



City Council Work Session

Crest Hill, IL

September 12, 2022

7:00 PM

Council Chambers

1610 Plainfield Road, Crest Hill, IL 60403

Agenda

1. Liquor License Approval - 20631 Renwick Road
2. Alano Club of Joliet, 1807 Plainfield Road – Special Use Permit for Civic/Institutional Use
3. Amend Title 2 (Administration and Personnel), Chapter 22 (City Administrator) of the Crest Hill City Code
4. Public Comments
5. Mayor's Updates
6. Committee/Liaison Updates
7. City Administrator Updates

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



Agenda Memo**Crest Hill, IL**

Meeting Date: September 12, 2022
Submitter: Raymond R. Soliman
Department: Mayor's Office
Agenda Item: Liquor License Approval-20631 Renwick Road

Summary: A Class H restaurant liquor license has been approved for Crusade Burger Bar, 20631 Renwick Road. Rafael and Jessica Gomez will be present for a meet & greet of the City Council and to answer any questions that you may have. All license requirements must be completed before the restaurant may open.

Recommended Council Action:

Financial Impact:

Funding Source:

Budgeted Amount:

Cost:

Attachments:



City Council Agenda Memo

Crest Hill, IL

Meeting Date:	September 12, 2022
Submitter:	Tony Budzikowski, AICP, Community & Economic Development Director
Department:	Community & Economic Development
Agenda Item:	Alano Club of Joliet, 1807 Plainfield Road – Special Use Permit for Civic/Institutional Use

Summary: Alano Club of Joliet has submitted a request for a special use permit for an indoor civic/institutional use at the property located at 1807 Plainfield Road, formally occupied by the Crest Hill Animal Hospital. The Applicant proposes to utilize this building to host meetings for their membership throughout the week at various times during the day. The property is currently zoned B-3 Business Service District. Indoor civic/institutional uses are listed as permitted special uses in the B-3 zoning district. The 0.25-acre property is located on the west side of Plainfield Road approximately 340' north of the intersection of Plainfield Road and N. Larkin Road. The property has direct and full access to Plainfield Road. The Hillcrest Shopping Center's parking lot is located on the south and west sides of the building and property. A shared parking agreement has also been memorialized with Mr. Abe Katz for use of the Hillcrest Shopping Center for overflow parking.

A public hearing was held before the Plan Commission (PC) on August 16th to discuss the specific details of the request. At the PC meeting, the petitioner explained the request and staff summarized various aspects of the staff report and answered questions. No members of the public were in attendance at the public hearing to speak for or against the request. The PC did review the request and make an affirmative recommendation to approve the petition subject to the accompanying Findings of Fact and six (6) conditions identified in the staff report. A seventh condition was also added to their recommendation to require that proper access be provided between parking lots and that the curb be modified to better accommodate pedestrian traffic for accessibility reasons.

Recommended Council Action: If the Mayor and City Council are amenable to the Alanos special use permit request, I would ask that you authorize the City Attorney and Staff to prepare the necessary Ordinance to approve the request subject to the Findings of Fact including the seven (7) conditions endorsed by the PC which are as follows:

1. Shared-parking agreement shall be included as an Exhibit to the Ordinance approving the special use permit. The approved ordinance shall also include a provision that alternative

off-street parking must be provided if the Hillcrest Shopping Center parking agreement is withdrawn by the current or a future property owner.

2. Requisite parking stalls shall be restriped for on-site and off-site parking spaces for the Alano Club.
3. The existing dog run on the south side of the building shall be removed prior to final occupancy being approved. The dog run shall include the fence and screening fabric.
4. Trash/recycling receptables shall either be screened and gated in accordance with the Crest Hill Zoning Ordinance or stored inside the building.
5. All sign proposals shall comply with applicable sign code regulations of the Crest Hill Zoning Code.
6. Proper access be provided between parking lots and that the curb be modified to better accommodate pedestrian traffic for accessibility reasons. (added by PC)
7. Compliance with Plans: The development, maintenance, and operation of the Property shall be in substantial compliance with the plans and documents as submitted, except for minor changes approved by the Community & Economic Development Director.

The request will go back to the City Council for final action and approval after completion of the necessary Ordinance.

Financial Impact: N/A

Funding Source:

Budgeted Amount:

Attachments:

Cover letter, special use application and plans



To: Plan Commission/ZBA

From: Tony Budzikowski, AICP, Community & Economic Development Director

Date: August 10, 2022

Re: Alano Club of Joliet, 1807 Plainfield Road - Special Use Permit for civic/institutional use

Project Details

Project	Alano Club of Joliet
Request	Special Use Permit
Location	1807 Plainfield Rd

Site Details

Building Size	+/- 4,400 SF
Existing Zoning	B-3 Business Service

Land Use Summary

	Land Use	Comp Plan	Zoning
Subject Parcel	Commercial	Commercial	B3
North	Commercial	Commercial	B2/B3
South	Commercial	Commercial	B2
East	Commercial	Commercial	B2
West	Commercial	Commercial	B2

Project Summary

Alano Club of Joliet has submitted a request for a special use permit for an indoor civic/institutional use at the property located at 1807 Plainfield Road, formally occupied by the Crest Hill Animal Hospital. The Applicant proposes to utilize this building to host meetings for their membership throughout the week at various times during the day. The property is currently zoned B-3 Business Service District. Indoor civic/institutional uses are listed as permitted special uses in the B-3 zoning district.

Location

The 0.25-acre property is located on the west side of Plainfield Road approximately 340' north of the intersection of Plainfield Road and N. Larkin Road. The property has direct and full access to Plainfield Road. The Hillcrest Shopping Center's parking lot is located on the south and west sides of the building and property.

Background

The Alano Club of Joliet was previously before the Plan Commission on May 11, 2022 for a Work Session discussion to determine if the commission was amenable to the proposed use and if there were any site-related issues or technical code requirements that should be further vetted to be sure that the proposal was consistent and compatible with adjacent/surrounding commercial uses.

In summary, the special use proposal from Alano Club of Joliet includes the following:

- Proposed occupancy of an existing building approximately 4,400 square feet in floor area that was formerly occupied by the Crest Hill Animal Hospital.
- The applicant, Alano Club of Joliet, is a not-for-profit organization and proposes utilizing this space to provide meetings.
- The applicant has provided background information about the organization and has included a business plan (attached). They currently operate from a location in Shorewood but this Crest Hill facility is larger and allows for future expansion to provide additional meeting times for members.
- The building department completed a cursory walk-through earlier in the year to advise the applicant of capacity restrictions and any interior improvements required before permitting, occupancy and operation.
- The applicant is not proposing any improvements to the exterior of the building. Interior renovations will be required and the new occupant will need to adhere to all building and fire codes regulations.
- Based on the information provided by the applicant, meetings will be offered seven days a week. The times will vary by day, with the earliest at 7 AM and the latest at 8 PM.
- Attached for your review is a copy of the Future Land Use Map, zoning map, and aerial photo.

Staff Analysis

Off-Street Parking

The most relevant discussion point at the Plan Commission's May 11th meet was the off-street parking and how the applicant would provide convenient and accessible off-street parking to accommodate their membership. There are only six (6) parking spaces on the property currently and the applicant has negotiated a shared-parking agreement with the ownership of the Hillcrest Shopping Center to obtain the requisite parking spaces necessary to meet applicable zoning code requirements. The agreement specifies that up to 30 parking spaces are available as a result of this shared-parking agreement.

A few other pertinent points related to parking are as follows:

- The Zoning Ordinance does not identify parking regulations for this specific use; however, the ordinance does state the City can refer to most similar listed uses or as determined by the Zoning Officer.
- The following parking categories were reviewed: 1) office, 2) institutional auditorium, and 3) place of assembly.
- Based on the information provided, the maximum capacity of a meeting is 50, which, as outlined in Exhibit "B" only occurs once a week.
- Based on the three categories identified above, the parking required ranges from 12 to 18 spaces (based on a maximum capacity of 50). The Commission should consider analyzing the parking based on the most conservative parking requirements, 18 spaces.
- There are currently six parking spaces on-site. Modifications to the existing parking will be required to meet ADA requirements. Therefore, it is anticipated that the existing number of on-site parking spaces will decrease.

The off-site parking agreement will be included as a condition of the special use ordinance to ensure that the extra parking identified remains available to accommodate the use. A provision should also be included in the Plan Commission's recommendation and the special use ordinance that requires this agreement to be in place or another similar agreement be memorialized to ensure that parking is available for Alanos of Joliet to accommodate their operations. If not possible, the special use permit may be revoked by the City Council if adequate and accessible off-street parking cannot be provided.

Site Improvements

Although not specifically noted in the application materials, several exterior site improvements must be addressed for general property maintenance purposes including the following:

- The dog run on the south side of the building shall be removed including the fence and screening fabric.
- On-site parking spaces shall be restriped including a new handicapped accessible parking space.
- Off-site parking spaces on the Hillcrest Shopping Center property related to the shared parking agreement shall be striped to ensure motorist safety and to properly delineate the parking spaces and parking lot drive aisles.

CONCLUSION:

Staff has reviewed the submittal from Alano Club of Joliet and believes that the information provided addresses the concerns related to off-site parking for the proposed use and operation. The shared parking agreement is specifically identified in the zoning code as a viable option to accommodate a use that is directly accessible and within close proximity to available parking on an neighboring property. The shared parking arrangement formalizes a parking arrangement that has informally occurred for years when the Crest Hill Animal Hospital owned and operated this property. Without the parking arrangement, this property would be limited in it's marketability and may not be viable for many other permitted uses in the B-3 district.

In addition, the Alano Club use also re-purposes this building and adds a new potential customer base for local retail stores, restaurants and other service related uses in and around this commercial corridor. Based upon their anticipated meeting schedule provided, membership visits range from 60 persons to 160 persons on any given day and some of these members are likely to visit, shop and dine locally.

As such, staff has reviewed the accompanying petition and is recommending approval of the special use request. This recommendation includes the eight (8) conditions provided below and is also subject to the accompanying standards (attached and prepared by staff).

If the Commission is prepared to make a recommendation, I would ask that you make a recommendation to approve the request subject to the accompanying conditions and special use standards.

- 1. Shared-parking agreement shall be included as an Exhibit to the Ordinance approving the special use permit. The approved ordinance shall also include a provision that alternative off-street parking must be provided if the Hillcrest Shopping Center parking agreement is withdrawn by the current or a future property owner.**
- 2. Requisite parking stalls shall be restriped for on-site and off-site parking spaces for the Alano Club.**
- 3. The existing dog run on the south side of the building shall be removed prior to final occupancy being approved. The dog run shall include the fence and screening fabric.**
- 4. Trash/recycling receptables shall either be screened and gated in accordance with the Crest Hill Zoning Ordinance or stored inside the building.**
- 5. All sign proposals shall comply with applicable sign code regulations of the Crest Hill Zoning Code.**
- 6. Compliance with Plans: The development, maintenance, and operation of the Property shall be in substantial compliance with the plans and documents as submitted, except for minor changes approved by the Community & Economic Development Director.**

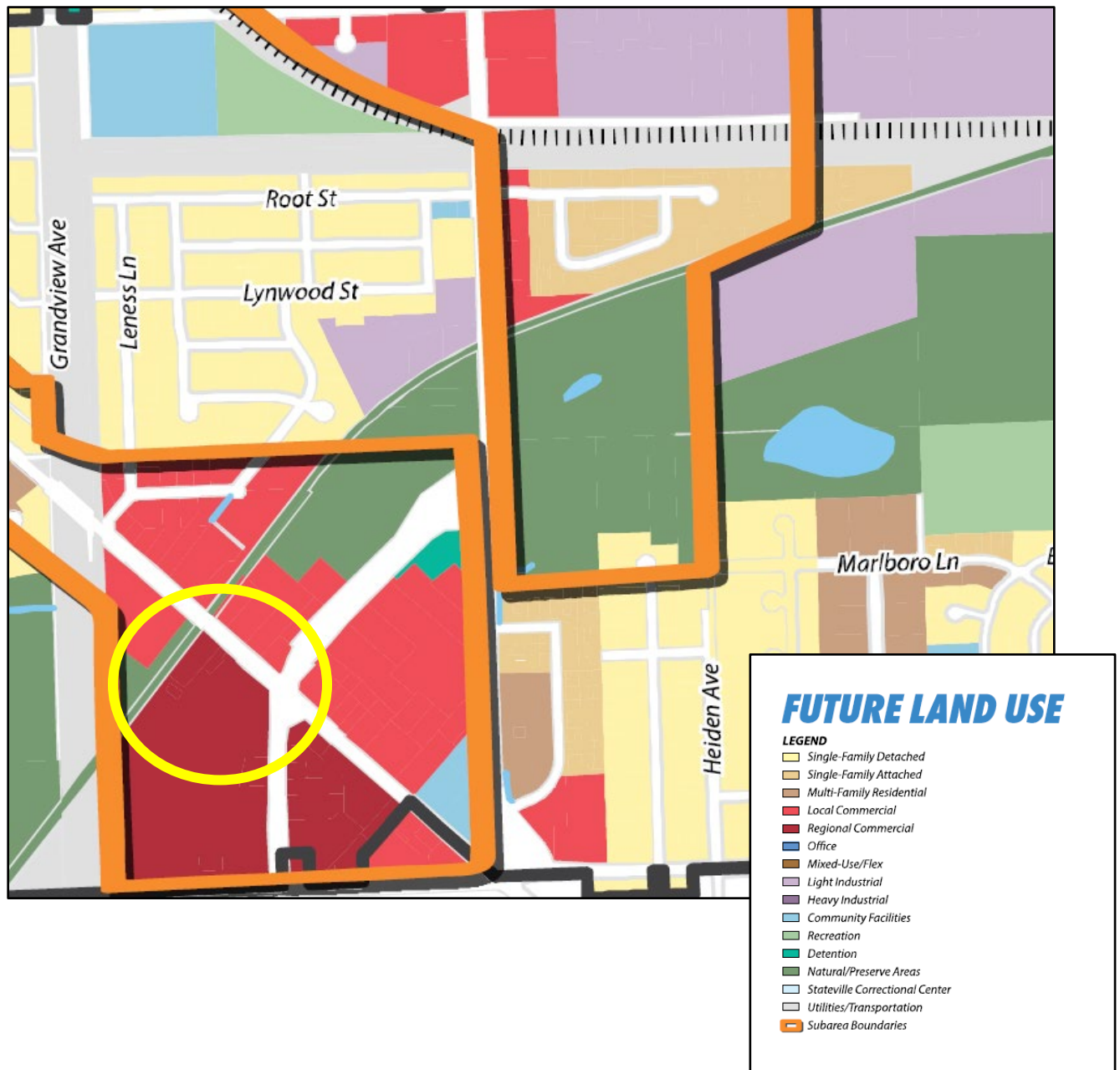
Please contact me if you have any questions. I hope that this information is helpful.

