

MINUTES OF THE WORK SESSION  
(VIRTUAL MEETING)  
CITY COUNCIL OF CREST HILL  
WILL COUNTY, ILLINOIS  
January 25, 2021

The January 25, 2021 City Council work session was called to order by Mayor Raymond R. Soliman at 7:00 p.m. in the Council Chambers, 1610 Plainfield Road Crest Hill, Will County, Illinois. Mayor Soliman indicated that tonight's meeting will be via video conference with Council and Staff members attending from their homes.

The following Council members were present: Mayor Raymond Soliman, City Clerk Vicki Hackney, City Treasurer Glen Conklin, Alderman Scott Dyke, Alderman John Vershay, Alderwoman Barbara Sklare, Alderwoman Claudia Gazal, Alderwoman Tina Oberlin, Alderman Marco Coladipietro, Alderman Nate Albert, Alderman Joe Kubal.

Also present were: City Administrator Heather McGuire, City Engineer Ron Weideman, Interim City Planner Maura Rigoni.

Absent were: Interim Director of Public Works Mark Siefert, Police Chief Ed Clark, Finance Supervisor Ashli Motyka.

Mayor Soliman announced that he is conducting the meeting remotely from the City Council Chambers.

**TOPIC: 2385 Jorie Court-Plan Commission Recommendation-Cardinal Gardens Assisted Living Facility.**

Mayor Soliman presented the Assisted Living Home, Jorie Court per the memo dated January 25, 2021. Interim City Planner Maura Rigoni informed the Council that this request was presented to the Plan Commission at their meeting held on December 9, 2020. Cardinal Vision Homes is proposing to construct a 10,489 square foot assisted living home with an attached garage at 2385 Jorie Ct. The property is zoned B-3. This type of facility would require a special use. The Plan Commission denied the request. Some of the concerns expressed were parking, landscaping, and accessibility of emergency vehicles. The facility will be for seniors requiring assistance with their daily needs. The facility will not house memory care residents. Planner Rigoni has been in contact with the Fire Department in regard to the concerns with the accessibility of the emergency vehicles and they have come up with a revised site plan. They have included a horseshoe shaped drive that would allow a vehicle to pull up and exit without backing up. The Fire Department was comfortable servicing the facility from the cul de sac with a fire truck as the facility is a one story structure and has a sprinkler system. Planner Rigoni presented the revised site plan that also includes a rendering of what the facility would look like. Alderwoman Oberlin asked if the special use is to allow the assisted living and all codes would be followed. Also, does this request fit into the comprehensive plan. Planner Rigoni explained that it fits the plan and is a good transition from business to residential. The property to the rear of this project is multi-family. There is commercial property on either side of it. Alderwoman Gazal asked if we had contacted the Will County Highway Department in regard to the proposal. Planner Rigoni explained that because they are not asking for an additional entrance, so she did not feel it was necessary. This is also something that could be discussed during the engineering phase of the project. Alderman Vershay asked how wide the circular driveway would be. It would be 24' wide at the northern access and 14' wide at the southern exit. It would have to be a one-way drive. Alderman Albert asked if this request would have to go back before the Plan Commission because of the revisions. Planner Rigoni explained that they would not have to since they were voting on a special use, not a site plan. Alderman Albert asked if we would need a two-thirds vote to overturn the Plan Commission decision. Administrator McGuire thought that was only to overturn a vote on a variance, but would look into it, Alderman Coladipietro asked how many beds would be in the facility. The request was for 14 and that is also how the parking requirement was determined. Mr. Lauber, the attorney for the petitioner addressed the Council. He went over how the comprehensive plan provides for

