a 10% penalty if not paid by 04/30/22.**  
 This bill includes an energy cost adjustment of .00130 per kwh  
 Failure to receive bill does not relieve customer of penalty.  
 Service Rules and Schedule of Rates may be obtained from the City Office.

Total Current Charges	\$405.95
Prior Period Balance	\$379.08
Payments/Adjustments	\$379.08 CR
<b>Total Amount Due</b>	<b>\$405.95</b>

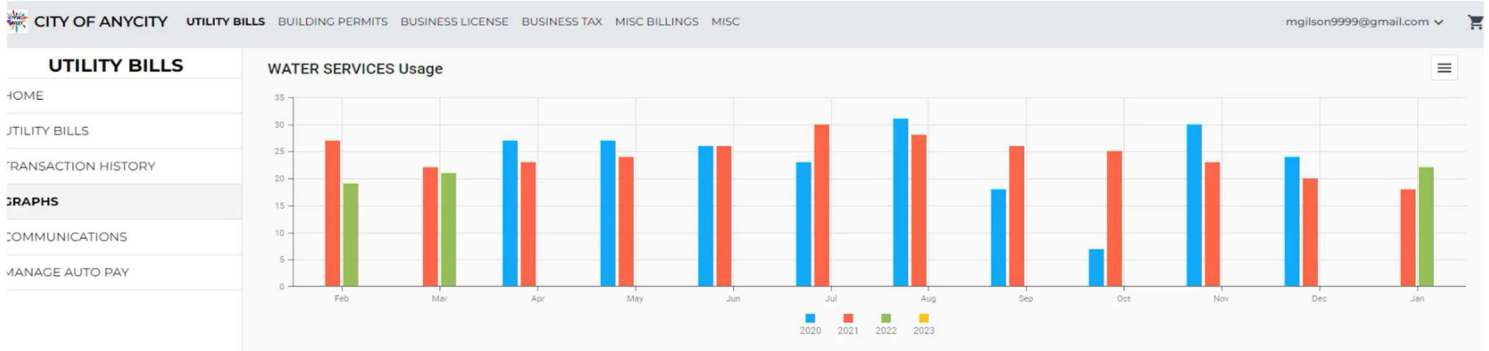
After Due Date, 04/30/22, Pay \$405.95

**Message Area**  
 Payments made after 3/28/22 will be reflected on next months bill.

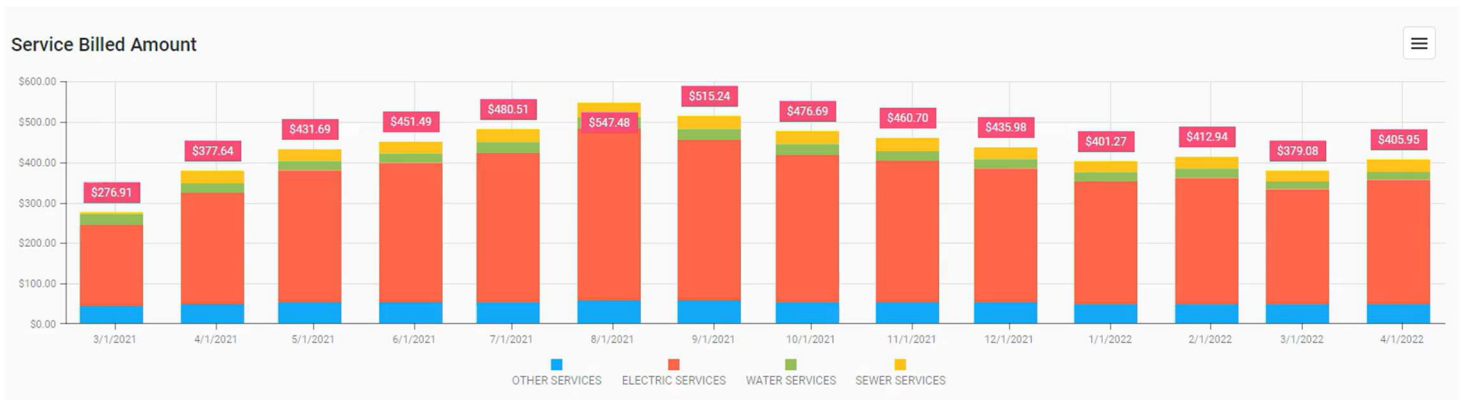
At the bottom, there is a header for a table: Service Description, Meter ID, Previous Read, Current Read, Usage, Est