Respectfully Submitted,

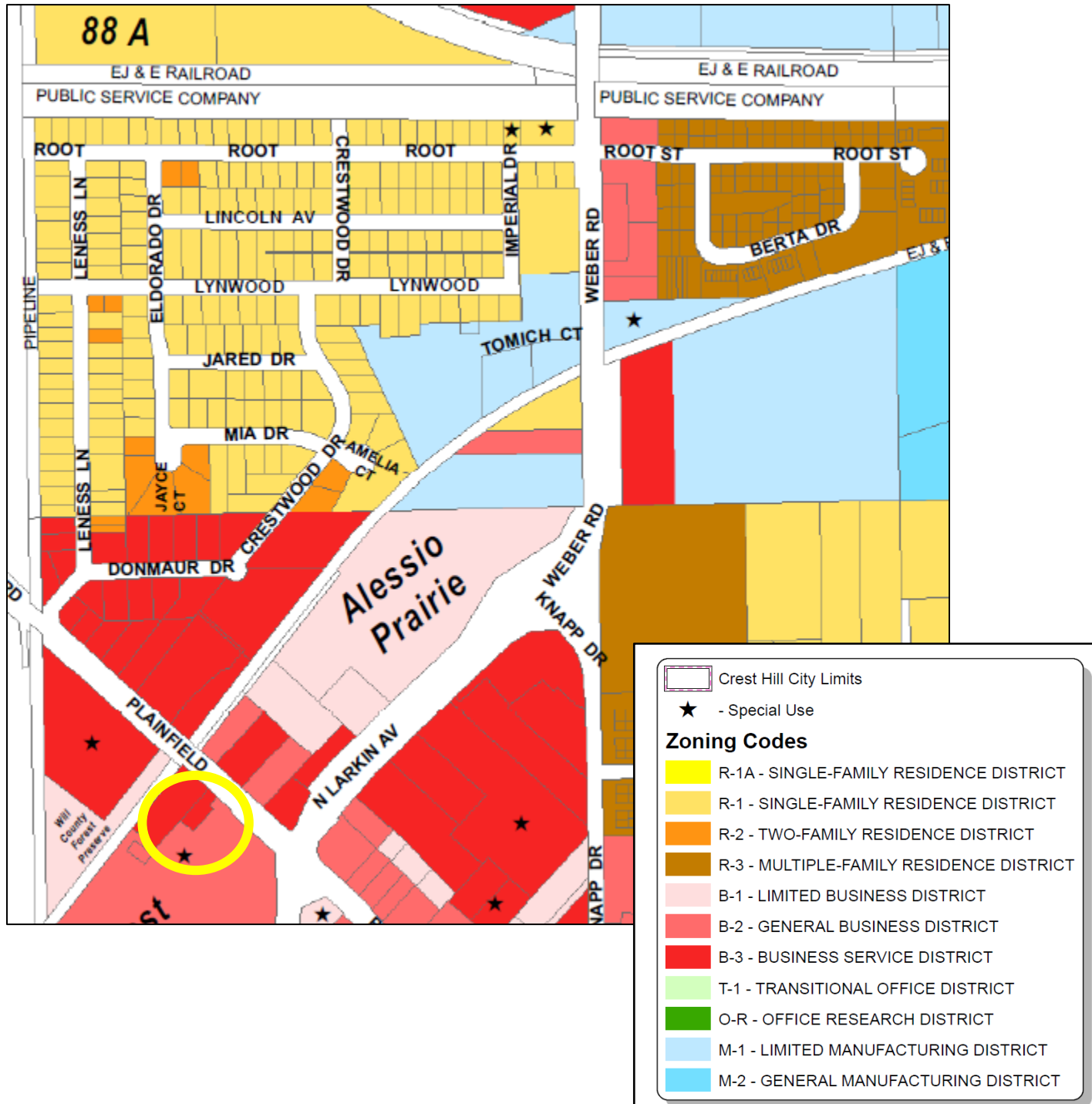


Tony Budzikowski, AICP
Community & Economic Development Director

FUTURE LAND USE MAP-COMP PLAN 2014



ZONING MAP



SPECIAL USE PERMIT FINDINGS OF FACT (PREPARED BY STAFF)

12.7-6 Standards. No special use 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 proposal for the civic/institutional use by Alano Club of Joliet for membership meetings will provide upgrades to the existing building and enact a contractual shared parking arrangement to ensure that adequate improvements are in place for the health, safety and general welfare of the public and general membership.

- 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 in the neighborhood.**

The proposal by Alano Club will improve the building and site conditions from a physical and aesthetic standpoint. The occupancy of this building/site will also be governed and controlled by specific conditions that will be included in the special use ordinance.

- 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.**

A shared parking agreement has been obtained by Alano Club of Joliet for overflow parking related to their meetings and operations. This arrangement with Mr. Abe Katz has been formalized and conditioned to ensure that the parking is adequately maintained throughout the term of the occupancy. There was not a contractual parking arrangement in place for the previous animal hospital/veterinarian so this will improve and formalize the arrangement and be a benefit to adjacent property owners.

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

Adequate utilities are provided for the site. As mentioned and described earlier, the shared parking arrangement also ensures that adequate parking is available to meet at the Alano Club of Joliet without inconveniencing neighbors and with the permission of Mr. Abe Katz of Hillcrest Shopping Center.

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

The on-site curb cut will not change nor will the off-site curb cut at the Hillcrest Shopping Center. A condition of approval will be that restriping occur on both properties that are being utilized for parking to ensure that handicapped parking spaces, other parking spaces and parking lot drive aisles are clearly defined and planned with proper traffic control in mind and in place.

- 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 special use being proposed and approved shall conform to all applicable City regulations and conditions included in the special use ordinance.

City of Crest Hill Development Handbook

Appendix C

Application for Development

For Office Use Only: Case Number:

Project Name:

Owner: JLP REALTY INC. Correspondence To: TOD CARTERStreet No: 2412 SIERRA LN Street No: 1900 POPLAR CREEK CT,City, State, Zip: PUNTA GORDA FL 33950 City, State, Zip: JOLIET, IL 60431Phone: 815-530-3157 Phone: 815-791-1098Email or fax: floatndoc@gmail.com Email or fax: tjc83chicago@yahoo.com

Property Address:

Property Information:

Street No: 1807 PLAINFIELD RD Lot Width: 50x20x117x70x217x50City, State, Zip: CREST HILL IL 60433 Lot Depth: _____PIN: 1104314040060000 Total Area: 10,890 SQ. FT. 0.25 ACRE

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

* Submit electronic version of the legal description to:

mdeharo@cityofcresthill.com and lthrasher@cityofcresthill.com.Existing Zoning: B3 Existing Land Use: IMPROVEDRequested Zoning: B3 Proposed Land Use: SAME AS EXISTING

Adjoining Properties Zoning and Uses:

North of Property: B3 AUTO WRECKER + BODY SHOPSouth of Property: B3 RETAIL SHOPPING PLAZAEast of Property: B3 FAST FOOD + GAS STATIONWest of Property: B3 RETAIL SHOPPING PLAZA

Purpose Statement (intended use and approval sought): THE PURPOSE OF THIS CORPORATION SHALL BE TO PROVIDE A MEETING PLACE PRIMARILY BUT NOT LIMITED TO ALCOHOLICS ANONYMOUS, AL-ANON, ALATEEN, HEROIN ANONYMOUS, COCAINE ANONYMOUS, NARCOTICS ANONYMOUS, AS WELL AS THE MANY OTHER PROGRAMS NEEDING A LOCATION TO HOLD MEETINGS TO SUPPORT THEIR PROGRAM NEEDS

City of Crest Hill Development Handbook

Appendix C

Development Request: Please check all that apply and describe:

- ☐ Rezoning: _____
- ☒ Special Use: CHANGE OF USE / MEETING PLACE
- ☐ 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.

- | | | | |
|---|------------|---------------|-------|
| <input type="checkbox"/> Civil Engineer | <u>TBD</u> | Phone Number | _____ |
| Company | | Email Address | _____ |
| <input type="checkbox"/> Contractor | <u>TBD</u> | Phone Number | _____ |
| Company | | Email Address | _____ |
| <input type="checkbox"/> Architect | <u>TBD</u> | Phone Number | _____ |
| Company | | Email Address | _____ |
| <input type="checkbox"/> Builder | <u>TBD</u> | Phone Number | _____ |
| Company | | Email Address | _____ |

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

Todd Carter
 Signature of the Applicant ALAND CLUB OF JOLIET Date _____

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

 Signature of the Owner Date _____

ALANO CLUB OF JOLIET BUSINESS PLAN

HISTORY

The Alano Club of Joliet by virtue of the Articles of Incorporation filed with the Illinois Secretary of State Office on May 8, 1956 became a legal NOT FOR PROFIT ORGANIZATION. In February of 1978 the IRS issued the Club a determination letter recognizing the tax exempt status of 501(C) 3, allowing the Club to accept donations or Grants from individuals or business's for the betterment of the corporation.

PURPOSE

The purpose of this corporation shall be to provide a meeting place primarily but not limited to Alcoholic's Anonymous, Al-Anon, Alateen, Heroin Anonymous, Cocaine Anonymous, Narcotics Anonymous, as well as the many other programs needing a location to hold meetings to support their program needs.

PERSONNEL

The Alano Club of Joliet has 0 (zero) employees. All work and efforts are on a volunteer basis. There is a Board of Directors consisting of a President, Vice President, Secretary and Treasurer. There are also 9 (nine) trustees for a total of 13 (thirteen) total board members of which all are unpaid.

DAILY OPERATIONS

The Alano Club of Joliet is open 7 (seven) days a week and serves as the 'landlord' for the individual meetings that occur at the various days and times through out the week. Meetings are 1 (one) hour in length and have their own responsible person(s) who begin and end each meeting as well as opening up and locking up the facility for their meetings specified time slot.

With this business plan please find attached EXHIBIT A: The CURRENT meeting list with days and times of meetings, and the approximate number of persons attending each meeting currently on going at our location at 101 Grove St. in Shorewood IL.

Please find attached EXHIBIT B: The proposed new larger facility, FUTURE GROWTH anticipated meeting list with additional time slots and the approximate number of persons attending allowing for new or returning meetings.

EXHIBIT "A" CONTINUED



Alano Club of Joliet P.O. Box 2814 Joliet, IL 60434-2814 1-815-744-2992		Alano Club of Joliet 101 Grove Street Shorewood, IL 60404 Alanoclubofjoliet2021@g mail.com
<p>SATURDAY</p> <p>0 ZOOM</p> <p>(15) 9:00am: Early Does It(closed AL-Anon only) in Fireplace & Hybrid Call:1-815-531-4668</p> <p>(7) 9:00am: 12 Step Study (closed AA only) in 1st Main Room</p> <p>(10) 10:30am: Al-Anon (closed Al-Anon only) in Fireplace Room</p> <p>(20) 10:30am: Al-Anon in Spanish (closed Al-Anon only) 1st Main Room</p> <p>(20) 6:30pm: Hope Dealers (open HA) in Fireplace Room</p> <p>8:00pm: Saturday Night All Recovery Speaker Meeting(Open to all) in 1st Main Room/Hybrid ID:893 6635 9780 Code: 376678</p>	<p>SUNDAY</p> <p>9:00am: Relationships (open All are welcome) in Fireplace Room/Hybrid ID: 322 826 446 Code: 001144</p> <p>10:30am: Sunday Spiritual Meeting (closed AA only) In Front Room with doors.</p> <p>3:00pm: Be The Light: Women's (closed AA / Women only) in Fireplace Room</p> <p>7:30pm: Just Do It (closed Al-Anon only) in Fireplace Room</p>	
<p><small>If your meeting needs a space to rent, please call John H., 1-815-791-9843 or Tod C., 1-815-791-1098. ACJ is a Recovery Club and seeks to be available to all 12-Step Recovery Programs, let us give our group a home.</small></p>		

EXHIBIT "A" EXISTING

Alano Club of Joliet P.O. Box 2814 Joliet, IL 60434-2814 1-815-744-2992		Alano Club of Joliet 101 Grove Street Shorewood, IL 60404 Alanoclubofjoliet2021@g mail.com
<p style="text-align: center;"><u>MONDAY</u></p> <p>6:30pm: Primary Purpose (Open AA all welcome) Fireplace Room</p> <p>8:00pm: Eight O'clock (closed AA only) in Fireplace Room</p>	<p>7:00pm: District 51 (AA) (2nd Wed. of Month) Fireplace Room/Hybrid</p> <p>7:00pm: District 11 (Al-Anon) (4th Wed. of the Month) Fireplace Room</p>	
<p style="text-align: center;"><u>TUESDAY</u></p> <p>4:00pm: Four O'clock (Closed AA only) in Fireplace Room</p> <p>6:00pm: Jackson Creek DOA (Closed AA only) Fireplace Room/Hybrid ID: 856 4729 3488 Code: 178064</p> <p>7:00pm: Tuesday Night Big Book (closed AA only) in 1st Main Room</p>	<p style="text-align: center;"><u>THURSDAY</u></p> <p>4:00pm: Four O'clock (closed AA only) in Fireplace Room</p> <p>6:00pm: Family Affairs ACA (closed Adult Children of Alcoholics) in Fireplace Room/Hybrid ID: 875 7164 7403 Code: 137785</p> <p>7:00pm: Beginner's Meeting (closed AA only) in 1st Main Room</p> <p>7:30pm: CODA in Action (closed Codependence Anonymous only) in Fireplace Room/Hybrid ID: 894 4423 7787 Code: 607341</p>	
<p style="text-align: center;"><u>WEDNESDAY</u></p> <p>10:30AM: Ten-Thirty Meeting (closed AA only) Fireplace Room</p> <p>12:10pm: Food For Thought (closed Al-Anon only) Fireplace Room</p>	<p>8:00pm: 3rd Step Meeting (closed AA only) in Front Room</p> <p style="text-align: center;"><u>FRIDAY</u></p>	
<p><small>If your meeting needs a space to rent please call John H., 1-815-791-9843 or Tod C., 1-815-791-1098. ACJ is a Recovery Club and seeks to be available to all 12-Step Recovery Programs, let us give your group a home.</small></p>		