senior housing, the type of care that will be provided for the residents of the facility, and that it will not have an effect on the surrounding area or property values. Also, based on statistics they are looking at not more than 10 ambulance calls in a years' time. It is possible to request that an ambulance or emergency vehicle turn their sirens off when they approach the facility on Jorie Ct as to not disturb the residential area. They will be meeting all of the City codes and will work with the Fire Department to address any concerns they might have. The building will be one-story and will have sprinklers in it. The special use being requested is for assisted living only and cannot be changed unless they come back in the future to revise it. This would also require a different license from the State. Alderwoman Oberlin asked what would happen if they requested more than 14 residents in the facility. Mr. Lauber explained that would be up to the discretion of the Council in the granting of the special use. The only exception would be if a spouse would want to reside with the resident in the same room. Alderman Coladipietro asked if the facility was being built with possible expansion in the future. Mr. Lauber explained that it is being built with 14 beds. Alderwoman Oberlin, and Alderman Coladipietro felt that this proposal was a good fit for the property. Alderwoman Gazal agreed. If she were in the residential subdivision, she would prefer to have this use rather than a commercial building behind her property. Alderman Albert also agreed that this would be a good transition between the existing residential and businesses. Alderwoman Sklare and Alderman Vershay also felt this is a good area for the facility. Alderman Vershay asked if there was some type of overhang in the front of the building for the residents to sit under in nice weather. Planner Rigoni said that it appears that there is an overhang along the front of the building. Mayor Soliman asked for comments or questions from any of the other participants. Scott Huminsky went over the changes that were made to the plan. He expressed willingness to work with the City on the proposed project. Mr. Grenier also said that they are willing to work with the City to get approval on the facility. He gave a brief presentation on the reason they chose this location. Mayor Soliman asked for comments and questions from the Council. There were none. Alderman Dyke and Alderman Kubal agreed that this facility is a good fit for the area with the input from the Fire Department. Alderman Albert asked if we could get input from Bill Thomas who is a Plan Commission member. Mr. Thomas explained that this facility will be a good fit for the area and is happy with the changes that were made to the site plan. Mayor Soliman also felt that this proposed facility will be a good fit for the area and an asset to the City. Mayor Soliman thanked everyone for their participation and input on this project.

Mayor Soliman asked for an informal vote on 2385 Jorie Court-Plan Commission Recommendation-Cardinal Gardens Assisted Living Facility to overturn the Plan Commission denial. All members present were in agreement.

#### **TOPIC: Small Business Grants.**

Mayor Soliman presented the Small Business Grant discussion per the memo date January 25, 2021. Administrator McGuire reviewed the background of the grant program. We have four applicants interested in the program. The Council will need to decide what the grant amount will be and if all four of the applicants will receive the grant money. The recommendation is for \$5,000.00. Planner Rigoni went over the chart and the items that are still being required of the applicants. Alderwoman Gazal was disappointed that we only received four applications. She would like to see us advertise the grant program again and possibly get more applicants. Administrator McGuire said that we can extend the program for another month to allow for more applications to come in. Alderwoman Gazal would like to see us offer a larger dollar amount to help our small businesses out. Alderwoman Oberlin agreed. She asked if the businesses had indicated a dollar amount that would help them out during this. Planner Rigoni explained that the applicants did indicate an estimated dollar amount. Planner Rigoni indicated that a few of the owners she spoke to indicated that the application asked for a lot of information and maybe that's why we did not have a lot turned in. She could work with the Administrator to pare down the application to include what information is necessary. Administrator McGuire explained that we based our application on other applications that we reviewed. Discussion followed on the application and requirements. Administrator McGuire said that as far as notifying the businesses on a proposed extension, we can do so through the radio, newspaper, and social media. She suggested a 30 day time frame so that we are not going into the next fiscal year budget. Alderwoman Gazal would like to see a letter sent out to the businesses that are affected letting

them know about the grant program. Alderman Albert asked what the CARES funds are being used for. Administrator McGuire went over what the City has used the funds for. She also explained that the surplus we have is not just from the CARES fund. It is a culmination of funds. Alderman Albert feels that we should do another round of applications but doesn't know if a mailing is going to help and would cause further expenses. Discussion followed on how the businesses can be notified. Alderwoman Gazal would like to see us award the four businesses that applied their grant money and then do a second round of applications. Administrator McGuire asked if the Council wants to do a flat grant fee, or varying grant amounts. Alderwoman Sklare was surprised at the low number of applicants. Administrator McGuire explained that there were other grants available and they may have applied for those. Alderwoman Oberlin asked that if we send a letter we make it clear that this is separate from other grants they may have applied for. Alderwoman Gazal asked if we can do a donation to the food pantry. Administrator McGuire explained that this is a grey area because you are using taxpayer funds but would look into it. Treasurer Conklin asked if a not for profit could apply for the grant the same way a regular business could.