# Highlights for Crest Hill Community Portal

## Usage Graph



Includes Service Graph which breaks the bill down by Service on one chart



## Permits

### Apply for a Permit – Enter Address

1 Choose a property

1227 Woodbridge Tr ()

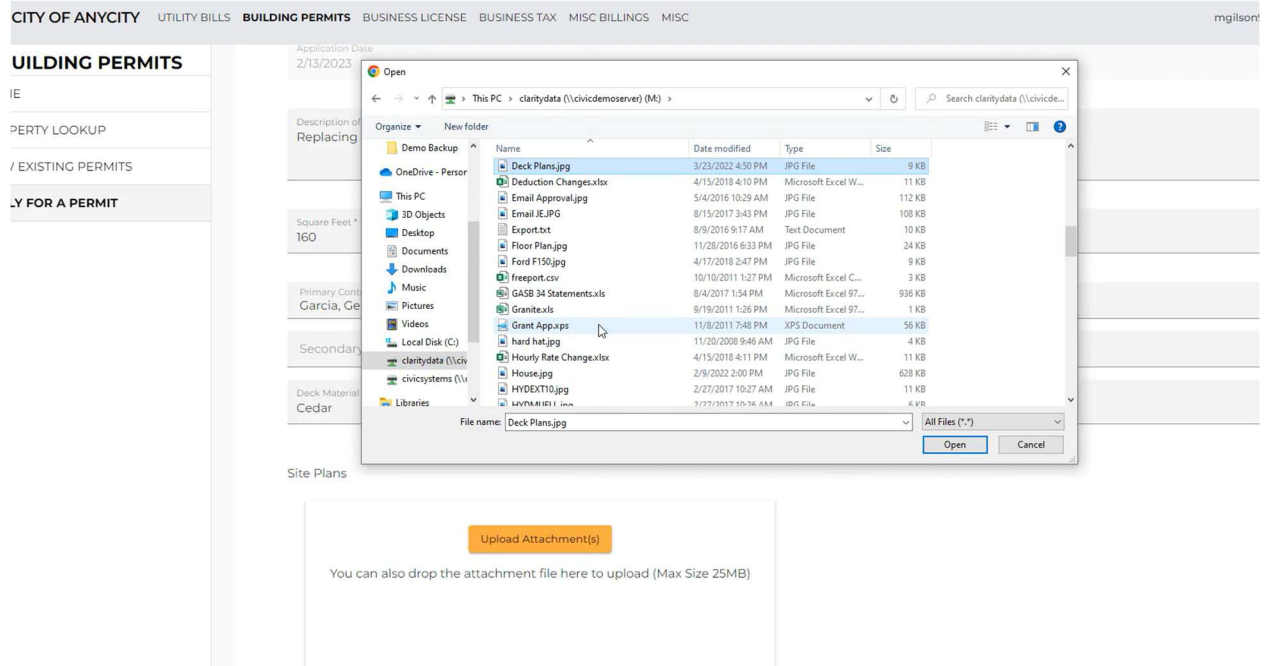
Property	Permits
Acreege 0.0000	Assessment value 0.0000
City Waunakee	Historic district No
House number 1227	Latitude 43.171789
Longitude -89.420586	Number of buildings 0
Property address 1227 Woodbridge Tr	Square footage 0.0000
Street Woodbridge Tr	Year built 0
State/Province WI	Zip/Postal code 53597