APPROXIMATE # OF PERSONS ATTENDING
CIRCLED AT LEFT OR RIGHT OF LISTED
MEETINGS

EXHIBIT "B"

FUTURE GROWTH

MONDAY

7:00 AM (15)
 10:30 AM (15)
 4:00 PM (10)
 6:30 PM (15)
 8:00 PM (8)

TUESDAY

7:00 AM (15)
 10:30 AM (15)
 4:00 PM (10)
 6:00 PM (20)
 7:00 PM (20)

WEDNESDAY

7:00 AM (15)
 10:30 AM (20)
 12:10 PM (10)
 4:00 PM (10)

THURSDAY

7:00 AM (15)
 10:30 AM (15)
 4:00 PM (10)
 6:00 PM (5)
 7:00 PM (25)
 7:30 PM (5)
 8:00 PM (8)

FRIDAY

7:00 AM (15)
 10:30 AM (15)
 4:00 PM (10)

SATURDAY

7:00 AM (20)
 9:00 AM (10) - IF THEY STOP ZOOM
 9:00 AM (25)
 10:30 AM (10)
 10:30 AM (10)
 4:00 PM (10)
 6:30 PM (25)
 8:00 PM (50)

SUNDAY

7:00 AM (15)
 9:00 AM (15)
 10:30 AM (15)
 3:00 PM (10)
 7:30 PM (15)

Fwd: Alano Club Parking Agreement with Hillcrest Shopping Plaza Owner

From: Tod Carter (tjc83chicago@yahoo.com)

To: johnhoniotes@sbcglobal.net; kallanstudios@gmail.com; bleon711@gmail.com; stevesweedler@sbcglobal.net; armysfcwenner@yahoo.com

Date: Friday, April 1, 2022, 08:26 AM CDT

Sent from my iPhone

Begin forwarded message:

From: Tod Carter <tjc83chicago@yahoo.com>

Date: April 1, 2022 at 7:48:40 AM CDT

To: "Maura A. Rigoni" <MRigoni@reld.com>, Zoe Rogers <zrogers@cityofcresthill.com>

Subject: Alano Club Parking Agreement with Hillcrest Shopping Plaza Owner

Good morning Maura and Zoe ,

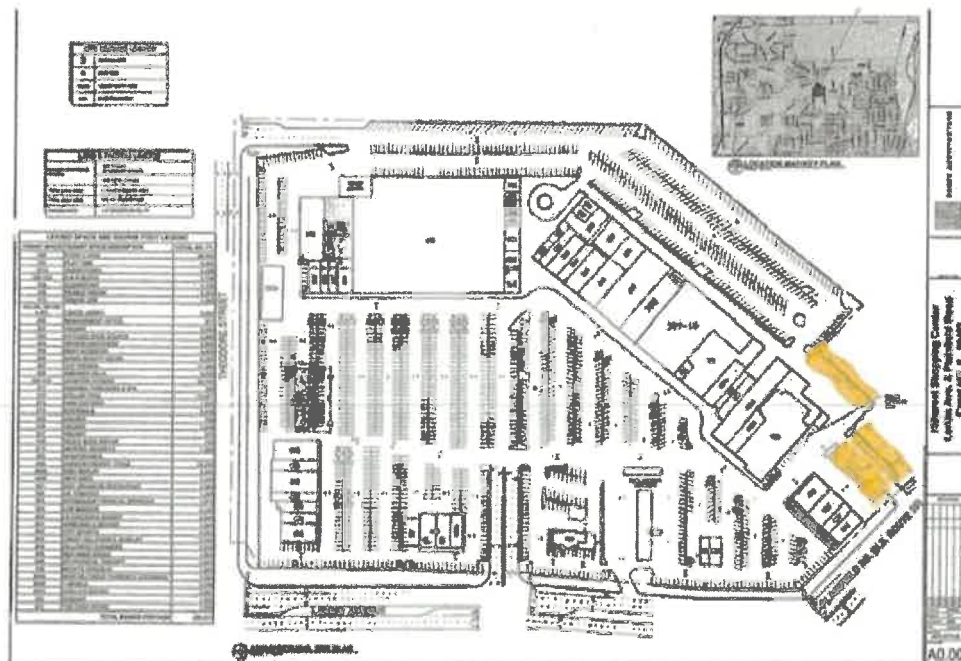
The Alano Club of Joliet was able to secure an agreement for the needed parking situation with the owner of the Hillcrest Shopping Plaza Mr. Abe Katz.

Please see attached communication regarding this matter with a site plan of the area(s) Mr. Katz and I discussed.

Thank You,

Tod Carter

Re: Parking at Hillcrest Shopping Plaza, Joliet IL.





Will County CCAO
Rhonda R. Novak, CIAA
302 N. Chicago Street
2nd Floor
Joliet, Illinois 60432
Phone: 1-815-740-4648
Fax: 1-815-740-4696

Item 2.

PIN 11-04-31-404-006-0000

Parcel Information

<< Prev Parcel

Next Parcel >>

LOCKPORT TOWNSHIP

Owner Name: JLP REALTY INC

Street Address:
 1807 PLAINFIELD RD
 CREST HILL IL 60403

[View on Bing Maps](#)

Subdivision:

Property Class: 0060 Commercial

Homesite Acres: 0.00
 Farm Acres: 0.00
 Open Space Acres: 0.00
 Total Acres: 0.25

[GIS Map & Address Information](#)

<< Prev Picture

1 of 4

Next Picture >>

[Will County Treasurer's Tax Information](#)[View Local Taxing Bodies](#)

Assessment Information

Year	Assess Level	Land Unimproved/Farm	Land Improved	Building Other/Farm	Building	Total	Market Value	Instant Date	Instant Amount
2021	BOR	0	28,044	0	115,001	143,045	429,178		0
2021	SA/E	0	28,044	0	115,001	143,045	429,178		0
2021	TWP	0	28,044	0	115,001	143,045	429,178		0
2020	BOR	0	28,044	0	115,001	143,045	429,178		0
2019	BOR	0	28,044	0	115,001	143,045	429,178		0

Sale Information

Building Information

**** Building information is submitted periodically from the [LOCKPORT TOWNSHIP](#) Assessor; therefore, the building information listed may not be accurate or the most current. ****

Style: PLAINFIELD ANIMAL HOSPITAL
Year Built: 1949
Total Sq. Ft: 4,416
Basement:
Garage:

Bathrooms:
Central Air:
Fireplace:
Porch:
Attic:

**** For the most comprehensive building characteristics and relevant information, please contact the [LOCKPORT TOWNSHIP](#) Assessor. ****

Legal Description

THAT PRT OF THE SE1/4 OF SEC 31, T36N-R10E. COMM AT THE CNTR SEC 31; THC S TO THE CNTR OF PLAINFIELD
THC SE'LY ALG SD RD, 1390.44FT TO THE POB; THC SW'LY AT A RIGHT ALG 217.8FT; THC SE'LY PARL TO SD RD 200
THC NE'LY TO THE CNTR OF SD RD; THC NW'LY TO THE POB. (EX THAT PRT DAF: COMM AT THE CNTR OF SD SEC 31; THC
S ALG W LN OF SD SE1/4, 188.13 FT TO A PT IN THE CNTRLN OF US RT 30; THC SE'LY ALG SD CNTR OF SD RT, 1440.44 FT,-
1459.72 FT MEAS TO A POB IN SD CNTRLN OF SD HWY, SD POB BEING 230.45 FT MEAS ALG CNTRLN OF SD HWY FROM
PT OF INTERSECTION OF SD HWY WITH CNTRLN OF EJ&E RR RUNNING NE'LY & SW'LY THRU SD SE1/4 OF SD SEC; THC
SW'LY ALG A LN THAT IS A RIGHT ANG TO SD CNTRLN OF SD HWY 100 FT TO A PT; THC SE'LY ALG A LN PARL WITH SD
HWY 20 FT TO A PT; THC SW'LY ALG A LN THAT IS A RIGHT ANG TO SD CNTRLN OF SD HWY 117.8 FT TO A PT; THC SE'LY
ALG A LN PARL WITH SD HWY, 130 FT TO A PT; THC NW'LY ALG SD CNTRLN 150 FT TO THE POB PER R70-024004 AND R70-
024005 LA SALLE NAT'L BK TR#41613).

Item 2.

Data Powered by

Visual PAMSPRO[®]
Property Assessment Management System
Professional Edition[Back](#)[Property Search Portal](#)[Print](#)

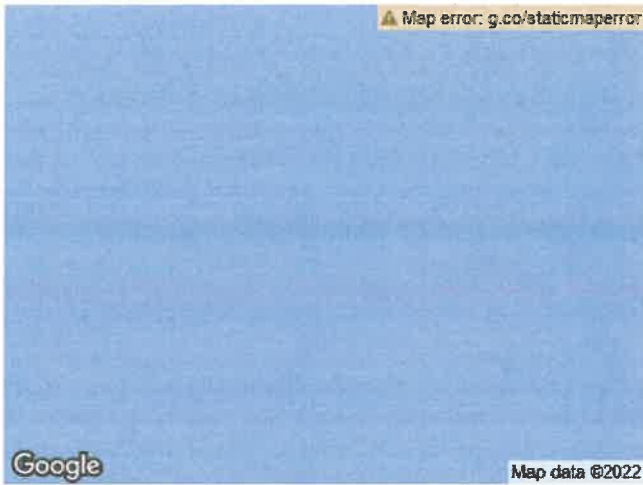
Report Created on Apr 6, 2022

**1807 PLAINFIELD RD
CREST HILL IL 60403**

Prepared By Steve Sweedler

Courtesy of Steve Sweedler
Coldwell Banker The Real Estate Group
Office: (815) 744-1000
Email: stevesweedler@sbcglobal.net





JLP REALTY INC · absentee

Public

Great Location and visibility on Rt 30 adjacent to the Hillcrest Shopping Center and current home to Crest Hill Animal Hospital which is moving to a new location. The original building was built in 1949, then a 2 story addition was built in 1967 and then in 1993 a 2,112 square foot addition with high ceilings was added. There are several uses for this building, the 2nd floor has an entrance from the outside as well as from inside the building and could be closed off so only a private outside entrance would exist. The 2nd floor is currently being used as office and storage but a one time was a 3 bedroom apartment. In order to currently use as an apartment a special use permit would be required by the City of Crest Hill. The 1st floor currently is divided into 12 rooms see attached floor plan with a waiting room with ceramic flooring. The building has 4 separate heating and cooling systems. 2 GFHA furnaces and central air on the 1st floor, Central Air and gas hot water radiant heat in the 2,112 addition, and 1 GFHA furnace and central air for the 2nd floor. The building is Zoned B-3 by the City of Crest Hill the permitted uses are attached under additional information which are quite inclusive with this zoning. Building is being sold in "as is" condition. Minutes to I-55 or I-80 and the Weber Road Corridor.

Directions

Directions: Plainfield Road is Route 30, 1/2 block West from the corner of Larkin and Rt 30. Take either I-55 or Weber Road to property

Listing Details

MLS #11253935

Listing Agent

Thomas Mulvey
Dow Realty
agent: (815) 730-1900
office: (815) 730-1900
tmulvey@dowcompanies.com

Key Stats

Status	Contingent
Originating System Name	mred
List Price	\$375,000
Listing Type	Exclusive Right To Sell

Lot

Lot SqFt	10890
Dimensions	50 X 20 X 117 X 70 X 217 X 50
Parcel Number	1104314040060000
Acres	0.25

Key Stats

Commission	AS A PERCENTAGE OF THE NET SALE PRICE. THE NET SALE PRICE IS THE GROSS SALE PRICE MINUS AMOUNTS TO BE CREDITED OR PAID TO THE BUYER, AS REFLECTED IN THE INITIAL SALES CONTRACT.
Days On Market	147
Compensation Paid On	Net Sale Price
Township	Lockport

Building Sq Ft

Total Finished	4416
----------------	------

HOA

HOA	No
-----	----

Utilities

Cooling	Central Air,Zoned
---------	-------------------

Taxes

Tax Year	2020
----------	------

Taxes

TAX YEAR	TAX BILL	TOTAL	LAND	IMPROVEMENT	EXEMPTIONS
2020	\$12,514.44	\$143,045 (2020)	\$28,044 (2020)	\$115,001 (2020)	
2019	\$12,554.2	\$143,045 (2019)	\$28,044 (2019)	\$115,001 (2019)	
2018	\$12,918.26	\$143,045 (2018)	\$28,044 (2018)	\$115,001 (2018)	
2017	\$13,016.38	\$143,045 (2017)	\$28,044 (2017)	\$115,001 (2017)	
2016	\$13,399.6	\$143,045 (2016)	\$28,044 (2016)	\$115,001 (2016)	

Public Record Details

APN 11-04-31-404-006

Key Stats

Occupancy Status	No Occupants
Corporate Ownership	Yes
Absentee Owner	Yes

Building Features

Full Baths	0
Half Baths	0

Key Stats

Mailing Address	1807 PLAINFIELD RD CREST HILL IL 60403
County	Will County
Legal Description	THAT PRT OF THE SE1-4 OF SEC 31, T36N-R10E. COMM AT THE CNTR SEC 31; THC S TO THE CNTR OF PLAINFIELD RD; THC SE-LY ALG SD RD, 1390.44FT TO THE POB; THC SW-LY AT A RIGHT ALG 217.8FT; THC SE-LY PARL TO SD RD 200 FT; THC NE-LY TO THE CNTR OF SD RD; THC NW-LY TO THE POB. (EX THAT PRT DAF: COMM AT THE CNTR OF SD SEC 31; THC S ALG W LN OF SD SE1-4, 188.13 FT TO A PT IN THE CNTRLN OF US RT 30; THC SE-LY ALG SD CNTR OF SD RT, 1440.44 FT;- 1459.72 FT MEAS TO A POB IN SD CNTRLN OF SD HWY, SD POB BEING 230.45 FT MEAS ALG CNTRLN OF SD HWY FROM PT OF INTERSECTION OF SD HWY WITH CNTRLN OF EJ&E RR RUNNING NE-LY & SW-LY THRU SD SE1-4 OF SD SEC; THC SW-LY ALG A LN THAT IS A RIGHT ANG TO SD CNTRLN OF SD HWY 100 FT TO A PT; THC SE-LY ALG A LN PARL WITH SD HWY 20 FT TO A PT; THC SW-LY ALG A LN THAT IS A RIGHT ANG TO SD CNTRLN OF SD HWY 117.8 FT TO A PT; THC SE- LY ALG A LN PARL WITH SD HWY, 130 FT TO A PT; THC NW-LY ALG SD CNTRLN150 FT TO THE POB PER R70-024004 AND R70-024005 LA SALLE NAT-L BK TR#41613).
Census Tract	880901