Mayor Soliman asked for an informal vote on the Small Business Grants, for a second round of notifications, to award the four business that have applied for a grant, and for the dollar amount to be \$5,000.00. All members present were in agreement. Alderwoman Gazal asked when these four businesses will be receiving the funds. Administrator McGuire said we can get this on the list of bills and get it out as quicky as possible. Alderman Coladipietro asked if the funds have to be paid back. They do not. Alderman Albert asked that we make sure that any applications be notified that this a grant, not a loan and does not have to be paid back. Alderman Kubal asked that this be announced at our next Council meeting.

**TOPIC: Right of Way Entry Permits for Utility Work.**

Mayor Soliman presented the Right of Way Entry Permits for Utility Work per the memo dated January 20, 2021. City Engineer Ron Weideman informed the Council that currently the City does not have a written policy on how to monitor and control work by public or private utilities within the City right of ways. The new policy would require the applicant to fill out an application, provide to the City a financial security and to accept final approval from the City. Signage would also be installed at the site where the work is being done. An outline of the new policy would include the utility itself or their consultant prepare either a Right of Entry Permit or Right of Entry Permit for Owners. Require that the owners use City licensed contractors. Submit to the Engineering Department for review and approval. Once work has been approved by the Engineering Department they will notify both the applicant and Building Department that the permit can be issued once the fees and bond have been posted with the City. Public notice signs which will be rented through Public Works will be installed 5 days prior to work beginning and remain in place until final approval is given. The contractor will need to document existing conditions. Once the work is completed the owner or representative shall in writing request final inspection through the Building Department. Once the work has been inspected and approved the financial security will be released. The fee for a right of way entry permit is \$150.00 and a yearly right of way entry permit for owners is \$1500.00. The financial security for each project would be \$2,000.00 or \$10,000.00 for a yearly owners permit. Administrator McGuire said that this is something that the City has been lacking in the past. Alderwoman Oberlin asked if this was standard in other communities. It was. Alderwoman Oberlin asked if this policy would pertain to a landscaping company that might be mowing the parkway trimming a tree for a resident. It would not. Discussion followed.

Mayor Soliman asked for an informal vote on the Right of Way Entry Permits for Utility Work. All members present were in agreement.

**PUBLIC COMMENTS:** There were no citizens that have filed questions or comments with the City via mail, email, or via phone per confirmation of the City Clerk.

**MAYORS UPDATES:** Mayor Soliman had no updates for the Council.

**COMMITTEE/LIAISON UPDATES:** There were no committee/liaison updates.

**CITY ADMINISTRATOR UPDATES:** Administrator McGuire asked that if anyone from the Council has logos that they like to please email them to the marketing firm who is handling the proposed City logo. They will be giving an update to the Council at the February 11, 2021 work session.

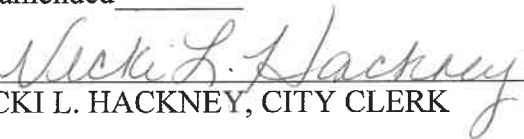
Administrator McGuire informed the Council that PACE will be installing the new bus shelter on Rte. 30 and Larkin starting on February 1, 2021.

Mayor Soliman announced that the January 25, 2021 was adjourned at 8:15 p.m.

Approved this 1st day of February, 2021.

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

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

  
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VICKI L. HACKNEY, CITY CLERK

  
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RAYMOND R. SOLIMAN, MAYOR