Next

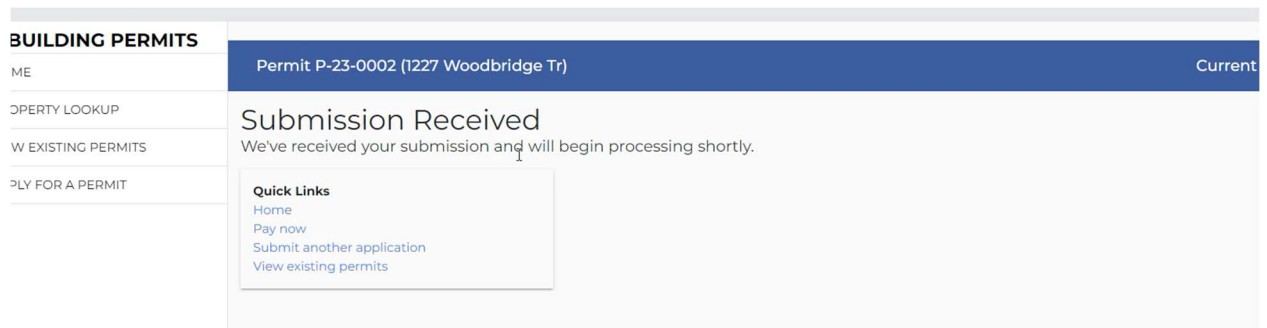
2 Select a permit type

# Highlights for Crest Hill Community Portal

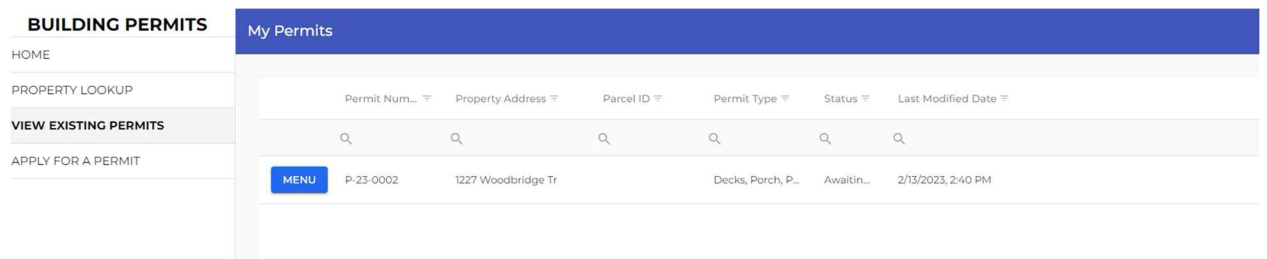
Enter relevant information and upload necessary documents



## Submission Online verification



## View Existing Permits



# Highlights for Crest Hill Community Portal

Can make payments for Permits online

S

Permit P-23-0002 (1227 Woodbridge Tr)

Permit Application   **Payment**   Attachments   Inspections

Description	Amount	Payments	Total
Fee Type: Fee			
Square Feet Charge	\$150.00	\$0.00	\$150.00
State Tax	\$11.85	\$0.00	\$11.85
			<b>Subtotal: \$161.85</b>
			<b>Grand total: \$161.85</b>

Payment Method

- + Add New Credit Card
- + Add New A/C
- Manage Wallet

Request Inspections Online

Permit P-23-0002 (1227 Woodbridge Tr)

Permit Application   Payment   Attachments   **Inspections**   Messages   Printing

	↑ Inspection N...	Inspection	Inspector	Status	Completed Date
>	<b>REQUEST APPOINTMENT</b>	158	Deck/Patio Ins...	Pending	

Request for appointment

(not accepted/scheduled at this time)

Inspection Request

Permit / Property  
P-23-0002 (1227 Woodbridge Tr)

<input checked="" type="checkbox"/>	Inspection	Status	
<input checked="" type="checkbox"/>	> Deck/Patio Inspection	Pending	

Date  
2/13/2023

Start Time (Optional)

Phone

Notes

REQUEST   CANCEL