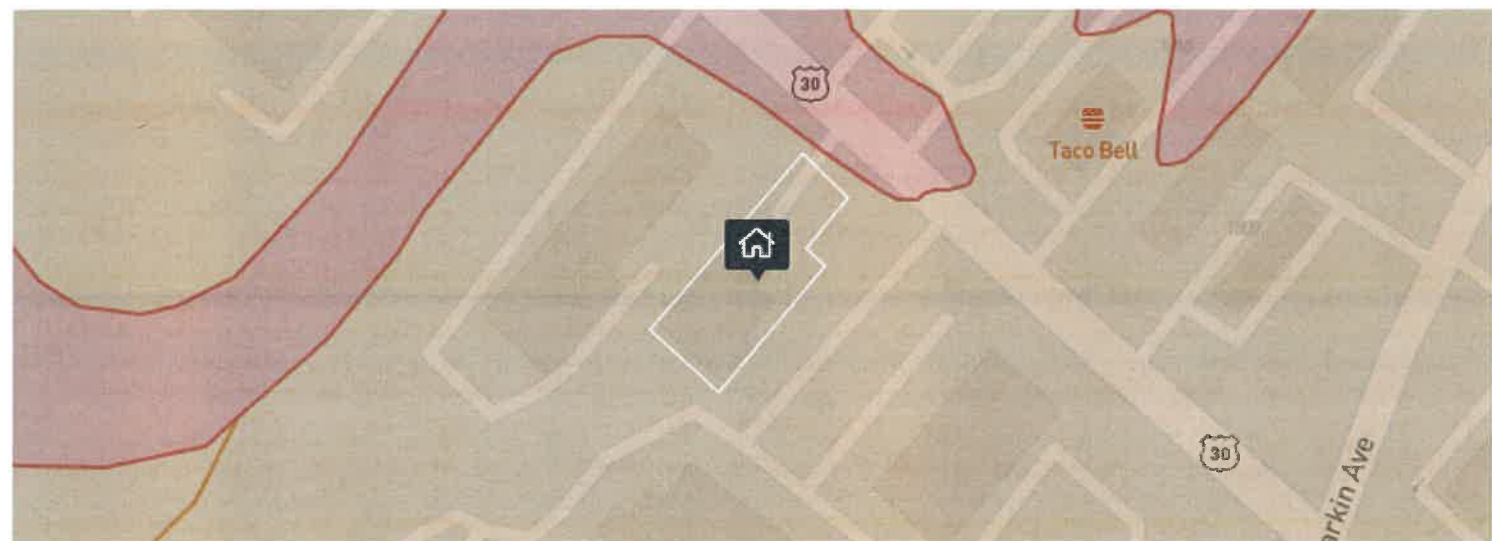
Flood Risk

FEMA Map Date	02/15/2019
FEMA Map Number	17197C0142G
Flood Risk	Low/Medium

Parking

Garage Spaces	0
Lot	
Lot Acres	0.25
Lot SqFt	10890
Land Use	Commercial (General)
Lat, Long	41.555402, -88.127348
Municipality	LOCKPORT

Flood Risk



Unknown

Low / Medium (500+ yr)

High (100 yr)

Flood Risk	Flood Zone Code	FEMA Map Date	FEMA Map Number
Low/Medium	X	02/15/2019	17197C0142G

Schools

Type	Name	Grades	S:T Ratio	Grade	Updated
Middle	Richland Junior High School	5-8	14	B	6/17/2021
High	Lockport Township High School - East Campus	9-12	19	A-	6/17/2021

Powered by NICHE

Valuation

Remine


Est. Value


\$529,126.1


Range


\$446,875.52 - \$600,692.76


Demographics

35%
College Graduates

29%
Have Children

2.3
Avg. Household

\$63K
Avg. Income

40
Avg. Age

Property History

Listing	Date	Status	MLS	List Price
	03/18/22	Contingent	11253935	\$375,000

Mortgages

No Mortgage Data Found

Associated People

JLP REALTY INC , Owner

Images



· 0.25 Acres | · \$0 Net Equity · Commercial (General)

Item 2.



COPY CHECK TO CREST HILL

4-6-22

Item 2.

ALANO CLUB OF JOLIET 265 REPUBLIC AVE., P.O. BOX 2814 JOLIET, IL 60434		4945
DATE <u>4-6-22</u>		70-203/719
PAY TO THE ORDER OF	<u>CITY OF CREST HILL</u>	\$ <u>1,000.00</u>
<u>ONE THOUSAND & NO/100</u>		DOLLARS
HOMETOWN National Bank LaSalle • Peru • Joliet		<u>Tod Carter</u> <u>Kellen D. Elias</u>
FOR <u>APPLICATION FOR SPECIAL USE PERMIT</u>		
⑈004945⑈ ⑈071902030⑈		⑈109189⑈

PARKING AGREEMENT

This PARKING AGREEMENT is made this 8 day of July, 2022 between
ALANO CLUB OF JOLIET (ALANO) and JOLIET HILLCREST SHOPPING CENTER, LLC (HSC).

The following recitals of fact are a material part of this Parking Agreement ("Agreement"):

- A. HSC is the fee owner of 1701 N. Larkin Ave Crest Hill, IL 60403 ("Property A").
- B. ALANO is purchasing 1807 Plainfield Rd. Crest Hill, IL 60403 on Exhibit "A"
("Property B").
- C. In order for ALANO to purchase and use the property (1807 Plainfield Rd. Crest Hill, IL 60403) for their intended purpose and enjoyment, The City of Crest Hill requires a parking agreement allowing ALANO to partially use HSC's designated parking spaces of Property A.
- D. ALANO has the right to use all parking spaces located at 1807 Plainfield Rd. Crest Hill, IL 60403.
- E. HSC is allowing ALANO the non exclusive use of thirteen (13) and thirty (30) parking spaces identified in "Exhibits B1-B3."
- F. This Parking Agreement will be used as an exhibit to the special use permit ordinance that must be processed for ALANO's special use permit request with the City of Crest Hill.
- G. The City of Crest Hill acknowledges that this Agreement is terminable at any time by HSC at the sole and absolute discretion of HSC.
- H. This Agreement is applicable and binding to the successor or assigns in interest of HSC and ALANO.

NOW AND THEREFORE, in consideration of the premises, contained herein, the following grant and agreement is made;

1. Termination of Parking Agreement

This Parking Agreement shall remain in place until notice of termination in HSC's sole and absolute discretion is given by HSC, its successors, assigns or any party that succeeds HSC and delivered to ALANO, its successor, assigns or any party that succeeds ALANO at the Notice address. ALANO acknowledges that they may be denied partial or full use of Property B if this Agreement is terminated. HSC shall not be liable for any damages or use of Property B or any cost whatsoever to ALANO or any successor as a result of termination of this Agreement effecting the special use permit or any other effect.

2. Maintenance of the Parking Agreement

ALANO shall be responsible for repairing and maintaining all parking spaces at: 1807 Plainfield Rd. Crest Hill, IL 60403.

HSC shall be responsible for repairing and maintaining all parking spaces "identified on Exhibits B1-B3" at: 1701 N. Larkin Ave Crest Hill, IL 60403, except with the following condition. If the shared parking spaces, identified in "Exhibit B1 – B3" are partially or fully destroyed by fire, tornado, wear and tear, other act of God or otherwise, ALANO and HSC shall share the cost of repair, replacement, resurfacing, and maintenance equally (50/50).

3. Insurance.

ALANO agrees to maintain owner's and liability insurance on their property, and their policy shall include insurance for the shared parking spaces. ALANO shall annually give HSC and A&R Katz Management, INC an insurance certificate naming both as additional insured.

Failure to deliver said certificate shall be deemed to be a default and this agreement shall terminate. The Insurance limits shall be as required by HSC.

4. Governing Law

It is agreed that this Parking Agreement shall be governed by, construed, and enforced in accordance with the laws and decisions of the State of Illinois.

5. Attorney fees or Other Costs

In the event that any action is filed against HSC due to the use of the parking spaces, ALANO shall defend and hold HSC harmless for all costs and damages and matters associated with said lawsuit.

6. Modification of Agreement

Any modification of this Parking Agreement or additional obligation assumed by either party in connection with this Parking Agreement shall be binding only if evidenced in writing and signed by each party or an authorized representative of each party.

7. Relationship of the Parties

It is expressly agreed and understood that this Parking Agreement shall not operate or be construed to create a partnership or joint venture between the parties or any other legal obligation or relationship other than use of parking spaces as set forth in this Agreement.

8. No Waiver

The failure of either party to this to insist upon the performance of any terms of this Parking Agreement, shall not be construed as waiving any such terms, but the same shall continue and remain in full force as if no forbearance or waiver had occurred.

9. Paragraph Headings

The titles to the paragraphs of this Parking Agreement are solely for the convenience of the parties and shall be used to explain, modify, or and in the interpretation of the provisions of this Parking Agreement.

10. Indemnification.

ALANO agrees to defend, indemnify, and hold HSC harmless from all claims, demands, and liabilities which in any way arise out of or result from ALANO'S use of the shared parking spaces.

11. Notices.

Notice may be given by hand delivery, certified mail, email or by any recognized delivery service (ie FedEx.) Correspondence and notice to terminate this agreement between the parties shall be sent to:

ALANO CLUB OF JOLIET, By Tod Carter

Phone: 819-791-1098

Email: tjc83chicago@yahoo.com

Address: 101 Grove st Shorewood, IL, 60404

JOLIET HILLCREST SHOPPING CENTER, LLC

Phone: 847-205-1200

Email: abek@arkatz.com

Address:

Attn: Abe Katz

**3175 Commerical Ave, suite 100
Northbrook, IL 60062**


****SIGNATURE PAGE TO FOLLOW****

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this 8th day of
July, 2022

	dotloop verified 07/07/22 5:33 PM CDT D1TO-F06X-UEPZ-PRGN
---	---

ALANO CLUB OF JOLIET,

By Tod Carter

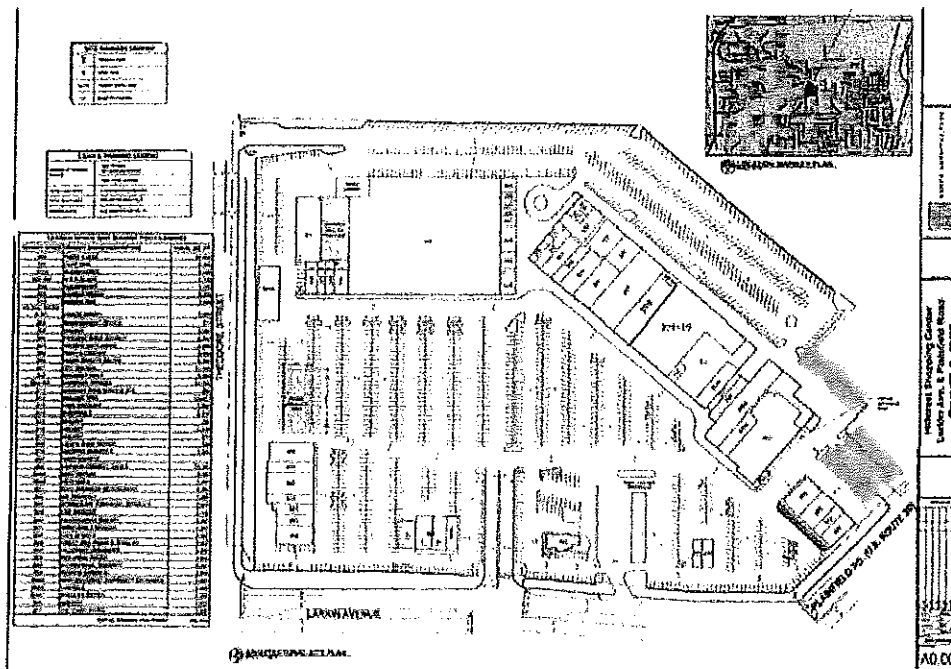
 by David Katz

JOLIET HILLCREST SHOPPING CENTER, LLC

By Abe Katz – Member of Manager

"Exhibit B1"

Re: Parking at Hillcrest Shopping Plaza, Joliet IL.



"Exhibit B 2"

Item 2.





Subdivision List
5992670
Hickory Heights Sub
34-80
5992676
Jefferson Ave Sub
R53-011841

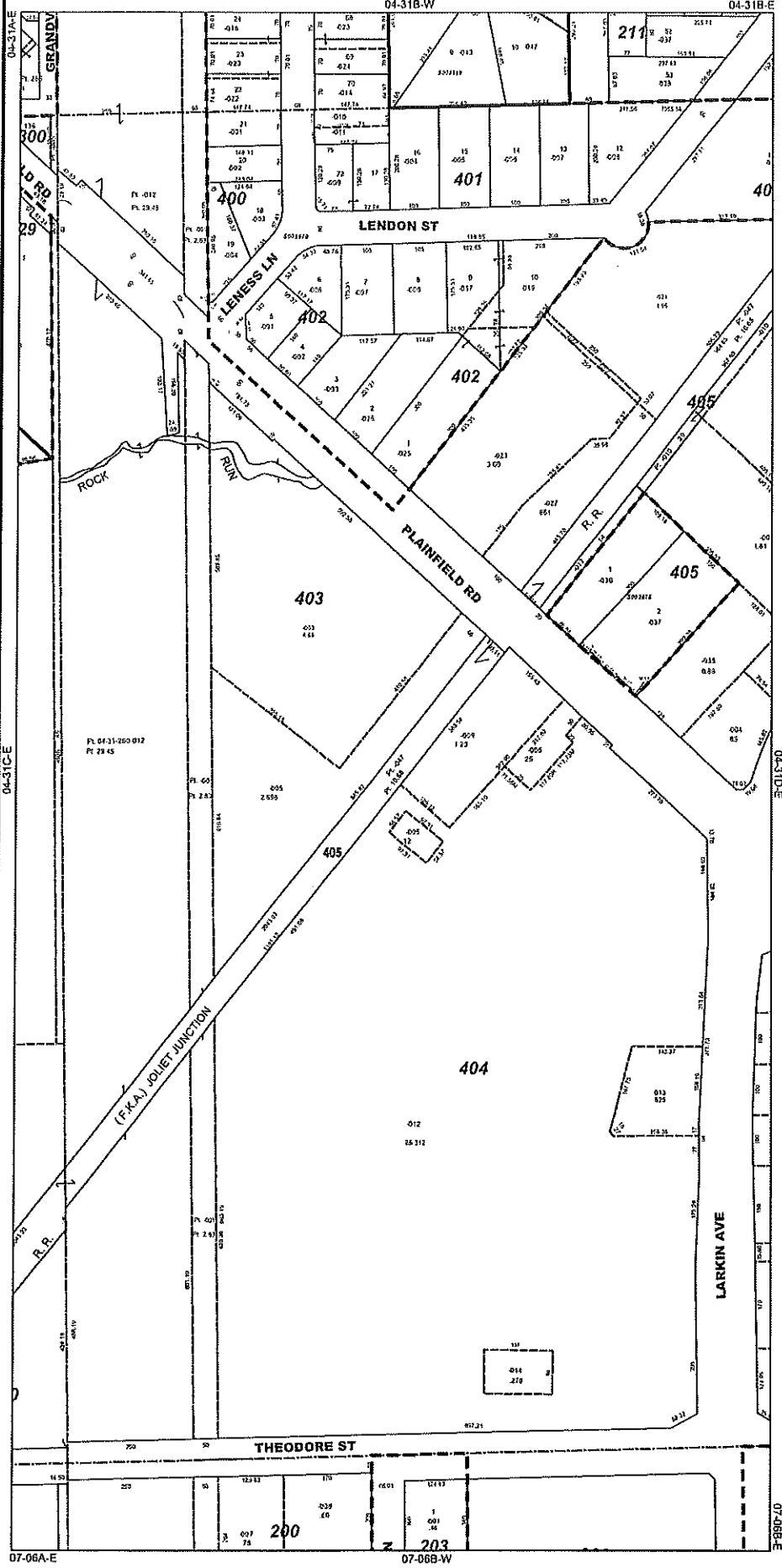


Exhibit B3

NOTICE OF PUBLIC HEARING
CITY OF CREST HILL

The Crest Hill Plan Commission will hold a public hearing on Wednesday August 10, 2022 at 7:00 p.m. in the City Building, 1610 Plainfield Road, Crest Hill, Illinois to hear a petition for the Alano Club of Joliet for a special use permit for the property located at 1807 Plainfield Road, Crest Hill, IL 60403. The request, if granted, would permit operation of a civic/institutional meeting space in the B-2 General Business District

PERMANENT INDEX NO: 11-04-31-404-006-0000

LEGAL DESCRIPTION: That prt of the SE ¼ of sec 31, T36N-R10E, comm at the cntr sec 31; thc s to the cntr of Plainfield Road, the se'ly alg sd rd, 1390.44 ft to the POB thc sw'ly at a right alg 217.8ft; thc sel'y parl to sd rd 200 ft; thc ne'ly to the cntr of sd rd; thc nw'ly to the POB (ex that prt daf; comm at the cntr of sd sec 31; thc s alg w ln of sd sel'4, 18813 ft to a pt in the cntrln of US Rte. 30; thc se'ly alg sd cntr of sd rt, 1440.44 ft 1459.72 ft meas to a POB in sd cntrln of sd hwy, sd POB being 230.45 ft meas alg cntrln of sd hwy from pt of intersection of sd hwy with cntrln of EJ&E RR running ne'ly & sw'ly thr sd sel'4 of sd sec; thcsw'ly alg a ln that is a right ang to sd cntrln of sd why 100 ft to a pt; thc se'ly alg a ln part with sd hwy 117.8 ft to a pt; thc se'lyalg a ln parl with sd hwy, 130 ft to a pt; thc nw'ly alg sd cntrln 150 ft to the POB per R70-024004 and R70-024005 LaSalle Nat'l Bk Tr#41613)

All persons in attendance at the hearing shall have an opportunity to be heard. Any person who also wishes to appear as an "interested party" with the right to cross-examine others at the hearing must complete and file an appearance with the City Clerk no later than (three business days before the date of the hearing). Appearance forms are available from the City Clerk during regular business hours.

Dated this 18th day of July, 2022
Christine Vershay-Hall, City Clerk
Jan Plettau, Commission Chairman
July 18, 2022

PLEASE PUBLISH THE ABOVE NOTICE IN THE LEGAL/PUBLIC NOTICE SECTION OF THE JOLIET HERALD NEWS ON Tuesday July 26, 2022 AND SEND THE BILL FOR THE PUBLICATION TO:

Tod Carter
1900 Poplar Creek Ct.
Joliet, IL 60431
(815) 791-1098
tjc83chicago@yahoo.com

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

e-mail to publicnotice@theheraldnews.com
for publication in the Joliet Herald News

Alano of Joliet – PH Notification List - 8

1104314040090000

Kurt A & Tricia L Johnson
1815 Plainfield Road
Crest Hill, IL 60403

1104314030050000

1104314050470000

Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, IL 60433

1104314040060000

Alano of Joliet (pending)

1104314040120000

Joliet Hillcrest Shop Centr. LLC
% Katz Brothers Development LLC
3175 Commercial Avenue #100
Northbrook, IL 60062

1104314050360000

Pasquale Carestia
2103 Manico Drive
Crest Hill, IL 60403

1104314020270000

Krieger Kiddie Corp
333 Las Olas Way
Fort Lauderdale, FL 33301

1104314050370000

MHR Landlord Crest Hill LLC
PO Box 22775
Oklahoma City, OK 73123

1104314050350000

Windy Landings Inc.
7915 Kensington Court
Brighton, MI 48116

1104314050040000

Crest Hill Investors LLC
221 Pine Street FL 4
San Francisco, CA 94104

1 BEFORE THE CITY OF CREST HILL
2 PLANNING AND ZONING COMMISSION
3 PUBLIC HEARING AND CONSIDERATION)
4 OF SU-22-2-8-1, REQUEST OF)
5 JLP REALTY 1807 PLAINFIELD ROAD)

6 REPORT OF PROCEEDINGS had in the above-entitled
7 matter, at the Crest Hill City Hall, 1610 Plainfield
8 Road, Crest Hill, Illinois, on the 10th day of August,
9 2022.

10 COMMISSIONERS PRESENT:

11 MR. JAN PLETTAU - CHAIR

12 MR. BILL THOMAS

13 MR. JOHN STANTON

14 MR. JEFF PETERSON

15 MR. ANGELO DeSERIO

16 MS. CHERYL SLABOZESKI

17 MR. KEN CARROLL

18 PRESENT: MR. MICHAEL SANTSCHI

19 Spesia & Taylor

20 Joliet, Illinois

21 appeared on behalf of the Commission.

22 ALSO PRESENT: MS. LAURIE THRASHER - Commission secretary

23 MR. TONY BUDZIKOWSKI - Community Economic
24 Director

1 CHAIRMAN PLETTAU: Good evening, everyone. Welcome
2 to the August 10th Crest Hill Planning Commission
3 meeting. At this time I would like to ask everyone to
4 rise for the Pledge of Allegiance.

5 (Whereupon, the Pledge of
6 Allegiance was recited)

7 CHAIRMAN PLETTAU: Can I get a roll call for
8 attendance please?

9 MS. THRASHER: Jan Plettau?

10 CHAIRMAN PLETTAU: Here.

11 MS. THRASHER: Ken Carroll

12 COMMISSIONER CARROLL: Here.

13 MS. THRASHER: John Stanton.

14 COMMISSIONER STANTON: Here.

15 MS. THRASHER: Jeff Peterson.

16 COMMISSIONER PETERSON: Here.

17 MS. THRASHER: Bill Thomas.

18 COMMISSIONER THOMAS: Here.

19 MS. THRASHER: Cheryl Slabozeski.

20 COMMISSIONER SLABOZESKI: Here.

21 MS. THRASHER: Angelo DeSerio.

22 COMMISSIONER DeSERIO: Here.

23 CHAIRMAN PLETTAU: Next on the agenda is approval
24 of minutes for May 11th.

1 (Whereupon, court reporter went
2 off the record.)

3 CHAIRMAN PLETTAU: New business and public
4 hearing of consideration of SU-22-2-8-1. Request of JLP
5 Reality at 1807 Plainfield Road.

6 Do we have the persons here for that?

7 MS. THRASHER: Jan, you need to open the public
8 hearing.

9 CHAIRMAN PLETTAU: Yes, we need to open the
10 public hearing at 7:02.

11 COMMISSIONER CARROLL: So moved.

12 COMMISSIONER DeSERIO: Second.

13 CHAIRMAN PLETTAU: Second by Commissioner
14 DeSerio.

15 MS. THRASHER: Ken Carroll.

16 COMMISSIONER CARROLL: Yes.

17 MS. THRASHER: Angelo DeSerio.

18 COMMISSIONER DeSERIO: Yes.

19 MS. THRASHER: John Stanton.

20 COMMISSIONER STANTON: Yes.

21 MS. THRASHER: Jeff Peterson.

22 COMMISSIONER PETERSON: Yes.

23 MS. THRASHER: Bill Thomas.

24 COMMISSIONER THOMAS: Yes.

1 MS. THRASHER: Cheryl Slabozeski.

2 COMMISSIONER SLABOZESKI: Yes.

3 MS. THRASHER: Jan Plettau.

4 CHAIRMAN PLETTAU: Yes.

5 MS. THRASHER: Motion carries.

6 CHAIRMAN PLETTAU: Everyone that is coming to the
7 podium, you would need to sign in, please.

8 Anyone who is speaking needs to be
9 sworn in.

10 AUDIENCE MEMBER: I will be speaking.

11 AUDIENCE MEMBER: I'll be speaking.

12 AUDIENCE MEMBER: I will speak also.

13 CHAIRMAN PLETTAU: I need to swear each one of
14 you separately.

15 who will speak first?

16 AUDIENCE MEMBER: I will.

17 CHAIRMAN PLETTAU: Raise your right hand.

18 JOHN HONIOTES,

19 called as a witness herein, having been first
20 duly sworn, was examined and testified as follows:

21 CHAIRMAN PLETTAU: You may proceed.

22 MR. JOHN HONIOTES: Hi folks, my name is John
23 Honiotes. Currently serve as president of the Joliet
24 Alano Club board. We're trying to purchase the building

1 at 1807 Plainfield Road. We have -- we're here for the
2 planning, you know, to go through what we need to do to
3 get approval.

4 So I believe we have some -- I think
5 one of the main sticklers that we had was parking. And
6 we were able to get Mr. Abe Katz who was the owner of
7 the Crest Hill mall, we have a working agreement with
8 him that we worked through with Tony, and some other
9 things. And so in between the lawyers and everything, I
10 believe it has been signed and we're in good standing
11 with that. I think that's one of the things the last
12 time we were here that you wanted us to have.

13 I believe that since that's happened,
14 Mr. Katz has on his own expense restriped some of the
15 exterior that shows some of those parking places that we
16 would generally be using. There is basically 15 that
17 are right along the property line and those are the main
18 ones. Very rarely, maybe once a week we may be
19 trickling over and get back and use a few more of the
20 parking spaces in the main parking lot. But as a
21 general rule, we're only going to be using those. We
22 tend to have in our own parking lot that comes with the
23 building, and the 12, the 15 that we have that Mr. Katz
24 has been so graciously allowing us to use.

1 AUDIENCE MEMBER: We have some pictures.

2 MR. JOHN HONIOTES: There are some pictures of
3 those, if you want to see some of those.

4 Other than that, folks, I believe --
5 couple other things -- oh, yeah. We also -- I do know
6 that there is going to be some renovations that need to
7 be done to the building. I already contacted Bob Global
8 (phonetic) with United Architectural. We already had a
9 meeting with one of your building inspectors, that was
10 Mr. Wilkins. He went through all of that stuff. He
11 doesn't see any real problems with it. It is a very
12 doable thing for us.

13 CHAIRMAN PLETTAU: You are planning on purchasing
14 the property; is that correct?

15 MR. JOHN HONIOTES: Yes.

16 AUDIENCE MEMBER: We would like to.

17 MR. JOHN HONIOTES: Yeah, we would definitely
18 like to. It doesn't make no sense if we can't get our
19 amendment for the property and use it as a meeting
20 place.

21 I'm trying to think of what else.
22 One of the other things, too, we plan on cleaning it up
23 a little bit. Dog kennels on the unsightly outside
24 would be removed. Some paint and things that will be

1 done. And some other things. We generally -- well, we
2 do take care of our properties. It will be more of an
3 asset. It won't be an eye sore. Will be a good-looking
4 building.

5 COMMISSIONER STANTON: Is there like a curb
6 between your parking and curb?

7 MR. JOHN HONIOTES: That's one of the things --

8 COMMISSIONER STANTON: That has to be removed?

9 MR. JOHN HONIOTES: The curb there, it is
10 deteriorated to the point where there really isn't one
11 there right now. Yes, that would be one of the things
12 that we would fix. So there would be minimal. It
13 wouldn't be the whole curb. There would definitely be a
14 section that's already missing that we have to turn
15 around and fix to make it a nice, easy transition
16 through.

17 COMMISSIONER STANTON: The reason why I'm asking,
18 since you are restriping, if you want some sort of easy
19 access in, out.

20 MR. JOHN HONIOTES: That's one of the things we
21 would like to talk to the architect first and get all
22 that approved. Yeah, that would be one of the things we
23 would be doing.

24 COMMISSIONER STANTON: Okay, good.

1 COMMISSIONER PETERSON: You are moving from over
2 on Springfield?

3 MR. JOHN HONIOTES: That's a long story. We sold
4 that building because of some -- because of the
5 pandemic -- we were on Republic and because of the
6 pandemic, it got to the point where it was closed for a
7 while and it was, you know, there was just -- anyway,
8 the building was put for sale and we got a really good
9 price for it and we sold the building.

10 COMMISSIONER PETERSON: You own that building
11 also?

12 MR. JOHN HONIOTES: No, that building was sold.

13 AUDIENCE MEMBER: We sold the building on
14 Republic. 265 Republic was our home for like 20 --

15 MR. JOHN HONIOTES: 35.

16 AUDIENCE MEMBER: 35. And then with that money
17 purchased 101 Grove Street, Shorewood. That is where we
18 are operating out of right now. But it is very tiny.

19 CHAIRMAN PLETTAU: Excuse me, Ma'am. Can I stop
20 you for a minute? Did you sign in by any chance?

21 AUDIENCE MEMBER: I did.

22 CHAIRMAN PLETTAU: Your name is?

23 MS. KALLAN DEE ELIAS: Kallan Dee Elias.

24 CHAIRMAN PLETTAU: And so for the record --

1 MS. KALLAN DEE ELIAS: I promise to tell the
2 truth.

3 KALLAN DEE ELIAS,
4 called as a witness herein, having been first
5 duly sworn, was examined and testified as follows: Mrs.
6 Mrs. So help me God, yes.

7 CHAIRMAN PLETTAU: Go ahead.

8 MS. KALLAN DEE ELIAS: We're now at 101 Grove
9 Street, Shorewood, Illinois. We've been there since
10 October of last year. We are selling that to the
11 village of Shorewood for what we paid for it. So we're
12 wanting to move out of that because we could not do what
13 we do.

14 MR. JOHN HONIOTES: It wasn't big enough.

15 COMMISSIONER PETERSON: Okay.

16 CHAIRMAN PLETTAU: Any other questions from the
17 Commissioners?

18 COMMISSIONER CARROLL: I have a question here.
19 Do we have adequate lighting in that parking lot? The
20 curb was brought up. I saw that curb yesterday. It is
21 a tripping hazard if people don't know that there isn't
22 a spot for them to walk through. I don't know whether I
23 should be addressing that to you guys or to the city.
24 That is a definite problem.

1 MR. JOHN HONIOTES: Once again, that's one of the
2 things I saw right away. That would be addressed. When
3 it is done, like I said, I'd like to go over with the
4 architect and the village -- the village itself so we
5 can figure it all out and make it the best for
6 everybody. It is definitely something that has to be
7 done but it is definitely not -- of all the work that
8 we're probably going to do in the place, that's minimal.

9 COMMISSIONER CARROLL: Okay.

10 MR. JOHN HONIOTES: The ladies that attend
11 meetings will want light at night.

12 MR. BUDZIKOWSKI: Commissioner Carroll, there are
13 some wall backs (phonetic) on the building in the back,
14 but I don't know if those will be adequate or not to
15 light up that portion of the parking lot.

16 Between additional lighting and
17 striping of that offsite lot, I think that's important,
18 because if you are going to have people there at night
19 now, who need to find a place they are supposed to park
20 as well as use the correct area for drive aisles and it
21 should be partially lit.

22 COMMISSIONER CARROLL: I'm just concerned about
23 somebody coming from that one particular, which -- and
24 tripping over the curb. That was my main concern.

1 MR. BUDZIKOWSKI: It is a good point and I
2 probably want to drive by in the evening. I'm curious
3 how much of the streetlights in that area would be on
4 it.

5 CHAIRMAN PLETTAU: Is there a budget or estimate
6 that you guys are planning on spending for that project?
7 By any chance?

8 MR. JOHN HONIOTES: Well, we would have excess of
9 up to \$200,000 to spend to put it back -- I don't plan
10 on spending that much, but we have that possibility
11 without a problem.

12 CHAIRMAN PLETTAU: But roughly between 100 and
13 200,000?

14 MR. JOHN HONIOTES: Yeah. I would say the plan
15 would be -- I'm a licensed contractor. That type of
16 thing we're going to be able to get it done a little bit
17 less expensive because we do a lot of work inhouse.

18 MS. KALLAN DEE ELIAS: We have a professional
19 painter.

20 MR. JOHN HONIOTES: Everything would be done with
21 permits and legally. And with Mr. Global.

22 Yeah, I don't foresee that being --
23 that's not the issue. We can do this. We have the
24 money to do it.

1 CHAIRMAN PLETTAU: Okay. Any other questions
2 from the Commissioners?

3 Okay. Sir?

4 MR. BOB LEONARDY: Yes. My name is Bob Leonardy.
5 I'm signing in now and I serve as the vice president of
6 the Joliet Alano Club. And Jeff and Kallan have been
7 doing the primary work. We are the three primary
8 officers of the board.

9 CHAIRMAN PLETTAU: I have to swear you in.

10 BOB LEONARDY,
11 called as a witness herein, having been first
12 duly sworn, was examined and testified as follows:

13 CHAIRMAN PLETTAU: Proceed.

14 BOB LEONARDY: That really is my role, just to
15 support these two, because we know the most important
16 position on any board is the secretary. That person
17 wears more hats than anybody else. They've been doing
18 so much work. We want to make sure that all of our Is
19 are dotted, our Ts are crossed, and give you the
20 reassurance we're here for the long hall. We're here
21 for the long term. It is a major investment we can well
22 afford, and we plan to be able to support this
23 investment in the years to come.

24 Also, I want to make myself available

1 to any of you for any questions in the future as an
2 additional resource for that. Thank you.

3 CHAIRMAN PLETTAU: Okay.

4 Any questions from the Commissioners?
5 Nothing at this time? Okay. Thank you.

6 Anybody from the audience here for
7 this? No?

8 AUDIENCE MEMBER: I don't know what you mean by
9 that.

10 CHAIRMAN PLETTAU: For public comment.

11 AUDIENCE MEMBER: No.

12 CHAIRMAN PLETTAU: Anything from the city?

13 MR. BUDZIKOWSKI: Yeah, quick summary for the
14 record, and I know you have everything in your packet.
15 But the request this evening is a special use in the B-3
16 district for civic institutional use. You saw this
17 petition in its concept all stages on May 11th. You
18 heard the primary comments, primary offstreet parking.
19 It is a small lot. It will get smaller because of the
20 handicapped space. The emphasis was to try overflow
21 parking.

22 So Alano Club approached Mr. Abe Katz
23 of the Crest Hill shopping center. He worked through
24 it. We are happy he was able to come to some

1 arrangement. You have the signed parking agreement in
2 your packet which I think is very important. And one of
3 the things I have mentioned in the staff report is that
4 that be memorialized in your approval as one of the
5 conditions as well as in an ordinance. We don't want to
6 think this way, but if that parking agreement ever goes
7 away, Alano Club will be obligated to find parking
8 somehow because they can't function without that offsite
9 lot.

10 So we would give them a certain
11 period of time. We'll have to work with our attorney to
12 determine how long that period would be. But if they
13 are unable to find parking to address their needs, the
14 city may need to revoke that special use permit so they
15 wouldn't operate in the future. That's kind of our
16 mechanism to make sure that either that parking
17 agreement is in place or an alternative is found.

18 And Mr. Katz has no indication that
19 he will go away. He just signed Harbor Freight for a
20 10-year extension of their lease. Hopefully he'll be
21 there for a good long time and there won't be any
22 issues.

23 And that parking lot is very
24 underutilized right now. If you have gone by it at any

1 point in the last month, just like I have almost every
2 day to check it out during time difference of days,
3 there is an occasional van from one of the businesses
4 behind there, a few scattered cars parked there
5 diagonally through very illegible spaces. So this is a
6 good opportunity to share spaces with somebody who
7 really does need them.

8 And I also mentioned in the staff
9 report, filling a vacant building with people who can
10 shop or dine or go to a service in town is really good.
11 And there is a large number of people that will be
12 generated here. Whether they are taking a bus or
13 pulling up in a car, that could help some of the
14 businesses whether it be the Subway or Harbor Freight.
15 Rather see an occupied building who can take care of its
16 zoning needs with the parking and clean up the building
17 and space.

18 So staff has given you a
19 recommendation to approve with a number of conditions.
20 Happy to talk about any of those.

21 I appreciate Mr. Stanton's comment
22 about the ramp, but Mr. DeSerio mentioned that at the
23 May 11th meeting. I missed that in the staff
24 recommendation. It is something we will look at. But

1 if you also want to add that as a condition, there
2 should be some form of transition there in some form.

3 COMMISSIONER DeSERIO: I drove by there the other
4 night, and saw some lady coming around the bus area to
5 try and walk around there, and looked like she was going
6 towards the building you are looking to purchase which
7 is why I brought that up at the last meeting. Because
8 now it is not bad, but when we get our typical 12 inches
9 of snow, whoever is parking in that side lot there is
10 going to have to have access without going around that
11 bus stop and not getting close to traffic. I would
12 think that would be a liability concern on your end as
13 well as us.

14 MR. BUDZIKOWSKI: Add it to a condition if
15 appropriate. When we get a building permit in, capture
16 that with striping, potentially lighting, or the kind of
17 transitional area.

18 And that's all I have. Thank you.

19 CHAIRMAN PLETTAU: Sure.

20 COMMISSIONER THOMAS: Just about that, I use that
21 entrance if I'm coming from my house to get into the
22 shopping center, and I will pull in this and I will not
23 go straight, I will cut across because there is -- I
24 have never seen a car parking there. I really like the

1 drawing they have there to define the spots. Now you've
2 got an aisle.

3 But I think the change is, how are we
4 going to train people now that we want them to go down
5 this aisle? Should it be arrows in and out? Should
6 there be like a yield sign at the end? Because there is
7 crosstraffic that I have seen come from behind Harbor
8 Freight and go that way. So essentially we're going to
9 have an unsigned intersection there.

10 I don't think it is going to be real
11 busy, but now is probably the time to somehow retrain
12 people to go down this aisle and make a left to get into
13 the shopping center. I don't know. Just a thought.

14 MR. BUDZIKOWSKI: I think the product of striped
15 spaces with people parking in them now will help. But
16 as this evolves, might have to work with Mr. Katz on
17 some traffic-type control sign whether it is a yield or
18 something else.

19 But I think that will be a work in
20 progress to see if there is a need or not. I know he
21 has that elsewhere onsite, so this might be a
22 continuation after we evaluate it.

23 MR. JOHN HONIOTES: My feeling is there is going
24 to be absolutely no difference on the majority -- 95

1 percent of the time it will be no different than it was
2 when it was an animal hospital. Okay? Because there
3 were people that worked there and people that came in
4 there and those parking lots, the 10 were always full
5 there. 9 to 5. There will be some extra here and
6 there, but I -- it is going to be -- I don't foresee a
7 huge impact on us being there. Most of the meetings are
8 fairly small. 8, 10, 12 people. That type of thing.
9 It is going to be minimal. And there is just a few of
10 them during the day type of thing. There is different
11 things type of thing. Occasionally there is going to be
12 a bigger one, and that's usually on a Saturday night
13 which is most of the -- and when I say "night,"
14 everything is done before 9:30 type of thing. 10
15 o'clock everything will be done. So it is not -- there
16 is not a lot of other things that will be there. They
17 are there for an hour, hour and a half tops, and then we
18 are done by 10.

19 CHAIRMAN PLETTAU: Okay. Anything else?

20 Okay. At this time I am asking for a
21 motion to close the public hearing.

22 COMMISSIONER DeSERIO: So moved.

23 COMMISSIONER PETERSON: Second.

24 CHAIRMAN PLETTAU: Motion by Commissioner

1 DeSerio. Seconded by Commissioner Peterson.

2 Roll call, please.

3 MS. THRASHER: Angelo DeSerio.

4 COMMISSIONER DeSERIO: Yes.

5 MS. THRASHER: Jan Plettau.

6 CHAIRMAN PLETTAU: Yes.

7 MS. THRASHER: John Stanton.

8 COMMISSIONER STANTON: Yes.

9 MS. THRASHER: Ken Carroll.

10 COMMISSIONER CARROLL: Yes.

11 MS. THRASHER: Cheryl Slabozeski.

12 COMMISSIONER SLABOZESKI: Yes.

13 MS. THRASHER: Jan Plettau.

14 CHAIRMAN PLETTAU: Yes.

15 MS. THRASHER: Bill Thomas.

16 COMMISSIONER THOMAS: Yes.

17 CHAIRMAN PLETTAU: Okay. Public hearing is
18 closed at 7:23. Okay.

19 So at this time I would like to ask
20 for a motion to approve or deny the request for the
21 special use with the outlined conditions that Tony came
22 up with.

23 COMMISSIONER CARROLL: So moved.

24 COMMISSIONER SLABOZESKI: Second.

1 COMMISSIONER THOMAS: Just to be sure, we're
2 talking about the six conditions on page four.

3 COMMISSIONER CARROLL: The six conditions.

4 COMMISSIONER THOMAS: Did we add another one?

5 COMMISSIONER DeSERIO: I would move to add a 7th
6 one about access from the side lot.

7 CHAIRMAN PLETTAU: So that's going to be a motion
8 to approve?

9 COMMISSIONER CARROLL: Motion to approve.

10 CHAIRMAN PLETTAU: Okay. Seconded by who?

11 COMMISSIONER SLABOZESKI: Cheryl.

12 CHAIRMAN PLETTAU: Commissioner Cheryl.

13 Roll call.

14 MS. THRASHER: Ken Carroll.

15 COMMISSIONER CARROLL: Yes.

16 MS. THRASHER: Cheryl Slabozeski.

17 COMMISSIONER SLABOZESKI: Yes.

18 MS. THRASHER: Angelo DeSerio.

19 COMMISSIONER DeSERIO: Yes.

20 MS. THRASHER: Bill Thomas.

21 COMMISSIONER THOMAS: Yes.

22 MS. THRASHER: Jeff Peterson.

23 COMMISSIONER PETERSON: Yes.

24 MS. THRASHER: John Stanton.

1 COMMISSIONER STANTON: Yes.

2 MS. THRASHER: Jan Plettau.

3 CHAIRMAN PLETTAU: Yes.

4 MS. THRASHER: Motion carries.

5 COMMISSIONER DeSERIO: For clarity, that is with
6 the 7th addition. Correct?

7 CHAIRMAN PLETTAU: Correct.

8 COMMISSIONER THOMAS: That is to go behind the
9 bus stop. Not in front of it. Is that what you are
10 saying?

11 COMMISSIONER DeSERIO: To give some access from
12 that 10 or 15 parking stalls so that people don't have
13 to walk in front of that bus stop to get into the
14 building.

15 COMMISSIONER THOMAS: Like you say, in the
16 wintertime there is a issue with that bus stop with snow
17 being piled there.

18 COMMISSIONER DeSERIO: Yes.

19 CHAIRMAN PLETTAU: Okay. So at this time, we're
20 just a recommendation body for the Mayor and the City
21 Council.

22 I suggest that all of you attend a
23 meeting on what date?

24 MS. THRASHER: September 6th.

1 CHAIRMAN PLETTAU: September the 6th. Okay?

2 MR. JOHN HONIOTES: Yes, sir. Appreciate it.

3 Thank you.

4 COMMISSIONER THOMAS: I want to say what I said
5 on May 11th. Thank you for bringing this service to the
6 city of Crest Hill. I am not aware that we have
7 anything like this in the city, and that's a valuable
8 service that you are going to be providing. So thank
9 you.

10 MS. THRASHER: Thank you.

11 MS. KALLAN DEE ELIAS: Thank you.

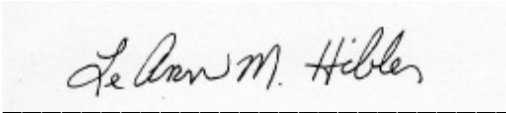
12 CHAIRMAN PLETTAU: Thank you.

13 * * * * *

1 STATE OF ILLINOIS)

2 COUNTY OF W I L L)

3
4 I, LeANN M. HIBLER, a Certified Shorthand
5 Reporter of the State of Illinois, do hereby certify
6 that I reported in shorthand the proceedings had at the
7 meeting aforesaid, and that the foregoing is a true,
8 complete, and correct transcript of the proceedings of
9 said meeting as appears from my stenographic notes so
10 taken and transcribed by me.

11
12 
13 _____

14 LeANN M. HIBLER, CSR, RMR, CRR

15 IL CSR #084 003148
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CHAPTER 2.22: CITY ADMINISTRATOR**Section**

- 2.22.010 Creation of office; appointment; term
- 2.22.020 Qualifications; removal
- 2.22.030 General duties

§ 2.22.010 CREATION OF OFFICE; APPOINTMENT; TERM.

The office of City Administrator is created. The City Administrator shall be appointed by the Mayor with the advice and consent of the City Council for an indefinite term. The City Administrator serves at the pleasure of the Mayor, who has sole discretion to unilaterally discharge the individual serving in that capacity at any time.

(Ord. 1401, passed 5-15-06)

§ 2.22.020 QUALIFICATIONS; REMOVAL.

The City Administrator shall be chosen on the basis of her or his executive and administrative qualifications, with particular reference to actual experience or knowledge of accepted practices in respect to the duties of this office. The City Administrator need not be an actual resident of the city but proximity and accessibility to the city may be an element in the selection of the City Administrator. The City Administrator may be removed from office at any time by the Mayor.

(Ord. 1401, passed 5-15-06)

§ 2.22.030 GENERAL DUTIES.

The City Administrator shall be the Chief Administrative Officer of the city, and reports to the Mayor who is the Chief Executive Officer of the city. The City Administrator is responsible to the Mayor and the City Council. The City Administrator shall be responsible for and direct the efficient and productive administration of all city departments, under the direction of the Mayor. The duties and responsibilities of the Administrator shall include, but are not limited to the following:

(A) The enforcement and administration of all laws, ordinances and city policies.

(B) The direction and supervision of all city departments, as delegated by the Mayor; the Administrator has the duty and responsibility to direct and coordinate all city-wide and interdepartmental projects, programs, policies, and administrative matters which are applicable to all departments.

(C) Facilitate the facts and evidence to the Civil Service Commission for the hiring, promotion, discipline, and discharge of any non-department head employee of the city (except Police Department employees) unless otherwise provided by the Statutes of Illinois.

(D) Conduct the selection processes and recommend only to the Mayor the appointment, suspension, or removal of all department heads.

Crest Hill - Administration and Personnel

(E) Conduct annual performance evaluations of all appointed department heads and other city employees who report to the City Administrator, and, in the absence of a department head due to a vacancy of that position, conduct annual performance evaluations for that department.

(F) Prepare the budget annually with the cooperation and assistance of other city staff and submit it to the Mayor and City Council together with a message describing the important features and be responsible for budget administration after adoption.

(G) Recommend to the Mayor and City Council personnel policies and a standard schedule of pay for each job classification in the city service and coordinate with union negotiations and make recommendations to the Mayor and City Council.

(H) Recommend to the Mayor and City Council adoption of such measures as may be deemed necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services.

(I) Responsibility for handling and following up inquiries and/or requests for public services from elected and/or appointed officials of the city as well as from the public at large.

(J) Represent the city at any community or intergovernmental functions as may be directed by the Mayor and City Council.

(K) The attendance at City Council meetings and committee meetings, unless excused by the Mayor, and the right to take part in the discussions at said meetings, but with no right to vote.

(L) The production of required studies and recommendations for the improvement or change of existing or proposed city services or policies.

(M) The City Administrator shall perform additional duties as described specifically in the city's job description for the City Administrator position or may be assigned by the Mayor and/or City Council from time to time.

(N) The City Administrator shall have experience (including grants-in-aid) and procurement of alternate sources of financing in order to continue to provide a high level of municipal services, facilities and infrastructure in a cost-effective manner.

(Ord. 1401, passed 5-15-06)

3.5.01. - Creation of Position.

There is hereby created the position of City Manager. The City Manager shall be appointed by the Mayor with the advice and consent of the City Council. Except as may be otherwise provided in a contract of employment, the Manager shall serve for an indefinite term. He shall be chosen solely on the basis of his executive and administrative qualifications. At the time of his hiring, the Manager need not be a resident of the City but shall become so at the direction of the Council.

No elected official of the City is eligible for the position of City Manager during the term for which he has been elected unless he shall first resign from office.

3.5.02. - Termination of Employment.

Except as otherwise provided in an employment contract between the City and the Manager, the City Manager may be removed by the Mayor subject to approval by the City Council in accordance with the procedures set forth in 65 ILCS 5/3.13 5-25.

If requested, the Council shall grant him a public hearing within thirty (30) days following notice of removal. During the interim, the Mayor may suspend the Manager from duty, but shall continue his salary; and, if the removal becomes final, shall pay his salary for one (1) calendar month, following the final removal date.

The Manager may resign upon thirty (30) days prior written notice to the City Clerk, but shall receive no severance pay.

3.5.03. - Conflict of Interest Prohibited.

The City Manager shall not be interested, directly or indirectly, in any contract, work or business of the City, in the sale of any article of the City, in the purchase of any property, belonging to the City, or sold for taxes or assessments, or sold by virtue of legal process at the suit of the City.

3.5.04. - Duties.

- A. *Duties.* The City Manager shall be the Chief Administrative officer of the City; and, shall be responsible to the Mayor and the City Council for the administration and operation of all the affairs and the departments of the City. As the Administrative officer, he shall have the administration and control of all matters and things pertaining to the operation and maintenance of the properties of the City; and, all of the departments of the City including, but not limited to

the Department of Public Works, the Health Department, the Community and Economic Development Department, and the General offices of the City. He shall also have supervision of those administrative agencies, departments, and officers as may be hereafter created by the City Council, unless the administration and control of these departments and officers is expressly delegated elsewhere. He shall perform his duties in conformity with the rules of the Fire and Police Commission.

Specifically, but not in limitation of the above, he shall have the following additional powers and duties.

- (1) He shall recommend to the Mayor and City Council the appointment of all officers of the City who are required by law to be appointed by the Mayor, with the advice and consent of the City Council, and he shall recommend to the Mayor the appointment of employees and officers who are required to be appointed by the Mayor. He shall further recommend the removal or suspension of any officer or employee when the removal or suspension shall be consistent with the best interests of the City. All recommendations for appointment or removal shall be based on merit and on the qualifications or disqualifications of the officer or employee, without regard to political belief or affiliation.
- (2) He shall have the power to hire and to discharge any other employee of the City exclusive of employees and officers of the Police Department, and as to said excluded employees, he shall make his recommendations to the Fire and Police Commission. Upon discharging any employee he shall submit to the City Council at the next meeting following such removal a statement concerning said removal and the reasons therefor.

B. *General Administrative Duties.*

- (1) The City Manager shall have custody and control of all documents, including debts, mortgages, leases, contracts, judgement orders, notes, bonds and evidence of indebtedness belonging to the City, except those directed by law or ordinance to be deposited elsewhere. He shall have supervision of the issuance and sale of all bonds, warrants and obligations, as well as supervision of the accounting work of the City.
- (2) He shall purchase all materials, supplies or equipment to and pursuant to directives and appropriations made and provided by the Mayor and City Council and subject also to State Law pertaining to creation of liabilities against the City and pertaining to the expenditures or appropriation of the monies of the City.
- (3) He shall, each month, cause to be prepared, and shall present to the City Council, a statement showing the exact financial condition of the City as of the end of the preceding month.
- (4) He shall give any additional reports and information concerning the fiscal matters of the City as may from time to time be required by the City Council.
- (5) He shall promote the efficient and uniform operation and coordinate the work of all

departments of the City and employees thereof.

- (6) He shall administer all personnel rules and regulations and the enforcement thereof in coordination with the department involved.
- (7) He shall attend all regular meetings of the City Council, unless excused, and special meetings upon request.
- (8) He shall investigate all complaints in relation to matters concerning the administration of the government of the City and the services maintained and provided by the Public Utilities operating within the City.
- (9) He shall enforce all franchises, permits and privileges granted by the City to the end that they are faithfully observed.
- (10) He shall recommend to the Mayor the measures he deems necessary for the improvement of the administrative services of the City.
- (11) He shall report to the City Council, at the second regular meeting of January of each year, as to the state of the City administration.

C. Preparation of Budget.

- (1) He shall prepare the budget annually in conjunction with the Budget Director and submit it to the City Council, together with a message describing the important features, and be responsible for its administration after adoption.
- (2) He shall prepare and submit to the City Council, as of the end of the fiscal year, a complete report on the finances and administrative activities of the City for the preceding year.
- (3) He shall keep the City Council advised of the financial condition and future needs of the City and make such recommendations as may be deemed advisable.

1-7-1: CITY ADMINISTRATOR:

Batavia

A. Office Created: There is created the office of city administrator who shall be appointed each year by the mayor with the consent and approval of the city council. The city administrator may at any time be removed from office by the mayor with the consent of the city council. An annual job performance evaluation of the city administrator shall be conducted by the mayor with the input of the city council.

B. General Duties: The city administrator, under the direction and supervision of the mayor, shall be responsible for the efficient and productive administration of all city departments and his duties shall include, but shall not be limited to, the following:

1. The enforcement and administration of all laws, ordinances and city policies within the city.
2. The making of recommendations concerning the appointments of all city department heads and assisting the mayor in providing annual job performance evaluations of all appointed city department heads.
3. The maintenance of day to day management of all city departments and divisions thereof created by the city council. (Ord. 83-52, 12-5-1983)
4. Supervision of the city budget officer with respect to the preparation and institution of the annual municipal budget, including the presentation of a balanced budget to the administrative services committee of the city council prior to its first regularly scheduled meeting in October of each year. (Ord. 89-6, 2-6-1989)
5. The supervision and review of the operations of the city finance officer on a regular basis, the periodic review of the city's financial status, and the report of said findings to the mayor and city council on a regular basis.
6. The production of required studies and recommendations for improvement or change of existing or proposed city services or policies.
7. The attendance at all meetings of the city council, unless excused by the mayor, and the right to take part in the discussions at said meetings but with no right to vote.
8. The representation of the city at any community or intergovernmental functions as may be directed by the mayor.
9. The ultimate responsibility for handling and following up inquiries and/or requests for public services from elected and/or appointed officials of the city as well as from the public at large.
10. The supervision of the interdepartmental coordination of all city departments including, but not limited to, the coordination of the planning, review and development of all projects involving annexation, community development, growth, restoration or general development in the community as said items relate to city government. (Ord. 83-52, 12-5-1983)

§ 30.150 CREATION OF OFFICE.

There is created the office of City Administrator, an administrative office of the city.

(`79 Code, § 30.250) (Ord. 905, passed 6-2-80)

§ 30.151 APPOINTMENT OF CITY ADMINISTRATOR.

(A) The City Administrator shall be appointed by the Mayor by and with the advice and consent of the City Council. The City Administrator shall be chosen by the Mayor and the Mayor's choice shall be considered by the Council solely on the basis of executive and administrative qualification with special reference to actual experience and knowledge of accepted practice in respect to the duties of the office hereinafter set forth, and such requirements and qualifications are of a nature as to require technical training and knowledge. No Alderperson or Mayor shall receive such appointment during the term that either is elected, nor within one year after the expiration of the term.

(B) During the absence or disability of the City Administrator, the Mayor with the advice and the consent of the City Council may designate some properly qualified person to act as City Administrator pro tempore to perform the duties of the office.

(`79 Code, § 30.255) (Ord. 905, passed 6-2-80; Am. Ord. 13-019, passed 7-2-13)

§ 30.152 TENURE OF OFFICE.

The term of office of the City Administrator shall be not shorter than for one year nor longer than the term of the Mayor appointing him. The City Administrator may resign from his office or may be removed therefrom only in such manner as is provided by the statutes of the state pertaining to the resignation or the removal of the appointed officers.

(`79 Code, § 30.260) (Ord. 905, passed 6-2-80)

§ 30.153 COMPENSATION.

The City Administrator shall receive compensation in such amount and manner as the Council shall fix from time to time by ordinance or resolution.

(`79 Code, § 30.270) (Ord. 905, passed 6-2-80)

§ 30.154 POWERS AND DUTIES.

The City Administrator shall have custody and control of all documents, including debts, mortgages, leases, contracts, judgment orders, notes, bonds, and evidences of indebtedness belonging to the city except such as are directed by law or ordinance to be deposited elsewhere. He or she shall have supervision of the issuance and sale of all bonds, warrants, and obligations. He or she shall have supervision over the accounting work of the city. Specifically, but not in limitation of the above, he shall have the following powers and duties:

(A) Before the annual Budget Ordinance is prepared by the corporate authorities, he or she shall direct the Finance Director to submit to the corporate authorities a report of the estimate as nearly as may be of the money necessary to defray the expenses of the city during the next fiscal year, and in the report, classify and detail the purposes of expenditure, the aggregate income of the preceding fiscal year, the city liabilities, and such other information as is necessary to assist the Mayor and the City Council to adopt a Budget Ordinance.

(B) For the purpose of preparing the Budget Ordinance, he or she is authorized to require all officers to submit statements of the condition and expenses of their respective offices or departments, a description of proposed city improvements, and the probable expense thereof, a description of all unperformed contracts and a statement of the amount of all unexpired appropriations of the preceding year.

(C) He or she shall recommend to the Mayor and the City Council the salaries to be paid each appointive subordinate employee of the city.

(D) With the approval of the City Council, he or she shall consolidate, combine, or reorganize positions or units under his or her jurisdiction.

(E) He or she shall purchase all materials, supplies, or equipment subject to and pursuant to directives and appropriations made and provided by the Mayor and the City Council, and subject also to the statutes of the state pertaining to creation of liabilities against the city and pertaining to the expenditures or appropriations of the monies of the city.

(F) He or she shall each month direct the Finance Director to prepare and present to the council a statement showing the exact financial condition of the city as of the end of the preceding month.

(G) He or she shall give such additional reports and information concerning the fiscal matters of the city as may from time to time be required by the City Council.

('79 Code, § 30.275) (Ord. 905, passed 6-2-80; Am. Ord. 18-023, passed 6-6-18)

§ 30.155 POWERS AND DUTIES WITH REFERENCE TO CITY ADMINISTRATION.

In addition to the above duties, the City Administrator shall perform such other duties as are herein provided. The City Administrator shall be the chief administrative officer of the city and shall be responsible to the Mayor and to the City Council for the administration and operation of all of the affairs and the departments of the city. As such administrative officer he shall have the administration and control of all matters and things pertaining to the operation and maintenance of the properties of the city and of all the departments, including the Department of Public Works, the Building Department, the Police Department, the Water and Sewerage Department, the Department of Streets and the general offices of the city. He shall also have supervision of such other administrative agencies and departments and officers as may be hereafter created by the City Council unless the administration and control of such departments and officers is expressly delegated elsewhere. He shall perform his duties in conformity with the rules of the Police Commission. Specifically, but not in limitation of the above, he shall have the following additional powers and duties:

(A) He may recommend to the Mayor and to the Council the appointment of all officers of the city who are required by law to be appointed by the Mayor with the advice and consent of the City Council, and he may recommend to the Mayor the appointment of employees and officers who are required to be appointed by the Mayor. He shall further recommend the removal or suspension of any such officer or employee when such removal or suspension shall be consistent with the best interest of the city. All such recommendations for appointment or removal shall be based upon merit and upon the qualifications or disqualifications of such officer or employee without regard to political belief or affiliation.

(B) The City Administrator shall make all necessary purchases of supplies, equipment and services for all departments of the city; for that purpose he is authorized to make expenditures of \$20,000 and to authorize Department Heads to purchase supplies, equipment, and services of \$5,000 or less without preliminary authorization by the Council, provided, however, that all expenditures and payments, regardless of amount, shall be subject to the confirmation or approval of the Council and to the limitations imposed by the adoption of a budget or special appropriation.

(C) He shall attend all meetings of the City Council and executive sessions of the Council unless excused therefrom by the Council, except when his removal is under consideration by the Council. He shall have the privilege of taking part in the discussion of all matters coming before the Council and shall be entitled to notice of all meetings, regular and special, of the Council.

(D) He shall make investigations into the affairs of the city or any department or division thereof and shall investigate all complaints in relation to matters concerning city services and city administration.

(E) He shall have the power to appoint and to discharge any employee of the city exclusive of employees and officers of the Police Department employed on a full time basis, and as to the excluded employees he shall make his recommendations to the Police Commission. Upon discharging any employee he shall submit to the Council at the next meeting following such removal a statement concerning the removal and the reasons therefor.

(F) He shall devote his entire time to the discharge of official duties.

(G) He shall perform such other duties as may be required of him by the Council consistent with the city ordinances or the statutes of the state.

('79 Code, § 30.280) (Ord. 905, passed 6-2-80; Am. Ord. 07-732, passed 9-26-07; Am. Ord. 07-738, passed 11-14-07)

§ 30.156 OFFICERS NOT TO INTERFERE WITH APPOINTMENTS OR REMOVALS.

No officer of the city shall dictate the appointment of any person to, or his removal from, office by the City Administrator or by any of his subordinates. Except for the purpose of inquiry, officers shall deal with the administrative service through the City Administrator and officers shall not give orders to any subordinates of the City Administrator, either publicly or privately.

('79 Code, § 30.285) (Ord. 905, passed 6-2-80)

SECTION:

1-6A-1: - POSITION ESTABLISHED:

There is hereby established the office of city administrator, who shall be appointed each year by the mayor with the advice and consent of the city council. The city administrator may at any time be removed from office by the mayor with the consent of the city council. An annual job performance evaluation of the city administrator shall be conducted by the mayor with input from the city council.

(1975 Code § 2-53)

1-6A-2: - BOND:

The city administrator shall post a bond as required by the city council.

(1975 Code § 2-55)

1-6A-3: - DUTIES AND RESPONSIBILITIES:

The city administrator, under the direction and supervision of the mayor, shall be responsible for the administration of the city departments and his duties shall include, but shall not be limited to, the following:

- A. The supervision of the administration of all laws, ordinances and city policies within the city.
- B. The making of recommendations concerning the appointments of all city department heads and assisting the mayor in providing annual job performance evaluations of all appointed city department heads.
- C. The maintenance of day to day management of all city departments created by the city council.

(1975 Code § 2-54)

- D. Act as the budget officer of the city.

(1975 Code § 2-54; amd. 2003 Code)

- E. The supervision and review of the operations of the city finance officer, the periodic review of the city's financial status, and the report of said findings to the mayor and city council on a regular basis.
- F. The production of required studies and recommendations for improvement or change of existing or proposed city services or policies.
- G. The attendance at all meetings of the city council, unless excused by the mayor, and the right to

take part in the discussions at said meetings.

- H. The representation of the city at any community or intergovernmental functions as may be directed by the mayor.
- I. The ultimate responsibility for handling and following up inquiries and/or requests for public services from elected and/or appointed officials of the city as well as from the public at large.
- J. The supervision of the interdepartmental coordination of all city departments.

(1975 Code § 2-54)

CHAPTER 6

MUNICIPAL OFFICERS AND EMPLOYEES

Sec. 2-227. - Creation of office.

There is hereby created the office of city administrator, an administrative office of the city.

(Code 1978, § 233.01; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-228. - Appointment of city administrator.

- (a) The city administrator shall be appointed by the mayor by and with the advice and consent of the city council. The city administrator shall be chosen by the mayor and said choice shall be considered by the council solely on the basis of the individual's executive and administrative qualifications with special reference to actual experience in or knowledge of accepted practice in respect to the duties of his office hereinafter set forth and specific professional education for, actual experience in, and knowledge of accepted practice in respect to the administration of local government. Such requirements and qualifications are hereby declared to be of a nature as to require technical training or knowledge.
- (b) During the absence or disability of the city administrator, the mayor, with the advice and the consent of the city council, may designate some properly qualified person to act as city administrator pro tempore to perform the duties of the office.

(Code 1978, § 233.02; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-229. - Residency requirement.

The administrator shall become a resident of the city within one year following the date of appointment, unless this requirement is specifically waived or varied by ordinance or by contract authorized by the city council, and entered into with the administrator, covering the terms and conditions of residency.

(Code 1978, § 233.03; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-230. - Tenure of office.

- (a) The term of the office of the city administrator shall be not shorter than for one year nor longer than the term of the mayor appointing the administrator. The city administrator may resign from office or may be removed therefrom only in such manner as is provided by the statutes of the state pertaining to the resignation or the removal of the appointed officers.
- (b) Appointment may be terminated by the administrator upon 30 days' written notice to the mayor and the city council prior to such termination. This section shall not preclude the city council from establishing other employment terms and conditions not inconsistent with the provisions of this chapter or this Code.

(Code 1978, § 233.04; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-231. - Bond and oath.

- (a) Before entering upon the duties of his office, the city administrator shall furnish a surety bond in the amount of \$5,000.00 to be approved by the city council, said bond to be conditioned on the faithful performance of the

administrator's duties. The premium of the bond shall be paid by the city.

- (b) Before entering upon the duties of his office, the city administrator shall take and subscribe the oath prescribed by the statutes of the state in such case provided.

(Code 1978, § 233.05; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-232. - Compensation.

The city administrator shall receive compensation in such amount and manner as the council shall fix from time to time by ordinance.

(Code 1978, § 233.06; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-233. - Authority and duties.

The city administrator, subject to the limitations defined in resolutions and ordinances of the city and state statutes, shall be the chief administrative officer of the city, shall report directly to the mayor, shall be responsible to the mayor and the city council for the proper administration of the business affairs of the city, pursuant to the statutes of the state, the ordinances of the city, and the resolutions, motions, and directives of the corporate authorities with powers and duties as follows:

(1) *General duties.*

- a. Execute the directives of the mayor and city council which require administrative implementation, reporting promptly to the mayor any difficulties encountered therein.
- b. Be responsible for the administration of all day-to-day operations of the city government including the monitoring of all city ordinances, resolutions, and state statutes.
- c. Establish when necessary administrative procedures to increase the effectiveness and efficiency of city government according to current practices in local government, not inconsistent with the directives of the mayor and city council.
- d. Serve as ex officio nonvoting member of all boards, commissions, and committees of the city, except as specified by the city council or state statutes and attend such meetings as may be directed by the mayor.
- e. Keep informed concerning current federal, state, and county legislation and administrative rules affecting the city and submit appropriate reports and recommendations thereon to the mayor and the city council.
- f. Keep informed concerning the availability of federal, state, and county funds for local programs. Assist department heads and the city council in obtaining these funds under the direction of the mayor and city council.
- g. Represent the city in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the mayor and city council.
- h. Establish and maintain procedures to facilitate communications between citizens and the city government to assure that complaints, grievances, recommendations, and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved.
- i. Promote the economic well-being of the city through public and private cooperation.
- j. Perform such other duties as may be specified by law, city ordinance or as may from time to time be directed by the mayor.

(2) *Responsibilities to the city council.*

- a. Attend all meetings of the city council and be present for all discussions, unless excused by the mayor or a majority vote of the city council, but in no case shall the administrator have the right to vote. Assist the mayor and the city council as required in the performance of their duties.
- b. In cooperation with the mayor, the city council, and the city clerk, ensure that appropriate agendas are prepared to all meetings of the city council, all city council committees, and all other appropriate committees and commissions of the city, together with such supporting materials as may be required; with nothing herein being construed as to give the city administrator authority to limit or in any way prevent matters from being considered by the city council or any of its committees and commissions.
- c. Assist in the preparation of ordinances and resolutions as requested by the mayor or the city council.
- d. Keep the mayor and the city council regularly informed about the activities of the city administrator's office by oral or written report at regular and special meetings of the city council.
- e. In the event that action requiring city council approval is necessary at a time when the city council cannot meet, the city administrator shall receive directives from the mayor.

(3) *Personnel.*

- a. Be responsible for the administrative direction and coordination of all city departments, department heads, and their employees in the city according to the established policies and procedures. The city administrator shall work with the corporate authorities to recommend employee policies and regulations; however, the department heads shall remain responsible for the implementation of the policies and regulations in their respective departments.
- b. Recommend to the mayor the appointment, promotion, and when necessary, for the good of the city, the suspension or termination of department heads.
- c. Be responsible for all collective bargaining processes of the city, and recommend to the mayor and city council collective bargaining agreements for consideration and possible final approval by the council. The city administrator shall be responsible for administering all employee organization contracts reached through the collective bargaining process, except as provided herein.
- d. Propose to the mayor and city council for their consideration such personnel rules and regulations as the administrator deems necessary to manage the personnel policies of the city.

(4) *Budgeting.*

- a. Ensure that an annual budget is prepared and presented pursuant to other provisions of the City Code and when directed represent the mayor's interests in the preparation of such budget.
- b. Coordinate personnel and other needs among the various departments ensuring that justifications for proposed hirings and purchases are provided to the elected officials as may be warranted and/or requested.
- c. Report regularly to the city council on the current fiscal position of the city.
- d. Understand and be familiar with the accounting system of the city to ensure that the system employs methods in accordance with current professional accounting practices; and recommend any changes to the mayor and city council.
- e. During the course of the fiscal year, when circumstances allow, may adjust the expense amount budgeted within a fund by ten percent of the total expense amount budgeted for the fund, but may not increase

the total expense amount budgeted for the fund.

(Code 1978, § 233.07; Ord. No. 5165-4-99, 4-20-1999; Ord. No. 6644-03-2020, § 2, 3-3-2020; Ord. No. 6649-03-2020, § II, 3-17-2020)

Sec. 2-234. - Officers not to interfere with appointments or removals.

No officer of the city shall dictate the appointment of any person to, or removal from, office by the city administrator or by any of the administrator's subordinates. Except for the purpose of inquiry, officers shall deal with the administrative service through the city administrator and officers shall not give orders to any subordinates of the city administrator, either publicly or privately.

(Code 1978, § 233.08; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-235. - City council.

The term "city council," whenever used herein, refers to the entire city council, sitting as one body, and not to the individual members thereof. No individual member of the city council shall have any direct authority over the city administrator.

(Code 1978, § 233.09; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-236. - Amendment.

The terms of this division may only be amended, waived or varied by city council ordinance or by a contract authorized by the city council, and entered into with the administrator, covering the terms and conditions of this division.

(Code 1978, § 233.10; Ord. No. 5165-4-99, 4-20-1999)

Secs. 2-237—2-264. - Reserved.